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# **GALVESTON COLLEGE**



**CATALOG 1971-1972**



*A. A. [Signature]*

**COLLEGE**

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ated by  
of Colleges and Universities  
Colleges and Universities

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College and University System  
Texas College Agency  
Education

Member of  
of Junior Colleges  
Association  
American Association of Junior Colleges  
Texas Public Junior College Association  
Southern Association of Junior Colleges  
National Junior College Conference  
Texas Junior College Intercollegiate Conference  
Association of Texas Junior College  
Gulf Coast Junior College

NUMBER 5  
1971  
F

**OFFICIAL GALVESTON COLLEGE CALENDAR**

**CHANGE**

Semester 1972

ulty Workshop

January 12-13-14

entation for new students

January 13

egistration

January 10-11

es begin

January 17

Calendar is correct as printed.



## FOREWORD

This fifth annual catalog is designed to provide detailed information about the educational opportunities available at Galveston College.

The primary purpose of the instructional programs offered by the College is to aid individuals in fulfilling their hopes and aspirations for happiness in jobs, at home and in the community.

A full program of guidance and counseling services is available to all students. Students are urged to take advantage of this service in the making of decisions regarding their educational plans.

The philosophy of service through the provision of educational opportunity means that the College will constantly extend itself to the utmost in seeking to provide each student with that program which most nearly suits his needs, interests, and abilities.





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# COLLEGE CALENDAR

## FALL SEMESTER, 1971

Pre-enrollment counseling .....	June-July-August
Faculty workshop .....	August 23-24
Freshman orientation .....	August 24
Registration .....	August 25-26
Classes begin .....	August 30
Last day for late registration and/or schedule change .....	September 3
Labor Day holiday .....	September 6
Classes resume .....	September 7
Mid-Semester .....	October 22
Last day to file for fall graduation .....	November 1
Thanksgiving holidays .....	November 25-28
Classes resume .....	November 29
Last day to drop courses .....	December 13
Final examinations .....	December 14-20
Make-up examination date .....	December 21
Semester ends .....	December 22

## SPRING SEMESTER, 1972

Faculty Workshop .....	January 10-11
Orientation for new students .....	January 11
Registration .....	January 12-13
Classes begin .....	January 17
Last day for late registration and/or schedule change .....	January 21
Last day to file for spring graduation .....	March 1
Mid-Semester .....	March 17
Spring holidays .....	March 25 - April 2
Classes resume .....	April 3
Last day to drop courses .....	May 3
Final Examinations .....	May 4-10
Make-up examination date .....	May 11
Semester ends .....	May 12
Graduation exercises .....	May 12

### **FIRST SUMMER SESSION, 1972**

Registration .....	June 1
Classes begin .....	June 5
Last day for late registration and/or schedule change .....	June 9
Holiday .....	July 4
Classes resume .....	July 5
Last day to drop courses .....	July 7
Final examinations .....	July 10-11
Term ends .....	July 11

### **SECOND SUMMER SESSION, 1972**

Registration .....	July 13
Classes begin .....	July 17
Last day for late registration and/or schedule change .....	July 21
Last day to drop courses .....	August 16
Final examinations .....	August 17-18
Term ends .....	August 18

# COLLEGE ORGANIZATION

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Candidate for Ed.D., University of Houston

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Pulmonary Therapy  
The University of Texas Medical Branch

MADOLON MUNSON, *Occupational Therapy Assistant*  
The University of Texas Medical Branch

JUANEVA NOVAK  
Electroencephalography Service  
The University of Texas Medical Branch

TROY R. OWENS  
Certified Orthotist  
Galveston Brace and Limb Company

MARILYN PRIVITERA, *Assistant Instructor*  
Clinical Occupational Therapy Supervisor  
The University of Texas Medical Branch

ANITA F. SATTERLY  
Associate Director of Nursing Education  
U. S. Public Health Hospital

JEANNE SCHENCK, *Chairman*  
Department of Physical Therapy  
School of Allied Health Sciences  
The University of Texas Medical Branch

SUSAN SHEPARD, P.T.  
Staff Physical Therapist  
General Clinic  
The University of Texas Medical Branch

CHARLTON SPENCE, P.T.  
Staff Physical Therapist  
General Clinic  
The University of Texas Medical Branch

JANET STEWART, OTR  
Staff Occupational Therapy  
The University of Texas Medical Branch

JO ANN TOMBERLIN  
Instructor Physical Therapy  
School of Allied Health Sciences  
The University of Texas Medical Branch

VIRGINIA WILLET, P.T.  
Staff Physical Therapist  
General Clinic  
The University of Texas Medical Branch

BARBARA WILLIS, OTR, *Associate Instructor—Charge Therapist*  
Occupational Therapy Department  
Shriners Burns Institute

VALERIE WILSON, OTR  
Staff Therapist  
Occupational Therapy Clinic  
John Sealy Hospital

RUDOLPH P. ZALESAK  
Deputy Director of Nursing  
U. S. Public Health Service Hospital

**SERVICES STAFF**

BILL ALDERMAN, *Bookstore Manager*

ROSALEE BELL, *Faculty Secretary*

BARBARA CANNATELLA, *Business Office*

VIRGINIA CARDWELL, *Secretary to the Dean of Occupational  
Education*

COOKIE FOX, *Secretary to the Director of Student Personnel Services*

GLORIA GARZA, *Recorder*

PATRICIA HAYLES, *Secretary to the Vice President for Academic  
Affairs*

AUGUST J. HERBST, *Superintendent of Buildings and Grounds*

SHARON HERNANDEZ, *Media Design Technologist*

B. J. JACOBS, *Financial Aid Advisor*

MAMIE JOHNSTON, *Business Office*

KENNETH JONES, *Printer*

ELLEN KETCHUM, *Secretary to the Director of Adult Education and  
Evening Division*

LEONORA MARTINEZ, *P.B.X. Operator*

HELEN MATTHEWS, *Assistant to the Bookstore Manager*

MARTIN McGUIRE, *Business Office*

PHYLLIS MEIER, *Library Technologist*

MARY MEZZINO, *Secretary to the President*

PAMELA MITCHELL, *Secretary to Registrar*

JOYCE NIELSEN, *Faculty Secretary*

CHARLOTTE NORREGAARD, *Business Office*

CYNTHIA ROGERS, *Faculty Secretary*

HELEN SPANGLER, *Secretary*

DOLPH TAYLOR, *Night Watchman*

TERRILYNN VENZKE, *Recorder*

FRANCES VUCKOVICH, *Secretary to Director of Research and  
Development*

# GENERAL INFORMATION

## HISTORY OF THE COLLEGE

It is known that as early as 1934 there was considerable local interest in a 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, however, did not give up. During the ensuing years efforts were made to form a county district, but those proposals were not acceptable to the voters.

In 1966, Galveston leaders renewed their drive to get a College for the Island. An attorney general's opinion was sought and it determined that the original district was still in legal existence.

In July of 1966, the Commissioners 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 Union Junior College District. This act provided the avenue by which the original district could be activated.

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

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

Many individuals within the local community contributed their time, money, and abilities toward the successful creation of the College, especially the members of the Junior College Committee of the Galveston Chamber of Commerce.

In February of 1967, Dr. David G. Hunt was selected as the College's first president. He assumed office on March 1, 1967, and immediately began to formulate plans for opening the College in September of 1967. The successful achievement of this objective is a tribute to the abilities possessed by Dr. Hunt.

The College opened for its first semester on September 18, 1967, with an enrollment of 672 students. The College has grown to 2098 students enrolled for the spring semester of 1971.

Mr. Melvin M. Plexco, Vice President and Dean of the College was elected as the second president on April 11, 1968, following the death of Dr. Hunt, and serves in this capacity at the present time.

## **PHILOSOPHY OF THE COLLEGE**

Galveston College is dedicated to community service through the provision of educational opportunity. Education is the basis of both material and spiritual progress and is, therefore, the wellspring of every opportunity for material well-being and happiness.

Only the individual student is able to seize upon the opportunities offered by education, and it is to the individual student that the faculty and staff of Galveston College will turn attention. The student who approaches his collegiate opportunities with seriousness, self-discipline and energy will find that he has earned the right to the very best the College has to offer.

The philosophy of service through the provision of opportunity must find expression in the development of the widest range of educational programs consonant with sound management and legal limitation. The College will constantly extend itself to the utmost in seeking to provide each student with that program which most nearly suits his needs, interests and abilities.

## **SPECIFIC OBJECTIVES OF THE COLLEGE**

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

Specific objectives of the College are:

1. To provide an effective program of student personnel services and counseling.
2. To provide, through general education, opportunities for personal growth and development.
3. To provide university parallel course work designed to transfer to senior colleges and universities toward the baccalaureate degree.
4. To provide occupational education in specialized areas for those students who wish to become employable upon program completion.
5. To provide, through continuing education, opportunities for students who have assumed adult responsibilities and must attend school on a part-time basis.
6. To provide, through seminars, lectures, and discussion groups, programs of worthy leisure value, usually on a non-credit basis.

## **ADMINISTRATIVE POLICY**

The administration of Galveston College reserves the right to make changes in and act as final interpreter of this catalog. The College



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

### **ADMISSION POLICIES AND PROCEDURES**

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

1. Graduation from an accredited high school; *or*
2. Graduation from a non-accredited high school with condition of scholastic probation for one semester imposed on student; *or*
3. Successful completion of the General Educational Development (GED) Test, as certified by the State of Texas; *or*
4. Recommendation of a Galveston College counselor for students 18 years of age or older; *or*
5. Transfer in *good standing* from another college or university. In “good standing” means student should be eligible to return to the school from which he transferred.

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

- STEP 1. Obtain application form from the back of this catalog or from the Registrar—Room 147.
- STEP 2. Present completed forms to Registrar.
- STEP 3. Arrange for previous school records to be sent direct to the Registrar. Records brought by students in person are not acceptable. Transfer students must provide transcripts of all prior college work.
- STEP 4. Arrange to take the American College Test (ACT) and have results sent direct to Registrar.
- STEP 5. Arrange counseling interview prior to formal registration.

For students who do not seek admission into college credit program, the requirements are as follows:

1. Students may audit college credit lecture courses by special application to the Registrar.
2. Admission to non-college credit instructional programs will be governed by the nature of the specific program.

The procedures for admission into *non-college credit programs* are outlined below:

- STEP 1. Contact Registrar or Director of Adult Education for specific procedures.
- STEP 2. Register as directed.

### **ADMISSION TO SPECIAL PROGRAMS**

1. Applicants must be eligible for admission to Galveston College
2. There are no restrictions as to sex, creed, race, or marital status.
3. The Admission Committee will be composed of one person from each of the following areas. Student Personnel Services and Special Programs (ADN, VN, AHO, etc.). This committee may review any and all cases presented to it and recommend individual admission as it sees fit.
4. Check lists are available for all special programs and should be obtained from the counselor's office or registrar's office and completed by all persons in the special programs.
5. After applicants have been accepted for admission to the college, they will be notified by letter from the Registrar's Office of their acceptance as a *Candidate* for the special program. The candidate will be asked to make an appointment with the director of the program for interview and further counseling within the week of receiving the acceptance letter.
6. Deadlines: Students will be notified by the Registrar's Office as to their acceptability. Records must be complete by June 1 for the Fall semester. Records must be completed by November 1 for those seeking admission in the Spring semester (if the program has spring admissions). Records must be complete by April 15 for those seeking admission in the Summer session (if the program has summer admissions). Individuals will be considered after those dates *only* if the program has additional openings.

### **ASSOCIATE DEGREE NURSING**

1. Applicant must be eligible for admission to Galveston College.
2. Generally, applicants must have an ACT standard score of 14 as a minimum.
3. Students who have scores below 14 may be considered (1) if they have demonstrated an ability to do acceptable college work on *prescribed* courses, (2) or/and have prior appropriate training and/or experience.
4. Applicant must be a minimum of 17 years of age.
5. Director of program or Department Chairman will forward written recommendation on student to (1) Registrar's Office or (2) Admissions Committee for final action.

6. An unsatisfactory report on the physical examination form will result in automatic elimination of the candidate for admission to the program.

#### ASSOCIATED HEALTH OCCUPATIONS

1. Applicant must be eligible for admission at Galveston College.
2. Generally, applicants must have an ACT standard score of 9 as a minimum.
3. Students who have scores below 9 may be considered (1) if they have demonstrated an ability to do acceptable college work on *prescribed* courses, (2) and/or have prior appropriate training and/or experience.
4. Applicant must be a minimum of 17 years of age.
5. Director of program or Department Chairman will forward written recommendation on student to (1) Registrar's Office or (2) Admissions Committee for final action.
6. An unsatisfactory report on the physical examination form will result in automatic elimination of the candidate for admission to the program.

#### VOCATIONAL NURSING

1. Applicant must be eligible for admission to Galveston College.
2. Generally, applicants must have acceptable ACT standard score of 10 as a minimum.
3. Students must make a satisfactory score on the General Aptitudes Test Battery.
4. Students who have scores below 10 may be considered (1) if they have demonstrated an ability to do acceptable college work on *prescribed* courses, (2) and/or have prior appropriate training and/or experience.
5. Applicant must be between the ages of 17 and 55.
6. Director of program or Department Chairman will forward written recommendation on student to (1) Registrar's Office or (2) Admissions Committee for final action.
7. An unsatisfactory report on the physical examination form will result in automatic elimination of the candidate for admission to the program.
8. Three references from professional people or employers are required.

## **COUNSELING AND GUIDANCE SERVICES**

Individual counseling is available for all students at Galveston College. The Office of Student Personnel Services exists to enable the student to achieve and maintain maximum productivity as a person. A staff of professional counselors is available to work with students who seek help in resolving questions of career choice, advanced placement, study skills, getting along with others, self-understanding, and other kinds of personal problems. All counseling is confidential.

Counseling services are also offered to help students make decisions in regard to their educational and vocational goals and plans. Once these goals have been determined, the proper division of study can be identified, specific courses selected and long-range plans developed and formulated with the students as they progress through the initial phases of course work. Educational programs should be planned in detail with the counselors before the end of the first year of attendance.

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

The Office of Student Personnel Services is located in Room 142, Moody Hall.

### **Faculty Advisors**

So that the students may benefit from the varied and professional experiences of the faculty, students are assigned to the various departments for advising. Should student *change* majors or specify their major as "undecided", they should report to the counselors for assistance. The chairman may assign the students to other faculty members in his department at his discretion and by a system he so chooses.

Students occasionally experience difficulties in adjusting to a college atmosphere and its individual approach to acquisition of knowledge. The college encourages the student not only to discuss educational problems with the subject matter instructor, but to seek advice and guidance from his Faculty Advisor. Each of these advisors has many successful years of college experience and can usually suggest solutions to the complex problems which arise.

Degree problems, which must be completed by the end of the freshman year, should be fully discussed with the Faculty Advisor before being presented to the counselors for final approval.

## TEMPORARY WAIVER OF ENTRANCE REQUIREMENTS

A student who fails to meet the admission requirements at the time of his registration may enroll on a provisional basis after signing the following form which is issued and filed in the registrar's office:

### GALVESTON COLLEGE WAIVER OF ENTRANCE REQUIREMENTS

	DEADLINE 30 Days After Registration
Date _____	
Complete College Transcript(s)	Health Data Form
Complete High School Record	G.E.D. Scores
Social Security Number	A.C.T. Scores
College(s) or High School _____	

I hereby certify:

1. That I understand that I am being temporarily admitted to G.C. pending credentials checked above.
2. That these credentials will be used in determining by eligibility for admission.
3. That if I do not meet all entrance requirements, I will be required to withdraw and refunds will be made in accordance with the schedule outlined in the catalog.
4. That the responsibility for securing these credentials rests entirely with me, and further, I understand that I will be suspended from classes if all required records are not on file in the office of the Registrar by the date shown above.

Signature of Student \_\_\_\_\_

### AMERICAN COLLEGE TESTING PROGRAM

Freshmen students entering Galveston College will be required to submit scores on the American College Test. All students who plan to receive an associate degree and/or transfer to another institution are required to have American College Test (ACT) scores on record. Information concerning ACT testing dates may be obtained from the Office of Student Personnel Services, Room 142, Moody Hall.

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

Students whose scores are in the lower one-fourth of the group entering Galveston College may be required to enroll in certain courses during their first semester.

**English 032—Reading Improvement**—Designed for students who have not acquired adequate reading skills as demonstrated by scores on the ACT.

**Math 041—Basic Algebra**—For students who have no admission units in algebra or for those students who need to review algebra before continuing college level mathematics.

**Note Regarding ACT Requirement:**

Students are exempt from ACT requirement under the following conditions: Exceptions do not apply to students seeking admission to special programs (A.D.N., A.H.O., VN, etc.).

1. If the student holds a college degree.
2. If the student has successfully completed 66 or more hours at a college or university.
3. If the student transfers 15 or more acceptable hours to this college.
4. Written consent of the Director of Student Personnel Services.
5. If the student is an auditor *only*.

**FINANCIAL AID**

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

**How Need is Determined:**

Since financial aid is awarded primarily on the basis of need, it is important to understand how need is determined. Essentially, financial need is the difference between the cost of the college education and the

family's and student's ability to contribute to that education. While maintaining its objectively measured standard of living, a family that would need substantial financial aid to send a student to one college might need much less to meet the student's expense at another institution. Two elements must always be considered:

1. The amount of money the student and his family can reasonably be expected to contribute toward a definite period of education, usually an academic year.
2. The expenses of education during that period at the institution of higher education which the student plans to attend.

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

The following classification of students are considered in determining financial aid:

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

The *Degree of Need* is documented from information provided by a "Family Financial Statement" (FFS) form, similar to that which parents prepare and submit on their Federal Income Tax Returns.

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

While the college regards the ACT or CSS Need Analysis Systems as a very helpful guide, the student applicant is also required to complete the College's Student Financial Aid Application. In all cases, final determination of need and award amounts are made by the Student Financial Aid Office. In this way, individual attention is given to each application

and awards are made in view of the student's particular situation and in accordance with the College's philosophy in awarding aid.

**To Apply:**

1. Complete and submit all application forms located in back of catalog. The student is in all cases fully responsible for properly completing all required documents, and submitting them as required by set deadlines. In addition send to the Financial Aid Office:
2. A copy of the American College Testing Program, "Family Financial Statement," or the College Scholarship Service "Parents Confidential Statement." These forms may be obtained from the Office of Student Financial Aid. A fee of \$3.00 is charged for processing the ACT (FFS) and should be paid by money order or personal check payable to ACT when submitting the completed application. A fee of \$2.50 is charged for processing the CSS (PCS) and should be paid by money order or personal check payable to CSS.
3. Also send to the Student Financial Aid Office, The Galveston College Student Application for Financial Assistance and
4. An official transcript from the last school attended.

Awards will be *disbursed* at the time of registration for classes at the beginning of the fall and spring semester.

Late applications are considered only if funds remain available after all awards are made to applicants who filed within the deadline. Financial aid is awarded on the basis of one academic year (September to June). In order to continue to receive financial assistance, each student must reapply within the specified deadline dates for each succeeding academic year.

**POLICIES**

Students applying for financial aid are expected to be able to contribute at least \$300 toward their educational expense from summer employment. Students enrolled in a 12 month program are not expected to seek summer employment.

Should a student receiving financial aid go on scholastic probation, financial aid will be continued for one semester. Should the student continue to be on probation after one semester, the student must appeal to the Financial Aid Advisory Committee through the Director of Student Services for continued financial support.

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



**Deadlines:**

For entry to school in . . . Fall of 1971	
Scholarships .....	March 16, 1971
Loans and Grants .....	July 1, 1971
For entry to school in . . . Spring of 1972	
Loans and Grants .....	October 15, 1971
Scholarships .....	November 15, 1971
For entry to school in . . . Fall of 1972	
Scholarships .....	May 1, 1972
Loans and Grants .....	July 1, 1972

**LONG TERM LOAN PROGRAMS**

*Hinson-Hazlewood Student Loan (formerly Texas Opportunity Plan)*  
—The State of Texas provides long-term loans (5 years) to qualified full-time students at 7% per annum interest charge under the Texas Opportunity Plan. Loans under this plan may be as much as \$1,000 per year with repayment deferred until four months after completion or termination of an educational program. Interest may be waived until repayment commences. Student must complete TOP application and show financial need, academic progress and be recommended by loan officer. Student must have a responsible co-signer for each interim note.

*National Defense Student Loan.* Qualified full-time undergraduate students may borrow up to \$1,000 per year. The size of the loan received depends on degree of financial need and funds available. Repayment is made directly to the College commencing 9 months after completion or termination of an educational program. The loan bears 3% simple interest and must be repaid within 10 years. The College will establish a minimum monthly or quarterly repayment schedule. Repayment is cancelled in the event of death or total and permanent disability. Partial cancellation of the loan is authorized for teaching performed after graduation.

*Law Enforcement Education Program Loan.* Student must be a citizen or national of the United States. Must have a Social Security Number. Applicant must be accepted for enrollment at Galveston College as a full-time student pursuing the Police Science curriculum with the intention of entering a career in law enforcement after graduation. A maximum of \$1,800 per academic year may be loaned. Repayment of the principal amount of loan, plus 7% simple interest per annum on the unpaid balance in regular payments of not less than \$50 per month billed quarterly, within ten years after the repayment period begins. Repayment shall begin six months after the student ceases to be enrolled as a full-time student. The total amount of the loan, plus interest, shall

be cancelled for service as a full-time officer or employee of a law enforcement agency at the rate of 25% of the total (original) amount of such loan plus interest for each complete year of such service or its equivalent. For loans covering expenses beyond *direct educational costs* (tuition, fees, books, supplies and transportation) an ACT Family Financial Statement must be submitted and financial need established.

