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Silver Anniversary



**1991 - 1993  
GALVESTON  
COLLEGE  
CATALOG**

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

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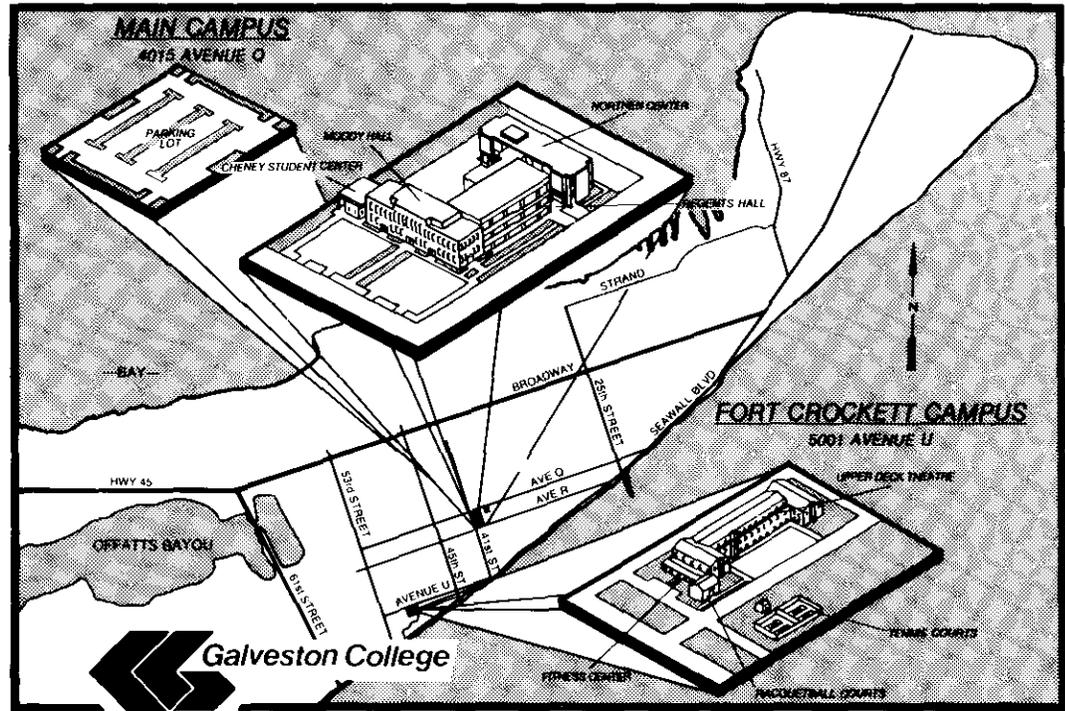
**COVER PHOTO: SHOT IN THE ATRIUM OF  
GALVESTON COLLEGE'S  
NEWEST BUILDING,  
REGENTS HALL.**

**GALVESTON  
COLLEGE  
LOCATIONS**

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

**FORT CROCKETT CAMPUS**  
FITNESS CENTER  
TENNIS COURTS  
UPPER DECK THEATRE  
5001 AVENUE U  
GALVESTON, TEXAS 77551

**COLLEGE  
MAP**



**TELEPHONE DIRECTORY**

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

Admissions . . . . .	230	Print Center . . . . .	250
Bookstore . . . . .	260	Public Affairs . . . . .	300
Business and Community Education . . . . .	114	Research, Planning and Development . . . . .	207
Business Office . . . . .	211	SER . . . . .	256
Computer Center . . . . .	356	Skills Enrichment Center . . . . .	290
Counseling . . . . .	220	Snack Bar . . . . .	284
Financial Aid . . . . .	235	Social Sciences . . . . .	340
Fitness Center . . . . .	108	Student Life and Minority Affairs . . . . .	225
Food Service Lab . . . . .	304	Student Senate . . . . .	286
Health Occupations . . . . .	388	Vice President and Dean of Instruction . . . . .	203
Humanities . . . . .	316	Vice President and Dean of Student Development Services . . . . .	206
Library . . . . .	240	Vice President for Administrative Services . . . . .	209
Math and Sciences . . . . .	265		
Media . . . . .	250		
Personnel Services . . . . .	280		
Placement Services . . . . .	225		
President's Office . . . . .	206		

These offices may be reached directly by dialing:

Business and Community Education . . . . .	744-9397
Small Business Development Center . . . . .	740-7380
Telecourse Hotline . . . . .	762-8286
Upper Deck Theatre . . . . .	744-9661

**TELEPHONE  
DIRECTORY**

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### NON-DISCRIMINATION POLICY

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

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

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

## *NON- DISCRIMINATION POLICY*

**THE BOARD  
OF  
REGENTS**



**JANICE D. STANTON**

*Janice D. Stanton is the College Coordinator for Jobs For Progress - Operation SER. Active on the Board since 1983, she serves as Chairman of the Galveston Community College District Board of Regents.*

**ROBERT H. ALBRIGHT**

*Robert H. Albright is a local businessman in Galveston. He was elected to his Board position in 1983 and currently serves as Vice Chairman.*



**JOSE M. GUERRERO**

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

**THE BOARD  
OF  
REGENTS**



**ROLAND L. BASSETT**

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



**DR. PAUL J. CUNNINGHAM**

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



**L.D. EDWARDS**

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

**THE BOARD  
OF  
REGENTS**

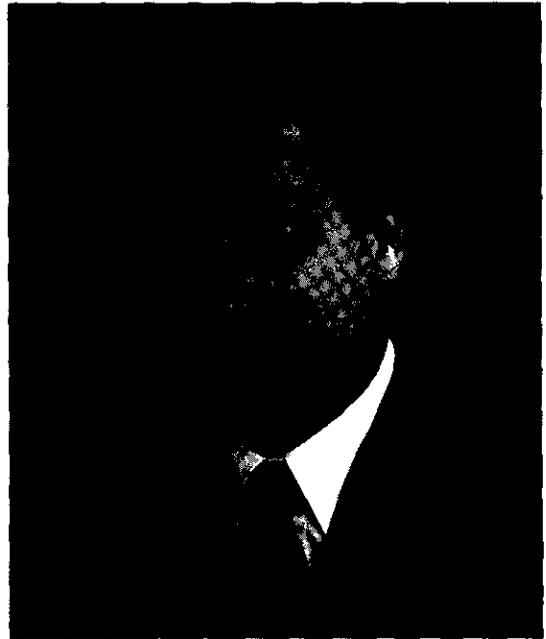


**STEVEN H. STUBBS**

*Steven H. Stubbs is President and Chief Executive Officer of Securities Management & Research, Inc. SM & R is a subsidiary of the American National Insurance Company. He is the immediate past Chairman of the governing board.*

**F.A. "ANDY" ODOM**

*Andy Odom is President of United States National Bank in Galveston. He was elected to the Board in 1990 to fill an unexpired term.*



**CARROLL G. SUNSERI**

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





**DR. MARC A. NIGLIAZZO**

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

### **PRESIDENT'S MESSAGE**

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Through your review of this Silver Anniversary catalog, you will become acquainted with the array of educational opportunities offered at Galveston College. Whether your goal is to prepare for transfer to a university, or for immediate or improved employment through the pursuit of a degree, certificate, or a single course, whether you wish to pursue a G.E.D. prior to college admission or to seek personal enrichment through programs in community education, achievement of that goal starts here.

All of the elements needed for your success are present in modern facilities, excellent career and academic counseling, state-of-the-art library support, a comprehensive learning assistance center, and quality classroom and laboratory instruction. From our courses in developmental studies which help students attain college level skills in reading, writing, and computation, to our advanced university parallel and vocational/technical programs of study, Galveston College offers challenging opportunities for achievement in higher education within a relaxed, collegial environment.

On behalf of our Board of Regents, faculty, and staff, I invite you to join us, to become a part of the community/junior college tradition which now includes approximately two-thirds of all freshmen and sophomore students enrolled in public higher education in Texas. Galveston College exemplifies that tradition through dedication to excellence in teaching and the provision of individualized support for all of its students.

I hope I will see you on campus. If I can be of personal assistance, please stop by my office in Moody Hall.

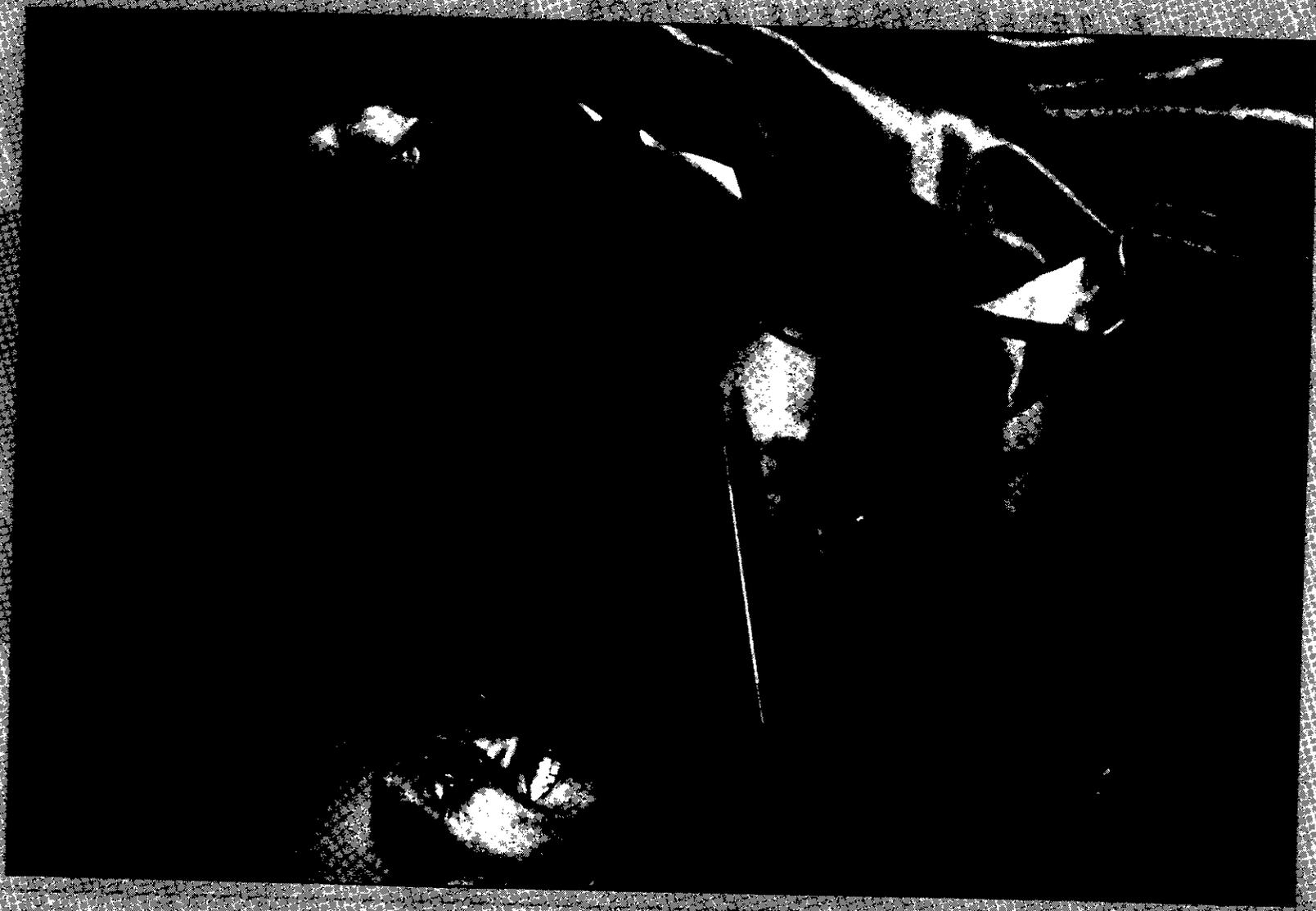
Best wishes,

Marc A. Nigliazzo, Ph.D.  
President

**THE  
PRESIDENT**

**THE  
PRESIDENT'S  
MESSAGE**

# ACADEMIC CALENDAR



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**FALL SEMESTER CALENDAR, 1991**


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Pre-Enrollment Counseling, Placement Testing and Academic Advising <b>June-July-August</b>	Late Registration Ends (7:00 p.m.) <b>September 4</b>
Begin Issuing Permits for Registration (Aug 20*, 21*, 27*) <b>August 5</b>	College and Career Information Night <b>October 15</b>
Orientation for All New Students <b>August 15</b>	Mid-Semester <b>October 25</b>
Priority Registration (Ends at 7:00 p.m. on August 21) <b>August 20*-21*</b>	Last Day to File for Fall Graduation <b>November 1</b>
Faculty Workshop (In Service-No Registration) <b>August 26</b>	Last Day to Submit AWF <b>November 1</b>
Registration By Permit (8:30 a.m. to 7:00 p.m.) <b>August 27*</b>	Last Day to Drop or Totally Withdraw <b>November 11</b>
Open Registration (8:30 a.m. to 7:00 p.m.) <b>August 28</b>	Thanksgiving Holidays (Classes Dismiss at 2:00 p.m. on November 27) <b>November 28-29</b>
Classes Begin <b>August 29</b>	Classes Resume <b>December 2</b>
Late Registration (8:30 a.m. to 1:00 p.m.) <b>August 30</b>	Final Examinations <b>December 12-13-16-17</b>
Labor Day Holiday <b>September 2</b>	Grades Due by 11:00 a.m. in Admissions Office <b>December 18</b>
Late Registration Continues & Schedule Changes (Classes may be added) <b>August 29, 30, September 3-4</b>	Semester Ends <b>December 18</b>
	College Closes <b>December 20</b>
	*Permits with assigned times issued for these dates.