*Nursing Student Loan Program* (Associate Degree Nursing Students). Application forms for the Nursing Student Loan may be obtained from the Office of Financial Aid. This must be completed before any applicant can be considered for a loan. *Loans will be granted on the basis of greatest financial need as verified by the CFAR and on academic achievement—past, present and future potential.* Loans may be granted for the maximum annual loan allowable of \$1,500 or less, depending on the borrower's financial need. The rate of interest is 3% per annum. Repayment of loans will begin nine (9) months from the date of graduation from the ADN program or upon termination of the course by the student. Up to 50% of the loan may be cancelled at the rate of 10% per year, for each year of full time employment as a registered nurse in a public or private non-profit hospital. If a borrower is employed as a registered nurse on a full-time basis by a hospital designated in the "Handbook for Loan Cancellation Benefit," U.S. Department of Health, Education and Welfare, 100% of the loan may be cancelled at the rate of 15% per year. John Sealy, St. Mary's, U.S. Public Health Hospital and Galveston County Memorial Hospitals are all listed in this publication. Each borrower must submit a "Certification of Student Status" statement annually in order to receive cancellation benefits. The filing of this statement will be the entire responsibility of the borrower. Should the borrower fail to file this statement annually, no cancellation benefits will be applied toward the principal and interest accrued. "Certification of Student Status" forms can be obtained through the Financial Aid Office at Galveston College.

## **SHORT TERM LOAN PROGRAMS**

### **The Moody Loan Fund**

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

*The Sears-Roebuck Emergency Short Term Loan Fund.* This loan program, established by the Sears-Roebuck Foundation, is designed to

provide Mid-Management majors a means of meeting emergency financial needs with a short term, interest free, loan up to \$100, depending upon the nature of the emergency and the determination of the amount needed to meet the crisis by the financial aid advisor. The loan must be paid back within 90 days during the long semesters, 30 days during summer sessions. Application may be made through the Financial Aid Office. Mid-Management students are given first priority, business majors second priority, and other students third priority if funds are available.

### **Scholarships:**

*Galveston College General and Special Scholarships*—Student must complete scholarship application and letter. Student must prove financial need and academic ability as a registered full-time student majoring in academic or technical courses as required. The scholarship awards range from \$50 to \$250 per academic year. Amount depends on Program (academic, vocational, or nursing). The student must be recommended by the Scholarship Committee.

These scholarships and/or grants are currently listed by the College: Sister M. Agnesita, Dr. David G. Hunt, Margaret Leonard Mills, Mary K. Peterson Foundation, Pilot Club, Biology Club, Theta Delta Beta, Annette and Felix McGivney, Sr., AFL-CIO Fund, Texas Alpha Upsilon Fund, Katina and Mike Mitchell, Los Amigos del Quixote, LaSalle Club, Claire Singleton Craft Memorial Fund. Office Occupations Grant-in-Aid Fund, and Galveston Chapter Texas Restaurant Association.

### **Grant Programs:**

*Educational Opportunity Grants*—Awards consist of outright grants to student showing evidence of exceptional financial need and academic progress toward a degree. The award ranges from \$200 to \$1,000 but may account for no more than one half of the total assistance matched dollar for dollar by the College to full-time students with parental contribution less than \$625 per year.

*Law Enforcement Education Program*—The Law Enforcement Education Program Grant is available to Police Science majors employed full-time by publicly funded law enforcement agencies. The grant covers the cost of tuition, fees and books. Applicant must be certified by employer and agree to remain in service for two years after completion of study. Failure to honor this commitment obligates the grant recipient to repay the full amount of grant funds awarded.

*Nursing Scholarship Program*—Grants from the Nursing Scholarship fund are awarded on the basis of extreme financial need and family

inability to contribute toward education expenses. Information contained on the CFAR is used as the determining factor in making these awards. A maximum grant of \$1,500 may be awarded, depending upon financial need. Unlike the Educational opportunity grant, the Nursing Scholarship grant does not have to be matched in equal amount with other financial aid funds.

### **Tuition Exemption Programs:**

*Vocational Rehabilitation*—Full-time students with vocational or physical handicap may be sponsored for tuition and fees only by Vocational Rehabilitation, a Division of The Texas Education Agency.

*Hazlewood Act*—Student must be a citizen of Texas, served during Spanish-American and/or World War II as nurses or U. S. Armed Forces members, honorably discharged and legal resident of Texas at induction. Student is exempt from cost of tuition. Student must submit copy of discharge papers and complete tuition exemption form.

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

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

*Members and/or Their Families of the Armed Forces Stationed in Texas*—Application of resident rather than non-resident tuition fee to members of the Armed Forces stationed in Texas, their husband or wife, as the case may be, and their children. (Article 2654c, Sec. 1 (h), VATCS)

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

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

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

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

**\*Student Employment:**

*College Work-Study Program*—The program provides employment to students who have financial need, in order to help defray the costs of a higher education with preference given to applicants from low-income families earning \$3,200 or less annually. Students must be enrolled full-time and show good academic standing and financial need. Students may work up to 15 hours per week while attending classes full-time, 8 hours per day when no classes are scheduled and up to 40 hours per week during the summer or other vacation periods. Students may work on CW-SP on or off campus at \$1.60 per hour.

*Student Job Placement*—Offers all students interested in part-time or temporary jobs information on employment. Notices of jobs are posted on the Student Employment Bulletin Board.

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

**TUITION AND FEES PER LONG-TERM SEMESTER**

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

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

Semester Hours	Texas Resident	Out-of-State Resident
1-3	\$18.00	\$ 60.00
4	24.00	80.00
5	30.00	100.00

6	36.00	120.00
7	42.00	140.00
8	48.00	160.00
9	50.00	180.00
10 or more	50.00	200.00

After a student has turned in his class cards, a fee of \$2.00 will be charged for each class add or drop not initiated by the College. *This fee must be paid at the time of the change. No changes will be held for late payment.*

VN TUITION—Total \$100.00 Payable \$40.00—1st semester  
\$40.00—2nd semester  
\$20.00—summer session

### **TUITION AND FEES FOR NON-COLLEGE CREDIT COURSE**

Tuition and fees for non-college credit courses depend largely upon the

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

**FEES**—Auditors must pay all charges\*

#### Laboratory Fees:

Accounting 141, 142, 241 and 242	\$5.00
Art 131, 132, 231, 232, 233 and 234	2.00
Associated Health Occupations 141 and 143	5.00
Associated Health Occupations 241, 242, 243, 244, 256, 287, 155	8.00
Biology 141, 142, 143 and 144	8.00
Chemistry 141, 142, 243 and 244	8.00
Drafting 121, 132, 134, 231, 233, 234, 241 and 242	2.00
Electronics 141, 142, 143, 144, 245, 246, 247 and 248	5.00
Electronics 249	8.00
Engineering 161	2.00
Foreign Language:	
French 141 and 142	5.00
Spanish 141 and 142	5.00
Machine Transcription 231	5.00

Nursing—Associate Degree—161, 162, 163, 261, 262, 263 and 254	8.00
Office Machines 131 and 132	5.00
Office Procedures 231 and 232	5.00
Physical Education 1101, 1104, 1105, 1106, 1110, 1111, 1112, 1113, 1115, 1117, 1118, 2101, 2104, 2105, 2110, 2111, 2112, 2113, 2117, and 2118	5.00
Physical Science 141 and 142	8.00
Physical Science for Health Occupations 231 and 232	6.00
Physics 141, 142, 241, 242, 243, 244 and 245	8.00
Shorthand 141, 132 and 231	5.00
Typewriting 130, 132, 141, 231, and 232	5.00

**Individual Instruction Fees:**

Physical Education 1116 and 2116	\$20.00
Physical Education 2119 and 2120	15.00
Physical Education 2107 and 2108	10.00

\*See page 46, Auditing Policies

**SPECIAL FEES**

**Student Activity:**

9 or more semester hours	per semester \$10.00
Less than 9 semester hours	5.00
Building Use Fee (all students except Fire Science)	per semester hour 1.00
Graduation Fee (To be paid upon application for graduation) (See page 57)	5.00
Vocational Nursing Student (See page 57)	5.00
Late Registration Fee	5.00
Student Identification Card Fee	1.00
Course Change Fee	2.00
Health Insurance Fee (for all Associate Degree Nursing Students, Associated Health Occu- pational Students and Vocational Nursing Students)	per semester 12.00
Total annual fee	24.00

Advanced Placement Exams	
Fees each 1, 2, or 3 semester credit hour course	18.00
each 4 semester credit hour course	20.00

**NOTICE: Fees are not refundable.**

#### REFUND POLICY

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

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

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

A \$2.00 charge will be made by the College for each returned check. No refunds for dropping courses, only for withdrawal from College.

**Fees Are Not Refundable.**

#### Non-College Credit Courses

One Hundred Percent (100%) refund if course is dropped after the first class period and prior to the second class period attended by the student. The student has the immediate responsibility to decide after the first class period attended to continue or drop the course in question.

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

### RESIDENT CLASSIFICATION STUDENT RESPONSIBILITY

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

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

### REGISTRATION

The formal registration of students is held prior to the beginning of classes each semester. The registration procedure is simplified if students



complete their counseling and planning before the formal registration begins. Details of registration procedures and course offerings are published each semester.

Prospective students are urged to apply for counseling interviews as early as possible. After admission, counseling and course planning may be completed as early as six months before the start of a semester. Except for actual class time selection and payment of fees, the entire registration process may be completed well in advance of the formal registration period, thereby simplifying and expediting the completion of the formal registration period.

### **Non-College Credit Courses**

Registration in non-college credit courses can be accomplished by mail (name, address, telephone number, check or money order for exact tuition charges) and in person at the college.

Registration dates, times and place will be published.

## **BOOKSTORE**

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

## **THE DAVID GLENN HUNT MEMORIAL LIBRARY**

The library opened its doors in February of 1968, and was dedicated to the memory of the first president of Galveston College, Dr. David Glenn Hunt, on December 15, 1968, in accordance with a resolution which was passed by the Board of Regents.

The materials and services of the library have been organized for use by the staff, faculty, and student body of the college. The library staff has been trained to assist these patrons in order to expedite and facilitate their use of the collection.

The collection contains basic reference works, specialized reference works, books in particular subject fields, current periodicals, leisure reading and vertical file materials, as well as an assortment of audiovisual equipment and materials.

The library collection has been selected to support the complete curriculum of the college; i.e., the university parallel, together with the vocational-technical and continuing education programs. In addition to

this curriculum-oriented aspect, the library has been the recipient of a few rare editions of Texana and Galveston history.

Library hours are from 8:00 a.m. until 9:30 p.m., Mondays through Thursdays, and from 8:00 a.m. until 5:00 p.m. on Fridays, when school is in session. The library is not open on Saturdays and Sundays.

Library cards are issued to students during registration, and to staff and faculty upon their official appointment. These cards are kept on file at the circulation desk in the library at all times. Students who withdraw from the college, or who re-enroll must return all library materials and pay any fines due before they may receive transcripts. Staff and faculty are asked to return all library materials as soon as possible; however, no fines will be assessed these patrons.

The library will honor inter-library loan requests from faculty and students, but prompt return of such material in good condition to the lending library is the responsibility of the requester.

For specific Rules and Regulations, please consult your Library Handbook.

## **STUDENT ACTIVITIES**

### **ORGANIZATIONS**

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

*Student Government.* The purpose of the student government is to coordinate further student activities with the programs of the faculty and administration, to develop among the student body a greater and more enlightened interest in those matters affecting students and Galveston College, to provide a means of discovering opinion, to provide a means of making known to the college administration the thinking and feeling of the students, and to encourage a more responsible participation in government functions and student activities.

The officers of the organization—president, vice-president, secretary, treasurer and the members of the student senate—are elected by the student body annually by popular ballot.

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

*The Associated Health Occupations.* The Associated Health Occupations (AHO) Organization was established at Galveston College in February of 1970. It is composed of members interested in and studying for a career in the health care professions in one of seven fields:

Occupational Therapy, Physical Therapy, Mental Health, Radiologic Technology, Inhalation Therapy, Hospital Administration or Orthotics. The Club seeks to gain recognition for AHO and to interest students in this program. Meetings are held monthly with no mandatory dues.

*Athletics.* Intercollegiate athletic teams are known as the "Dolphins." College teams participate as members of the Gulf Coast Junior College Intercollegiate Conference in basketball. Teams compete in this association in bowling, tennis, weight lifting, archery, volley ball, golf and surfing.

*Biology Club.* The Biology Club was established in March of 1969. It is an officially recognized college organization. Membership is open to all students of Galveston College but especially provides an opportunity for the students of the biological, medical, or agricultural sciences to have the common benefits of a professional association. The organization meets monthly and dues are charged to the members.

*Cheerleaders.* Five cheerleaders were elected by the student body in the Fall of 1970. Any student not on scholastic or disciplinary probation but classified as a full-time student (as defined by the Student Government Constitution) is eligible to try out. After a try-out session before the entire student body, the top five (5) candidates are elected by popular vote. The person receiving the most votes is designated head cheerleader.

*Class Organization.* The Freshman and Sophomore class organizations permit their members to participate in various social events and to participate in matters of other student activities.

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

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

*French Club La Salle.* Club La Salle was established in February 1968, and operates as an officially recognized organization of Galveston College. Membership is open to all students but particularly students enrolled in French courses. The club, through its yearly activities, promote interest in the French language, culture and civilization. It also provides for two fifty dollar scholarships at the end of the school year. The organization meets monthly and charges dues to all members.

*Los Amigos Del Quixote.* This Spanish Club was established in November of 1968 and is an officially recognized college organization.

Membership is open to all students but particularly students enrolled in Spanish courses. The club promotes interest in the Spanish language, culture and civilization. It also provides for two forty dollar scholarships to be given away at the end of the school year. The club meets monthly and charges dues to its members.

*Mu Sigma Chi.* Mu Sigma Chi was established in October, 1970, and is an officially recognized organization. It is composed of students in the mid-management field. The organization seeks to develop leadership among students of mid-management, create interest and appreciation in vocational fields, encourage high standards in business and industry, and seeks to advance the status of management in the community.

*Phi Alpha Pi.* Phi Alpha Pi was established in May, 1968, and is an officially recognized organization. It is a local fraternity for men dedicated to the promotion of a true spirit of brotherhood, intellectual stimulation, social activities and the support of Galveston College. Initiation fees and dues are charged to the members.

*Phi Theta Kappa.* Phi Theta Kappa was established in February, 1968, and is an officially recognized organization. It is an honorary scholastic fraternity whose membership is open each semester to students whose names appear on the Dean's lists. There is an initiation fee but no dues. The organization meets monthly and is currently sponsoring tutoring service for the student body.

*Sigma Tau Omega.* Sigma Tau Omega was established in October of 1968 and is an officially recognized college organization. The objectives of this social sorority are to unite the members into a co-operative fellowship in order to enhance and promote the social and intellectual activities of the sorority and the college, and to be active in both college and community projects. Meetings are held weekly; installation fees and monthly dues are charged to the members.

*Student Nurses Association.* The Nursing Student Association was established in February, 1968, and is an officially recognized organization. It is composed of students in the Associate Degree Nursing Program and seeks to develop opportunities through group study and self-appraisal for further function as registered nurses. Meetings are held monthly and dues are charged members. Students may join the Texas Nursing Student's Association and the National Student Nurse's Association. Sophomores are eligible to join District 6 of Texas Nurse's Association.

*Writer's Club.* The Galveston College Writer's Club was established on March 29, 1971. Membership is open to all Galveston College students who have a sincere interest in creative writing. Meeting times are determined periodically by the members.

# ACADEMIC INFORMATION

## CREDIT FOR COURSES

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

Except for foreign language labs, three clock hours of laboratory work is equated to one clock hour of lecture.

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

## EXPLANATION OF THE COURSE NUMBER SYSTEM

The courses offered by Galveston College usually carry three digit numbers (for example, History *131*). However, in two departments many of the courses carry four-digit numbers (for example, Music *1301* and Physical Education *1101*).

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

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

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

## COURSE LOAD

Usually, a student who is enrolled for less than 12 semester hours is considered a part-time student. One who is enrolled for 12 or more semester hours is usually considered a full-time student. (See Student Handbook).

The normal course load during the regular semester is five academic courses, or from 15 to 18 semester hours. Physical education activity courses and other one-hour courses may be added above the five academic courses. No student will be permitted to enroll for six aca-

ademic courses or for more than 18 semester hours without recommendation of a counselor. The normal load during each six-week term of the summer session is 6 semester hours. The maximum load for a six-week session is 8 semester hours, and the maximum credit that a student may earn during the entire summer session is 14 semester hours.

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

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 himself in these areas is likely to have scholastic difficulties. A good rule to remember is that a minimum of two hours of preparation outside class is necessary for each hour of class time.

### **CHANGE OF SCHEDULE**

Students may change their class schedule as outlined in the printed semester schedules. After a student has registered, a fee of \$2.00 per schedule change will be charged for any changes not initiated by the College. Once a student has officially dropped a course he cannot re-enroll for that course.

### **AUDITING A COURSE**

Approval to audit a course can be granted to persons upon the completion of an audit application form. Such approval conveys (on a space available basis) all privileges granted to students enrolled for credit.

The charges for auditing courses will be the same as charges for credit enrollment (including tuition, student activities fee, and all other applicable fees as set forth in this catalog).

Audit application forms may be obtained from the office of the Registrar. An auditor may register only during late registration. Student may not change from audit to credit.

### **CLASS ATTENDANCE**

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

Any student who has missed six or more clock hours of instruction, not excused by the instructor, may receive a failing grade in the course.

## EXAMINATIONS

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

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

## GRADING SYSTEM

Students and/or parents receive final grades at the end of each long term.

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

VN Students:

VN grading system is different—see Student Handbook.

Letter Grade Description	Numerical Value	Grade Points Per Sem. Hr.
A=Excellent	90-100	4
B=Good	80-89	3
C=Average	70-79	2
D=Passing, but poor	60-69	1
F=Failure or unofficial drop below 60		0

I=Incomplete work. \*Note 1

W=Official withdrawal. (Not computed in grade point average.)

\*Note 2

\*Note 1: Incomplete work may be completed through arrangements with the College Dean. Incomplete work must be completed within two (2) weeks from the end of the term in which the student was registered or a grade of F will be recorded. An incomplete will be computed as an F in grade point average until the incomplete is properly cleared from the student's record. Exceptions to this policy will be considered by petition to the Director of Student Personnel Services.

\*Note 2: The last day to drop a course with "W" is one day before the official final examination schedule begins.

## REPEATED COURSES

If a student repeats a course at Galveston College, the hours and grade earned on only the last enrollment will be used in computing the cumulative grade point average for graduation requirements, even when the last grade earned is lower.

## **ACADEMIC STANDARDS**

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

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

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

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

To be removed from academic probation, a student must:

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



**TABLE 1  
GRADE POINT REQUIREMENTS**

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

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

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

Students who have questions concerning Academic Standards at Galveston College should contact the Office of Student Personnel Services, Room 142, Moody Hall.

## CLASSIFICATION OF STUDENTS

A student who has completed less than 24 semester credit hours is classified as a *freshman*.

A student who has completed 24 or more semester credit hours and has not received a degree is classified as a *sophomore*.

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

### *Full-Time Student*

#### 1. During the Regular Semester:

- a. A student registered for twelve (12) or more semester hours is defined as a full-time student by Galveston College. The Hinson-Hazelwood Student Loan (formerly Texas Opportunity Plan) and the Selective Service suggests 15 hours for full-time students.
- b. A student registered for twelve (12) or more semester hours is defined as a full-time student by the Veterans Administration.

#### 2. During the Summer Terms:

- a. A student registered for six (6) or more semester hours each term is defined as a full-time student by Galveston College, the Hinson-Hazelwood Student Loan and the Veterans Administration.
- b. Providing the student is making “satisfactory progress,”\* summer terms are not required for Selective Service purposes.

\*Satisfactory progress means that a student has completed one-fourth ( $\frac{1}{4}$ ) of his total four (4) year plan in each calendar year.

### *Part-Time Student*

#### 1. During the Regular Semester:

- a. A student registered for less than twelve (12) semester hours is defined as a part-time student by Galveston College.
- b. A student registered for nine (9) to eleven (11) semester hours is defined as a *three quarter* ( $\frac{3}{4}$ ) *full-time student* by the Veterans Administration; a student registered for six (6) to eight (8) semester hours is defined as a *half* ( $\frac{1}{2}$ ) *full-time*

*student* by the Veterans Administration; and a student registered for five (5) semester hours or less is defined as earning tuition only by the Veterans Administration.

- c. If a student registers for less than twelve (12) semester hours or if he drops sufficient course work after registration to reduce his load below twelve (12) semester hours, he may lose his draft exempt classification from the Selective Service.

2. During the Summer Term:

- a. A student registered for less than six (6) semester hours for two consecutive terms is defined as a part-time student by Galveston College.
- b. A student registered for three (3) semester hours each term is defined as a half ( $\frac{1}{2}$ ) full-time student by the Veterans Administration.

### **ADVANCED PLACEMENT**

Galveston College offers course credit to academically qualified entering freshmen students who have completed work of college level prior to entry into college. Such credit may be obtained by making a score of 3 or better on the College Entrance Examination Board Advanced Placement Examinations.

College Board Advanced Placement Examinations are offered in English, European History, American History, French, German, Spanish, Biology, Chemistry, Physics, and Mathematics. The Advanced Placement Examinations are given once each year, usually in May.

High school seniors enrolled in major works or other college level courses should consult with their counselors about registering for and taking the CEEB Advanced Placement Examinations. Information concerning these examinations may also be obtained from the College Entrance Examination Board, Box 592, Princeton, N.J. 08540. (NOTE: The placement examinations are different from the Achievement Tests administered by the College Board.)

If, on the basis of previous training and experience and within the limits explained below, a student has reason to believe that he can pass an examination on courses of freshman or sophomore rank within a limited number of hours, he may be permitted, on approval of the counselors, to make application for such examination. These examinations are available to students who transfer to Galveston College from non-accredited colleges and universities. The examinations also are open to mature persons who learned the content of a particular course

through experience or through previous training other than in the secondary school.

No student may attempt to earn credit by advanced standing examination in any course in which he has received a grade of F either in this College or elsewhere. Blanks for credit by examination may be obtained in the office of the counselors. These should be signed by the counselors and by the department head of the department offering the course.

A fee of eighteen dollars for each course of one, two, or three hours' credit, (or twenty dollars for each course of four hours' credit) must be paid in the office of the Business Manager, and the receipt presented to the counselor before the examination may be taken. (All prices are subject to change without notice). The examination must be completed with a grade of B or above.

Advanced Placement exams in college parallel courses given locally may or may not be transferrable. It is the student's responsibility to consult the senior college of his choice as to whether the college or university will accept locally prepared advanced placement exams.

Technical-Vocational Advanced Placement exams will be given by prior arrangement with the appropriate instructor.

Graduate Licensed Vocational Nurses and persons who have served in the Army or Navy as medical corpsman may take Advanced Placement examinations in Introduction to Nursing. (Nurs. 161)

### **HONOR STUDENTS**

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

A Dean's List is also published each semester listing the names of full-time students who achieve a grade point average of 3.0 to 3.4 in that semester.

### **WITHDRAWAL FROM COLLEGE**

Any student withdrawing from the College must obtain the proper forms from the Registrar's Office and *secure clearance* as indicated on the forms. Students must also turn in identification card to the Student Personnel 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.

### **STUDENT DISCIPLINARY PROCEDURES**

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

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

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

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

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

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

### **SUMMONS TO ADMINISTRATIVE OFFICES**

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

is expected to report immediately and to do so in priority to other duties. Failure to heed such summons makes a student liable to suspension.

## **DEGREES**

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

All students interested in obtaining a degree from Galveston College must file a degree plan prior to the completion of 24 semester credit hours at Galveston College.

This form is available in Student Personnel Services office.

## **REQUIREMENTS FOR GRADUATION**

The requirements of each of the three (3) degree plans offered at Galveston College are described in the following outlines:

(sch—semester credit hours)

### **Associate in Arts**

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

English—6 sch—composition and rhetoric.

6 sch—literature.

American History—6 sch.

Government—6 sch.

Foreign Language—14 sch and

Natural Science—16 sch or 8 sch and

Mathematics—6 sch.

Electives—6-8 sch.

\*Physical Education Activities—2 sch.

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

Any change in this program *must* have prior approval and must be documented by a “Request Course Change on Degree Plan” form.

### **Associate in Science**

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

English—6 sch—composition and rhetoric.

6 sch—literature.

Engineering majors—3 sch composition and rhetoric.

3 sch—literature.

American History—6 sch.

Government—6 sch.

Natural Science—8 sch.

Mathematics—6 sch.

Physical Education Activities—2 sch. (See Note 1 and Note 2)

Elective—24 sch.

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

Any change in this program *must* have prior approval and must be documented by a “Request Course Change on Degree Plan” form.

### **Associate in Applied Science**

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

Communications—6 sch.

Government 233 or Government 231 & 232

\*Elective—to be taken in related course work. Zero or developmental courses may be applied as electives to this degree. The last 18 semester hours prior to graduation must be completed at Galveston College. Exceptions will be considered by special petition made to the Director of Student Personnel Services. (See Note 2)

A minimum grade point average of 2.0 (“C”) is required on all course work applying toward the degree.

Any change in this program must have prior approval and must be documented by a “Request Course Change on Degree Plan” form.

### **\*Notes Regarding Physical Education Requirements:**

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

1. If the student is a veteran of the armed services.
2. If the student is 22 years of age or older at the time of enrollment.
3. If the student is physically handicapped.

4. If the student is enrolled in a specialized program with no physical education requirement.
5. If the student completes all other requirements for graduation by attending evening classes.

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

### **TRANSFER OF CREDIT**

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

Students who are planning to transfer to a senior college or university are required to select a field of study and a specific receiving college or university before the end of their freshman year.

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

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

### **TRANSCRIPTS**

Transcripts are issued by the Office of the Registrar. Students in good standing receive one copy of their permanent record at no cost. Additional copies may be ordered for a cost of \$1 each. This fee must be paid in advance.

### **CHANGE OF ADDRESS**

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

### **CHANGE OF NAME**

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



## **GRADUATION PROCEDURES**

The procedures for graduation are enumerated below:

1. File an application for graduation form with the Registrar.\*
2. The application for graduation for mid-term graduates must be filed by November 1 of the fall semester immediately prior to graduation. The application for graduation for spring graduates must be filed by March 1 of the spring semester immediately prior to graduation.
3. Students may apply for graduation under existing catalog requirements or under the catalog requirements in effect when entering Galveston College.
4. All graduating students must attend graduation exercises unless specifically excused by the Director of Student Personnel Services.
5. A graduation fee of \$5.00 will be charged to cover degree expenses. This fee must be paid upon application for graduation.
6. Cap and gown rental will be ordered through the Bookstore.
7. Class rings, nursing pins, etc., will be ordered through the Bookstore.
8. Eligible nursing students will pay State Board Examining fee to the Business Office.
9. Invitations will be ordered through the Bookstore.

\*This is not the same as filing a degree plan.



# EDUCATIONAL PROGRAMS

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

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

## **THE UNIVERSITY PARALLEL PROGRAM**

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

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

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

## **THE OCCUPATIONAL EDUCATION PROGRAM**

The primary purpose of the occupational education program is to prepare students for entry into, and advancement in, specialized occupations requiring less than four-year college preparation. Specialized programs are developed as needs of students dictate and as employment opportunities for graduates can be determined.

## **THE CONTINUING EDUCATION PROGRAM**

The program is designed to make the educational resources of the College and Community available to the general public. The program provides university parallel course work, specialized course work in

occupationally oriented subjects and non-college credit instruction tailored to the specific needs of individuals and groups not met by the credit program.

### **ADULT EDUCATION PROGRAM**

The Adult Education program of Galveston College offers non-college credit programs designed to satisfy the needs of our local community.

An attempt is made to guarantee convenience in registration, class meeting hours, and class format.

These courses do not necessarily follow the traditional college calendar in length, number of class meetings or subject matter presentations.

#### **Typical Courses and Programs**

- Fundamentals of Real Estate
  - Real Estate 101
  - Real Estate 102
  - Real Estate 103
- Income Tax Seminar
- Conversational Spanish
- Personal Investment Seminar
- Introduction to Data Processing
- Advanced Data Processing
- Introduction to Computer Programming
- Radio and Television Repair, I and II
- C.L.U. Insurance, Parts I through V
- Speed Reading
- Reading Improvement
- Flower Decorating
- Art for the Layman
- Oil Painting
- Patent and Copyright Law
- Recreational Bowling
- Recreational Golf
- Recreational Tennis
- Recreational Weight Training
- Recreational Sailing
- Recreational Skin and Scuba Diving
- Recreational Archery and Badminton
- Management Seminars
- General Insurance Seminar
- Conversational German
- Great Decisions Discussion Group

History of Galveston Island  
Basic Drawing  
Design Creation  
Drafting and Blueprint Reading  
Personal Typewriting  
Family Law  
Business English and Correspondence  
English as a Second Language  
Appreciation of Art and Art History  
Techniques of Individual Instruction  
Indexing the Mind (Memory Training Seminar)

The Adult Education Division of the College is always open to suggestions concerning new courses, programs, and seminars and/or better ways of serving the community.

All questions concerning non-college credit programs should be directed to the office of the Director of Adult Education, Galveston College, 4015 Avenue Q, 763-1275, Ex. 61 or 62.

### **EVENING DIVISION**

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

This catalog is designed for all students of Galveston College.

### **CURRICULA**

The programs listed in this catalog are *suggested guidelines* only. In most instances, alternatives are available for the student's consideration. The final responsibility for proper course selection rests with the student. College counselors are available to the student who needs professional assistance in program planning. Faculty members are also available to students for consultation in specialized areas.

The suggested university parallel programs listed in this catalog were developed using guidelines recently adopted by the Coordinating Board, Texas College and University System.

A summary sheet of these guidelines is presented in Table II.

#### **Other Available Courses.**

Additional curricula available in the counselor's office:

Pre-Medical  
Pre-Dental  
Pre-Optometry

Pre-Occupational Therapy  
Pre-Physical Therapy  
Pre-Medical Technology  
Pre-Law  
Pre-Pharmacy  
Pre-Library Science  
Pre-Veterinary Medicine  
Pre-Oceanography  
Elementary Education

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

**TABLE II  
CORE CURRICULA**

Subject	<i>Major Field I</i> Bachelor of Arts Degree in Arts and Sciences Bachelor of Science Degree in Mathematics and Natural Sciences	<i>Major Field II</i> Bachelor's Degree in Business Administration (including Accounting)	<i>Major Field III</i> Bachelor's Degree in Engineering
a. English Language Proficiency (i.e., Freshman English)	6 hours	6 hours	9 hours
b. Literature	6 hours	6 hours	
c. Government (to meet state statute requirement)	6 hours	6 hours	6 hours
d. History (to meet state statute requirement)	6 hours	6 hours	6 hours
e. Natural Science A	6-8 hours Biological Science	6-8 hours	8 hours Chemistry*
f. Natural Science B	6-8 hours Physical Science	.....	8 hours Physics*
g. Mathematics (collegiate level)	6 hours	6 hours (college algebra plus sequential course appropriate to a business degree)	9 hours (analytical geometry and calculus)
h. Foreign Language	For the B.A. Degree: 12-14 hours in a single language. For the B.S. Degree: 6-8 hours in a single language.		
i. Humanities Electives Excluding courses in literature beyond (b) above, also no more than 12-14 hours of foreign language may be used in (h) and (i) combined.	6 hours	9 hours 6 hours Economics 6 hours Accounting	3 hours (to satisfy ECPD requirements) 3 hours Engineering Mechanics 2 hours Engineering Graphics
j. Special Courses	.....		

\*The content of these courses and the mathematics prerequisites and corequisites of these courses must be the same as these same courses in the curricula of ECPD accredited senior colleges.





# Department of Business Administration

WILL L. TATE, *Chairman*  
JERELLA CATE, *Instructor*

SUGGESTED TWO-YEAR PROGRAM FOR  
BUSINESS ADMINISTRATION MAJORS  
(Meets Associate in Science Degree Requirements)

## FIRST YEAR

<b>First Semester</b>	<b>Semester Hours</b>
B A 131—Introduction to Business .....	3
ENGL 131—Composition and Grammar .....	3
HIST 131—United States History to 1865 .....	3
MATH 134—Finite Mathematics .....	3
BIOL 141—General Biology .....	4
P E (Activity of student's choice) .....	1
Total Semester Hours .....	17

<b>Second Semester</b>	<b>Semester Hours</b>
ENGL 132—Composition and Rhetoric .....	3
HIST 132—United States History from 1865 .....	3
MATH 135—Mathematical Analysis .....	3
BIOL 142—General Biology .....	4
PSYC 131—Introduction to Psychology .....	3
P E (Activity of student's choice) .....	1
Total Semester Hours .....	17

## SECOND YEAR

<b>First Semester</b>	<b>Semester Hours</b>
ACCT 241—Principles of Accounting I .....	4
ECON 231—Principles of Economics I .....	3
ENGL 231—Survey of English Literature .....	3
GOVT 231—Federal Government .....	3
SOC 131—Introduction to Sociology .....	3
Total Semester Hours .....	16

<b>Second Semester</b>	<b>Semester Hours</b>
ACCT 242—Principles of Accounting II .....	4
B A 231—Business Law .....	3
ECON 232—Principles of Economics II .....	3
ENGL 232—Survey of English Literature .....	3
GOVT 232—State and Local Government .....	3
Total Semester Hours .....	16
TOTAL SEMESTER HOURS IN PROGRAM=....	66

## DEPARTMENT OF BUSINESS ADMINISTRATION

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

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

Basic structure of accounting, including fundamental accounting relationships, ledger, and trial balance; accounting cycle for a service enterprise, accounting cycle for a merchandising enterprise, notes, deferrals and accruals; receivables, inventory and plant assets; accounting systems and concepts. (030101)

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

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

Accounting procedures and practices applicable to partnerships and corporations; departmentalized accounting; introduction to cost systems and budgetary control; decision-making through analysis and interpretation of financial statements. (030101)

### **BUSINESS ADMINISTRATION 131—Introduction to Business.**

**(3-0) Credit: 3.**

*Prerequisite: None.*

Designed to acquaint the student with the modern business world and the career opportunities it offers. Provides an overview of business operation. Includes analysis of specialized fields within business organization, including organization, methods of operation, forms of ownership, business functions, and problems of management. (030301)

### **BUSINESS ADMINISTRATION 231—Business Law.**

**(3-0) Credit: 3.**

*Prerequisite: Sophomore standing or consent of instructor. Not open to pre-law students.*

History and role of law in modern business and society; legal institutions and reasoning; framework of basic legal principles; application of basic principles of contract and property law. Acceptable as transfer credit at some schools. Check with a counselor before enrollment. (030303)

### **BUSINESS ADMINISTRATION 245—Introduction to**

**Computer Science (4-0) Credit: 4.**

*Prerequisite: Mathematics 141 or Mathematics 145 or consent of instructor.*

Basic principles of source data automation, system analysis and digital

computation. Study of number systems, algorithms, flow charts, hardware, coding systems, languages, communications, timesharing and applications. (030603)

**ECONOMICS 231—Principles of Economics I. (3-0) Credit: 3.**

*Prerequisite: Sophomore standing or consent of instructor.*

A study of the principles of economics. The factors of production and the concepts of distribution as these factors and concepts are related to our highly industrial economy; wages, interest, rent, profit, consumption, saving, investment, and the business cycle, national income, and fiscal policy. (180301)

**ECONOMICS 232—Principles of Economics II. (3-0) Credit: 3.**

*Prerequisite: Economics 231 or consent of instructor.*

A continuation of a study of the principles of economics, of production and of distribution; the fundamentals of supply and demand; labor, capital, natural resources, international trade, economic growth and current economic problems. (180301)

**ECONOMICS 233—Introduction to Economics. (3-0) Credit: 3.**

*Prerequisite: None.*

Introduction to Economics is designed for students majoring in areas other than economics or business administration. Emphasis is placed on the American free enterprise system and the understanding of national economic policies and their objectives. (180302)



# Department of Communications

ERNEST RAY O'QUINN, *Chairman*

## *Instructors*

DORIS J. GOODALE  
NELLY M. GOODSON  
BESSIE H. JOHNSON  
MARGARET R. SADLER  
PATRICIA A. STORY

## SUGGESTED TWO-YEAR PROGRAM IN THE AREAS OF COMMUNICATIONS

(Meets Associate in Arts Degree Requirements)

### FIRST YEAR

<b>First Semester</b>	<b>Semester Hours</b>
ENGL 131—Composition and Grammar .....	3
HIST 131—United States History to 1865 .....	3
FOREIGN LANGUAGE (Student's choice) .....	4
SOCIAL SCIENCE (Student's choice) .....	3
NATURAL SCIENCE (Student's choice) .....	4
PHYSICAL EDUCATION ACTIVITY (Student's choice) .....	1
<hr/>	
Total Semester Hours .....	18

<b>Second Semester</b>	<b>Semester Hours</b>
ENGL 132—Composition and Rhetoric .....	3
HIST 132—United States History from 1865 .....	3
FOREIGN LANGUAGE (Same language, second course) .....	4
SOCIAL SCIENCE (Same field) .....	3
NATURAL SCIENCE (Same subject, second course) .....	4
PHYSICAL EDUCATION ACTIVITY (Student's choice) .....	1
<hr/>	
Total Semester Hours .....	18

### SECOND YEAR

<b>First Semester</b>	<b>Semester Hours</b>
ENGL 231 or 234—Literature .....	3
GOVT 231—Federal Government .....	3
FOREIGN LANGUAGE (Same language, third course) .....	3
FINE ARTS (Student's choice) .....	3
NATURAL SCIENCE or MATH .....	3 or 4
<hr/>	
Total Semester Hours .....	15 or 16

<b>Second Semester</b>	<b>Semester Hours</b>
ENGL 232 or 235—Literature .....	3
GOVT 232—State and Local Government .....	3
FOREIGN LANGUAGE (Same language, fourth course) .....	3
FINE ARTS (Student's choice) .....	3
NATURAL SCIENCE or MATH .....	3 or 4
Total Semester Hours .....	15 or 16
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TOTAL SEMESTER HOURS IN PROGRAM=	66 or 68

SUGGESTED TWO-YEAR PROGRAM FOR TEACHERS  
(Meets Associate in Science Degree Requirements)

**FIRST YEAR**

<b>First Semester</b>	<b>Semester Hours</b>
ENGL 131—Composition and Grammar .....	3
HIST 131—United States History to 1865 .....	3
NATURAL SCIENCE .....	4
PSYC 131—Introduction to Psychology .....	3
ELECTIVE .....	3
PHYSICAL EDUCATION ACTIVITY (Student's choice) .....	1
<hr/>	
Total Semester Hours .....	17

<b>Second Semester</b>	<b>Semester Hours</b>
ENGL 132—Composition and Rhetoric .....	3
HIST 132—United States History from 1865 .....	3
NATURAL SCIENCE (Same subject, second course) ....	4
SOC 131—Introduction to Sociology .....	3
MATH 141—College Algebra .....	4
PHYSICAL EDUCATION ACTIVITY (Student's choice) .....	1
<hr/>	
Total Semester Hours .....	18

**SECOND YEAR**

<b>First Semester</b>	<b>Semester Hours</b>
ENGL 231 or 234—Literature .....	3
GOVT 231—Federal Government .....	3
MATH 143—Plane Trigonometry .....	4
ELECTIVE .....	3
ELECTIVE .....	3
PHYSICAL EDUCATION ACTIVITY (Student's choice) .....	1
<hr/>	
Total Semester Hours .....	17

<b>Second Semester</b>	<b>Semester Hours</b>
ENGL 232 or 235—Literature .....	3
GOVT 232—State and Local Government .....	3
ELECTIVE .....	3
ELECTIVE .....	3
ELECTIVE .....	3
PHYSICAL EDUCATION ACTIVITY (Student's choice) .....	1
	<hr/>
Total Semester Hours .....	16
TOTAL SEMESTER HOURS IN PROGRAM=...	68

SUGGESTED TWO-YEAR PROGRAM IN SPEECH THERAPY  
(Meets Associate in Science Degree Requirements)

**FIRST YEAR**

<b>First Semester</b>	<b>Semester Hours</b>
ENGL 131—Composition and Grammar .....	3
HIST 131—United States History to 1865 .....	3
SPCH 131—Fundamentals of Speech .....	3
BIOL 141—General Biology .....	4
MATH 141—College Algebra .....	4
PHYSICAL EDUCATION ACTIVITY (Student's choice) .....	1
	<hr/>
Total Semester Hours .....	18

<b>Second Semester</b>	<b>Semester Hours</b>
ENGL 132—Composition and Rhetoric .....	3
HIST 132—United States History from 1865 .....	3
BIOL 142—General Biology .....	4
MATH 143—Plane Trigonometry .....	4
SPCH 134—Phonetics .....	3
PHYSICAL EDUCATION ACTIVITY (Student's choice) .....	1
	<hr/>
Total Semester Hours .....	18

**SECOND YEAR**

<b>First Semester</b>	<b>Semester Hours</b>
ENGL 231, 234 or 236—Literature .....	3
GOVT 231—Federal Government .....	3
SPCH 231—Introduction to Speech Therapy .....	3
SPCH 233—Speech Correction I .....	3
ELECTIVE .....	3
	<hr/>
Total Semester Hours .....	15

<b>Second Semester</b>	<b>Semester Hours</b>
ENGL 232, 235 or 237—Literature .....	3
GOVT 232—State and Local Government .....	3
SPCH 234—Speech Correction II .....	3
ELECTIVE .....	3
ELECTIVE .....	3
	—
Total Semester Hours .....	15
TOTAL SEMESTER HOURS IN PROGRAM=...	66

## ENGLISH

### **COMMUNICATIONS 131—Reading and Writing. (3-0) Credit: 3.**

*Prerequisite: None.*

DESIGNED FOR STUDENTS REGISTERED IN VOCATIONAL-TECHNICAL PROGRAMS.

Reading for understanding; writing to communicate information; improving reading efficiency. (070101)

### **COMMUNICATIONS 132—Technical Communications.**

**(3-0) Credit: 3.**

*Prerequisite: Communications 131 or English 131.*

DESIGNED FOR STUDENTS REGISTERED IN VOCATIONAL-TECHNICAL PROGRAMS.