**1991-93  
ACADEMIC  
CALENDARS**

1991 FALL
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**SPRING SEMESTER CALENDAR, 1992**


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Pre-Enrollment Counseling, Placement Testing and Academic Advising <b>Begins November 25</b>	Classes Begin <b>January 9</b>
Begin Issuing Permits for Registration (Dec 11*, 12*, Jan 7*) <b>December 2</b>	Late Registration (8:30 a.m. to 1:00 p.m.) <b>January 10</b>
Orientation for All New Students <b>December 4</b>	Late Registration Continues & Schedule Changes (Classes may be added) <b>January 9-10-13-14</b>
Priority Registration (Ends at 7:00 p.m. on December 12) <b>December 11*-12*</b>	Late Registration Ends (7:00 p.m.) <b>January 14</b>
Faculty Workshop (In Service Program - No Registration) <b>January 6</b>	Martin Luther King Holiday (No Classes, College Closed) <b>January 20</b>
Registration by Permit (8:30 a.m. - 7:00 p.m.) <b>January 7*</b>	Last Day to File for Spring Graduation <b>March 1</b>
Open Registration (8:30 a.m. - 7:00 p.m.) <b>January 8</b>	Mid-Semester <b>March 6</b>
	Last Day to Submit AWF <b>March 27</b>
	Mid-Semester Holidays (No Classes, College Closed) <b>March 9-13</b>

1992 SPRING
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**1991-93  
ACADEMIC  
CALENDARS**

1992 SUMMER I

Classes Resume  
**March 16**  
Last Day to Drop or Totally Withdraw  
**April 6**  
Good Friday (No Classes, College Closed)  
**April 17**  
Final Examinations  
**May 7, 8, 11, 12**

Grades Due by 11:00 a.m. in Admissions Office  
**May 13**  
Semester Ends  
**May 13**  
Commencement Exercise  
**May 15**  
**\*Permits with assigned times issued for these dates.**

**SUMMER I SEMESTER CALENDAR, 1992**

*(First Six Weeks, Nine Weeks, Twelve Weeks)*

Pre-Enrollment Counseling, Placement Testing and Academic Advising  
**Beginning April 1**  
Begin Issuing Permits for Registration (May 6\*, 7\*, 27\*)  
**April 20**  
Orientation for All New Students  
**April 22**  
Priority Registration for SSI and SSII  
**May 6\*-7\***  
Memorial Day Holiday (College Closed)  
**May 25**  
Registration by Permit (8:30 a.m. - 7:00 p.m.)  
**May 27\***  
Open Registration (8:30 a.m. - 7:00 p.m.)  
**May 28**  
Open Registration (8:30 a.m. - 1:00 p.m.)  
**May 29**  
Classes Begin  
**June 1**  
Late Registration Continues & Schedule Changes  
**June 1-2**  
Last Day to File for Summer I Graduation  
**June 4**  
Last Day to Submit AWF (First Six Weeks)  
**June 11**  
Last Day to Drop or Totally Withdraw (First Six Weeks)  
**June 22**  
Last Day to Submit AWF (Nine Weeks)  
**July 2**

Independence Day Holiday (No Classes, College Closed)  
**July 3**  
Final Examinations (First Six Weeks)  
**July 8**  
Grades (First Six Weeks) due in Admissions Office 11:00 a.m.  
**July 9**  
Semester Ends (First Six Weeks)  
**July 9**  
Last Day to Drop or Totally Withdraw (Nine Weeks)  
**July 13**  
Last Day to Submit AWF (Twelve Weeks)  
**July 16**  
Last Day to Drop or Totally Withdraw (Twelve Weeks)  
**July 27**  
Final Examinations (Nine Weeks)  
**July 29**  
Grades (Nine weeks) due in Admissions Office by 1:00 p.m.  
**July 30**  
Semester Ends (Nine Weeks)  
**July 30**  
Final Examinations (Twelve Weeks)  
**August 19**  
Grades (Twelve Weeks) due in Admissions Office by 11:00 a.m.  
**August 20**  
Semester Ends (Twelve Weeks)  
**August 20**  
**\*Permits with assigned times issued for these dates.**

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**SUMMER II SEMESTER CALENDAR, 1992**
*(Six Weeks)*


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Pre-Enrollment Counseling, Placement Testing and Academic Advising <b>Beginning April 1</b>	Late Registration & Schedule Changes (8:30 a.m. - 7:00 p.m.) <b>July 13-14</b>
Begin Issuing Permits for Registration (May 6*, 7*, July 8*) <b>April 20</b>	Last Day to File for Summer II Graduation <b>July 16</b>
Priority Registration May 6*, 7*	Last Day to Submit AWF <b>July 16</b>
Registration by Permit (8:30 a.m. - 7:00 p.m.) <b>July 8*</b>	Last Day to Drop or Totally Withdraw <b>July 27</b>
Open Registration (8:30 a.m. - 7:00 p.m.) <b>July 9</b>	Final Examinations <b>August 19</b>
Open Registration (8:30 a.m. - Noon) <b>July 10</b>	Grades Due in Admissions Office By 11:00 a.m. <b>August 20</b>
Classes Begin <b>July 13</b>	Semester Ends <b>August 20</b>
	*Permits with assigned times issued for these dates.

**1991-93  
ACADEMIC  
CALENDARS**

1992 SUMMER II
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**FALL SEMESTER CALENDAR, 1992**


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Pre-Enrollment Counseling, Placement Testing and Academic Advising <b>June-July-August</b>	Labor Day Holiday <b>September 7</b>
Begin Issuing Permits for Registration (Aug 18*, 19*, 25*) <b>August 3</b>	Mid-Semester <b>October 23</b>
Orientation for All New Students <b>August 12</b>	Last Day to Submit AWF <b>October 30</b>
Priority Registration (Ends at 7:00 p.m. on August 19) <b>August 18* - 19*</b>	Last Day to File for Fall Graduation <b>November 2</b>
Faculty Workshop (In-Service - No Registration) <b>August 24</b>	College and Career Information Night <b>TBA</b>
Registration By Permit (8:30 a.m. to 7:00 p.m.) <b>August 25*</b>	Last Day to Drop or Totally Withdraw <b>November 9</b>
Open Registration <b>August 26</b>	Thanksgiving Holidays (Classes Dismiss at 2:00 p.m. on November 25) <b>November 26-27</b>
Classes Begin <b>August 27</b>	Classes Resume <b>November 30</b>
Late Registration (9:00 a.m. to 1:00 p.m.) <b>August 28</b>	Final Examinations <b>December 14-15-16-17</b>
Late Registration Continues & Schedule Changes (Classes may be added) <b>August 27, 28, 31, September 1</b>	Grades Due By 11:00 a.m. in Admissions Office <b>December 18</b>
Late Registration Ends (7:00 p.m.) <b>September 1</b>	Semester Ends <b>December 18</b>
	College Closes <b>December 22</b>
	*Permits with assigned times issued for these dates.

1992 FALL
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**1991-93  
ACADEMIC  
CALENDARS**

1993 SPRING

**SPRING SEMESTER CALENDAR, 1993**

Pre-Enrollment Counseling, Placement Testing and Academic Advising <b>Begins November 30</b>	Martin Luther King Holiday (No Classes, College Closed) <b>January 18</b>
Begin Issuing Permits for Registration (Dec. 9*, 10*, Jan. 6*) <b>December 2</b>	Last Day to File for Spring Graduation <b>March 1</b>
Orientation for All New Students <b>December 4</b>	Mid-Semester <b>March 5</b>
Priority Registration (Ends at 7:00 p.m. on December 10) <b>December 9* - 10*</b>	Mid-Semester Holidays (No Classes, College Closed) <b>March 15-19</b>
Faculty Workshop (In Service Program - No Registration) <b>January 5</b>	Classes Resume <b>March 22</b>
Registration by Permit (8:30 a.m. - 7:00 p.m.) <b>January 6*</b>	Last Day to Submit AWF <b>March 25</b>
Open Registration (8:30 a.m. - 7:00 p.m.) <b>January 7</b>	Last Day to Drop or Totally Withdraw <b>April 1</b>
Open Registration (8:30 a.m. - 1:00 p.m.) <b>January 8</b>	Good Friday (No Classes, College Closed) <b>April 9</b>
Classes Begin <b>January 11</b>	Final Examinations <b>May 6, 7, 10, 11</b>
Late Registration Continues & Schedule Changes (Classes may be added) <b>January 11, 12, 13, 14</b>	Grades Due by 11:00 a.m. in Admissions Office <b>May 12</b>
Late Registration Ends (7:00 p.m.) <b>January 14</b>	Semester Ends <b>May 12</b>
	Commencement Exercise <b>May 14</b>
	<b>*Permits with assigned times issued for these dates.</b>

**SUMMER I SEMESTER CALENDAR, 1993**

*(First Six Weeks, Nine Weeks, Twelve Weeks)*

Pre-Enrollment Counseling, Placement Testing and Academic Advising <b>Beginning April 1</b>	Memorial Day Holiday (College Closed) <b>May 31</b>
Orientation for All New Students <b>April 21</b>	Classes Begin <b>June 1</b>
Begin Issuing Permits for Registration (May 10*, 11*, 26*) <b>April 26</b>	Late Registration Continues & Schedule Changes <b>June 1-2</b>
Priority Registration for SSI and SSI <b>May 10* - 11*</b>	Last Day to File for Summer I Graduation <b>June 3</b>
Registration by Permit (8:30 a.m. - 7:00 p.m.) <b>May 26*</b>	Last Day to Submit AWF (First Six Weeks) <b>June 10</b>
Open Registration (8:30 a.m. - 7:00 p.m.) <b>May 27</b>	Last Day to Drop or Totally Withdraw (First Six Weeks) <b>June 21</b>
Open Registration (8:30 a.m. - 1:00 p.m.) <b>May 28</b>	Last Day to Submit AWF (Nine Weeks) <b>July 1</b>
	Independence Day Holiday (No Classes, College Closed) <b>July 2</b>

1993 SUMMER I

Final Examinations (First Six Weeks)  
July 7

Grades (First Six Weeks) Due in  
Admissions Office 11:00 a.m.  
July 8

Semester Ends (First Six Weeks)  
July 8

Last Day to Drop or Totally Withdraw  
(Nine Weeks)  
July 12

Last Day to Submit AWF (Twelve Weeks)  
July 15

Last Day to Drop or Totally Withdraw  
(Twelve Weeks)  
July 26

Final Examinations (Nine Weeks)  
July 28

Grades (Nine Weeks) Due in Admissions  
Office by 1:00 p.m.  
July 29

Semester Ends (Nine Weeks)  
July 29

Final Examinations (Twelve Weeks)  
August 18

Grades (Twelve Weeks) Due in Admissions  
Office by 11:00 a.m.  
August 19

Semester Ends (Twelve Weeks)  
August 19

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

## 1991-93 ACADEMIC CALENDARS

### SUMMER II SEMESTER CALENDAR, 1993

(Six Weeks)

Pre-Enrollment Counseling, Placement  
Testing and Academic Advising  
Beginning April 1

Begin Issuing Permits for Registration (May  
10\*, 11\*, July 7\*)  
April 26

Priority Registration  
May 10\*-11\*

Registration by permit (8:30 a.m. - 7:00  
p.m.)  
July 7\*

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

Open Registration (8:30 a.m. to Noon)  
July 9

Classes Begin  
July 12

Late Registration & Schedule Changes  
(8:30 a.m. - 7:00 p.m.)  
July 12-13

Last Day to File for Summer II Graduation  
July 15

Last Day to Submit AWF  
July 15

Last Day to Drop or Totally Withdraw  
July 26

Final Examinations  
August 18

Grades Due in Admissions Office By 11:00  
a.m.

August 19

Semester Ends  
August 19

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

1993 SUMMER II

### \*COLLEGE HOLIDAYS 1991-1992

Labor Day  
September 2, 1991

Thanksgiving (Classes Dismiss at 2:00 p.m.  
on November 27)  
November 28-29, 1991

Christmas - Semester Break  
December 20, 1991 (noon)-January 9, 1992  
(College offices open January 2, 1992)

Martin Luther King Day  
January 20, 1992

Mid-Semester Holidays  
March 9-13, 1992

Good Friday  
April 17, 1992

Memorial Day  
May 25, 1992

Independence Day Holiday  
July 3, 1992

*\*College offices will be closed on these dates*

COLLEGE HOLIDAYS

**\*COLLEGE HOLIDAYS  
1992-1993**

Labor Day  
September 7, 1992

Thanksgiving (Classes dismiss at 2:00 p.m.  
on November 25)  
November 26-27, 1992

Christmas - Semester Break  
December 22, 1992 (noon)-January 11, 1993  
(College offices open January 4, 1993)

Martin Luther King Day

January 18, 1993

Mid-Semester Holidays  
March 15-19, 1993

Memorial Day  
May 31, 1993

Independence Day Holiday  
July 2, 1993

*\*College offices will be closed on these dates*

**1991-93  
ACADEMIC  
CALENDARS**

**COLLEGE HOLIDAYS**

1991

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

1992

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

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

## Galveston College endears itself to Galvestonians

Every fall and spring, as they have since 1987, new students crowd around the Galveston College registration desks.

Some are young, fresh out of high school, just beginning their college career. Others may be re-taking time out to begin jobs and families.

Some come to learn skills that will allow them to move into a

Galveston was particularly impressed with the way his course work at the college meshed with his work on the job.

"I look at where I am in my current position, and I've got to really give credit to Galveston College because as I attended classes, what I learned, I was immediately able to use in the job," he said.

"That's a plus, because you're going to claim, you're completing

"I think the people in the office worked well to try to work toward the needs of people in the community going back to college," she said.

"It was just really different from going off to a senior college, because people at the college were geared to helping people's families or other people achieve a goal, and not to get students through college."

Another Galvestonian, at UTMB

my own personal development."

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and their community.

A Humanities Community Advisory Committee consisting of six community representatives will also participate in developing the course.

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Sandra Tuzilman, of instruction for Preston College, she hopes to

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## Senior discount

Older students can take some GC courses for half-price

By STEVE GEISSEN  
The Daily News

GALVESTON — Galveston College trustees Wednesday approved a policy that will allow people at least 55 years old to attend Community Education Department courses for half of the regular tuition.

The regular tuition is \$100 for a semester.

Galveston College officials were recently honored by state and national organizations.

Dr. Gaynelle Hayes, assistant dean

change because many community education classes have been canceled when course costs were not met.

Community education classes are funded entirely by student service fees. College President John Pickelman said the college will be able to offer courses for half price

senior citizens who cannot afford course costs, Pickelman said.

In other business, the board voted to extend Pickelman's contract by one year to November 1987.

Trustee Justice Stanton said a board committee formally evaluated Pickelman's performance.

Hayes has served on the association's board of directors as secretary-treasurer.

Justice Stanton, vice chairperson of the Galveston College Board of Regents, has been elected vice president of the Association of Community Colleges.

## GC officials get state, national honors

GALVESTON — Three Galveston College officials were recently honored by state and national organizations.

Dr. Gaynelle Hayes, assistant dean

Hayes has served on the association's board of directors as secretary-treasurer.

Justice Stanton, vice chairperson of the Galveston College Board of Regents, has been elected vice president of the Association of Community Colleges.

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## GC dropout prevention program plans unveiled

By STEVE GEISSEN  
The Daily News

Galveston College officials unveiled a dropout prevention program that will help students stay in school and graduate.

The program will be implemented in the fall semester.

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## Well done

Galveston College series merits praise, recognition

While recognized primarily for the course offerings they make available to a wide range of citizens, community colleges throughout Texas offer a variety of cultural opportunities at many campuses.

Galveston College officials today will dedicate the new Regents Hall, the college's main campus, which is undergoing an extensive renovation.

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# OPINION

## Hall of honor

Dedication milestone for isle community college

Galveston College dedicated its Regents Hall last Wednesday.

The Southern Association of Colleges and Schools mandated that the college provide a larger library

ite Degree nationally as one of the state's top colleges in a national ranking.

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Non-credit courses are available through the college's community education division

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## HISTORY OF THE COLLEGE

As the 1991-92 College academic year approaches, so does the milestone of the College's twenty-fifth anniversary of service to the community. Many groups and individuals, both past and present, have played an important part in the development of Galveston College.

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

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

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

On April 2, 1966, the Union Junior College District unsuccessfully submitted bond and tax proposals to the voters.

In July of 1966, the Commissioner's Court of Galveston County considered favorably a resolution by the Union Junior College District to disannex the territory comprising the Galveston Junior College District from the territory comprising the newly organized Union Junior College District. This act provided the avenue by which the original district could be activated.

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

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

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

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

During this period, the College implemented cooperative agreements with the University of Texas Medical Branch hospitals resulting in programs in Associate Degree Nursing and Associated Health Occupations, received a gift from The Moody Foundation for one million dollars and achieved its initial accreditation by the Southern Association of Colleges and Schools.

By the Fall of 1970, the College's initial enrollment of 730 had grown to 1,245. During the next two years, the College expanded into temporary buildings, several of which were new, others the result of adjacent property acquisitions. Additional programs established were in mid-management and nursing assistant.

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

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

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

In May 1977, the College opened its Fort Crockett campus at which some 600 students received course work in health care programs, fine arts, physical

## GENERAL INFORMATION

HISTORY



## GENERAL INFORMATION

### HISTORY

education and various other credit and adult educational offerings. Since 1977, the College has added courses in computer science, child development, human development, television and surgical technology. Also, a grant from the National Science Foundation has enabled mathematics and science instructors to employ the computer as an instructional tool.

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

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

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

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

The Fall of 1984 marked the beginning of the College's new hotel/restaurant management curriculum which received an overwhelming response from the hospitality industry in Galveston and interested students. During the same period, an expanded emphasis was put on

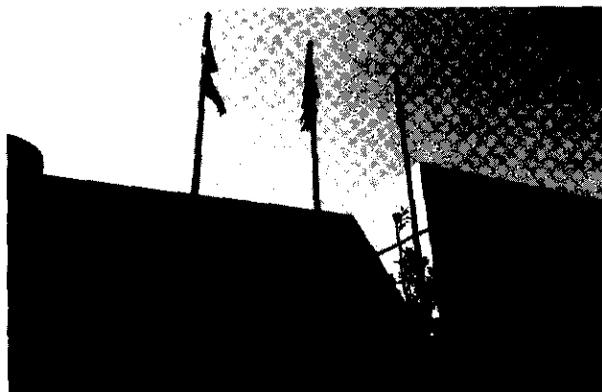
Adult/Continuing Education to offer a multitude of courses for community interests and individual development.

In the Fall of 1985 the Food Service Management/Culinary Arts program opened classes to complement the Island's growing tourism and hospitality industry. In the Spring of 1986 a state-of-the-art laboratory for food preparation and culinary training was opened in the Mary Moody Northern Center at the College's Main Campus.

During its twentieth anniversary celebration in 1987, the College enjoyed an expansion in programs, facilities and student enrollment. The College's new degree programs of Horticulture, Fast Food Management, Criminal Justice and Microcomputer Applications were accompanied by huge increases in Community Education students and course offerings.

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

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



## **GALVESTON COLLEGE MISSION STATEMENT**

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

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

## **GOALS**

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

Galveston College will provide and maintain adequate physical resources to support the educational program.

## **THE FOUNDATION OF GALVESTON COLLEGE, INC.**

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

## **GLOSSARY OF TERMS**

- Add:** To enroll in additional course(s) after regular registration.
- Admission:** Formal application and acceptance as a student.
- Academic advisor:** A member of the College staff who assists students in planning appropriate academic programs.
- Audit:** On a space available basis, permission to audit a course may be granted by an Assistant Dean. Such permission allows the audit student to listen and observe, but not complete assignments, enter into class discussions, or take part in laboratory work unless agreed to by the instructor. A student may not change from audit to credit status after the census date. Full tuition and fees will be charged and these students will receive a grade of Audit. No college credit is granted.

## **GENERAL INFORMATION**

MISSION

FOUNDATION



GLOSSARY

## GENERAL INFORMATION

### GLOSSARY

#### **Concurrent College Enrollment:**

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

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

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

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

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

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

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

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

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

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

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

**GPA:** Grade Point Average.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## FACILITIES

### MAIN CAMPUS 4015 AVENUE Q

Galveston College's Main Campus inclusive of satellite parking occupies a full city block in the heart of one of the City's major residential areas just six blocks north of the Gulf of Mexico and Seawall Boulevard. A completely modern campus environment with exquisite architectural design provides classrooms and commons in a blend of new and renovated buildings. The facilities are described below:

### MOODY HALL

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

**BOOKSTORE** — Galveston College's Bookstore is open to the public and provides required textbooks, supplies and variety items as a student service. It is located on the first floor of Moody Hall, West Wing.



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

**BUSINESS OFFICE** — The College's Business Office handles most daily transactions of a financial nature. The

mail services, telephone operator and Personnel Office are all in this same general location. The Business Office is located on the second floor, West Wing.

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

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

### REGENTS HALL

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

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

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

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

## GENERAL INFORMATION

### FACILITIES



## GENERAL INFORMATION

### FACILITIES

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

### MARY MOODY NORTHEN VOCATIONAL CENTER

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

**COMMUNITY ROOM** — A newly renovated, well-appointed community room is located on the first floor of the Northen Center and is accessed by the Main Campus College Atrium entrance on the campus' west side. The facility is available after May, 1991 for student, faculty, and community reserved use. The community room will accommodate up to 200 seated persons in a round table format and it is equipped with extraordinary audio-visual and public address capabilities. It is also adjacent to and serviced by the College's Culinary Arts Laboratory.

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

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

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

**OFFICE TECHNOLOGY LABORATORIES** — The Northen Center, third floor, is the location of several well-equipped laboratories designed especially

for training students in modern office technology skills.

### EUDINE MEADOWS CHENEY STUDENT CENTER

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

### FORT CROCKETT CAMPUS

5001 AVENUE U

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

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

**ART CENTER AND CERAMICS KILN** — Galveston College provides educational facilities for visual arts and ceramics and sculpting in the north section of the first floor of the Fort Crockett Campus structure. A ceramics kiln is adjacent to a well-equipped ceramics laboratory and an art laboratory for painting and drawing is immediately adjoining this area.