Introduction to practical technical communications; practical English for the technical writer; techniques in writing letters and reports; writing procedural instructions and memoranda. (070401)

### **ENGLISH 032—Reading Improvement.**

**(3-0) Credit: 3.**

*Prerequisite: None.*

A basic developmental reading program designed to improve reading efficiency with emphasis on reading skills, comprehension, vocabulary, and rate. (070101)

### **ENGLISH 131—Composition and Grammar.**

**(3-0) Credit: 3.**

*Prerequisite: None.*

Reading and writing expository prose; diction, paragraph development and organization; writing the short composition; a review of grammar, sentence structure and punctuation. (070102)



**ENGLISH 132—Composition and Rhetoric. (3-0) Credit: 3.**

*Prerequisite: English 131 or the equivalent.*

Reading and writing argumentative and critical essays; logic and rhetoric in writing; introduction to literary forms; writing the research paper. (070102)

**ENGLISH 231—Survey of English Literature. (3-0) Credit: 3.**

*Prerequisite: English 132 or the equivalent.*

A survey of English literature with selections from Old English, Middle English, The Renaissance, The Seventeenth Century, and The Eighteenth Century; historical background for each period; literary terms; close reading of the text. (070304)

**ENGLISH 232—Survey of English Literature. (3-0) Credit: 3.**

*Prerequisite: English 132 or the equivalent.*

A continuation of English 231. Selections from The Romantic Period, The Victorian Period, and The Modern Period; historical background for each period; literary terms; close reading of the text. (070304)

**ENGLISH 233—Technical Writing for Engineers. (3-0) Credit: 3.**

*Prerequisite: English 132 or the equivalent.*

Reading and writing technical reports; practical English for the technical writer; basic techniques in technical writing; writing procedural instructions. (070401)

**ENGLISH 234—Masterpieces of World Literature. (3-0) Credit: 3.**

*Prerequisite: English 132 or the equivalent.*

A study of the masterpieces of the western world from ancient times through the renaissance; selections from Homer; the Greek tragedians, Plato, Virgil, Dante, Chaucer, and Shakespeare; emphasis on epic, tragedy, and narrative forms. (070307)

**ENGLISH 235—Masterpieces of World Literature. (3-0) Credit: 3.**

*Prerequisite: English 132 or the equivalent.*

A continuation of English 234; selections from the neo-classical to the modern age including works by Milton, Racine, Voltaire, Goethe, French and Russian novelists, and Kafka and Camus; emphasis on continental writers. (070307)

**ENGLISH 236—English Literature Studies. (3-0) Credit: 3.**

*Prerequisite: English 132 or the equivalent.*

A study of literary forms: novel, short story, drama, poetry, and biography. Readings of English literary masterpieces to develop skills required to read literary materials with most reward. (070307)

**ENGLISH 237—American Literature Studies. (3-0) Credit: 3.**

*Prerequisite: English 132 or the equivalent.*

A study of literary forms: novel, short story, drama, poetry, and biography. Readings of American literary masterpieces to develop skills required to read literary materials with most reward. (070302)

### FRENCH

**FRENCH 141—Beginner's French. (3-2) Credit: 4.**

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

Basic French grammar and pronunciation drills; emphasis on reading and conversation; introduction to French literature and culture. (080401)

**FRENCH 142—Beginner's French. (3-2) Credit: 4.**

*Prerequisite: French 141. Lab Fee: \$5.00.*

Continued grammar drills with emphasis on written and oral composition; also a deeper study of French literature and culture. (080401)

**FRENCH 231—Intermediate French. (3-0) Credit: 3.**

*Prerequisite: French 142.*

Review of grammar; emphasis on French literature and composition. (080402)

**FRENCH 232—Intermediate French. (3-0) Credit: 3.**

*Prerequisite: French 231.*

Continued study of French grammar, literature and culture; oral and written composition. (080402)

### GERMAN

**GERMAN 141—Basic German. (3-2) Credit: 4.**

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

Study of standard elementary grammar with emphasis on modern

usage; elementary readings begun at mid-semester; early attention given to background for conversation. (080501)

**GERMAN 142—Basic German. (3-2) Credit: 4.**

*Prerequisite: German 141. Lab Fee: \$5.00*

Completion of study of elements of grammar; extensive reading of elementary texts with written and oral exercises designed to develop conversational ability. (080501)

### **JOURNALISM**

**JOURNALISM 131—Mass Communications. (3-0) Credit: 3.**

*Prerequisite: None.*

An introduction to the role of mass communications, with special emphasis on the social importance of mass communicators. (120202)

**JOURNALISM 132—Introduction to Reporting. (3-0) Credit: 3.**

*Prerequisite: None.*

Theory and practice of reporting. Students enrolled in the course will serve as reporters for the school newspaper, *The Barometer*. (120103)

**JOURNALISM 231—Introduction to Advertising. (3-0) Credit: 3.**

*Prerequisite: Approval of instructor.*

Social and economic aspects of advertising in the mass media. Rate structures, advertising agencies, effective use of media, copy testing, advertising law. (120105)

**JOURNALISM 232—Advanced Reporting. (3-0) Credit: 3.**

*Prerequisite: Journalism 231 or approval of instructor.*

Theory and practice of reporting beyond the aspects of Journalism 132. Editorial writing, criticism and review of books, movies, plays and concerts. (120103)

### **SPANISH**

**SPANISH 141—Beginner's Spanish. (3-2) Credit: 4.**

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

Fundamentals of grammar; basic vocabulary; pronunciation; conversation; reading of elementary texts; emphasis on development of audio-lingual skills (081201)

**SPANISH 142—Beginner's Spanish. (3-2) Credit: 4.**

*Prerequisite: Spanish 141 or equivalent. Lab Fee: \$5.00.*

A continuation of more advanced grammar; continued emphasis on the spoken language; acquisition of vocabulary and idioms; reading of short stories in Spanish; composition. (081201)

**SPANISH 231—Intermediate Spanish. (3-0) Credit: 3.**

*Prerequisite: Spanish 142 or equivalent.*

Intensive review of grammar; reading of short stories and plays in Spanish; composition and oral reports based on a variety of topics. (081202)

**SPANISH 232—Intermediate Spanish. (3-0) Credit: 3.**

*Prerequisite: Spanish 231 or equivalent.*

Continuation of readings in Hispanic culture and civilization; completion of grammar review; composition and conversation. (081202)

## **SPEECH**

**SPEECH 131—Fundamentals of Speech. (3-0) Credit: 3.**

*Prerequisite: None.*

Fundamental speech principles; speech production—articulation and pronunciation; the attitudes and resources of the speaker; fundamentals of delivery; elements of speech preparation; the informative and persuasive use of language. (040301)

**SPEECH 132—Oral Interpretation. (3-0) Credit: 3.**

*Prerequisite: Speech 131.*

A study of the technique of effective oral reading. Attention is given to pitch, quality, pronunciation, and articulation. Includes a survey of the forensics areas of poetry reading and dramatic interpretation. (040302)

**SPEECH 134—Phonetics. (3-0) Credit: 3.**

*Prerequisite: None.*

A study of the voice mechanism and the International Phonetic Alphabet in order that the student may gain a basic understanding of the principles of voice production and how it is transcribed in terms of speech therapy. (040303)

**SPEECH 231—Introduction to Speech Therapy. (3-0) Credit: 3.**

*Prerequisite: None.*

Description, etiologies, basic principles of treatment and prognosis of the more frequently encountered communication disorders; required observation of various disorders in speech clinic. (040312)

**SPEECH 233—Speech Correction I. (3-0) Credit: 3.**

*Prerequisite: None.*

An introduction to the study of speech correction. A survey of the defects of speech with particular emphasis on articulation defects and voice problems. Consideration of fundamental diagnostic and therapeutic principles in the school and clinic. One hour per week clinical observation required. (040311)

**SPEECH 234—Speech Correction II. (3-0) Credit: 3.**

*Prerequisite: Speech 233.*

A technical and professional course in the causes, nature, symptoms, and rehabilitation of disordered speech. Review of current theories and recent experimental work. One hour per week clinical observation required. (040311)



# Department of Fine Arts

MIMI STEWART, *Instructor*

## SUGGESTED TWO-YEAR PROGRAM FOR ART MAJORS (Meets Associate in Applied Science Degree Requirements)

### FIRST YEAR

First Semester	Semester Hours
ART 131—Drawing Media I .....	3
ART 135—Art History and Appreciation .....	3
FOREIGN LANGUAGE .....	4
ENGL 131—Composition and Grammar .....	3
HIST 131—United States History to 1865 .....	3
PHYSICAL EDUCATION ACTIVITY (Student's choice) 1	
<hr/>	
Total Semester Hours .....	17

Second Semester	Semester Hours
ART 132—Drawing Media II .....	3
ART 136—Art History and Appreciation .....	3
FOREIGN LANGUAGE (Second course in sequence) ....	4
ENGL 132—Composition and Rhetoric .....	3
HIST 132—United States History from 1865 .....	3
PHYSICAL EDUCATION ACTIVITY (Student's choice) 1	
<hr/>	
Total Semester Hours .....	17

### SECOND YEAR

First Semester	Semester Hours
ART 231—Creative Design I .....	3
ART 233—Commercial Design I .....	3
ENGL 231—Survey of English Literature .....	3
GOVT 231—Federal Government .....	3
FOREIGN LANGUAGE (Third course in sequence) ....	3
ELECTIVE—(Not in Fine Arts) .....	3
<hr/>	
Total Semester Hours .....	18

Second Semester	Semester Hours
ART 232—Creative Design II .....	3
ART 234—Commercial Design II .....	3
ENGL 232—Survey of English Literature .....	3
GOVT 232—State and Local Government .....	3
FOREIGN LANGUAGE (Fourth course in sequence) ..	3
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Total Semester Hours .....	15
TOTAL SEMESTER HOURS IN PROGRAM=...	67

## DEPARTMENT OF FINE ARTS

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

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

Drawing of various subject matter in media of charcoal, pencil, crayon, pen, scratch board, and brushwork. (020701) Formerly Fundamentals of Graphic Arts.

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

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

Increasingly advanced techniques and broader concepts in media of Art 131, plus addition of wash and other water media. (020701) Formerly Fundamentals of Painting.

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

*Prerequisite: None.*

Chronological study of development of visual arts styles from ancient times to seventeenth century. Lectures, slides, films, discussion. (020201)

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

*Prerequisite: None.*

Chronological study of development of visual arts styles from seventeenth century to present. Lectures, slides, films, discussion. (020201)

### **ART 137—Survey of Art. (2-4) Credit: 3.**

*Prerequisite: None.*

Principles of form, line and color; aesthetics and philosophy of art, techniques of the masters; art in the modern world. A humanitatives elective, lectures, slides, demonstrations. (020301)

### **ART 231—Creative Design I. (2-4) Credit: 3.**

*Prerequisite: Art 132. Lab Fee: \$2.00.*

Fundamentals of point, line, shape, mass, texture, color, form. (020302) Formerly Art 133.



**ART 232—Creative Design II. (2-4) Credit: 3.**

*Prerequisite: Art 231. Lab Fee: \$2.00.*

Application of above principles of media to woodblock, brush and ink, basic print-making, collage. (020302) Formerly Art 134.

**ART 233—Commercial Design I. (2-4) Credit: 3.**

*Prerequisite: Art 132. Lab Fee: \$2.00.*

Basic lettering, rough layout work in pencil, pen, and brush. (020601)

**ART 234—Commercial Design II. (2-4) Credit: 3.**

*Prerequisite: Art 233. Lab Fee: \$2.00.*

Layout problems for posters, newspapers, and magazines. (020602)

## **DRAMA**

**DRAMA 111, 112, 211, 212—Rehearsal and Performance.**

**(0-3) Credit: 1-4.**

*Prerequisite: None.*

For the student who participates extensively in college dramatic productions. Crew, house, costume, wardrobe, properties, lighting experience, as well as leads, bits, walk-ons. Credit to be granted on a point system. (040205)

## **MUSIC**

**MUSIC 1301—Music Appreciation. (3-0) Credit: 3.**

*Prerequisite: None.*

For the non-music major. Chronological survey of musical highlights from 1450 to the present. Listening to recorded examples. Attendance at local concerts required. (150101)



# Department of Mathematics and Natural Sciences

SYED A. MOIZ, *Chairman*

*Instructors*

HENRY CORKE  
T. RANDALL LANKFORD  
JACK ROOF  
WALTER CARL RODDY  
BRYAN E. SLOANE  
THOMAS M. SWEANY

SUGGESTED TWO-YEAR PROGRAM IN BIOLOGY\*  
(Meets Associate in Arts Degree Requirements)

**FIRST YEAR**

<b>First Semester</b>	<b>Semester Hours</b>
BIOL 141—General Biology .....	4
MATH 142—Advanced College Algebra .....	4
ENGL 131—Composition and Grammar .....	3
FOREIGN LANGUAGE (French Recommended) .....	4
HIST 131—United States History to 1865 .....	3
P E ACTIVITY .....	1
	<hr style="width: 10%; margin: 0 auto;"/>
Total Semester Hours .....	19

<b>Second Semester</b>	<b>Semester Hours</b>
BIOL 142—General Biology .....	4
MATH 143—Plane Trigonometry .....	4
ENGL 132—Composition and Rhetoric .....	3
FOREIGN LANGUAGE (2nd course in sequence) .....	4
HIST 132—United States History from 1865 .....	3
P E ACTIVITY .....	1
	<hr style="width: 10%; margin: 0 auto;"/>
Total Semester Hours .....	19

\*Students entering College with insufficient preparation are recommended to start their college work in summer to remove their deficiencies.

## SECOND YEAR

<b>First Semester</b>	<b>Semester Hours</b>
ENGL 231—Survey of English Literature .....	3
GOVT 231—Federal Government .....	3
FOREIGN LANGUAGE (3rd course in sequence) .....	3
CHEM 141—General Chemistry .....	4
ELECTIVE .....	3
P E ACTIVITY .....	1
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Total Semester Hours .....	17
<b>Second Semester</b>	<b>Semester Hours</b>
ENGL 232—Survey of English Literature .....	3
GOVT 232—State and Local Government .....	3
FOREIGN LANGUAGE (4th course in sequence) .....	3
CHEM 142—General Chemistry .....	4
ELECTIVE .....	3
P E ACTIVITY .....	1
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Total Semester Hours .....	17
TOTAL SEMESTER HOURS IN PROGRAM=	72

### SUGGESTED TWO-YEAR PROGRAM IN BIOLOGY\* (Meets Associate in Science Degree Requirements)

## FIRST YEAR

<b>First Semester</b>	<b>Semester Hours</b>
BIOL 141—General Biology .....	4
MATH 142—Advanced College Algebra .....	4
ENGL 131—Composition and Grammar .....	3
CHEM 141—General Chemistry .....	4
HIST 131—United States History to 1865 .....	3
P E ACTIVITY .....	1
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Total Semester Hours .....	19
<b>Second Semester</b>	<b>Semester Hours</b>
BIOL 142—General Biology .....	4
MATH 143—Plane Trigonometry .....	4
ENGL 132—Composition and Rhetoric .....	3
CHEM 142—General Chemistry .....	4
HIST 132—United States History from 1865 .....	3
P E ACTIVITY .....	1
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Total Semester Hours .....	19

\*Students entering College with insufficient preparation are recommended to start their college work in summer to remove their deficiencies.

## SECOND YEAR

First Semester	Semester Hours
PHYS 241—General Physics I .....	4
CHEM 243—Organic Chemistry .....	4
ENGL 231—Survey of English Literature .....	3
GOVT 231—Federal Government .....	3
P E ACTIVITY .....	1
Total Semester Hours .....	15
Second Semester	Semester Hours
PHYS 242—General Physics II .....	4
CHEM 244—Organic Chemistry .....	4
ENGL 232—Survey of English Literature .....	3
GOVT 232—State and Local Government .....	3
P E ACTIVITY .....	1
Total Semester Hours .....	15
TOTAL SEMESTER HOURS IN PROGRAM=...	68

### SUGGESTED TWO-YEAR PROGRAM IN MATHEMATICS\* (Meets Associate in Arts Degree Requirements)

#### FIRST YEAR

First Semester	Semester Hours
MATH 138—Analytic Geometry .....	3
ENGL 131—Composition and Grammar .....	3
HIST 131—United States History to 1865 .....	3
FREN 141—Beginner's French .....	4
GOVT 231—Federal Government .....	3
P E ACTIVITY .....	1
Total Semester Hours .....	17
Second Semester	Semester Hours
MATH 139—Calculus I .....	3
ENGL 132—Composition and Rhetoric .....	3
HIST 132—United States History from 1865 .....	3
FREN 142—Beginner's French .....	4
GOVT 232—State and Local Government .....	3
P E ACTIVITY .....	1
Total Semester Hours .....	17

\*Students entering College with insufficient preparation are recommended to start their college work in summer to remove their deficiencies.

## SECOND YEAR

<b>First Semester</b>	<b>Semester Hours</b>
MATH 231—Calculus II .....	3
ENGL 231—Survey of English Literature .....	3
FREN 231—Intermediate French .....	3
BIOL 141—General Biology or General Chemistry or General Physics .....	4
P E ACTIVITY .....	1
Total Semester Hours .....	14
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<b>Second Semester</b>	<b>Semester Hours</b>
MATH 232—Calculus III .....	3
ENGL 232—Survey of English Literature .....	3
FREN 232—Intermediate French .....	3
BIOL 142—General Biology or General Chemistry or General Physics .....	4
P E ACTIVITY .....	1
Total Semester Hours .....	14
TOTAL SEMESTER HOURS IN PROGRAM=...	62

### SUGGESTED TWO-YEAR PROGRAM IN MATHEMATICS\* (Meets Associate in Science Degree Requirements)

#### FIRST YEAR

<b>First Semester</b>	<b>Semester Hours</b>
MATH 138—Analytic Geometry .....	3
ENGL 131—Composition and Grammar .....	3
CHEM 141—General Chemistry .....	4
HIST 131—United States History to 1865 .....	3
P E ACTIVITY .....	1
Total Semester Hours .....	14
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<b>Second Semester</b>	<b>Semester Hours</b>
MATH 139—Calculus I .....	3
ENGL 132—Composition and Rhetoric .....	3
CHEM 142—General Chemistry .....	4
HIST 132—United States History from 1865 .....	3
PHYS 243—Mechanics .....	4
P E ACTIVITY .....	1
Total Semester Hours .....	18

\*Students entering College with insufficient preparation are recommended to start their college work in summer to remove their deficiencies.

## SECOND YEAR

<b>First Semester</b>	<b>Semester Hours</b>
MATH 231—Calculus II .....	3
ENGL 231—Survey of English Literature .....	3
PHYS 244—Electricity and Magnetism .....	4
GOVT 231—Federal Government .....	3
PHYS or any Advanced Mathematics course .....	3
P E ACTIVITY .....	1
Total Semester Hours .....	17
<b>Second Semester</b>	<b>Semester Hours</b>
MATH 232—Calculus III .....	3
ENGL 232—Survey of English Literature .....	3
PHYS 245—Oscillations, Waves and Modern Physics .....	4
GOVT 232—State and Local Government .....	3
SOC or any Advanced Mathematics course .....	3
P E ACTIVITY .....	1
Total Semester Hours .....	17
TOTAL SEMESTER HOURS IN PROGRAM=...	66

### SUGGESTED TWO-YEAR PROGRAM IN PHYSICS OR CHEMISTRY\*

(Meets Associate in Science Degree Requirements)

#### FIRST YEAR

<b>First Semester</b>	<b>Semester Hours</b>
ENGL 131—Composition and Grammar .....	3
HIST 131—United States History to 1865 .....	3
MATH 138—Analytic Geometry .....	3
CHEM 141—General Chemistry .....	4
PSYC or Introduction to Psychology or SOC 131—Introduction to Sociology .....	3
P E ACTIVITY .....	1
Total Semester Hours .....	17
<b>First Semester</b>	<b>Semester Hours</b>
ENGL 132—Composition and Rhetoric .....	3
HIST 132—United States History from 1865 .....	3
MATH 139—Calculus I .....	3
CHEM 142—General Chemistry .....	4
PHYS 243—Mechanics .....	4
P E ACTIVITY .....	1
Total Semester Hours .....	18

\*Students entering College with insufficient preparation are recommended to start their college work in summer to remove their deficiencies.

## SECOND YEAR

First Semester	Semester Hours
ENGL 231—Survey of English Literature .....	3
GOVT 231—Federal Government .....	3
MATH 231—Calculus II .....	3
CHEM 243—Organic Chemistry .....	4
PHYS 244—Electricity and Magnetism .....	4
P E ACTIVITY .....	1
	—
Total Semester Hours .....	18

  

Second Semester	Semester Hours
ENGL 232—Survey of English Literature .....	3
GOVT 232—State and Local Government .....	3
MATH 232—Calculus III .....	3
PHYS 245—Oscillations, Waves and Modern Physics .....	4
CHEM 244—Organic Chemistry .....	4
P E ACTIVITY .....	1
	—
Total Semester Hours .....	18
TOTAL SEMESTER HOURS IN PROGRAM=...	71

ENGINEERING CURRICULA VARY FROM COLLEGE TO COLLEGE. THEREFORE, ALL ENGINEERING MAJORS ARE ADVISED TO SEE A COUNSELOR OR THEIR ADVISOR AS SOON AS POSSIBLE TO WORK OUT A PROGRAM ACCORDING TO THEIR CHOICE OF SENIOR COLLEGE AND BRANCH OF ENGINEERING.

### DEPARTMENT OF MATHEMATICS AND NATURAL SCIENCES

#### BIOLOGY

**BIOLOGY 031—Introduction to Biological and  
Physical Sciences. (3-0) Credit: 3.**

*Prerequisite: None.*

A preparatory course for students deficient in high school biology, chemistry and mathematics. Course content includes study techniques and basic principles of biology, chemistry and mathematics. Highly recommended for students planning to take CHEMISTRY 141 or BIOLOGY 143.