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

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



## GENERAL INFORMATION

FACILITIES

SPECIAL

### SMALL BUSINESS

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

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

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

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

**Facilities for Handicapped:** Special facilities are available to the handicapped which include wheelchair ramps to all buildings (handrails on stairs

and ramps), elevators that will accommodate wheelchairs in all multi-story buildings, toilets and drinking fountains for handicapped, and reserved parking spaces.

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

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

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

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

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

**Posting of Notices:** No public notice of any kind will be posted in College buildings or on College property



offerings, counseling and testing, financial aid, employment, health and insurance services, and athletics. Existing administrative procedures of the College are used to handle student grievances. When a student believes a condition of the College is unfair or discriminatory, the student can appeal to the administrator in charge of that area. Appeals to high administrative authority are considered on the merits of the case.

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

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

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

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

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

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

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

preventable measures to decrease alcohol and drug abuse.

The Alcohol and Drug Abuse Education Program is designed to provide an institution-wide program to aid students, faculty and staff. The major emphasis is focused on education and prevention activities. Assistance is also provided to students and employees through meaningful and helpful referral services in local community agencies.

#### **The Causeway College**

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

- Automotive Mechanic Technology
- Child Development
- Diesel Mechanics
- Drafting and Design Technology
- Electrical Construction Technology
- Graphic Arts
- Thermal Technology
- Welding Technology

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

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

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

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

## **GENERAL INFORMATION**

SPECIAL

DISCLAIMER

**ADMISSIONS**



## **GENERAL ADMISSIONS**

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

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

(a) By enrolling in the *Galveston College Early Admissions Program*, Galveston area high school students may get a headstart on earning transferable college credit at minimal cost before graduating from high school.

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

\* Credit for college hours will not be granted until the student has successfully completed all high school graduation requirements and a high school transcript documenting graduation is submitted to the Admissions Office. (Approval may be requested by the student for dual credit.)

\* While attending Galveston College, the student will be expected to adhere to all policies of the College.

(b) Persons who do not hold a high school diploma or G.E.D. (but who are 18 years of age or older and whose high school class has graduated) may be admitted by giving evidence of an ability to benefit from college instruction. Such admission will be on a probationary basis.

6. Authorization from Galveston College to enroll as a non-resident international student. All correspondence relating to admissions for international students should be addressed to the Admissions

Office; Galveston College; 4015 Avenue Q; Galveston, Texas; 77550; U.S.A.  
(Refer to Admissions Procedure).

### 7. Required Immunizations

#### PROPOSED REGULATIONS

from the Texas Department of Health MAY require students beginning July 1, 1991, to provide proof of immunization (or immunity) as follows: polio immunization for students under age 18; measles; mumps; rubella; diphtheria/tetanus booster within the last ten years. Adopted regulations regarding immunizations will be published in the appropriate semester class schedule.

### **SPECIAL ADMISSIONS**

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

**IMPORTANT POLICY REGARDING ADMISSION REQUIREMENTS FOR OCCUPATIONAL/TECHNICAL PROGRAMS WHICH HAVE LICENSING AND/OR ACCREDITING AGENCY REQUIREMENTS:**

Because licensing and/or accrediting agencies periodically change their requirements, Galveston College may have to change BOTH admissions and curricula in these special programs. Therefore, a student taking PREPARATORY courses for entry into one of these fields may have to change plans to meet any new requirements. The college cannot guarantee "future entrance requirements" for these programs.

### **PLACEMENT AND TASP TESTING REQUIREMENTS**

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

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

## **ADMISSION POLICIES AND PROCEDURES**

GENERAL  
ADMISSION

## ADMISSION POLICIES AND PROCEDURES

### GENERAL ADMISSION

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

### PLACEMENT TESTING

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

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

### PERFORMANCE LEVEL CODES

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

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

#### MATHEMATICS PERFORMANCE

0 = No assigned performance level in mathematics

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

2 = Pass departmental exam or pass MATH 0303

3 = Pass departmental exam or pass MATH 1312

**NOTE: Students who have not taken the TASP test may initially enroll in courses**

assigned a mathematics performance level of 3 as a result of (1) placement testing, (2) the completion of appropriate developmental courses, or (3) the transfer of a course equivalent to MATH 1314 that was completed within the last 5 years.

However, **once the TASP test has been attempted**, the mathematics section must be passed or those students who have already reached level 3 proficiency by virtue of one of the above methods will be allowed to continue taking level 3 courses only if they (1) simultaneously enroll in MATH 0100 and (2) remain enrolled until the TASP test is passed. (See Galveston College TASP Testing in this catalog.)

#### LANGUAGE PERFORMANCE

0 = No assigned performance level in language

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

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

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

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

**Exemptions from placement are only allowable for:**

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

**TASP TESTING**

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

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

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

**WHO MUST TAKE THE TASP TEST?**

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

- (a) Those who have received at least 3 hours of college-level credit (approved by Galveston College) prior to Fall 1989.

- (b) Those who enroll in a certificate program which contains less than 9 hours of general education. (NOTE: Once a student enrolls in a course that will cause him/her to exceed the 9 hour limit, all TASP test requirements apply.)

**WHEN MUST THE TEST BE TAKEN?**

Non-exempt students who have taken the placement test must take the TASP test prior to completing 15 credit hours of college-level courses. (Developmental courses are not included in this total.)

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

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

**WHAT IS COVERED ON THE TEST?**

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

**WHAT CONSTITUTES PASSING THE TEST?**

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

**WHAT IF A STUDENT DOES NOT PASS THE TEST?**

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

- (a) Must enroll continuously in developmental instruction directly related to the section(s) of the test not passed, and must give priority in course selection to the corresponding developmental course(s). (NOTE: Students will not be permitted to withdraw from developmental instruction required because of failing TASP. Students not attending developmental classes assigned because of failing TASP may be administratively withdrawn from all classes in which they are enrolled.)
- (b) Will face restrictions in attempting to enroll in courses requiring a performance level of 3 in mathematics or language skills, depending upon the sections of the TASP test not passed.

**ADMISSION  
POLICIES  
AND  
PROCEDURES**

GENERAL  
ADMISSION

## ADMISSION POLICIES AND PROCEDURES

### GENERAL ADMISSION

- (c) Cannot graduate from an associate degree program, or from a certificate program containing nine or more hours of general education.
- (d) Cannot enroll at a senior institution in upper-division courses the completion of which would give the student 60 or more semester credit hours.

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

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

### ADMISSIONS PROCEDURE

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

- (a) Obtain application forms from the Admissions Office.
- (b) Return completed forms to the Admissions Office.
- (c) Arrange for official transcripts from all schools (high school and colleges) attended to be sent to the Admissions Office. Returning students who have not attended Galveston College within the last 5 years may be required to again furnish official copies of coursework at other schools attended. Transfer students with a minimum of 15 college level hours will not be required to provide high school transcripts (except for special admissions programs).
- (d) Submit appropriate placement test scores.
- (e) Arrange a counseling interview prior to formal registration.
- (f) Provide proof of required immunizations.

APPLICANTS WHO HAVE NOT COMPLETED THEIR ADMISSION FILES PRIOR TO REGISTRATION MAY BE

ADMITTED ON A PROVISIONAL BASIS AFTER SIGNING THE MISSING CREDENTIALS FORM. THIS FORM WILL BE COMPLETED IN THE ADMISSIONS OFFICE.

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

### RESIDENT CLASSIFICATION STUDENT RESPONSIBILITY

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

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

### INTERNATIONAL STUDENTS

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

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

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## CHANGING INFORMATION

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

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## REGISTRATION

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

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## TUITION AND FEES

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### General Information

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

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

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

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

## ADMISSION POLICIES AND PROCEDURES

TUITION
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**ADMISSION  
POLICIES  
AND  
PROCEDURES**

TUITION

**TUITION**

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

**Galveston College Lab Fees**

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

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

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

Identification Card Fee – \$2.00

Insurance Fee – Charged for all students in health related programs. Current insurance fees are \$6.00 per semester.

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

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

**CERTIFICATE PROGRAMS**

**Licensed Vocational Nursing**

	Resident Tuition	Bld Use	Stu. Act.	Grad.	Lab Fee	Liab.	UTMB	ID	Total
Fall	\$136.00	\$136.00	\$15.00	\$ -0-	\$28.00	\$6.00	\$25.00	\$2.00	\$348.00
Spring	96.00	96.00	15.00	-0-	25.00	6.00	25.00		263.00
Summer	96.00	96.00	15.00	10.00	25.00	-0-	-0-		242.00
<b>Non-Resident</b>									
Fall	\$340.00	\$135.00	\$15.00	\$ -0-	\$28.00	\$6.00	\$25.00	\$2.00	\$551.00
Spring	240.00	96.00	15.00	-0-	25.00	6.00	25.00		407.00
Summer	240.00	96.00	15.00	10.00	25.00	-0-	-0-		386.00

**Community Education**

Tuition and fees for Community Education courses depend largely upon:

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

**Bad Checks**

A \$15.00 charge will be made by the College for each returned check, plus additional fees will be charged by any collection agency the College assigns to collect.

**Refund Policy**

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

**Fall and Spring Semesters**

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

**Summer Semesters**

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

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

**Regular Session**

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

**Summer Session**

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

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

2. Community Education Courses
  - A. Full (100%) refund will be made to students dropping a course prior to the second class meeting following their registration. The student has the immediate responsibility to decide after the first class period attended to continue or drop the course in question.
  - B. All refund requests and questions will be handled by the Community Education Office.

**Financial Obligations**

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

**Student Activity Fees**

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

**Fee Changes**

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

**ADMISSION  
POLICIES  
AND  
PROCEDURES**

TUITION

FEES

## ADMISSION POLICIES AND PROCEDURES

FEEES
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### Professional & Personal Liability Insurance for Health Related Majors

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

The minimum amount of coverage acceptable to UTMB is \$200,000/\$600,000. Galveston College will provide a Blanket Student Liability Insurance Program for a \$6.00 per semester. New "health-related majors" will be assessed this fee as a part of the registration procedures.

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

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

### Transcripts

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

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

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





## **CREDIT FOR COURSES**

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

The number of clock hours of laboratory work equated to one clock hour of lecture will vary with the special requirements of the course.

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

## **CREDIT BY EXAMINATION**

A person who believes he is qualified by experience or previous training is provided with an opportunity to establish college credit in specific courses through a variety of testing programs. Credit established through examination becomes part of the student's record following successful completion of six (6) semester hours of credit at Galveston College. Semester credit hours and grade points will apply toward graduation requirements. Not all courses offered at Galveston College are approved for credit by examination. A list of those credits which may be established through this method is available in the Counseling Office.

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

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

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

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

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

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

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

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

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

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

## **ACADEMIC STANDARDS**

CREDIT
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## ACADEMIC STANDARDS

### CREDIT

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

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

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

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

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

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

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

CLEP Achievement Test	Minimum Score	Course	Semester Hrs.	Grade
Introductory Accounting	60	ACCT 1401	4	A
Introductory Accounting	55	ACCT 1401	4	B
Intro. Micro-Macro Econ.	60	ECON 2301 & 2302	6	A
Intro. Micro-Macro Econ.	54	ECON 2301 & 2302	6	B
General Chemistry	65	CHEM 1411	4	A
General Chemistry	50	CHEM 1412	4	B
College Algebra	60	MATH 1314	3	A
College Algebra	55	MATH 1314	3	B
Trigonometry	60	MATH 1316	3	A
Trigonometry	55	MATH 1316	3	B
Calculus with Elem. Functions	60	MATH 2413	4	A
Calculus with Elem. Functions	55	MATH 2413	4	B

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

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

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

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

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

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

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

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



**ACADEMIC  
STANDARDS**

## ACADEMIC STANDARDS

### GENERAL INFORMATION

#### EXPLANATION OF THE COURSE NUMBER SYSTEM

The courses offered by Galveston College carry a four letter prefix and four-digit number (for example, ENGL 1301 for a course in English and GOVT 2301 for a course in Government).