**BIOLOGY 135—Microbiology. (3-0) Credit: 3.**

*Prerequisite: None.*

General principles; asepsis, disinfection and sanitation; infection, immunity and allergy; bacteriology; general pathology. (160108)

**BIOLOGY 141—General Biology. (3-3) Credit: 4.**

*Prerequisite: None. Lab Fee: \$8.00.*

Molecule biology, cellular biology, energy relationships of plants and animals and the anatomy and physiology of man. The laboratory phase includes the dissection of a frog as a vertebrate type. (160101)

**BIOLOGY 142—General Biology. (3-3) Credit: 4.**

*Prerequisite: None. Lab Fee: \$8.00.*

Survey of the plant and animal phyla, genetics, evolution and the organism and its environment. Laboratory phase includes study of the representative specimens of each phyla. (160101)

**BIOLOGY 143—Anatomy and Physiology. (3-3) Credit: 4.**

*Prerequisite: None. Lab Fee: \$8.00.*

The study of the structure and function of man with respect to the major body system. Body systems included are skeletal, muscular, nervous, circulatory, respiratory, digestive, excretory and reproductive. (160111)

**BIOLOGY 144—Anatomy and Physiology.  
Continuation of Biology 143. (3-3) Credit: 4.**

*Prerequisite: Biology 143 or consent of instructor. Lab Fee: \$8.00.*

A continuation of Biology 143. (160111)

## **CHEMISTRY**

**CHEMISTRY 141—General Chemistry. (3-3) Credit: 4.**

*Prerequisite: Two years of high school algebra or concurrent enrollment in Mathematics 041. Lab Fee: \$8.00.*

Principles and methods of inorganic chemistry; nature of matter; description and structure of atoms, molecules, and chemical bonds; laws governing the gaseous, liquid and solid states and changes of

state; properties of solutions and dispersion; kinetics and equilibria of reactions. (160202)

**CHEMISTRY 142—General Chemistry. (3-3) Credit: 4.**

*Prerequisite: Chemistry 141. Lab Fee: \$8.00.*

Application of the principles and methods of inorganic chemistry to the elements and their compounds; hydrogen, oxygen and water; alkali metals, alkaline-earth metals, transition elements, elements of Groups III, IV, V and VI; halogens; introduction to organic chemistry radioactivity. (160202)

**CHEMISTRY 243—Organic Chemistry. (3-3) Credit: 4.**

*Prerequisite: Chemistry 142. Lab Fee: \$8.00.*

Principles of organic chemistry. Structure, nomenclature, occurrence and physical properties of organic compounds. Chemical bonds and stereochemistry of organic compounds. Introduction to organic reactions. (160203)

**CHEMISTRY 244—Organic Chemistry. (3-3) Credit: 4.**

*Prerequisite: Chemistry 243. Lab Fee: \$8.00.*

Organic reactions; elaboration of fundamentals learned in Chemistry 243 through treatment of chemistry of nature and biological products, petroleum, polymers and other important materials. (160203)

## MATHEMATICS

1.6 **MATHEMATICS 041—Basic Algebra. (3-2) Credit: 4.**

*Prerequisite: None.*

A one-semester course covering the topics of high school algebra for the student who needs to review algebra before continuing college level mathematics. Topics are taken from exponents and radicals, factoring, fractions, linear equations, functions and quadratic equations. (140201). Formerly Math 032.

1.7 **MATHEMATICS 141—College Algebra. (3-2) Credit: 4.**

*Prerequisite: Mathematics 041 or two years high school algebra.*

An introduction to the basic concepts of modern algebra. Topics are taken from logic and set theory, the development of the number systems, relations, functions, equations, inequalities, determinants and matrices, probability and mathematical induction. (140202). Formerly Math 131.

**MATHEMATICS 144.—Technical Mathematics I. (3-0) Credit: 4.**

*Prerequisite: None.*

SUGGESTED FOR STUDENTS REGISTERED IN TECHNICAL-VOCATIONAL PROGRAMS. (190109)

A course in Basic Algebra and the use of slide rule with problems applied to Technology. Topics will be taken from Basic Algebra, linear and quadratic equations, radicals, logarithms and exponentials. (190105). Formerly Math 1311.

**MATHEMATICS 145.—Technical Mathematics II. (3-2) Credit: 4.**

*Prerequisite: Math 144.*

SUGGESTED FOR STUDENTS REGISTERED IN TECHNICAL-VOCATIONAL PROGRAMS.

A continuation of the study of algebra, trigonometric functions, graphs of trigonometric functions, solution of triangles, elementary identities as needed in Technical Math III. (190107). Formerly Math 1312.

**MATHEMATICS 235.—Technical Mathematics III. (3-0) Credit: 3.**

*Prerequisite: Math 145.*

SUGGESTED FOR STUDENTS REGISTERED FOR TECHNICAL-VOCATIONAL PROGRAMS.

This course is to include the concepts of Analytical Geometry. Differential and Integral Calculus will be touched on with applications to technology. (190113). Formerly Math 1313.

**1.6 MATHEMATICS 142—Advanced College Algebra. (3-2) Credit: 4.**

*Prerequisite: Mathematics 041 or Mathematics 141 or two years high school algebra.*

SUGGESTED FOR SCIENCE, ENGINEERING, MATHEMATICS OR BUSINESS MAJORS.

Topics are taken from logarithms, the binomial theorem, mathematical induction, progressions, inequalities, systems of equations, determinants, permutations, combinations, probability, complex numbers, theory of equations and partial fractions. (140203). Formerly Math 133.

**1.9 MATHEMATICS 134—Finite Business Mathematics. (3-0) Credits: 3.**

*Prerequisite: Mathematics 041 or two years high school algebra or consent of instructor.*

An introduction to topics from college algebra from the finite point

of view with numerous applications to business. The course stresses logic, probability theory, elementary decision theory and matrices. (140601)

**1.7 MATHEMATICS 135—Analysis for Business Decisions. (3-0) Credit: 3.**

*Prerequisite: Mathematics 134 or consent of instructor.*

An introduction to topics from analytic geometry and calculus as applied to business and economics. Maxima and minima of functions, non-linear curves, linear programming and difference equations. (140602)

**1.6 MATHEMATICS 143—Plane Trigonometry. (3-2) Credit: 4.**

*Prerequisite: Mathematics 032 or two years high school algebra.*

The trigonometric functions and their application, equations and identities; solution of the right triangle and oblique triangle; radian measure. (140104). Formerly Math 136.

**MATHEMATICS 138—Analytic Geometry. (3-0) Credit: 3.**

*Prerequisite: Mathematics 143 or two years algebra and trigonometry in high school.*

Introductory concepts, the straight line, circle, conics, transformation of coordinates, curve sketching, polar coordinates, parametric equations and an introduction to three dimensions. (140200)

**MATHEMATICS 139—Calculus I. (3-0) Credit: 3.**

*Prerequisite: Mathematics 138.*

Limits, definition of the derivative, derivatives of algebraic functions, differentials, applications of derivatives, maxima and minima, the mean value theorem, introduction to integration, definite and indefinite integrals. (140301)

**MATHEMATICS 231—Calculus II. (3-0) Credit: 3.**

*Prerequisite: Mathematics 139.*

Differentiation and integration of transcendental functions, methods of integration for more complex functions, hyperbolic functions, an introduction to vectors and partial differentiation. (140301)

**MATHEMATICS 232—Calculus III. (3-0) Credit: 3.**

*Prerequisite: Mathematics 231.*

Partial differentiation, line integrals, multiple integrals, infinite series and differential equations. (140301)

**MATHEMATICS 233—Mathematics for Elementary School Teachers (3-0) Credit: 3.**

*Prerequisite: None.*

Set theory, history of numeration, system of natural numbers, integers and rational numbers with emphasis on the fundamental algorithms of arithmetic. Designed for elementary education majors. (140701)

**MATHEMATICS 234—Mathematics for Elementary School Teachers (3-0) Credit: 3.**

*Prerequisite: Mathematics 233.*

A continuation of Math 233 completing the real number system. Deductive and inductive proof. Metric geometry with emphasis on construction. Congruence relations, groups, rings, integral domains and fields. Introduction to function theory. (140701)

*Correct.*  
**PHYSICAL SCIENCE**

**PHYSICAL SCIENCE 141 (3-3) Credit: 4.**

*Prerequisite: None. Lab Fee: \$8.00.*

An introduction to selected topics from physics, chemistry, geology and astronomy. Force, motion, energy, momentum, atoms, molecules, states of matter, crystals, bonding forces, waves, light, and electricity. (160401)

**PHYSICAL SCIENCE 142 (3-3) Credit: 4.**

*Prerequisite: Physical Science 141. Lab Fee: \$8.00.*

A continuation of Physical Science 141. (160401)

**PHYSICAL SCIENCE 231—Physical Science for Health Occupations (2-2) Credit: 3.**

*Prerequisite: College Algebra, Grade of B in Basic Algebra or consent of instructor. Lab Fee: \$6.00.*

Theory of matter, structure of atoms and molecules, valence and

binding, oxidation and reduction, nature of acids and bases, heat and the states of matter. The atmosphere, its constituents, the gas laws, diffusion, and laminar and turbulent flow of fluids. (160401)

**PHYSICAL SCIENCE 232—Physical Science for  
Health Occupations (2-2) Credit: 3.**

*Prerequisite: Physical Science 231. Lab Fee: \$6.00.*

Continuation of Physical Science 231. (160401)

**PHYSICS**

**PHYSICS 141—Applied Physics I. (3-3) Credit: 4.**

*Prerequisite: None. Lab Fee: \$8.00.*

Basic physics in the units of measurements, principles and application of mechanics, heat, sound, and electricity. (160303) Formerly OIT 141.

**PHYSICS 142—Applied Physics II. (3-3) Credit: 4.**

*Prerequisite: PHY 141. Lab Fee: \$8.00.*

A study of wave motion generation transmission and detection of sound, light, illuminations, optics, and electricity (160303) Formerly OIT 142.

**PHYSICS 231—Survey of Biomedical Physics (3-0) Credit: 3.**

*Prerequisite: College Algebra, Grade of B in Basic Algebra or consent of instructor.*

Fundamental and derived units, force, energy, work, power, structure of matter ionization, magnetism, electro statics, AC and DC currents—EMF—electric circuits, electric induction, motors, generators, transformers and coils, rectification, X-ray machine design and operation. X-rays and other radiation. (160302)

**PHYSICS 232—Survey of Biomedical Physics (3-0) Credit: 3.**

*Prerequisite: Physics 231.*

Continuation of Physics 231. (160302)

**PHYSICS 241—General Physics I. (3-3) Credit: 4.**

*Prerequisite: Mathematics 141 or equivalent. Lab Fee: \$8.00.*

Force and motion, work, energy and power circular motion, momentum, vibratory motion, aerospace physics, properties of solids and

liquids, fluid mechanics, heat, sound and molecular theory of light.  
(160301)

**PHYSICS 242—General Physics II. (3-3) Credit: 4.**

*Prerequisite: Physics 241. Lab Fee: \$8.00.*

Continuation of Physics 241. Optics, reflection, refraction, interference, diffraction and polarization. Electric charges and fields, potential, capacitance, electric currents, magnetic fields and selected topics in Modern Physics. (160301)

**PHYSICS 243—Mechanics. (3-3) Credit: 4.**

*Prerequisite: Credit for, or registration in Calculus I. Lab Fee: \$8.00.*

THIS COURSE IS DESIGNED PRIMARILY FOR STUDENTS OF SCIENCE AND ENGINEERING.

Vectors, motion in one dimension, motion in a plane rotational motion, oscillatory motion, work energy, power and momentum, conservation laws and applications—fluid mechanics—gravitation, heat. (060701)

**PHYSICS 244—Electricity and Magnetism. (3-3) Credit: 4.**

*Prerequisite: Physics 243. Lab Fee: \$8.00.*

Charge, electric field and potential, capacitance, dielectrics, resistance and inductance, electric circuits, magnetic field and induction, radiation. (060501)

**PHYSICS 245—Oscillations, Waves and Modern Physics. (3-3) Credit: 4.**

*Prerequisite: Physics 243. Lab Fee: \$8.00.*

Oscillations and waves with application to light and sound, interference, diffraction and polarization of waves. Selected topics in Modern Physics. (160309)





# Department of Physical Education and Recreation

LLOYD A. KELLEY, *Chairman*

SARAH HERMES, *Instructor*

## SUGGESTED TWO-YEAR PROGRAM IN PHYSICAL EDUCATION AND RECREATION

(Meets Associate in Science Degree Requirements)

### FIRST YEAR

<b>First Semester</b>	<b>Semester Hours</b>
BIOL 141—General Biology .....	4
ENGL 131—Composition and Grammar .....	3
HIST 131—United States History to 1865 .....	3
SPCH 131—Fundamentals of Speech .....	3
P E 131—Foundations of Health, Physical Education and Recreation .....	3
PHYSICAL EDUCATION ACTIVITY (Student's choice)	1
	<hr style="width: 100%;"/>
Total Semester Hours .....	17

<b>Second Semester</b>	<b>Semester Hours</b>
BIOL 142—General Biology .....	4
ENGL 132—Composition and Rhetoric .....	3
HIST 132—United States History from 1865 .....	3
MATHEMATICS (As recommended by counselor) .....	3
PSYC 131—Introduction to Psychology .....	3
PHYSICAL EDUCATION ACTIVITY (Student's choice)	1
	<hr style="width: 100%;"/>
Total Semester Hours .....	17

### SECOND YEAR

<b>First Semester</b>	<b>Semester Hours</b>
ENGL 231—Survey of English Literature .....	3
GOVT 231—Federal Government .....	3
MATHEMATICS (As recommended by counselor) .....	3
P E 231—Personal Health .....	3
PHYSICAL EDUCATION ACTIVITY (Student's choice)	1
ELECTIVE .....	3
	<hr style="width: 100%;"/>
Total Semester Hours .....	16

<b>Second Semester</b>	<b>Semester Hours</b>
ENGL 232—Survey of English Literature .....	3
GOVT 232—State and Local Government .....	3
P E 232—First Aid and Safety .....	3
ELECTIVE .....	3
PHYSICAL EDUCATION ACTIVITY (Student's choice)	1
PHYSICAL EDUCATION ACTIVITY (Student's choice)	1
	—
Total Semester Hours .....	14
TOTAL SEMESTER HOURS IN PROGRAM=...	64

**DEPARTMENT OF PHYSICAL EDUCATION  
AND RECREATION**

**THEORY COURSES**

**PHYSICAL EDUCATION 131—Foundation of Health  
Education and Recreation. (3-0) Credit: 3.**

*Prerequisite: None.*

An orientation course in physical education aimed at providing prospective teachers and coaches of physical education with a general concept of the total physical education program. Course includes historic development, educational values, as well as personal and professional qualifications. (090101)

**PHYSICAL EDUCATION 231—Personal Health. (3-0) Credit: 3.**

*Prerequisite: None.*

A course in current health problems pertinent to college level individuals. Emphasis is upon improved ways of living. This course is designed primarily for students majoring in physical education. (090201)

**PHYSICAL EDUCATION 232—First Aid and Safety.  
(3-0) Credit: 3.**

*Prerequisite: None.*

This course is designed for men and women who wish to qualify to teach the junior and standard Red Cross courses in first aid to the injured. Course content will include safety procedures for daily living. Upon successful completion of the course the American National Red Cross First Aid Instructor's Certificate will be issued. (090203)

**PHYSICAL EDUCATION 233—Sports Officiating. (3-0) Credit: 3.**

*Prerequisite: None.*

Instructions in officiating football, basketball, volleyball, tennis and badminton. (090103)

**ACTIVITIES**

Students enrolled in all Bowling and Golf classes must pay their own bowling and green fees.

**PHYSICAL EDUCATION 1101—Archery and Badminton I. (1-2) Credit: 1.**

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

This course consists of badminton instruction followed by archery instruction. History, safety rules and game etiquette will be included. Archery instruction will include the stance, the draw, and the release. Badminton instruction will include the serve, clears, drives, smashes, and drops. There will be lecture, demonstration and supervised practice. (090301)

**PHYSICAL EDUCATION 1102—Bowling I. (1-2) Credit: 1.**

*Prerequisite: None.*

A course designed for both the beginner and the advanced bowler. After a four-week instruction period, including the approach and technique of bowling, a class league will be formed. Students will receive experience in league etiquette, procedure and scoring. (090301)

**PHYSICAL EDUCATION 1103—Contemporary Dance. (1-2) Credit: 1.**

*Prerequisite: None.*

This course is designed for students with little or no experience in contemporary dance. Emphasis will be upon the fundamental tools of movement, walks, runs, leaps, and various axial movements. Students will begin work in composition. The origin and current development of dance will be studied. (090301)

**PHYSICAL EDUCATION 1104—Golf I. (1-2) Credit: 1.**

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

This course is designed to introduce golf to students and will include the history, etiquette, skills, rules, and safety of the game. Demon-

strations and participation will include the grip, stance, swing, and use of various clubs. (090301)

**PHYSICAL EDUCATION 1105—Golf II. (1-2) Credit: 1.**

*Prerequisite: Physical Education 1104 or approval of department chairman. Lab Fee: \$5.00.*

This course is a continuation of Physical Education 1104 and will include supervised practice, corrective and suggestive techniques for improvement of the individual student's golf game. (090301)

**PHYSICAL EDUCATION 1106—Outdoor Education.**

**(1-2) Credit: 1.**

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

This course is designed to introduce outdoor recreational activities possessing carry-over value. Included in this course will be fundamental skills in bait casting, camping, and shooting. (090301)

**PHYSICAL EDUCATION 1109—Surfing I. (1-2) Credit: 1.**

*Prerequisite: Must be able to pass a swimming test.*

This course is an introduction to surfing which will include surfing terms, selection and care of equipment. Basic techniques of paddling and standing will precede actual surfing. Formerly Surfing 1107. (090301)

**PHYSICAL EDUCATION 1110—Swimming I. (1-2) Credit: 1.**

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

This course includes demonstration, lectures and practice in the fundamental techniques of swimming, including breath control, prone float, back float, breast stroke, side stroke and crawls. (090301)

**PHYSICAL EDUCATION 1111—Swimming II. (1-2) Credit: 1.**

*Prerequisite: Physical Education 1110 or approval of department chairman. Lab Fee: \$5.00.*

This course is designed for the advanced swimmer and will include synchronized strokes, racing, games, and diving. (090301)

**PHYSICAL EDUCATION 1112—Team Sports I. (1-2) Credit: 1.**

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

Activities taught in this course for men will include touch football,

basketball, softball, and soccer. Activities taught in this course for women will include volleyball, softball, soccer, and basketball. (090301)

**PHYSICAL EDUCATION 1113—Tennis I. (1-2) Credit: 1.**

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

An orientation course for beginning tennis players. Emphasis will be upon acquisition of basic skills, rules, and playing etiquette. Skills introduced will include the serve, the drive, and the volley. The course will include lectures, demonstrations and supervised practice. (090301)

**PHYSICAL EDUCATION 1115—Tumbling and Trampoline I. (1-2) Credit: 1.**

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

This course presents techniques of tumbling and rebounding. Basic skills to be mastered are rolls, somersaults, twists, stunts, springs, and manipulations of the body. (090301)

**PHYSICAL EDUCATION 1116—Water Skiing I. (1-2) Credit: 1.**

*Prerequisite: Must be able to pass a swimming test. I.I. Fee: \$20.00.*

This course introduces the student to water skiing and includes orientations, dry land drills, demonstrations and student participation in gliding over a water surface on one or two skis. (090301)

**PHYSICAL EDUCATION 1117—Weight Training I. (1-2) Credit: 1**

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

A program of exercise with weights to improve physical development and motor skills. The skills will include arm curl, arm press, rowing, squats, sit-ups, and dips. (090301)

**PHYSICAL EDUCATION 1118—Weight Training II. (1-2) Credit: 1.**

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

This course is a continuation of Physical Education 1117 with more emphasis placed on body improvement, energy and strength. A specially designed program will be created for the individual student. (090301)

**PHYSICAL EDUCATION 2101—Archery and Badminton II.**

**(1-2) Credit: 1.**

*Prerequisite: Physical Education 1101 or approval of department chairman. Lab Fee: \$5.00.*

A continuation of Physical Education 1101. Emphasis will be upon the refinement of skills, technique, and game strategy. The technique and procedure of tournament play will be included. (090302)

**PHYSICAL EDUCATION 2102—Bowling II. (1-2) Credit: 1.**

*Prerequisite: Physical Education 1102 or approval of department chairman.*

This course is a continuation of Physical Education 1102 and will include supervised practice and participation in the skills of bowling. (090302)

**PHYSICAL EDUCATION 2104—Golf III. (1-2) Credit: 1.**

*Prerequisite: Physical Education 1104 or approval of department chairman. Lab Fee: \$5.00.*

This course is designed for the advanced golf student who could qualify to complete on the college level in golf tournaments. Emphasis will be placed on the proper use of the irons. (090302)

**PHYSICAL EDUCATION 2105—Golf IV. (1-2) Credit: 1.**

*Prerequisite: Physical Education 2104 or approval of department chairman. Lab Fee: \$5.00.*

This course is a continuation of Physical Education 2104, including supervised practice with emphasis placed on the proper use of the woods. (090302)

**PHYSICAL EDUCATION 2107—Sailing I. (1-2) Credit: 1.**

*Prerequisite: Must be able to pass a swimming test. I.I. Fee: \$10.00.*

This course includes the fundamentals in rigging and securing small craft, introduction to nautical terms, care of equipment, and learning to sail. (090302)