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

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

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

#### CLASSIFICATION OF STUDENTS

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

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

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

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

##### Full-time student:

1. During the Regular Semester:
  - a. A student registered for twelve (12) or more semester hours is defined as a full-time student of Galveston College.
  - b. A student registered for twelve (12) or more semester hours is defined as a full-time student by the Veterans Administration.
  - c. See Financial Aid Information for requirements for students receiving financial aid.

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

##### Part-time student:

1. During the Regular Semester:
  - a. A student registered for less than twelve (12) semester hours is defined as a part-time student by Galveston College.
  - b. See Veterans Information for classification of veterans.
  - c. See Financial Aid Information for requirements for students receiving financial aid.
2. During the Summer Terms:
  - a. A student registered for less than six (6) semester hours is defined as a part-time student by Galveston College.
  - b. See Veterans Information for classification of veterans.
  - c. See Financial Aid Information for requirements for students receiving financial aid.

#### COURSE LOAD

Students who are employed or who plan to seek employment are cautioned to consider carefully the amount of college work they attempt in relation to the number of hours they are employed each week and to the student activities in which they participate. A student who overloads in these areas is likely to have scholastic difficulties. A good rule to remember is that a minimum of two hours of preparation outside class is necessary for each hour of class time.

The counseling staff or a student's program advisor will recommend a course load for each student. It is recommended that students enrolled in remedial courses limit their course load to 12-13 hours or less.

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

#### CLASS ATTENDANCE

Students are expected to attend all lectures and laboratory periods and an accurate record of each student's

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

Any student who has missed 10% of the total clock hours of instruction, not excused by the instructor, will be *withdrawn from class by the instructor* with a grade of "AWF" or "AWN" (only for some developmental courses).

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

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

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

Programs with special attendance requirements mandated by local, state or national accrediting or professional agencies will observe the agency attendance requirements which affect student certification, registry or licensure, rather than those of the College.

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

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

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

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### **EXAMINATIONS**

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

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

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### **SCHOLASTIC INTEGRITY**

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Each student is charged with the responsibility of maintaining scholastic integrity. When written assignments require excerpts from material published by others, the student must give full credit to the author to avoid the possibility of plagiarism.

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

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### **STUDENT RECORDS**

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

A brief summary of this policy is as follows:

Student records are released only for the use by faculty and professional staff for authorized College-related purposes. The release of student records for off-campus use occurs only with the student's knowledge and consent, or where required by law, or upon subpoena.

*Review of Record* – Any student who desires to review his record may do so upon request to the appropriate office immediately responsible for the record, and completion of the "Request for Access to Student Record" Form.

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

- a. *Informal Review* – Follow the procedure as outlined for Review of Record. Official will summarize action taken on "Request for Access to Student Record" Form. This should be signed and dated by review official and maintained with student's record.
- b. *Formal Review* – If the Informal Review does not clarify the question of accuracy of the record, the student may request a Formal Review. The President will appoint an institutional official, committee or other party who does not have a direct interest in the outcome of the hearing to hear challenges

## **ACADEMIC STANDARDS**

<p>GENERAL INFORMATION</p>
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## ACADEMIC STANDARDS

### GENERAL INFORMATION

### GRADING SYSTEM

concerning student record. A written decision will be sent to all interested parties at the conclusion of the hearing.

The following categories of information in the student records are considered Directory Information and may be released to the general public without the written consent of the student. A student may request that all or any part of the Directory Information be withheld from the public by making WRITTEN REQUEST to the Admissions Office during the FIRST 12 CLASS DAYS of a Fall or Spring semester or the FIRST 4 DAYS of a Summer semester. This request will apply only to the current enrollment period. The

following is included as Directory Information:

- (a) Name
- (b) Current and permanent address
- (c) Telephone listing
- (d) Date and place of birth
- (e) Major field of study
- (f) Participation in officially recognized activities
- (g) Dates of attendance
- (h) Degrees and awards received
- (i) Most recent and previous institutions attended
- (j) Courses currently enrolled in
- (k) Number of hours enrolled in current semester
- (l) Classification

GRADING SYSTEM		
Grade	= Interpretation	Grade Point Value
A	= Excellent	4
B	= Good	3
C	= Average	2
D	= Poor	1
F	= Failure	0
I	= Incomplete Work *Note 1	Not computed
IP	= In Progress (Temporary Administrative symbol - Admissions Office use only)	Not computed
W	= Official Withdrawal *Note 2	Not computed
AUDIT	= No credit	Not computed
AWF	= Administratively withdrawn for non-attendance/failure *Note 3	0
AWN	= Administratively withdrawn for non-attendance/no credit *Note 3	Not computed
*R	= Repeated course	Computed
CR	= Credit *Note 4	Not computed
NC	= No Credit *Note 4	Not computed
WX	= Progress - Must complete next semester *Note 5	Not computed
(AP)	= Indicates grade was earned by Advanced Placement	Computed
NR	= Not Reported (Temporary Administrative symbol)	Not computed

\*Note 1: Incomplete work must be completed on or before the end of the next long term semester. Work not completed by the end of the next long semester (summers do not count) will automatically be changed to a grade of "F".

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

\*Note 3: See Administrative Withdrawal section in catalog.

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

\*Note 5: Students who do not complete course requirements may receive a "WX" grade when the instructor determines that reasonable progress has been made and when the student can re-enroll for course completion prior to the certification date in the next regular semester. If the student re-enrolls and completes the course requirements, the "WX" is converted to a performance grade.

## ACADEMIC STANDARDS

GENERAL  
INFORMATION

GRADE POINT  
AVERAGE

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

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

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

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

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

### ADMINISTRATIVE WITHDRAWAL

A student who registers and does not attend class in accordance with Galveston College attendance policy will be administratively withdrawn upon written recommendation of the instructor. A grade of AWF/AWN will be assigned to the student. The grade of AWF will have a grade point value of "0" and WILL be computed in a student's grade point average. The grade of AWN is used only for some developmental courses and is not computed in a student's grade point average or semester hours earned.

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

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

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

### GRADE POINT AVERAGE (GPA)

Four grade points are awarded for each semester hour in which the student receives an "A", three grade points for each hour of "B", two grade points for each hour of "C", one grade point for each hour of "D", and 0 grade points for an "F" or AWF." The grade point average is the quotient obtained by dividing the total number of grade points earned by the number of semester hours which a student has attempted (excluding developmental courses). Grades of "Audit," "I," "IP," "AWN," "CR," "NC," "NR," "WX," are not assigned grade point values.

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

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

Courses	Grade	Grade Points
BIOL 2401	A	16
ENGL 1301	B	9
HIST 1301	B	9
SPCH 1315	C	6
PSYC 2301	D	3
PHED 1115	F	0

Total Credit Hours: 17

Total Grade Points: 43

$$43 \div 17 = 2.52$$

**ACADEMIC STANDARDS**

ACADEMIC PROBATION

GRADE POINT REQUIREMENTS

**Cumulative Grade Point Average**

The cumulative grade point average is based upon all of the student's work taken at Galveston College. However, when courses are repeated only the most recent grade will be used to calculate grade points and semester hours.

Transfer students must meet the grade point requirements corresponding to the number of semester hours for which they have received transfer credit.

**Academic Probation and Suspension**

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

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

Students who have been placed on academic probation and who fail to meet the grade point requirements in the next semester hours attempted will be suspended for one long-term semester or

the combined summer terms, as applicable. VETERANS SHALL BE REPORTED TO THE VA AS MAKING UNSATISFACTORY PROGRESS AND WILL NOT BE CERTIFIED UNTIL PROBATION HAS BEEN REMOVED.

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

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

To be removed from academic probation, a student must:

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

**TABLE 1  
GRADE POINT REQUIREMENTS**

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

## GRADE APPEAL

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

## GRADE REPORTS

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

## HONOR STUDENTS

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

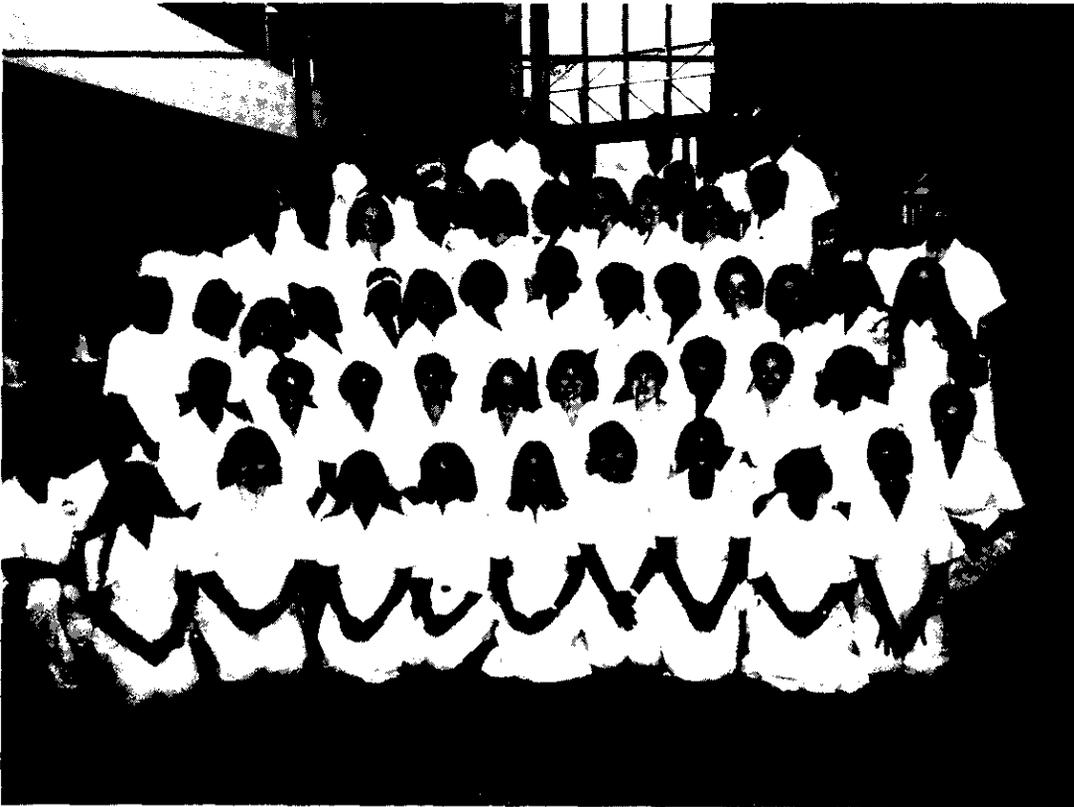
A Dean's List is published each Fall and Spring semester listing the names of full-time students who achieve a grade point average of 3.0 to 3.49 in that semester.

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

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

## ACADEMIC STANDARDS

HONOR STUDENTS



**ACADEMIC STANDARDS**

**DEGREE PLANS**

**DEGREE PLANS**

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

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

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

Core Component	Course Selection	Credit Hours
Composition	ENGL 1301, ENGL 1302	6
History	Select two from the following courses: HIST 1301, HIST 1302, HIST 2303	6
Literature	Select two from the following courses: ENGL 2322, ENGL 2323 ENGL 2331, ENGL 2332 ENGL 2342, ENGL 2343 ENGL 2326, ENGL 2352	6
Interdisciplinary/ Crosscultural	HUMA 1302	3
Mathematics	MATH 1314	3
Physical/Life Sciences	Select from one of the following sequences: BIOL 1408, BIOL 1409 BIOL 2401, BIOL 2402 CHEM 1411, CHEM 1412 PHYS 1401, PHYS 1402	8
Political Sciences	GOVT 2301, GOVT 2302	6
Visual/Performing Arts	Select from the following courses: ARTS 1300, DRAM 1310, MUSI 1306	3
Electives		19
<b>TOTAL</b>		<b>60</b>

**NOTE:** Alternative course choices within a Core Component category and elective choices should be made with the assistance of a Galveston College counselor or faculty advisor. Students must often select specific courses to meet the requirements of a senior institution to which they intend to transfer.

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

The Associate of Applied Science Degree (A.A.S.) is awarded to students who successfully complete an approved curriculum for a two-year technical or vocational program, with each program including at least 15 credit hours of general education.

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

**REQUIREMENTS FOR GRADUATION**

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

The last 18 semester hours prior to graduation must be completed in residence at Galveston College. Exceptions may be considered and granted by mutual consent of the Vice President and Dean of Student Development Services and the Vice President and Dean of Instruction. A

minimum grade point average of 2.0 ("C") is required on all course work applying toward a degree and/or a certificate. DEVELOPMENTAL COURSES MAY NOT BE APPLIED TOWARD DEGREES.

Only those candidates who have fulfilled all scholastic requirements for a degree or certificate and who have met the TASP requirements and have met their financial obligations to the College will be recommended for the degree or certificate sought. Any variation from the requirements of a specific degree or program must be approved by the appropriate Assistant Dean and the Vice President and Dean of Instruction.

**REQUIREMENTS**

## **GRADUATION PROCEDURES**

### **Filing for Degree or Certificate**

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

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

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

**INSTRUCTIONS TO STUDENT**

1. Student should have an up-to-date degree plan prepared and checked by the Counseling Office in his student record in the Admissions Office. A copy of that plan should be attached to the form. That plan should list all courses completed toward the degree with ONLY those in progress THIS semester without grades.
2. **STUDENT** is responsible to see that all requirements for graduation as outlined in the college catalog will have been met by the graduation date. These include: passing the TASP or be TASP exempt, a cumulative grade point average of 2.0 (C) and completion of the last 18 semester hours in residence.
3. Students must see the Director of Placement Services for exit interview and help in obtaining placement in a job position after graduation.
4. The graduation fee of \$10 is to be paid in the Business office prior to the deadline date (Fall/Nov 1; Spring/March 1; Summer/during first week of semester). A copy of the paid receipt is to be attached to the application for graduation form. A late fee of an

additional \$10 will be charged to students who do not file before the deadline date. (There is a \$5 fee to cover the cost of processing and mailing diplomas for students unable to participate or pick up diplomas.)

5. There is one formal graduation exercise held at the end of the Spring semester. **ALL GRADUATING STUDENTS (Spring) MUST ATTEND GRADUATION** unless specifically excused **IN WRITING** by the Dean of Admissions. Fall and Summer graduates are encouraged to participate and should request special instructions regarding participation from the Admissions Office.
6. Graduation fees are not refundable. Students who fail to qualify for graduation must reapply and pay appropriate graduation fees as above.
7. Cap and Gown, invitations, and other graduation items will be purchased through the College Bookstore.

### **GRADUATION WITH HONORS**

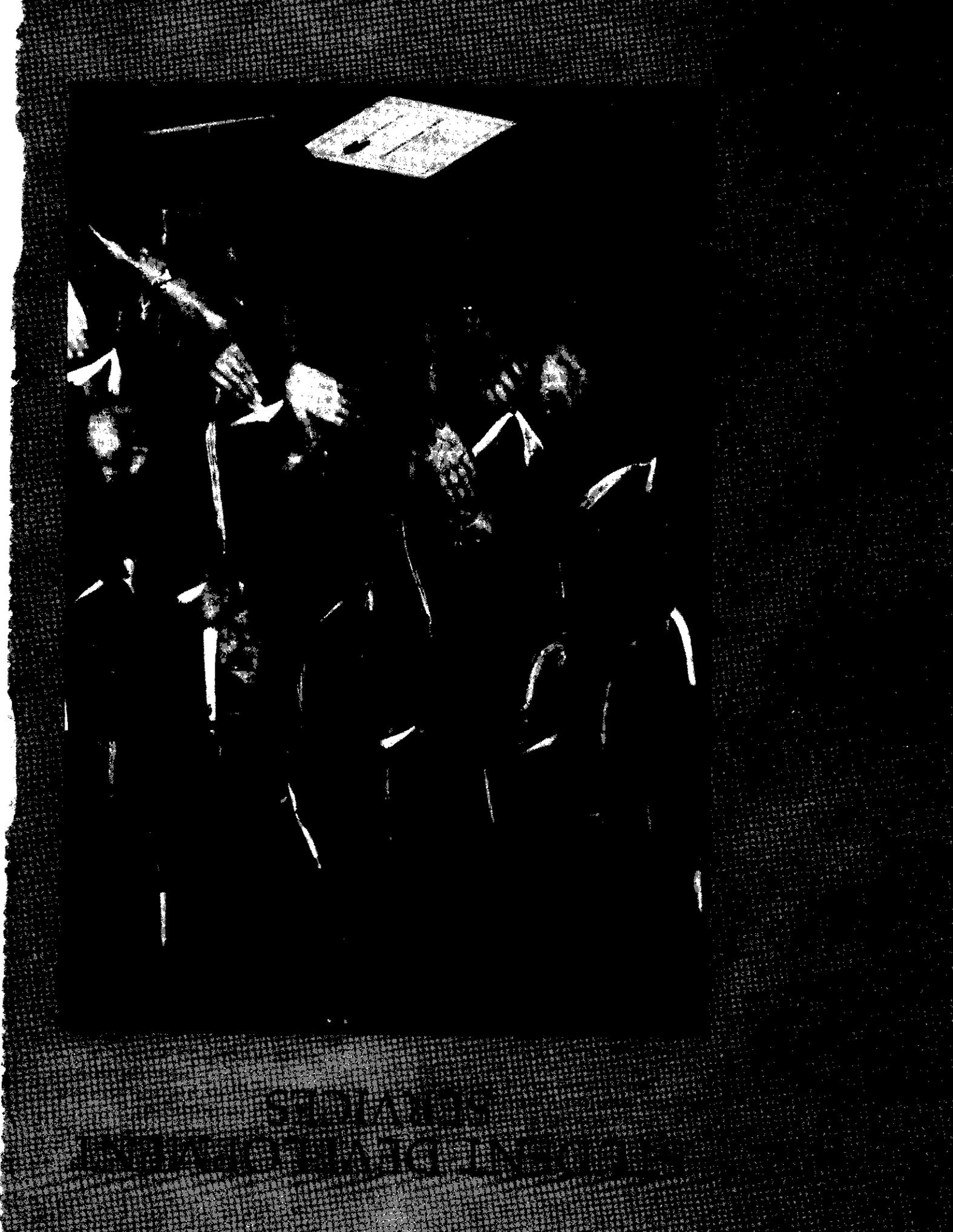
Students who graduate from Galveston College is an Associate Degree Program with an overall grade point average of 3.0 to 3.49 on all work taken at Galveston College will be graduated with "Honors." Students achieving an overall grade point average of 3.5 or better on all work taken at Galveston College in an Associate Degree Program will be graduated with "High Honors." An outstanding graduate from each certificate program may be nominated for special recognition at the completion of the program. Notations of such honors will be made on the student's permanent record. A student must complete at least 18 semester hours (not counting Developmental Courses) at Galveston College to be eligible for "Graduation with Honors" listing.

## **ACADEMIC STANDARDS**

### **PROCEDURES**

### **HONORS**





## **STUDENT DEVELOPMENT SERVICES**

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

### **ADMISSIONS AND STUDENT RECORDS**

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

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

**Admissions:** The office provides written and oral information to students as listed in pre-admissions. Student records are created which may include: the application and student information forms, official transcripts from all schools (high school or GED and colleges), and appropriate placement tests scores. Transcripts are copies of a student's academic records and may be obtained in the Admissions Office. Information is also maintained and provided on special admissions programs, international students, veterans, and residency.

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

### **COUNSELING SERVICES**

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

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

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

The Counseling Office is located in Moody Hall.

### **FINANCIAL AID**

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

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

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

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

## **STUDENT DEVELOPMENT SERVICES**

ADMISSIONS

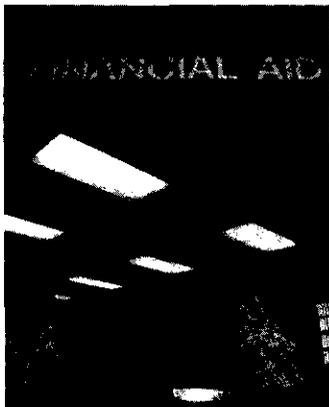
COUNSELING

FINANCIAL AID



## STUDENT DEVELOPMENT SERVICES

### FINANCIAL AID



6. have signed a statement of registration compliance, indicating that you have either registered with Selective Service or that you are not required to register,
7. be making progress toward the completion of your course of study according to the "Academic Requirements for Receiving Financial Aid,"
8. not be in default on any loan and have not borrowed in excess of loan limits under the Title IV programs at any institution,
9. not owe a refund on any grant received under Title IV programs at any institution and
10. meet program regulations.

Each student requesting consideration for financial assistance must:

1. Complete and return to the Financial Aid Office, a Galveston College Financial Aid Application.

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

All application forms are available from the Galveston College Financial Aid Office.

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

#### DEADLINE: JUNE 1

Applicants may apply throughout the year but should apply prior to the June 1 deadline date. Students whose files are completed by this date will be given priority in processing. Files completed after this date will be processed as time and funds permit. Applicants who do not complete the application process by the deadline should be prepared to pay all

educational costs incurred until their application is processed and eligibility is determined. A file is complete when all necessary paperwork has been received, the information verified, and the file reviewed. Minimum processing time on a file is four weeks.

### TYPES OF FINANCIAL AID

#### Stafford Student Loans:

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

The interest rate is set by Congress and is currently 8% per year simple interest for the first four years of repayment and 10% thereafter. Repayment begins six months after ceasing at least half-time enrollment. The U.S. Department of Education pays the interest during the time the student is enrolled and during the grace period of six months following enrollment. The minimum payment will be \$50.00 per month, and the loan must be repaid within 10 years.

The federal government charges an origination fee on each loan in addition to an insurance premium charged on the loan by the lender. These charges will be deducted from the proceeds of the loan before it is disbursed to the student.

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

The Financial Aid Office will be able to supply additional information on how to apply for student loans. A new application must be submitted each year.

**Pell Grant:**

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

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

**Supplemental Educational Opportunity Grant (SEOG):**

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

**Texas Public Educational Grant (TPEG):**

The TPEG program is a state financial aid program to assist students attending state-supported colleges. To be eligible students must show financial need and be making satisfactory progress toward their educational goal. The actual

amount of the grant will vary depending on the availability of funds at the school, the student's family financial condition and other financial aid the student is receiving.

**State Student Incentive Grant (SSIG):**

The SSIG is a federal state program. To qualify, students must enroll for at least six credit hours per semester, make satisfactory progress toward their educational goal, be a Texas resident, and have financial need. The amount of the grant will vary depending on the availability of funds, the student's family financial condition and other financial aid the student is receiving.

**College Work-Study**

The College Work/Study Program is a federal program to assist students with jobs on campus. To be eligible, students must demonstrate financial need, and be making satisfactory progress toward their educational goal. Students will generally work less than 20 hours per week.

**Bureau of Indian Affairs:**

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

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

**Vocational Rehabilitation:**

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

Texas Rehabilitation Commission  
6000 Broadway  
Galveston, Texas 77550

## **STUDENT DEVELOPMENT SERVICES**

FINANCIAL AID

TYPES

## STUDENT DEVELOPMENT SERVICES

FINANCIAL AID

CHART

FEDERAL-STATE

	PROGRAM	ELIGIBILITY CRITERIA	VALUE	HOW TO APPLY
EMPLOYMENT LOANS	Texas Guaranteed Student Loans (TGSL)	Enrolled at least half-time and established financial need. Must receive loan counseling.	\$2625 maximum per year, 8% interest with repayment beginning 6 months after ceasing to be at least half-time. After four years in repayment, interest increases to 10%.	Applications available in the Financial Aid Office.
	College Work Study (CWSP)	Established financial need.  Enrolled at least half-time and established financial need.	Currently \$4.25 per hour  Depends on school cost, family income, enrollment status and degree of need. Students must submit student's Aid Report to College.	File an application for Federal Student Aid (AFSA). Forms available in the Financial Aid Office.
GRANTS	Supplemental Educational Opportunity Grant (SEOG)	Established financial need.	\$100 to \$400 per year at Galveston College. SEOG Awards go to the most needy students.	
	State Student Incentive Grant (SSIG)	At least half-time, established financial need.	Up to \$400 per year at Galveston College. Awards go to the most needy students.	
	Texas Public Education Grant (TPEG)	At least half-time, established financial need.	\$200 to \$400 per year at Galveston College. Awards go to the most needy students.	
OTHER AID	Short-Term Loan	At least half-time, and in good standing.	Tuition, Fees and Books. Limited by funds available each semester.	Application forms available in the Financial Aid Office.
	Scholarships (Private Donors)	(See Scholarships)	Tuition, Fees and Books	

### Hazelwood Act:

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

papers and a Student Aid Report stating ineligibility to the Financial Aid Office.