**PHYSICAL EDUCATION 2108—Sailing II. (1-2) Credit: 1.**

*Prerequisite: Physical Education 2107 or approval of department chairman. I.I. Fee: \$10.00.*

This course is a continuation of Physical Education 2107 and will

include supervised practice in the handling of a sailboat. Racing competition will also be included. (090302)

**PHYSICAL EDUCATION 2109—Surfing II. (1-2) Credit: 1.**

*Prerequisite: Physical Education 1109 or approval of department chairman.*

This course is a continuation of Physical Education 1109, designed for the experienced surfer. Supervised practice with emphasis placed on corrective techniques. (090302)

**PHYSICAL EDUCATION 2110—Swimming III. (1-2) Credit: 1.**

*Prerequisite: Approval of department chairman. Lab Fee: \$5.00.*

This is a Standard Red Cross Senior Life Saving course. Upon successful completion of the course, the appropriate Red Cross Life Saving Certificate is issued. (090302)

**PHYSICAL EDUCATION 2111—Swimming IV. (1-2) Credit: 1.**

*Prerequisite: Approval of department chairman. Lab Fee: \$5.00.*

This course is designed for experienced swimmers only and will include distance swimming for strength and endurance. (090302)

**PHYSICAL EDUCATION 2112—Team Sports II. (1-2) Credit: 1.**

*Prerequisite: Physical Education 1112. Fee: \$5.00.*

This course is a continuation of Physical Education 1112. (090302)

**PHYSICAL EDUCATION 2113—Tennis II. (1-2) Credit: 1.**

*Prerequisite: Physical Education 1113 or approval of department chairman. Fee: \$5.00.*

This course is a continuation of Physical Education 1113. It is designed for the students who have mastered the basic skills. Emphasis will be upon the refinement of the skills and techniques, game strategy, and tournament play. (090302)

**PHYSICAL EDUCATION 2115—Tumbling and Trampoline II. (1-2) Credit: 1.**

*Prerequisite: Physical Education 1115 or approval of department chairman. Lab Fee: \$5.00.*

This course is a continuation of Physical Education 1115. Emphasis will be on refinement of skills and techniques. (090302)

**PHYSICAL EDUCATION 2116—Water Skiing II. (1-2) Credit: 1**

*Prerequisite: Physical Education 1115. I.I. Fee: \$20.00.*

This course is a continuation of Physical Education 1116 and will include supervised practice and participation in the skills of water skiing. (090302)

**PHYSICAL EDUCATION 2117—Weight Training III. (1-2) Credit: 1.**

*Prerequisite: Physical Education 1117 or approval of department chairman. Fee: \$5.00.*

This course is for the student with some experience in weight training and body building exercise. The starting weight will be approximately seventy-five pounds and will progress to heavier weights. (090302)

**PHYSICAL EDUCATION 2118—Weight Training IV. (1-2) Credit: 1.**

*Prerequisite: Physical Education 2117 or approval of department chairman. Fee: \$5.00.*

This course is a continuation of Physical Education 2117, with emphasis placed on a study of muscle structure and corrective exercise. (090302)

**PHYSICAL EDUCATION 2119—Swimming, Basic Diving, and Water Safety. (1-5) Credit: 1.**

*Prerequisite: None. Individual Instruction Fee: \$15.00.*

Beginning swimming and swimming qualification tests, and basic underwater diving and swimming, and first aid and life-saving. Scuba diving for those qualified. (090302)

**PHYSICAL EDUCATION 2120—Skin and Scuba Diving. (1-3) Credit: 1.**

*Prerequisite: Pass swimming test or obtain approval of departmental chairman. Individual Instruction Fee: \$15.00.*

This course will include the fundamentals of skin diving and the use of scuba diving equipment. Basic skills include using the face mask; snorkel and fins; proper form for surface diving and doffing and donning of scuba equipment. Safety procedures will be stressed. (090302)



# Department of Social Sciences

M. T. WADDELL, JR., *Chairman*

## *Instructors*

ROSEMARY H. CLARK  
W. MAURY DARST  
BILLIE J. HOSKINS  
STEPHEN A. MOZARA, JR.  
SIDNEY YOUNG

## SUGGESTED TWO-YEAR PROGRAM IN SOCIAL SCIENCE (Meets Associate in Science Degree Requirements)

### FIRST YEAR

<b>First Semester</b>	<b>Semester Hours</b>
ENGL 131—Composition and Grammar .....	3
NATURAL SCIENCE .....	4
HIST 131—United States History to 1865 .....	3
MATH 141—College Algebra .....	4
PHYSICAL EDUCATION ACTIVITY (Student's choice)	1
ELECTIVE .....	3
	—
Total Semester Hours .....	18

<b>Second Semester</b>	<b>Semester Hours</b>
ENGL 132—Composition and Rhetoric .....	3
NATURAL SCIENCE .....	4
HIST 132—United States History from 1865 .....	3
MATH 143—Plane Trigonometry .....	4
ELECTIVE .....	3
PHYSICAL EDUCATION ACTIVITY (Student's choice)	1
	—
Total Semester Hours .....	18

### SECOND YEAR

<b>First Semester</b>	<b>Semester Hours</b>
ENGL 231—Survey of English Literature .....	3
ECON 231—Principles of Economics I .....	3
SOCIAL SCIENCE ELECTIVE .....	6
GOVT 231—Federal Government .....	3
PHYSICAL EDUCATION ACTIVITY (Student's choice)	1
	—
Total Semester Hours .....	16

<b>Second Semester</b>	<b>Semester Hours</b>
ENGL 232—Survey of English Literature .....	3
ECON 232—Principles of Economics II .....	3
SOCIAL SCIENCE ELECTIVE .....	3
GOVT 232—State and Local Government .....	3
ELECTIVE .....	3
PHYSICAL EDUCATION ACTIVITY (Student's choice) 1	—
Total Semester Hours .....	16
TOTAL SEMESTER HOURS IN PROGRAM=...	68

**SUGGESTED TWO-YEAR PROGRAM IN SOCIAL SCIENCE**  
(Meets Associate in Arts Degree Requirements)

**FIRST YEAR**

<b>First Semester</b>	<b>Semester Hours</b>
ENGL 131—Composition and Grammmare .....	3
FORENGH LANGUAGE (Student's choice) .....	4
HIST 131—United States History to 1865 .....	3
MATH 141—College Algebra .....	4
PHYSICAL EDUCATION ACTIVITY (Student's choice) 1	—
ELECTIVE .....	3
Total Semester Hours .....	18

<b>Second Semester</b>	<b>Semester Hours</b>
ENGL 132—Composition and Rhetoric .....	3
FOREIGN LANGUAGE (Second course in sequence) ....	4
HIST 132—United States History from 1865 .....	3
MATH 143—Plane Trigonometry .....	4
PHYSICAL EDUCATION ACTIVITY (Student's choice) 1	—
ELECTIVE .....	3
Total Semester Hours .....	18

**SECOND YEAR**

<b>Second Semester</b>	<b>Semester Hours</b>
ENGL 231—Survey of English Literature .....	3
NATURAL SCIENCE .....	4
FOREIGN LANGUAGE (Third course in sequence) ....	3
GOVT 231—Federal Government .....	3
SOCIAL SCIENCE ELECTIVE .....	3
Total Semester Hours .....	16

<b>Second Semester</b>	<b>Semester Hours</b>
ENGL 232—Survey of English Literature .....	3
NATURAL SCIENCE .....	4
FOREIGN LANGUAGE (Fourth course in sequence)....	3
GOVT 232—Local and State Government .....	3
SOCIAL SCIENCE ELECTIVE .....	3
	—
Total Semester Hours .....	16
TOTAL SEMESTER HOURS IN PROGRAM=....	68

## **DEPARTMENT OF SOCIAL SCIENCES**

### **GOVERNMENT**

#### **GOVERNMENT 231—Federal Government. (3-0) Credit: 3.**

*Prerequisite: None.*

Study of the government of the United States, its theory, principles and institutions. Political institutions and ideas, origins and development of the constitution, principles, political parties, legislative, executive and judicial branches, administration, financing, foreign relations and national defense. (180501)

#### **GOVERNMENT 231H—American Government Honors Course. (3-0) Credit: 3.**

*Prerequisite: 12 or more semester hours with 3.0 average or consent of instructor.*

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. (180501)

#### **GOVERNMENT 232—State and Local Government. (3-0) Credit: 3.**

*Prerequisite: None.*

Study of state, county, and municipal governments, with particular emphasis upon the state of Texas. The state constitution, federal-state and interstate relations, political parties, the state legislature, the governor and state administration, finance, activities and services of the state and local governments. (180501)

**GOVERNMENT 232H—State and Local Government**

**Honors Course (3-0) Credit: 3.**

*Prerequisite: Government 231H, 231 with "B," 12 or more hours with GPA of 3.0, or consent of instructor.*

Study of state, county, and municipal governments, with particular emphasis upon the state of Texas. The state constitution, federal-state and interstate relations, political parties, the state legislature, the governor and state administration, finance, activities and services of the state and local governments. (180501)

**GOVERNMENT 233—Survey of American and Texas**

**Government and Constitutions.**

**(3-0) Credit: 3.**

*Prerequisite: None.*

THIS COURSE MEETS THE GOVERNMENT REQUIREMENT FOR TEXAS TEACHER CERTIFICATION AND THE GOVERNMENT REQUIREMENT FOR STUDENTS REGISTERED IN VOCATIONAL-TECHNICAL PROGRAMS. (A.A.S. Degree)

Study of the institutions of government and their functions from the local level to the national with particular emphasis on the city, county, and state governments. Examines in detail and on a comparative basis the United States and Texas Constitutions. (Formerly Survey of Government) (180501)

**HISTORY**

**AFRO-AMERICAN HISTORY AND CULTURE 131—**

**Introduction to Afro-American Studies.**

**(3-0) Credit: 3.**

*Prerequisite: None.*

The historical, economic, social and cultural development of Afro-American people with particular emphasis upon their contribution to American society. (180608)

**HISTORY 131—United States History to 1865.**

**(3-0) Credit: 3.**

*Prerequisite: None.*

A study of the political, economic, social and intellectual history of the United States from discovery of America to the end of the Civil War. (180603)

**HISTORY 132—United States History from 1865. (3-0) Credit: 3.**

*Prerequisite: None.*

A study of the political, economic, social and intellectual history of the United States from Reconstruction to the present day. (180603)

**HISTORY 231—Western Civilization. (3-0) Credit: 3.**

*Prerequisite: None.*

The political, economic, social and intellectual development of ancient, medieval and early modern civilizations; the ancient East, the contributions of Greece and Rome, the Church, feudalism, the commercial revolution, the Reformation and the early colonial movements. (180602)

**HISTORY 232—Western Civilization. (3-0) Credit: 3.**

*Prerequisite: None.*

The political, economic, social and intellectual developments of modern Western civilization through the changes resulting from expansion and conflict with culture and civilizations native to Asia, Africa, and the New World; the development of nationalism, the industrial revolution, democracy, socialism and the conflicts of the twentieth century. (180602)

**HISTORY 233—History of Texas. (3-0) Credit: 3.**

*Prerequisite: None.*

A survey of Texas history from colonization to the present day. Exploration and rivalry, Anglo-American colonization, relations with Mexico, the Texas Revolution, Texas as a republic, annexation, statehood, Civil War and reconstruction, and the political, social, economic and intellectual developments to the modern period. (180605)

## **PSYCHOLOGY**

**PSYCHOLOGY 131—Introduction to Psychology. (3-0) Credit: 3.**

*Prerequisite: None.*

Basic scientific principles of behavior, learning, forgetting, sensation, perception, motivation and emotionality. Human growth and development, hereditary and environmental influences, measurement of individual differences, and theories of personality. (180801)

**PSYCHOLOGY 134—Psychology of Adjustment. (3-0) Credit: 3.**

*Prerequisite: Psychology 131.*

Deals with the problems of adjustment of “normal” people to normal or everyday problems. Application of techniques of decision making and control of anxiety arising from personal and interpersonal conflicts. (180803)

**PSYCHOLOGY 231—Child Growth and Development. (3-0) Credit: 3.**

*Prerequisite: Psychology 131.*

Human psychological development from birth to adulthood. The birth of the baby; from organism to person; the infant; the toddler; the preschool child, the middle years of childhood; adolescence; disturbances in development; the study of children. (180808)

**PSYCHOLOGY 232—Social Psychology. (3-0) Credit: 3.**

*Prerequisite: Psychology 131.*

A study of individual behavior as affected by cultural and social stimuli. Emphasis is placed upon the differences in human conduct as determined by various social and cultural environments. (180805)  
Formerly Psychology 132.

**PSYCHOLOGY 233—Psychology of Personality. (3-0) Credit: 3.**

*Prerequisite: Psychology 131.*

A study of major factors and conditions related to personality development, including parent-child relations, personality defense mechanisms, methods of personality measurement, and behavioral pathologies and their treatments. (180809)

## **SOCIOLOGY**

**SOCIOLOGY 131—Introduction to Sociology. (3-0) Credit: 3.**

*Prerequisite: None.*

The study of human society, human behavior and personality as a product of group life, human ecology and population, social organization, sociocultural change, and current social problems. (180901)

**SOCIOLOGY 133—Social Problems. (3-0) Credit: 3.**

*Prerequisite: Sociology 131 or consent of instructor.*

Identification and analysis of contemporary social problems. A study of the criteria for evaluating problems of social planning and a study of conventional solutions to these problems. (180902)

**SOCIOLOGY 231—Marriage and Family. (3-0) Credit: 3.**

*Prerequisite: Psychology 131.*

A study of the problems of courtship, mate selection, and marriage adjustments. (180903)

**PHILOSOPHY**

**PHILOSOPHY 131—Introduction to Philosophy. (3-0) Credit: 3.**

*Prerequisite: None.*

A survey course designed to acquaint the student with some of the fundamental problems in philosophy and with the methods used to deal with them. Some principal views, both ancient and modern, are examined as possible solutions. (180701)





# DIVISION OF OCCUPATIONAL EDUCATION

## Department of Associate Degree Nursing

RUTH E. BENDER, *Chairman*

### *Instructors*

CONSTANCE COCKRELL  
RUBY A. CORNETT  
MARY E. EPSTEIN  
MARY LOU FIGART  
ROMETTA M. HOCK  
MARILYN T. SPIKES  
BETTY WILLIAMS  
DOROTHY ZEY

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

(Meets Associate in Applied Science Degree Requirements)

### FIRST YEAR

<b>First Semester</b>	<b>Semester Hours</b>
BIOL 143—Anatomy and Physiology .....	4
ENGL 131—Composition and Grammar .....	3
PSYC 131—Introduction to Psychology .....	3
NURS 161—Introduction to Nursing .....	6
	—
Total Semester Hours .....	16

  

<b>Second Semester</b>	<b>Semester Hours</b>
BIOL 144—Anatomy and Physiology .....	4
ENGL 132—Composition and Rhetoric .....	3
BIOL 135—Microbiology .....	3
NURS 162—Nursing Care of the Adult I .....	6
	—
Total Semester Hours .....	16

  

<b>Summer Session (Second Six Weeks)</b>	
NURS 163—Psychiatric Nursing .....	6
	—
Total Semester Hours .....	6

## SECOND YEAR

First Semester	Semester Hours
CHEM 141—General Chemistry .....	4
PSYC 231—Child Growth and Development .....	3
SOC 131—Introduction to Sociology .....	3
NURS 261—Nursing Care of the Adult II .....	6
	—
Total Semester Hours .....	16
Second Semester	Semester Hours
GOVT. 233—Survey of American & Texas Government and Constitutions .....	3
NURS 262—Child Health Nursing .....	6
NURS 263—Maternal Health Nursing .....	6
	—
Total Semester Hours .....	15
Summer Session (Second Six Weeks)	
NURS 215—Nursing Seminar .....	1
NURS 254—Special Problems in Nursing .....	5
	—
Total Semester Hours .....	6
<b>TOTAL SEMESTER HOURS IN PROGRAM=... 75</b>	

### DEPARTMENT OF ASSOCIATE DEGREE NURSING

**NURSING 161—Introduction to Nursing. (4-6) Credit: 6.**

*Prerequisite: Admission into Associate Degree Nursing Program.  
Lab Fee: \$8.00 Biology 143 or concurrently enrolled in Biology 143.*

Definition and responsibilities in Nursing; legal and spiritual aspects; nurses' role in the community; the patient as a person; the patient centered therapeutic environment; nursing care of the newly admitted patient; daily nursing care and support of the patient; basic nursing support for psychological needs; the patient's return to optimum health; the nurse's role in the care of the terminally ill patient; protecting the patient from injury or illness; nursing action in emergencies; pharmacology; nutrition; and mental health concepts. (190501)

**NURSING 162—Nursing Care of the Adult I. (3-9) Credit: 6.**

*Prerequisite: Nursing 161 and Biology 143 and concurrently enrolled in Biology 144. Lab Fee: \$8.00.*

Application of scientific principles and practice in planning, effecting, and evaluating the nursing care of adult patients with health problems.

Pharmacological, nutritional, and psychological concepts are integrated. (190502)

**NURSING 163—Psychiatric Nursing. (3-9) Credit: 6.**

*Prerequisite: Nursing 161, Psychology 131. Lab Fee: \$8.00.*

Application of scientific principles and practice in planning, effecting, and evaluating the total nursing care of patients who have psychological or mental health problems. Pharmacological and nutritional concepts are integrated. (190507)

**NURSING 261—Nursing Care of the Adult II. (3-9) Credit: 6.**

*Prerequisite: Nursing 162. Lab Fee: \$8.00.*

Continuation of Nursing 162. (190503)

**NURSING 262—Child Health Nursing. (3-9) Credit: 6.**

*Prerequisite: Nursing 261, Psychology 231. Lab. Fee: \$8.00.*

Application of scientific principles and practice in planning, effecting, and evaluating the total nursing care of children from infancy through adolescence. Maintenance of health from infancy through adolescence implications of physical, emotional, and social development. Pharmacological, nutritional and psychological concepts are integrated. (190516)

**NURSING 263—Maternal Health Nursing. (3-9) Credit: 6.**

*Prerequisite: Nursing 261. Lab Fee: \$8.00.*

Application of scientific principles and practice in planning, effecting, and evaluating the total nursing care of mother and child during pregnancy, labor and delivery and the postpartum period. Maintenance of health during the childbearing years; family planning. Pharmacological, nutritional, and psychological concepts are integrated.

**NURSING 254—Special Problems in Nursing. (2-9) Credit: 5.**

*Prerequisite: Nursing 261. Lab Fee: \$8.00.*

Application of scientific principles and practice in planning, effecting, and evaluating the total nursing care of adult patients with complicated medical or surgical problems.

**NURSING 215—Nursing Seminar.**

**(1-0) Credit: 1.**

*Prerequisite: Candidate for Graduation.*

History of nursing, trends in nursing, role of the registered technical nurse, opportunities in nursing.

**COOPERATING CLINICAL FACILITIES**

St. Mary's Hospital	Galveston, Texas
United States Public Health Service Hospital	Galveston, Texas
The University of Texas Medical Branch Hospitals	Galveston, Texas

# Associated Health Occupations

J. LAURENCE CANTWELL, *Chairman*

*Part-time Instructors*

DOROTHY DENN  
GLORIA HAYWOOD  
MARY ANN SANDERSON  
JANICE TOMS

This program prepares student for employment as

Inhalation Therapist  
Occupational Therapy Assistant  
Physical Therapy Assistant  
Community Health Worker  
Radiologic Technologist  
Hospital Management Assistant  
Orthotics Assistant

**\*\*General Curriculum Outline**

(Meets Associate in Applied Science Degree Requirements)

**FIRST YEAR**

<b>First Semester</b>	<b>Semester Hours</b>
AHO 141—Interdisciplinary Health Concepts— Introduction to Health Occupations .....	4
AHO 132—Interdisciplinary Health Practices— Introduction to Patient Care .....	3
BIOL 143—Anatomy and Physiology .....	4
ENGL 131—Composition and Grammar .....	3
SOC 131—Introduction to Sociology .....	3
<hr/>	
Total Semester Hours .....	17

  

<b>Second Semester</b>	<b>Semester Hours</b>
AHO 143—Interdisciplinary Health Concepts .....	4
AHO 134—Interdisciplinary Health Practices— Specialized Clerkships .....	3
BIOL 144—Anatomy and Physiology .....	4
COMM 132—Technical Communications .....	3
PSYC 131—Introduction to Psychology .....	3
<hr/>	
Total Semester Hours .....	17

<b>First Summer Session</b>	<b>Semester Hours</b>
*OPTION—College Algebra 141, or Business Mathematics 133 .....	3 or 4
*OPTION—PSYC 231, Child Growth and Development .....	3
Total Semester Hours .....	<u>6 or 7</u>

<b>Second Summer Session</b>	<b>Semester Hours</b>
AHO 155—Applied Health Concepts in Practice .....	5
Total Semester Hours .....	<u>5</u>

## SECOND YEAR

<b>First Semester</b>	<b>Semester Hours</b>
AHO 241—Interdisciplinary Health Concepts .....	4
AHO 242—Advanced Application—Health Concepts and Practices .....	4
GOVT 233—Survey of American and Texas Government and Constitutions .....	3
*OPTION—Chemistry 141 .....	4
*OPTION—Biomedical Physics 231 .....	3
Total Semester Hours .....	<u>18</u>

<b>Second Semester</b>	<b>Semester Hours</b>
AHO 232—Special Problems and Techniques .....	3
AHO 243—Interdisciplinary Health Concepts .....	4
AHO 244—Advanced Health Concepts and Practices ....	4
*OPTION—Biomedical Physics 232 .....	} 3
*OPTION—Microbiology 135 .....	
*OPTION—PSYC 232—Social Psychology or as specified by the individual study track .....	
Total Semester Hours .....	<u>17</u>

<b>First Summer Session</b>	<b>Semester Hours</b>
AHO 256—Applied Health Concepts in Practice I (Radiologic Technologist and Inhalation Therapist Only) .....	5
Total Semester Hours .....	<u>5</u>

<b>Second Summer Session</b>	<b>Semester Hours</b>
AHO 287—Applied Health Concepts in Practice II (Radiologic Technologist and Inhalation Therapist Only) .....	8
	8
Total Semester Hours .....	8

\*Options are specified according to selected study track.