### Institutional Scholarships:

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

### Scholarships From Private Donors:

Various individuals, civic clubs and organizations have provided funds to assist Galveston College students who want to further their education. Awards vary from \$100 to \$250 per year,

depending upon available funds. Interested students should complete a Scholarship Application, which is available from the Financial Aid Office, by the June 30 deadline. The Student Welfare Committee reviews all applications and selects recipients for the following scholarships:

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

### **Scholarship for Theatre Majors:**

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

### **Short-Term Loans:**

Short-term loans are available to employed applicants for tuition, fees, or books. Applicants must contribute 15% of the total costs and the maximum loan is \$250 for a 30 day loan period.

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## **STATE TUITION EXEMPTION PROGRAMS**

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### **Mature Citizen Students:**

All United States Citizens who are residents of Galveston Community College District who have attained the age of 55 years are entitled to attend any class held by Galveston College for credit on a "seats available" basis without paying tuition or any laboratory fees except Individual Instruction Fees (when applicable) and without paying any Special Fees except those listed hereafter (when applicable): Health Insurance; Professional and Personal Liability Insurance and testing fees.

## **Outside Aid Sources**

### *Veterans Administration Educational Benefits:*

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

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

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

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

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

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

## **STUDENT DEVELOPMENT SERVICES**

FINANCIAL AID
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**STUDENT DEVELOPMENT SERVICES**

GENERAL INFORMATION

**ACADEMIC REQUIREMENTS FOR RECEIVING FINANCIAL AID**

**SATISFACTORY ACADEMIC REQUIREMENTS**

The Higher Education Act of 1965, as amended, mandates institutions of higher education to establish a standard of satisfactory academic progress for students who receive financial aid. This standard must apply to the student's entire academic history, whether Title IV financial aid was received or not. In order to remain eligible to receive aid at Galveston College, students must meet the standards specified for acceptable academic performance and for satisfactory progress toward completion of their program of study. These standards are established within the framework of applicable federal regulations specifically for the purpose of determining the eligibility of students to receive aid under the generally funded Title IV programs, including Pell Grant, Supplemental Educational Opportunity Grant, College Work-Study, Stafford Loan, State Student Incentive Grant, Supplemental Loans for Students, and PLUS Loan Programs. They should not be confused with Probation or Good Standing as defined by academic regulations.

**Components**

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

Academic Standards

Galveston College uses the 4.0 grade point average system and numerical code:

4.0=A 3.0=B 2.0=C 1.0=D 0.0=F 0.0=AWF

Students are expected to maintain the cumulative grade point requirement (GPA) based on the number of semester hours attempted as reflected in the grade point requirements table listed in the catalog.

Incremental Progress

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

<u>Enrollment status</u>	<u>need to complete each semester</u>
12-up (full-time)	9
11-9 (three-quarter time)	6
8-6 (one-half time)	3

5-1 (less than one-half time) the number for which enrolled  
 Enrollment status will be verified by the Financial Aid Office staff after the twelfth class day (four class days during the summer) according to the following table:

<u>Full-time</u>	<u>Three-Quarter Time</u>	<u>One-Half Time</u>	<u>Less than Half-Time</u>
12-up	11-9	8-6	5-1

The summer is treated as one semester.

Maximum Time Frame

Students in a degree program may receive consideration for financial aid during the first 120 hours attempted at Galveston College. Students in an eligible certificate program receive consideration for Financial Aid during the first 60 hours attempted at Galveston College.

**Review Procedures**

Academic Standards and Incremental Progress

At the end of each academic year (Spring semester), the Financial Aid Office staff will determine whether the student has successfully completed the minimum expected number of hours with the required grade point average and shows progress toward the educational objective for all completed semesters. This review, which will occur during the summer, will include all hours attempted during the student's attendance period at Galveston College.

The following will be considered as semester hours successfully completed:

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

The following shall not be considered as semester hours completed:

- "F" grade
- "I" Incomplete
- "AWF" Administrative

Withdrawal

- "IP" In Progress
- "W" Withdrawal
- "WX" Progress
- "AUDIT" No Credit
- "AWN" Administrative

Withdrawal

- "NC" No Credit
- "NR" Not Reported

For repeated courses, the hours and grade earned during the last enrollment will be used in computing the grade point average and for the purpose of Financial Aid both courses will remain as a part of the total hours attempted.

## Time Frame

At the end of each academic year, sooner if the student is approaching the maximum time frame limit, the Financial Aid Office staff will determine the total number of hours the student has attempted at Galveston College. Once a student has reached the time line, he/she is ineligible to receive further consideration for financial aid.

### Financial Aid Suspension

Students who fail to meet satisfactory academic progress requirements are placed on financial aid suspension.

### Appeal

A student whose financial aid has been suspended may appeal in writing to the Student Welfare Appeal Committee. In the appeal, the student should state the reason(s) why satisfactory academic progress was not maintained, why aid should not be terminated, and list any extenuating circumstances that should be considered. Medical excuses must be documented. A student wishing to appeal the decision of the Committee may do so, in writing, to the Vice President and Dean of Student Development Services. An appeal to the decision of the Vice President may be done, in writing, to the President of the College, who has final authority on campus. All appeals are to be submitted through the Assistant Dean of Financial Aid within five school days or seven calendar days, whichever is earlier, after suspension from financial aid.

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## FOREIGN STUDENTS

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

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## VETERANS INFORMATION

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### Veterans Benefits Program

The Veterans Benefits Program is coordinated by the Veterans Affairs Assistant in the Admissions Office of the College. Services of this office include counseling the veteran concerning benefits. Tutoring services are also available to the veteran who is having learning difficulties in one or more subjects.

Veterans who wish to apply for educational benefits should see the Veterans Affairs Assistant in the

Admissions Office prior to the time of registration. The veteran is responsible for payment of all fees, tuition, and books at the time of registration.

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

Special Classification of Students for Veterans Purposes:

### *Fall and Spring Semesters:*

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

### *Summer Semesters:*

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

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

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

## STUDENT DEVELOPMENT SERVICES

GENERAL  
INFORMATION

## STUDENT DEVELOPMENT SERVICES

### GENERAL INFORMATION

## ACADEMIC STANDARDS FOR STUDENTS RECEIVING VA EDUCATIONAL BENEFITS

### SATISFACTORY PROGRESS

A student who is receiving V.A. educational benefits must meet a cumulative grade point average of 2.000.

### PROBATION

Students who fail to maintain a cumulative grade point average of 2.000 shall be placed on academic probation for the succeeding semester.

### UNSATISFACTORY PROGRESS

A student who fails to achieve the required cumulative grade point average of 2.000 at the end of the probationary period, shall be reported to the VA as making unsatisfactory progress.

### SERVICEMEN'S OPPORTUNITY COLLEGE

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

## LIBRARY AND MEDIA SERVICES

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

The Library provides computerized on-line public access stations to its book collection. Books are arranged according to the Library of Congress Classification scheme. Periodical and newspapers, with back issues on open shelves and on microforms, are available for the users. The Library has a book collection of over 37,000 volumes and 300 periodical titles. The software collection includes video tapes, motion pictures, filmstrips, audio tapes, microforms, and

slides. Special subject collections include Texana, Galveston History, and health occupations materials.

The book collection is divided into a reference section and a circulating area. In addition to an open, well-organized and accessible collection, the Library provides other services including reference assistance, group and individual orientations, preparation of subject lists and bibliographies, and an interlibrary loan system covering the other academic libraries in the area.

An ID card provides students with borrowing privileges and allows them to use the Library. The ID card must be left at the circulation desk when borrowing reserve and audiovisual materials. Most materials are borrowed for three weeks. Renewals may be requested. Damaged, mutilated, late or lost materials will be subject to fines and/or replacement costs. Official records and grades will be held until obligations are cleared at the end of each term. Out of consideration for others, a quiet and orderly behavior is expected. Smoking, food or drinks are not allowed in the Library area.

Copying machines for students are available at a nominal fee. All materials copied are subject to the copyright law (Title 17, U.S. Code). The Library also provides a laboratory room housing computers and typewriters for student use free of charge. A number of computer programs are available on the college network. Additionally, the Library provides Galveston College with a broad range of services which support students, faculty, and staff.

### LIBRARY AND MEDIA SERVICES



## **MINORITY AFFAIRS AND SPECIAL SERVICES**

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

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

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

Physically handicapped students are requested to notify the Special Services Counselor regarding any assistance they will need in class.

### **SPECIAL SERVICES FOR HANDICAPPED STUDENTS**

1. Handicapped Student Brochure - This brochure describes the services for handicapped students and lists sources of campus support.
2. Pre-enrollment Counseling, scheduling assistance and priority registration is provided. Students are requested to notify the Special Services Counselor regarding any assistance or special accommodation they will need in class. The Special Services Counselor is available during registration for identification of handicapped students and requests for service.
3. Special Orientation - is provided to familiarize students with the campus and inform them of the support services available to meet their needs.
4. Special Equipment - crutches, cassette recorders, Visual Tek machine, and Kurtzwell Reading machine are available to students with disabilities.
5. Note takers or special lab assistance is available for students who may need such assistance.

6. Sign Interpreters - Together with the Texas Rehabilitation Commission, assistance is given to locating speech interpreters to translate information to the hearing impaired.

7. Tutoring Services are provided by the Skills Enrichment Center. Educational support is provided for students who require these services.

8. Career counseling and personal counseling is also available. Students are referred to community agencies as needed. The Special Services Counselor serves as the liaison to the Texas Rehabilitation Commission, The Texas Commission for the Blind, The Transitional Learning Center for the Brain Injured and the local high school.

### **PLACEMENT SERVICES**

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

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

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

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

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

## **STUDENT DEVELOPMENT SERVICES**

MINORITY AFFAIRS  
AND SPECIAL  
SERVICES

PLACEMENT  
SERVICES

## STUDENT DEVELOPMENT SERVICES

### STUDENT ORGANIZATIONS

## FACULTY ADVISORY SYSTEM

In order that the faculty may be of service to Galveston College students in planning and attaining their academic and vocational goals, "core advisors" from each division are available to advise students. Students should meet with their advisors to plan each semester's schedule prior to each registration.

## STUDENT ACTIVITIES

### Purposes and General Information

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

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

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

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

**Service organizations** which promote student involvement in the community.

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

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

**Athletics:** During 1991-92 Galveston College will reestablish an

intercollegiate athletic program with the return of men's baseball. Galveston College will participate in what is generally regarded as the most competitive junior/community college athletic conference in the country. Galveston College will begin competition in men's baseball during the Fall 1991 Semester. A women's intercollegiate sports effort is scheduled to begin competing during the 1992-93 academic year. For further information on athletic scholarships, team requirements, or any other facts regarding intercollegiate athletics, please contact the Head Baseball Coach at Galveston College.

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

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

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

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

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

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

**Horticulture Club:** This club was organized in the fall of 1990. The purpose of the club is to extend the horticulture education outside the classroom through group discussions, field trips, and research projects; for the general enhancement of the community through horticulture awareness; and to promote community interest in the Horticulture Program. There are no dues and meetings are held regularly at announced times.