\*\*Specific health education study tracks have specific course requirements to meet associate certification.

### **ASSOCIATED HEALTH OCCUPATIONS**

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

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

Introduction to health occupations, professions and allied health disciplines; team concepts and role of the associate technician; orientation to hospitals and community health services; overview of ethical, legal and professional responsibilities; demonstration and observation in selected health settings; related terminology. (Formerly AHO 131)

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

*Prerequisite: None.*

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

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

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

Fundamentals of interpersonal and group relationships in the organization, structure and function of health occupations; interpersonal sensitivity and productive responses, effective listening and communication as applied to observation, reporting and recording; related terminology.

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

*Prerequisite: AHO 132-141 and acceptance by Clinical Admissions Committee. Lab Fee: \$5.00.*

Introduction to concepts and nursing procedures and techniques as related to Associated Health Occupations; study of medical terminology; the psycho-social aspects of illness; care of the dying patient. (Formerly AHO 133)

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

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

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

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

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

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

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

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

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

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

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

Assignment to the student's area of clinical interest including specialized instruction in advanced concepts and theory, independent appli-



cation of technical skills with professional consultation or supervision, and responsible participation as a member of the health team. (Formerly AHO 223)

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

*Prerequisite: AHO 241-242 and acceptance by Clinical Admissions Committee.*

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

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

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

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

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

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

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

**AHO 287—Applied Health Concepts in Practice II. (2-25) Credit: 8.**

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

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



# Electronic Technology

JOHN HENNIGAN, *Instructor*

(Meets Associate in Applied Science Degree Requirements)

## FIRST YEAR

<b>First Semester</b>	<b>Semester Hours</b>
ELT 141—Electronics (D.C.) .....	4
ELT 142—Electronics (A.C.) .....	4
PHYS 141—Applied Physics I .....	4
MATH 144—Technical Mathematics I .....	4
GOVT 233—Survey of American and Texas Government and Constitutions .....	3
<hr/>	
Total Semester Hours .....	19

<b>Second Semester</b>	<b>Semester Hours</b>
ELT 143—Electronic Devices .....	4
ELT 144—Electronic Amplifiers .....	4
PHYS 142—Applied Physics II .....	4
MATH 145—Technical Mathematics II .....	4
*ENGL 131—Composition and Grammar .....	3
<hr/>	
Total Semester Hours .....	19

## SECOND YEAR

<b>First Semester</b>	<b>Semester Hours</b>
ELT 245—Instruments and Measurements .....	4
ELT 246—Communications Circuits .....	4
MATH 235—Technical Mathematics III .....	3
COMM 132—Technical Communications .....	3
DRFT 121—Sketching and Blueprint Reading .....	2
<hr/>	
Total Semester Hours .....	16

<b>Second Semester</b>	<b>Semester Hours</b>
ELT 247—Introduction to Computers .....	4
ELT 248—Control Circuits and Systems .....	4
ELT 249—Electronic Design and Fabrication .....	4
ELECTIVE .....	3
ELECTIVE .....	3
<hr/>	
Total Semester Hours .....	18
TOTAL SEMESTER HOURS IN PROGRAM=...	72

\*Students may substitute COMM 131.

## ELECTRONIC TECHNOLOGY

### **ELT 141—D.C. Circuits. (3-4) Credit: 4.**

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

A study of current flow and direct current circuits. The course presents work with magnetic circuits and introduces time varying currents.

### **ELT 142—A.C. Circuits. (3-4) Credit: 4.**

*Prerequisite: ELT 141 or concurrent enrollment. Lab Fee: \$5.00.*

A continuation of Electronics 141 (D.C.), emphasizing A.C. circuit theory and both A.C. and D.C. network theorems. This course provides the background needed to analyze complex networks with both active and passive elements present.

### **ELT 143—Electronic Devices. (3-4) Credit: 4.**

*Prerequisite: ELT 142. Lab Fee: \$5.00.*

A study of electronic devices, their functions, nomenclature and characteristics. Both tube and solid state characteristics are covered.

### **ELT 144—Electronic Amplifiers. (3-4) Credit: 4.**

*Prerequisite: ELT 143 or concurrent enrollment. Lab Fee: \$5.00*

A continuation of the study of electronic devices, amplifiers; both transistor and tube type are covered, with emphasis on methods of analysis and design.

### **ELT 245—Instrument and Measurements. (3-0) Credit: 4.**

*Prerequisite: ELT 144. Lab Fee: \$5.00.*

A course connected with the accuracy of measurements; how instruments work, proper use of instruments and calibration techniques.

### **ELT 246—Communications Circuits. (3-4) Credit: 4.**

*Prerequisite: ELT 245 or concurrent enrollment. Lab Fee: \$5.00*

A continuation of the electronic amplifiers covering class C power amplifiers, oscillators, modulation, small signal tuned amplifiers, and detector circuits. The use of transistors and communications circuits and the underlying principles of operation of the various classes of circuits.

**ELT 247—Introduction to Computers. (3-4) Credit: 4.**

*Prerequisite: ELT 245 or ELT 246. Lab Fee: \$5.00.*

A course that employs principles of almost all previous technical courses as it familiarizes the student with both analog and digital computers. Emphasis is placed on principles of operation and on circuitry used in computers.

**ELT 248—Control Circuits and Systems. (3-4) Credit: 4.**

*Prerequisite: ELT 247 or concurrent enrollment. Lab Fee: \$5.00.*

An investigation of various control circuits, commonly employed in industry. A variety of methods of systems analysis are used to predict the performance of mock and complete system using various controls.

**ELT 249—Electronic Design and Fabrication. (3-4) Credit: 4.**

*Prerequisite: ELT 248 or concurrent enrollment. Lab Fee: \$8.00.*

A course directed toward teaching proper chassis layout and equipment arrangement, (packaging), and toward building a function electronic unit of some kind. Modern printed circuit layout and fabrication are covered.



# Engineering Drafting Technology

ROGER W. (Bill) MERRILL, *Instructor*

(Meets Associate in Applied Science Degree Requirements)

## FIRST YEAR

<b>First Semester</b>	<b>Semester Hours</b>
ENGR 161—Engineering Graphics .....	6
ENGL 131—Composition and Grammar .....	3
HIST 131—United States History to 1865 .....	3
MATH 141—College Algebra .....	4
	—
Total Semester Hours .....	16

<b>Second Semester</b>	<b>Semester Hours</b>
DRFT 132—Machine Drafting .....	3
DRFT 134—Pipe Drafting .....	3
ENGL 132—Composition and Rhetoric .....	3
HIST 132—United States History from 1865 .....	3
MATH 143—Trigonometry .....	4
	—
Total Semester Hours .....	16

## SECOND YEAR

<b>First Semester</b>	<b>Semester Hours</b>
DRFT 231—Structural Drafting .....	3
DRFT 241—Architectural Drafting .....	4
COMM 132—Technical Communications .....	3
GOVT 233—Survey of American and Texas Government and Constitutions .....	3
ELECTIVE .....	3
	—
Total Semester Hours .....	16

<b>Second Semester</b>	<b>Semester Hours</b>
DRFT 233—Electrical Drafting .....	3
DRFT 234—Map Drafting .....	3
DRFT 242—Special Problems .....	4
B. PSY. 231—Business Psychology .....	3
ELECTIVE .....	3
	—
Total Semester Hours .....	16
TOTAL SEMESTER HOURS IN PROGRAM=....	64

## DRAFTING

**ENGR 161—Engineering Graphics. (3-9) Credit: 6.**

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

A basic course in the principles of technical drawing as required to express ideas graphically. Instruction includes lettering, geometric construction, sections, auxiliary views, revolutions, dimensioning, isometric projection, oblique projection, intersections and development, and the proper use of drafting equipment. Study will touch on blueprint reading, print reduction, and manufacturing processes as they relate to drafting. Formerly Engineering 131. (060801)

**DRFT 121—Sketching and Blueprint Reading. (1-2) Credit: 2.**

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

Freehand and mechanical sketching, along with blueprint reading, to include map and topographical, mechanical, structural, electrical, and electronics schematics. (060206)

**DRFT 132—Machine Drafting. (3-3) Credit: 3.**

*Prerequisite: Engineering 161. Lab Fee: \$2.00.*

Theory and practice in the preparation of detail assembly drawings of industrial machinery. Includes a study of fasteners, tolerances, cams and gears, and other design characteristics. (110105)

**DRFT 134—Pipe Drafting. (3-3) Credit: 3.**

*Prerequisite: Engineering 161. Lab Fee: \$2.00.*

A study of pipe and fittings, designs, symbols and specifications: sizing process lines; process systems. Practice in the preparation of drawings of flow diagrams, vessels, heat exchangers, pumps, instruments, compressors and mechanical equipment.

**DRFT 231—Structural Drafting. (3-3) Credit: 3.**

*Prerequisite: Engineering 161. Lab Fee: \$2.00.*

Theory and practice in the design and development of details and specifications of industrial structures, including structural steel, pipe, and concrete reinforcing rods.

**DRFT 233—Electrical Drafting. (3-3) Credit: 3.**

*Prerequisite: Engineering 161. Lab Fee: \$2.00.*

Theory and practice in the layout and preparation of finished elec-



trical drawings. Emphasis on electrical circuit drawings, terms, symbols and standards.

**DRFT 234—Map Drafting. (3-3) Credit: 3.**

*Prerequisite: Engineering 161. Lab Fee: \$2.00.*

Plotting surveyor's notes, plot plans and plats, plan and profile drawing, contours, and well locations. (110109)

**DRFT 241—Architectural Drafting. (2-6) Credit: 4.**

*Prerequisite: Engineering 161. Lab Fee: \$2.00.*

A study in wood and masonry construction, residential plans, design, working drawings, standards, and building codes. (110105)

**DRFT 242—Special Problems. (2-6) Credit: 4.**

*Prerequisite: Engineering 161—6 hours of drafting. Lab Fee: \$2.00.*

A course providing the student with an opportunity to develop additional experience and skills in one of the required drafting fields or to explore an additional specialized field.



# Fire Technology

(Meets Associate in Applied Science Degree Requirements)

## FIRST YEAR

First Semester	Semester Hours
FIRE 131—Fire Administration I .....	3
FIRE 133—Fire Protection Equipment and Alarm Systems .....	3
ENGL 131—Composition and Grammar .....	3
B M 133—Business Mathematics .....	3
SPCH 131—Fundamentals of Speech .....	3
<hr/>	
Total Semester Hours .....	15

Second Semester	Semester Hours
FIRE 132—Fire Administration II .....	3
FIRE 231—Fire Protection .....	3
PSYC 131—Introduction to Psychology .....	3
ELECTIVE .....	3
ELECTIVE .....	3
<hr/>	
Total Semester Hours .....	15

## SECOND YEAR

First Semester	Semester Hours
FIRE 134—Supervision and Organization .....	3
FIRE 232—Fire Fighting Tactics .....	3
GOVT 233—Survey of American and Texas Government and Constitutions .....	3
ECON 231—Principles of Economics I .....	3
ELECTIVE .....	3
<hr/>	
Total Semester Hours .....	15

Second Semester	Semester Hours
FIRE 233—Techniques of Training .....	3
FIRE 234—Fire Investigation .....	3
ECON 232—Principles of Economics II .....	3
SOC 131—Introduction to Sociology .....	3
ELECTIVE .....	3
<hr/>	
Total Semester Hours .....	15
TOTAL SEMESTER HOURS IN PROGRAM=...	60

**FIRE 131—Fire Administration I. (3-0) Credit: 3.**

*Prerequisite: None.*

Administrative functions, fire losses, the cost of fires, analyzing the fire problems, agencies for fire protection, organization for fire protection, personnel management, the fire department and the central personnel agency, recruitment training, discipline, water supply for fire service, types of water systems, pressure-flows, hydrants and their locations, private fire protection and auxiliary water supplies.

**FIRE 133—Fire Protection Equipment and Alarm Systems. (3-0) Credit: 3.**

*Prerequisite: None.*

Water supply, fire protection, standards required by the American Insurance Association, fire mains and their size, pumping stations, private fire protection systems, automatic sprinklers, special extinguishing systems and their agencies, municipal fire alarm systems, automatic signaling, watchman service and flammable and combustible gas detecting systems.

**FIRE 132—Fire Administration II. (3-0) Credit: 3.**

*Prerequisite: None.*

Fire department buildings, apparatus and other equipment, fire equipment records, fire department budget, distribution of fire companies, manning fire companies, training of personnel, response to alarm, running cards, techniques of fire fighting, handling of fires in hazardous occupancies, large scale operations, ship fires, legal aspects to fire prevention and municipal and state fire prevention agencies.

**FIRE 231—Fundamentals of Fire Protection. (3-0) Credit: 3.**

*Prerequisite: None.*

Principles, theory and techniques of fire prevention, organization and functions of inspection work, surveying, mapping procedures, engineering as a solution to fire hazards, fire education, legal aspects of prevention and effectiveness and importance of fire prevention to insurance costs.

**FIRE 134—Supervision and Organization Principles. (3-0) Credit: 3.**

*Prerequisite: None.*

Organization, types of organization, methods of organization, organ-

ization principles, decision making systems, the social organization, communication, supervision, leadership, the formal organization, informal organization, social aspects, personnel problems, evaluation of employees and employee organizations.

**FIRE 232—Fire Fighting Tactics and Strategy. (3-0) Credit: 3.**

*Prerequisite: None.*

Analyzing the nature of fire and methods of control, field projects, including building inspections and size-ups, problems relative to major conflagrations, mutual aid problems, fire extinguishing methods and use of equipment.

**FIRE 233—Techniques of Training. (3-0) Credit: 3.**

*Prerequisite: None.*

Techniques used in job instruction training, how people learn, principles of learning, how to teach, lesson planning and practice sessions.

**FIRE 234—Fire Investigation. (3-0) Credit: 3.**

*Prerequisite: None.*

Arson problems in general, the cost of incendiary fires, investigation techniques, the law of arson, circumstantial arson cases, coordination with other agencies, arson motives, court procedures, securing of evidence, the fireman's responsibility in the detection of arson, preventing incendiary fires, organization of the arson squad and the fire investigator's report.



# Mid-Management

RAYMOND T. DEAN, *Instructor*

(Meets Associate in Applied Science Degree Requirements)

## FIRST YEAR

<b>First Semester</b>	<b>Semester Hours</b>
MGMT 151—Mid-Management I .....	5
B COM 131—Introduction to Business Communications .....	3
BM 133—Business Mathematics I .....	3
BA 131—Introduction to Business .....	3
SPCH 131—Fundamentals of Speech .....	3
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Total Semester Hours .....	17

<b>Second Semester</b>	<b>Semester Hours</b>
MGMT 152—Mid-Management II .....	5
OM 131—Office Machines I .....	3
B COM 231—Business English .....	3
BM 134—Business Mathematics II .....	3
ECON 233—Introduction to Economics .....	3
<hr/>	
Total Semester Hours .....	17

## SECOND YEAR

<b>First Semester</b>	<b>Semester Hours</b>
MGMT 251—Mid-Management III .....	5
ACCT 141—Office Accounting I .....	4
OM 132—Office Machines II .....	3
B COM 232—Business Correspondence .....	3
BA 231—Business Law .....	3
<hr/>	
Total Semester Hours .....	18

<b>Second Semester</b>	<b>Semester Hours</b>
MGMT 252—Mid-Management IV .....	5
ACCT 142—Office Accounting II .....	4
GOVT 233—Survey of American and Texas Government and Constitutions .....	3
*ELECTIVE .....	3
<hr/>	
Total Semester Hours .....	15
TOTAL SEMESTER HOURS IN PROGRAM=...	67

\*Electives may be specified according to career goals.

Other courses may be selected in lieu of some courses in the curriculum for students working in specialized areas, subject to approval by the Mid-Management Coordinator and Counselors.

## MID-MANAGEMENT

**MGMT 151—Mid-Management I. (3-20) Credit: 5.**

*Prerequisite: None.*

Introduction to middle management. Business organization management and supervision. Personal adjustment, human relations, marketing, purchasing, economics, display, advertising and control. Special problems seminars and supervised on-the-job laboratory.

**MGMT 152—Mid-Management II. (3-20) Credit: 5.**

*Prerequisite: Mid-Management 151, or Special Permission of Coordinator.*

Business and industrial relations, economics, marketing, buying, shipping, receiving, claims, damages, and shortages. Production techniques, time and motion studies in manufacturing. Special problems seminars and supervised on-the-job laboratory.

**MGMT 251—Mid-Management III. (3-20) Credit: 5.**

*Prerequisite: Mid-Management 152, or Special Permission of Coordinator.*

Continued study of business and industrial management and relations. Employee supervision, relations and training. Role-playing and special problems seminars and supervised on-the-job laboratory.

**MGMT 252—Mid-Management IV. (3-20) Credit: 5.**

*Prerequisite: Mid-Management 251, or Special Permission of Coordinator.*

Continued study of business and industrial management and supervision. Special reports of job activities, role-playing, special problems and supervised on-the-job laboratory.



# Department of Office Occupations

LEOLA HADLEY, *Chairman*  
GLADYS BURWELL, *Instructor*  
BERNARD CAREY, *Instructor*

## SECRETARIAL PROGRAM

(Meets Associate in Applied Science Degree Requirements)

### FIRST YEAR

First Semester	Semester Hours
STHD 141—Beginning Shorthand .....	4
TYP 132—Intermediate Typewriting .....	3
B COM 131—Introduction to Business Communications .....	3
BM 133—Business Mathematics I .....	3
BA 131—Introduction to Business .....	3
<hr/>	
Total Semester Hours .....	16
Second Semester	Semester Hours
OM 131—Office Machines I .....	3
STHD 132—Intermediate Shorthand .....	3
TYP 231—Advanced Typewriting .....	3
B COM 231—Business English .....	3
BM 134—Business Mathematics II .....	3
<hr/>	
Total Semester Hours .....	15

### SECOND YEAR

First Semester	Semester Hours
ACCT 141—Office Accounting I .....	4
OP 231—Office Procedures I .....	3
STHD 231—Advanced Shorthand .....	3
B COM 232—Business Correspondence .....	3
GOVT 233—Survey of American and Texas Government and Constitutions .....	3
<hr/>	
Total Semester Hours .....	16
Second Semester	Semester Hours
ACCT 142—Office Accounting II .....	4
MTR 231—Machine Transcription .....	3
OP 232—Office Procedures II .....	3
TYP 232—Production Typewriting .....	3
BA 231—Business Law .....	3
<hr/>	
Total Semester Hours .....	16
TOTAL SEMESTER HOURS IN PROGRAM=...	63

## GENERAL OFFICE PROGRAM

(Meets Associate in Applied Science Degree Requirements)

### FIRST YEAR

First Semester	Semester Hours
TYP 141—Beginning Typewriting .....	4
B COM 131—Introduction to Business Communications .....	3
BM 133—Business Mathematics I .....	3
BA 131—Introduction to Business .....	3
*ELECTIVE .....	3
	—
Total Semester Hours .....	16

Second Semester	Semester Hours
OM 131—Office Machines I .....	3
TYP 132—Intermediate Typewriting .....	3
B COM 231—Business English .....	3
BM 134—Business Mathematics II .....	3
GOVT 233—Survey of American and Texas Government and Constitutions .....	3
	—
Total Semester Hours .....	15

### SECOND YEAR

First Semester	Semester Hours
ACCT 141—Office Accounting I .....	4
OM 132—Office Machines II .....	3
OP 231—Office Procedures I .....	3
TYP 231—Advanced Typewriting .....	3
B COM 232—Business Correspondence .....	3
	—
Total Semester Hours .....	16

Second Semester	Semester Hours
ACCT 142—Office Accounting II .....	4
MTR 231—Machine Transcription .....	3
OP 232—Office Procedures II .....	3
TYP 232—Production Typewriting .....	3
BA 231—Business Law .....	3
	—
Total Semester Hours .....	16
TOTAL SEMESTER HOURS IN PROGRAM=	63

\*Electives may be specified according to selected study track.

## OFFICE OCCUPATIONS OPTIONS\*

(Leading to a Certificate)

### CLERICAL\*\*

First Semester	Semester Hours
ACCT 141—Office Accounting I .....	4
OM 131—Office Machines I .....	3
OP 231—Office Procedures I .....	3
TYP 132—Intermediate Typewriting .....	3
B COM 231—Business English .....	3
BM 133—Business Mathematics I .....	3
	—
Total Semester Hours .....	19

  

Second Semester	Semester Hours
MTR 231—Machine Transcription .....	3
OM 132—Office Machines II .....	3
OP 232—Office Procedures II .....	3
TYP 231—Advanced Typewriting .....	3
B COM 232—Business Correspondence .....	3
BM 134—Business Mathematics II .....	3
	—
Total Semester Hours .....	18
TOTAL SEMESTER HOURS IN PROGRAM=...	37

### CLERICAL ACCOUNTING\*\*

First Semester	Semester Hours
ACCT 141—Office Accounting I .....	4
OM 131—Office Machines I .....	3
TYP 141—Beginning Typewriting .....	4
B COM 231—Business English .....	3
BM 133—Business Mathematics I .....	3
	—
Total Semester Hours .....	17

  

Second Semester	Semester Hours
ACCT 142—Office Accounting II .....	4
OM 132—Office Machines II .....	3
TYP 132—Intermediate Typewriting .....	3
B COM 232—Business Correspondence .....	3
BM 134—Business Mathematics II .....	3
	—
Total Semester Hours .....	16
TOTAL SEMESTER HOURS IN PROGRAM=...	33

### STENOGRAPHIC\*\*\*

First Semester	Semester Hours
OM 131—Office Machines I .....	3
OP 231—Office Procedures I .....	3
STHD 141—Beginning Shorthand .....	4
TYP 132—Intermediate Typewriting .....	3
B COM 231—Business English .....	3
BM 133—Business Mathematics I .....	3
—	
Total Semester Hours .....	19
Second Semester	Semester Hours
MTR 231—Machine Transcription .....	3
OP 232—Office Procedures II .....	3
STHD 132—Intermediate Shorthand .....	3
TYP 231—Advanced Typewriting .....	3
B COM 232—Business Correspondence .....	3
BM 134—Business Mathematics II .....	3
—	
Total Semester Hours .....	18
TOTAL SEMESTER HOURS IN PROGRAM=...	37

\*Enrollment in the Fall Semester is necessary in order to complete these options in nine months. Typewriting skill on an INTERMEDIATE level is required to enter the CLERICAL and STENOGRAPHIC options.

\*\*Courses satisfactorily completed in the CLERICAL and CLERICAL ACCOUNTING options are applicable toward an Associate in Applied Science Degree in the GENERAL OFFICE PROGRAM.

\*\*\*Courses satisfactorily completed in the STENOGRAPHIC option are applicable toward an Associate in Applied Science Degree in the SECRETARIAL PROGRAM.

### DEPARTMENT OF OFFICE OCCUPATIONS

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

*Prerequisite: Business Mathematics 134, and Office Machines 131, or equivalent, or permission of instructor. Formerly SACC 231, formerly SACC 243. Lab Fee: \$5.00.*

An introductory course to provide the clerical, mid-management, and secretarial student with a knowledge of bookkeeping procedures which may be encountered in the business world. A study is made

of accounting for cash, personal service enterprises, merchandise, notes and interest, the accrual basis of accounting applied to a retail business, payroll accounting, periodic summaries, and adjusting and closing accounts at the end of accounting period.

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

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

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

**BUSINESS COMMUNICATIONS 131—Introduction to Business Communications. (3-0) Credit: 3.**

*Prerequisite: None.*

Intensive study and application in business and technical vocabulary and spelling mastery. Practice in oral communication; development of listening, note taking, studying, and remembering skills.

**BUSINESS COMMUNICATIONS 231—Business English. (3-0) Credit: 3.**

*Prerequisite: Business Communications, 131, or permission of instructor.*

Fundamentals of grammar, punctuation and sentence structure as related to spoken and written business communications. The communications portion of the Civil Service Examination is introduced.

**BUSINESS COMMUNICATIONS 232—Business Correspondence. (3-0) Credit: 3.**

*Prerequisite: Business Communications 231, or permission of instructor.*

Writing business letters and reports; organizing and composing acceptable business communications in accordance with current business writing practices. (030509)

**BUSINESS MATHEMATICS 133—Business Mathematics I. (3-0) Credit: 3.**

*Prerequisite: None.*

A study is made of fundamental mathematical processes, fractions, decimals, percentage in business, business equations, and simple interest. (140602)

**BUSINESS MATHEMATICS 134—Business Mathematics II.**

**(3-0) Credit: 3.**

*Prerequisite: Business Mathematics 133, or equivalent, or permission of instructor.*

Compound interest, annuities, insurance, payrolls and taxes, depreciation, financial statements, statistics and graphs, stocks and bonds. (140602)

**BUSINESS PSYCHOLOGY 231—Business Psychology.**

**(3-0) Credit: 3.**

*Prerequisite: Sophomore standing, or permission of instructor.*

Understanding human relationships in business and industry. Personal efficiency; human relations and morale, personality and emotional health; personal leadership and group cooperation. (180806)

**DATA PROCESSING 231—Introduction to Data Processing.**

**(3-0) Credit: 3.**

*Prerequisite: Sophomore standing, or permission of instructor.*

Fundamentals of data processing, concepts and equipment, systems and procedures, business organization and data processing. (030602)

**MACHINE TRANSCRIPTION 231—Machine Transcription.**

**(3-0) Credit: 3.**

*Prerequisite: Typewriting 231, or equivalent, or permission of instructor. Lab Fee: \$5.00.*

Production of mailable copy from information recorded on magnetic tapes and belts at the level of skill required for most business offices. Emphasis is placed on material in student's area of specialization. A laboratory-type course.

**OFFICE MACHINES 131—Office Machines I.**

**(3-0) Credit: 3.**

*Prerequisite: Business Mathematics 133, or permission of instructor. Lab Fee: \$5.00.*

A working knowledge of the ten-key adding machine, the full-key adding machine, the printing calculator, the rotary calculator, and the electronic calculator. A laboratory-type course. (030601).

**OFFICE MACHINES 132—Office Machines II. (3-0) Credit: 3.**

*Prerequisite: Office Machines 131, or permission of instructor.  
Lab Fee: \$5.00.*

Development of speed and accuracy at vocational level on all business machines. Practical application of theory to business problems in student's area of specialization by use of practice sets and projects. A laboratory-type course. (030601)

**OFFICE PROCEDURES 231—Office Procedures I. (3-0) Credit: 3.**

*Prerequisite: Typewriting 132, or concurrent enrollment in Typewriting 132, or permission of instructor. Lab Fee: \$5.00.*

Orientation for the office worker, communication and transportation services, mailing procedures, using sources of information, filing procedures, duplicating processes, personality development, personal grooming, meeting the public, and job finding. A laboratory-type course. (030508)

**OFFICE PROCEDURES 232—Office Procedures II.**

**(3-0) Credit: 3.**

*Prerequisite: Office Procedures 231, or permission of instructor.  
Lab Fee: \$5.00.*

Practical, realistic application of skills in a simulated office environment. Emphasis is upon individual initiative, creative thinking, and follow-through by the student. Public and personal relations, records management, telecommunications, office equipment and procedures, dictation and transcription in student's area of specialization. (030508) A laboratory-type course.

**SHORTHAND 141—Beginning Shorthand. (3-3) Credit: 4.**

*Prerequisite: Typewriting 141, or permission of instructor. Formerly STHD 131. Lab Fee: \$5.00.*

Principles of Gregg Shorthand, Diamond Jubilee Series. Reading, writing, and transcribing shorthand outlines; mechanics of English. (030501)

**SHORTHAND 132—Intermediate Shorthand. (3-0) Credit: 3.**

*Prerequisite: Shorthand 141, or shorthand writing skill of 60 words per minute and typing skills of at least 40 words per minute. Lab Fee: \$5.00.*

Principles of Gregg Shorthand, Diamond Jubilee Series, word-build-

ing, phrasing, and transcription skill, and sustained writing speed. Emphasis on spelling, punctuation, and grammar. A laboratory-type course.

**SHORTHAND 231—Advanced Shorthand. (3-0) Credit: 3.**

*Prerequisite: Shorthand 132, or shorthand writing skill of 80 words per minute and typing skill of at least 50 words per minute. Lab Fee: \$5.00.*

Shorthand skills required for stenographic work. Emphasis is upon rapid dictation and transcription; specialized dictation in medical, legal, technical, and bilingual. A laboratory-type course. (030502)

**TYPEWRITING 130—Personal Typewriting. (3-0) Credit: 3.**

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

Touch typewriting. Learning basic skills involved in organizing and typing personal business letters, simple tabulations, forms, manuscripts and term papers, footnotes, bibliographies, reports for personal use. Designed for vocational-technical students other than Office Occupations majors.

**TYPEWRITING 141—Beginning Typewriting. (3-3) Credit: 4.**

*Prerequisite: None. Formerly TYP 131. Lab Fee: \$5.00.*

Intensive, comprehensive work in building basic skills for additional courses in advanced vocational typewriting. (030503)

**TYPEWRITING 132—Intermediate Typewriting. (3-0) Credit: 3.**

*Prerequisite: Typewriting 141, or typing skills of at least 35 words per minute. Lab Fee: \$5.00.*

Improvement of basic skills, typing of tabulations, business forms, business letters, technical papers and business reports, memorandums and rough drafts. A laboratory-type course.

**TYPEWRITING 231—Advanced Typewriting. (3-0) Credit: 3.**

*Prerequisite: Typewriting 132, or typing skills of at least 45 words per minute. Lab Fee: \$5.00.*

Typing of statistical reports, legal documents, manuscripts, and other business reports from printed and rough draft copy. A laboratory-type course. (030504)



**TYPEWRITING 232—Production Typewriting. (3-0) Credit: 3.**

*Prerequisite: Typewriting 231, or typing skills of at least 50 words per minute. Lab Fee: \$5.00.*

Production of typewritten copy with exacting standards of speed and accuracy. Sustained effort required. Students may specialize in any of five areas (executive, legal, medical, technical, or bilingual). A laboratory-type course.



# Police Science

(Meets Associate in Applied Science Degree Requirements)

## FIRST YEAR

<b>First Semester</b>	<b>Semester Hours</b>
P SC 131—Police Administration I .....	3
P SC 132—Elements of Police Supervision .....	3
*ENGL 131—Composition and Grammar .....	3
HIST 131—United States History to 1865 .....	3
ELECTIVE .....	3
<hr/>	
Total Semester Hours .....	15
<b>Second Semester</b>	<b>Semester Hours</b>
P SC 133—Police Administration II .....	3
P SC 134—Criminal Law .....	3
COMM 132—Technical Communications .....	3
HIST 132—United States History from 1865 .....	3
ELECTIVE .....	3
<hr/>	
Total Semester Hours .....	15

## SECOND YEAR

<b>First Semester</b>	<b>Semester Hours</b>
P SC 231—Criminology .....	3
P SC 232—Criminalistics .....	3
GOVT 231—Federal Government .....	3
ECON 231—Principles of Economics I .....	3
PSYC 131—Introduction to Psychology .....	3
<hr/>	
Total Semester Hours .....	15
<b>Second Semester</b>	<b>Semester Hours</b>
P SC 233—Penology .....	3
P SC 234—Special Problems in Police Science .....	3
GOVT 232—State Government .....	3
ECON 232—Principles of Economics II .....	3
SOC 131—Introduction to Sociology .....	3
<hr/>	
Total Semester Hours .....	15
TOTAL SEMESTER HOURS IN PROGRAM=...	60

\*Students may substitute COMM 131.

## **POLICE SCIENCE**

### **P SC 131—Police Administration I. (3-0) Credit: 3.**

*Prerequisite: None.*

An analysis of the duties and responsibilities of police administrators. Application of administrative principles to problems of patrol duty. Police administration, past and present; police organization; police management; coordination; personnel management; training; the juvenile problem, and the patrol function.

### **P SC 132—Elements of Police Supervision. (3-0) Credit: 3.**

*Prerequisite: None.*

Duties and problems of the police supervisor; recruitment, training, promotion, discipline and morale, duty assignments and shift supervision, human relations and leadership problems, essentials of organizations, planning the work of the department.

### **P SC 133—Police Administration II. (3-0) Credit: 3.**

*Prerequisite: None.*

Crime investigation, traffic supervision, vice control, crime prevention, personnel practices and training, communication, records, the police and the public, police administration of the future.

### **P SC 134—Criminal Law. (3-0) Credit: 3.**

*Prerequisite: None.*

Covers crimes against property, crimes against persons, parties to crimes, laws of arrest, search and seizure, laws of evidence, criminal procedure, indictment and information, arraignment and pleas, the trial and verdicts, and the Texas Penal Code.

### **P SC 231—Criminology. (3-0) Credit: 3.**

*Prerequisite: None.*

Current trends, nature and causes of crime; indexes of crime, perspectives and methods in criminology, psychopathy and crime. Culture areas and crime, processes in criminal behavior. Sociological aspects of criminal law and procedure.

**P SC 232—Criminalistics. (3-0) Credit: 3.**

*Prerequisite: None.*

Application of scientific techniques and apparatus to collections, preservation and identification of physical evidence. Facilities and methods of major crime laboratories are studied and evaluated.

**P SC 233—Penology. (3-0) Credit: 3.**

*Prerequisite: None.*

Punishment, treatment, and prevention of criminality. Sociological analysis of probation, parole and prison administration.

**P SC 234—Special Problems in Police Science. (3-0) Credit: 3.**

*Prerequisite: None.*

A study of police-community relations and the sociological-psychological aspects of modern police administration.



# Vocational Nursing

OLA MAE CLASON, *Chairman*

## *Instructors*

WALLY B. HILL  
DOLORES E. PORTER

## APPROVED BY THE STATE BOARD OF VOCATIONAL NURSE EXAMINERS

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

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

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

VN STUDENTS SHOULD CONSULT VN SECTION OF STUDENT HANDBOOK FOR CURRENT INFORMATION.

## COURSES IN VOCATIONAL NURSING PROGRAM

### **Personal and Vocational Adjustments**

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

### **Mental Health:**

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

**Mental Illness: (Psychiatric Nursing)**

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

**Disease Control and Prevention:**

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

**Vocational Nursing Skills:**

Basic nursing principles applicatory to good nursing; nursing procedures and skills for institutionalized care; procedures and improvisation of equipment for home care. Techniques and methods of drug and food administration.

**First Aid:**

Standard Red Cross First Aid.

**Pharmacology:**

Calculation of drugs, introduction to the basic classification of drugs such as antibiotics, etc.

**Nutrition:**

Introduction to basic normal nutrition and nutrients required for maintaining health. Introduction to basic hospital diets.

**Body Structure and Function:**

Simple basic anatomy and physiology as a background for nursing skills and other subject matter.

**Normal Growth and Development:**

Basic aspects of growth and development from infancy through childhood, adolescence and early adulthood.

**Geriatrics:**

Normal physical debilitation due to aging process.

**Medical-Surgical Nursing:**

Conditions of illness requiring medical and/or surgical treatment care



of aged. Supportive care inclusive of physical, emotional, and spiritual needs. Incorporation of specific drug and diet therapy in formal teaching and clinical experience. Correlation of mental hygienic principles to supportive care of emotional disturbances.

**Maternity and Newborn Nursing:**

Normal obstetrics; pregnancy through labor and delivery to postpartum inclusive of complications specific to obstetrics and disease conditions affecting course of obstetrics. Supportive care, including physical, emotional, and spiritual needs. Effects of drugs and diet on mother and child during pregnancy and after birth.

Immediate care of newborn; characteristics of newborn; complications in the newborn relative to pregnancy, labor and delivery. Congenital abnormalities, birth injuries and nursing care.

**Pediatric Nursing:**

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



DO NOT WRITE IN THIS SPACE

- \_\_\_\_\_ Social Security
- \_\_\_\_\_ Application
- \_\_\_\_\_ Health Data
- \_\_\_\_\_ Transcripts
- \_\_\_\_\_ Residence Form
- \_\_\_\_\_ Act Scores
- \_\_\_\_\_ Fees

**GALVESTON COLLEGE**  
**Application for Admission**

YOU MUST FILL OUT THIS FORM COMPLETELY AND SEND IT TO THE REGISTRAR, GALVESTON COLLEGE, 4015 AVENUE Q, GALVESTON, TEXAS 77550. YOU MUST KEEP THIS INFORMATION UP TO DATE. ANY CHANGE IN ANY OF THESE ITEMS MUST BE REPORTED TO THE REGISTRAR IMMEDIATELY.

DO NOT WRITE IN THIS SPACE

Name in Full: Mr. \_\_\_\_\_  
Miss \_\_\_\_\_  
Mrs. Last First Middle Maiden

Social Security Number: \_\_\_\_\_ IF YOU HAVE NO SOCIAL SECURITY NUMBER, YOU MUST APPLY FOR ONE BEFORE REGISTRATION.

Mailing Address: \_\_\_\_\_  
Number & Street City County State Zip

Telephone: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_  
Month Day Year

Sex: \_\_\_\_\_ Marital Status: Married \_\_\_\_\_ Single \_\_\_\_\_ Other \_\_\_\_\_ Explain

U. S. Citizen: Yes \_\_\_\_\_ No \_\_\_\_\_ Veteran or War Orphan: Yes \_\_\_\_\_ No \_\_\_\_\_

If under 21, give Parents or Legal Guardian:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_  
Number & Street City County State Zip

Are you registered with Selective Service? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, give Selective Service Number \_\_\_\_\_

YOU MUST RECORD YOUR SELECTIVE SERVICE NUMBER IN THIS OFFICE AS SOON AS YOU RECEIVE ONE. IT IS A FEDERAL OFFENSE NOT TO CARRY YOUR DRAFT CARD WITH YOU.  
(OVER)

Birth Date \_\_\_\_\_

Sex \_\_\_\_\_

County of Residence \_\_\_\_\_

High School County \_\_\_\_\_

Graduation Date \_\_\_\_\_

Method of Admission \_\_\_\_\_

College Transferred \_\_\_\_\_

Tuition Adjustment \_\_\_\_\_

Previous Hours \_\_\_\_\_

Hours Approved \_\_\_\_\_

Hours Not Approved \_\_\_\_\_

Legal Residence \_\_\_\_\_

Classification \_\_\_\_\_

Veteran \_\_\_\_\_

Marital Status \_\_\_\_\_

Are you a high school graduate? Yes \_\_\_ No \_\_\_ Date of Graduation: (Year) \_\_\_\_\_

Name and Address of High School: \_\_\_\_\_  
Name City County State

If you are not a high school graduate, do you have a G.E.D.? Yes \_\_\_ No \_\_\_

Date received: \_\_\_\_\_

Have you ever attended any other college? Yes \_\_\_ No \_\_\_

List all colleges attended:

Name	Location	Dates	Hours Earned	Graduate?

YOU MUST HAVE A TRANSCRIPT SENT TO GALVESTON COLLEGE FROM EACH COLLEGE YOU HAVE ATTENDED. IT MUST COME TO US DIRECTLY FROM THE COLLEGE. IT MAY NOT COME FROM YOU.

Are you eligible to return to the last college you attended? Yes \_\_\_ No \_\_\_

If not, give reason \_\_\_\_\_

Are you on scholastic probation? Yes \_\_\_ No \_\_\_ Have you taken the ACT? Yes \_\_\_ No \_\_\_ Date taken: \_\_\_\_\_

Have you had the results sent to this college? Yes \_\_\_ No \_\_\_

When do you plan to enter Galveston College: Fall \_\_\_ Spring \_\_\_ 1st Summer Term \_\_\_ 2nd Summer Term \_\_\_ Year \_\_\_

What is your major field? \_\_\_\_\_

Do you desire a two-year degree from this college? Yes \_\_\_ No \_\_\_

What senior college do you plan to attend? \_\_\_\_\_

I certify that the information given on this form is complete and correct.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

DO NOT WRITE IN THIS SPACE

First Time College

Day, Evening, Both

Scholastic Probation

Local High School

Age

Full or Part Time

Transfer or Terminal

## HEALTH CERTIFICATE

This form must be submitted by students requiring EXEMPTION from Physical Education.

**THIS CERTIFICATE MUST BE COMPLETED AND SIGNED BY A PHYSICIAN.**

This is to certify that \_\_\_\_\_ is not physically able to participate in normal physical activities, for the following reason:

(Include statement of any known allergies, especially as to medications.)

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Date: \_\_\_\_\_ Signature of Physician: \_\_\_\_\_ M.D.

Street

City

State

**GALVESTON COLLEGE**  
Health Data Form

**NOTE: Associate Degree Nursing, Associated Health Occupations, and Vocational Nursing candidates must request special physical examination form from registrar's office.**

This form must be completed by all students and returned with the application for admission.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
          Last                                  First                                  Middle

Address: \_\_\_\_\_

Name of Your Physician: \_\_\_\_\_ His Phone: \_\_\_\_\_

His Office Address: \_\_\_\_\_

Please list the names of at least two persons whom we might notify in case of an emergency. After their name, put their relationship to you:

	Name	Relation	Address	Phone
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

In case of sudden illness or accident to student, and in the event a relative cannot be reached by telephone, I authorize a representative of the school to refer the above named student to physician shown above.

In the event the above named physician is not available, I authorize the school representative to take student to a physician of his choice.

Signature: \_\_\_\_\_ Parent or Guardian (Self if over 21)

(OVER)

**GALVESTON COLLEGE**  
**STUDENT FINANCIAL AID INFORMATION**

The following Financial Aid Programs are available to full time students attending Galveston College.

1. College Work-Study Program
2. Educational Opportunity Grants Program
3. Law Enforcement Education Program
4. Connally-Carillo Act
5. Texas Opportunity Plan
6. Nursing Student Loan and Scholarship Program
7. Institutional Scholarships
8. Moody Loan Fund
9. National Defense Student Loan Program

If you are interested in making application for any of the above mentioned programs, please complete and return this form to the Office of Student Financial Aid.

NAME \_\_\_\_\_ SEX \_\_\_\_\_

ADDRESS \_\_\_\_\_ MAJOR \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

Have you taken the ACT test? \_\_\_\_\_

How many semester hours do you plan to register for? \_\_\_\_\_

Circle the financial aid program(s) you are interested in and request the last school you attended to send this office an official copy of your transcript.