**Intramurals:** Intramural activity at the College includes such activities as: racquetball, tennis, wallyball, volleyball, table tennis, fun walks and softball. All activities are run with both male and female divisions or co-ed.

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

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

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

The purpose of the club is to unite individuals with a common interest and to acquaint them with available career opportunities. The club provides opportunities for competition in a number of athletic events as well as provides a

variety of outdoor educational opportunities. The club owns canoes and explores the waterways of the state.

The club serves the needs of the College and community whenever possible helping with student recruitment, orientation, and registration. The club annually hosts the American Heart Association "Jump Rope for Heart."

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

#### **Student Nurses Association:**

The Student Nurses Association was established in February, 1968. It is composed of students in the Associate Degree Nursing Program classified as active members and pre-Nursing students classified as associate members. The organization seeks to assume responsibility for contributing to nursing education in order to provide for the highest quality health care, to provide programs representative of fundamental and current professional interests and concerns and aid in the development of the whole person, his professional role, and his responsibility for the health care of people in all walks of life. Dues-paying members in the Galveston College Student Nurses Association are recognized as members of the Texas Student Nurses Association and the National Student Nurses Association.



## **STUDENT DEVELOPMENT SERVICES**

STUDENT  
ORGANIZATIONS



## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

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

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

### **A. Freedom of Expression**

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

Whether expressing themselves as individual or in organized groups, members of the college community are expected to conduct themselves responsibly, according to law, and to respect the basic educational goals of

the college. Accordingly, the college insists that free express not violate the rights of others. Disruption of the educational process and functions of the college, or violation of law, would constitute such a violation.

### **B. Freedom of Access**

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

### **C. Freedom of Association**

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

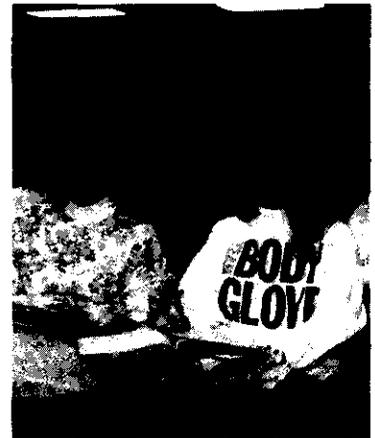
### **D. Academic Rights of Students**

The college has the responsibility of providing a program of quality education in keeping with its financial resources; students have protection through campus designed procedures against prejudiced or capricious academic evaluation. Student performance shall be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students are responsible for the proper completion of their academic program, for familiarity with all requirements of the college catalog and for maintaining an acceptable grade point average for degree requirements.

### **E. Student Records**

Student records are maintained for the benefit of the student. They are used to promote the instruction, career development, guidance, and educational progress of the student. In accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended, the student has access to specific information

## **STUDENT RIGHTS AND RESPONSIBILITIES**



## STUDENT RIGHTS AND RESPONSIBILITIES



contained in his or her official records as specified by that act. Student records may be released to other persons, agencies, or institutions with a demonstrated interest in the student only if a written release has been signed by the student. College staff shall have access to student records when there is a demonstrated educational interest in the student.

### F. Standards of Conduct

The college considers the following code of standards and expectations as being consistent with its purpose as an educational institution. It is not a comprehensive code of conduct, but a prescription of procedures necessary for meeting practical, routine requirements of an academic community.

Disciplinary action may result from any violation of civil or criminal law while on college property, or the commission of any of the following actions:

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the college (plagiarism and cheating refer to use of unauthorized books, notes, or otherwise securing help in a test; copying tests, assignments, reports or term papers).
2. Forgery, alteration or misuse of college documents, records, funds or identification.
3. Conduct which materially or substantially disrupts the educational process of the college.
4. Physical abuse or harassment of another person, or conduct threatens or endangers the health and safety of others.
5. Theft or malicious destruction, damage, or misuse of college or private property (including library materials).
6. Failure to comply with the lawful directions of college personnel acting in performance of their duties.
7. Disorderly, lewd, indecent or obscene conduct or behavior which interfere with the functioning of the academic community during an authorized college class, field trip, seminar, competition or other meeting or sponsored activity on or off college property.
8. Unauthorized entry to or use of college facilities.
9. Possession or use of firearms, explosives, dangerous chemicals or

other dangerous weapons on college property except as expressly authorized by campus procedures.

10. Possession, consumption, being perceptibly under the influence, or furnishing of alcoholic beverages on campus property or student organization supervised functions, except as provided by rules and procedures of Galveston College.
  11. Possession, consumption, being perceptibly under the influence or furnishing of any narcotic or dangerous drugs except when use or possession is lawfully prescribed by an authorized medical doctor or dentist.
  12. Unauthorized use of college funds, equipment and supplies (including falsely representing oneself as an agent of the college) incurring debts and entering into contract on behalf of the college.
  13. Failure to be responsible for financial obligations to the college, including failure to repay loans and deferred payment agreements. (Issuing dishonored checks to the college.)
  14. Violations of published college regulations, including those related to entry and use of college facilities, the rules in this section, and any other regulations which may be enacted with this document.
- ### G. Disciplinary Procedures
- A student, faculty, or staff member of Galveston College may initiate disciplinary action against a student for violation of the campus Code of Conduct. Allegations concerning student misconduct must be in writing and signed by the complaining party.
1. The Vice President and Dean of Student Development Services shall receive, investigate and notify the student in writing of allegations of misconduct. The student shall be requested to meet with the Vice President and Dean of Student Development Services to determine whether disciplinary action is required. Notice of the conference will be given to the student two days prior to the scheduled appointment. The student may present any explanations, defenses, and/or mitigation of his/her conduct at the time of the conference.

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

#### H. Sanctions

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

1. Censure: A written warning by the Vice President and Dean of Student Development Services.
2. Disciplinary Probation: Probationary status for a specified period of time.
3. Suspension: Forbidden to attend

classes for the remainder of the term, but permitted to register for the following term.

4. Expulsion: Termination of student status.
  5. Restitution: Reimbursement for damage to or misappropriation of property.
- I. Summary Suspension  
Summary suspension may be used to protect the school from clear and present danger of disorder or threat to safety of students or staff and/or property. A suspended student is not to occupy any portion of the campus. Summary suspension shall be for the purpose of investigations of the event or events in which the student or students were allegedly involved.

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### **STUDENT GRIEVANCE PROCEDURES**

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

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

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

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

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

## **STUDENT RIGHTS AND RESPONSIBILITIES**

STUDENT  
GRIEVANCE

## STUDENT RIGHTS AND RESPONSIBILITIES

### STUDENT GRIEVANCE

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

#### B. Filing of Formal Grievance

If resolution is not reached, the student shall obtain within 15 calendar days, a Student Grievance Form from the office of the Vice President and Dean of Student Development Services. Upon completion of this form, the student shall make an appointment with the Vice President and Dean of Student Development Services and submit the completed form. The Vice President and Dean will then forward the completed form to the Chairperson of the Student Welfare Committee who will schedule a hearing to be held within ten working days of the submission of the completed Student Grievance Form.

#### C. Hearings

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

#### D. Committee Recommendations

1. The Committee will submit a report of its deliberations and recommendations to the President within five (5) working days after the conclusion of the hearing.
2. The report will include a copy of the grievor's written complaint; a supplemental statement of issues by the Committee, if necessary, and a summary of facts determined pertinent by the Committee through its investigation and hearing.
3. The President will notify the student of his/her decision in writing within fifteen (15) calendar days of receiving the Student Welfare Committee recommendations.
4. If the outcome of the President's decision is not to the student's satisfaction, the student may submit to the President, in writing and within ten (10) calendar days, a request to place the matter on

the agenda of the Board of Regents of Galveston College.

5. The College President or designee shall inform the student of the date, time, and place of the hearing. The Board Chair shall establish a reasonable time limit for complaint presentations. The Board shall listen to the student's complaint and take whatever action it deems appropriate.
6. The Board's consideration shall be based on the complaint records developed at the administrative reviews and no new evidence shall be received by the Board. Each side shall be entitled to make oral arguments based on the complaint record within the time restrictions established by the Board.
7. If the complaint involves complaints or charges about an employee, it will be heard by the Board in executive session unless the employee complained about requests it to be public.

**STUDENT-FACULTY CLASSROOM RELATIONSHIP:** The student-teacher relationship is a very delicate one and normally should be treated as one adult to another in face-to-face dealing. However, any disruptive influences exhibited by a student in a classroom may be cause for his being barred from further attendance in the class. This is strictly a determination by the teacher and good judgment should be exercised in this action. When, in the teacher's judgment, it becomes necessary to bar a student from further class attendance, the facts of the situation should be reported to the Vice President and Dean, Student Development Services for possible investigation or disciplinary

action. Normally, the College expects such difficulties to be handled by the instructor without resort to such measures.

**STUDENT WELFARE COMMITTEE:** The Student Welfare Committee consists of at least one faculty member from each of the instructional divisions, Dean of Admissions and Student Records, Assistant Dean of Counseling, Assistant Dean of Financial Aid, Assistant Dean for Student Life and Minority Affairs, and two students. This committee may review policies and procedures in the areas of admission, residency, retention, academic probation and suspension, and financial aid. Student appeals of academic suspension will be processed by the Dean of Admissions in conference with a counselor. Students appealing financial aid suspension may be processed by a hearing committee composed from members of the Student Welfare Committee. A student's next step in these appeal procedures would be to the Vice President and Dean of Student Development Services. The committee may also conduct a hearing after a student has filed a formal grievance (See STUDENT GRIEVANCE PROCEDURES).

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

**SUMMONS TO ADMINISTRATIVE OFFICES:** At times it becomes necessary that a student be requested to report to an administrative office for a conference. The summons may be transmitted by letter, by telephone, by notices on bulletin boards, or by other means of communication. A student who receives a summons is expected to report immediately. Failure to heed such summons may make a student liable for suspension.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

CLASSROOM  
RELATIONSHIP

HAZING

SUMMONS

EDUCATIONAL PROGRAMS



**DIVISION OF BUSINESS  
AND COMMUNITY  
EDUCATION**

**BUSINESS**

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

**PROGRAMS OF STUDY**

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

- Business Administration
- Pre-Health Care Administration
- Pre-Health Information Management

Programs of study for the Associate of Arts and Sciences degree parallel the first two years required for Bachelor of Arts and Bachelor of Science degrees at senior colleges and universities. However, because degree requirements sometimes vary among colleges and universities, students should select courses with the assistance of Galveston College counselor or faculty advisor. General degree requirements are listed on page 54; detailed programs of study may be obtained from the Counseling Office.

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

- Accounting
- General Secretarial
- Medical Secretary Option
- Management Development
- General Management Option
- Hospitality Management Option
- Marketing Option
- Small Business Management Option

These programs are intended to prepare students for immediate employment; although most offer a degree

of transferability to senior colleges and universities. For information on transferability, students should see a Galveston College counselor or faculty advisor.

**CERTIFICATE PROGRAMS**

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

- Clerk Typist
- Food Preparation/Culinary Arts
- General Management
- Hospitality Management
- Information Processing Specialist
- Marketing
- Medical Transcriptionist
- Small Business Management

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

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

**FIRST YEAR**

		First Semester	
Course		Description	Credit Hours
ENGL	1301	College Composition	3
BIOL	2401	Anatomy and Physiology I	4
PSYC	2301	Introduction to Psychology	3
MATH	1314	College Algebra	
or			
MATH	1324	Finite Business Mathematics	3
HIST	1301	United States History to 1877	3
			16
		Second Semester	
ENGL	1302	Composition and Rhetoric	3
BIOL	2402	Anatomy and Physiology II	4
SOCI	1301	Introduction to Sociology	3
HIST	1302	United States History from 1877	3
ACCT	2401	Principles of Accounting I	4
			17

**EDUCATIONAL  
PROGRAMS**

BUSINESS

PROGRAMS OF  
STUDY

CERTIFICATES

PRE-HEALTH  
CARE  
ADMINISTRATION

## EDUCATIONAL PROGRAMS

PRE-HEALTH INFORMATION MANAGEMENT

ACCOUNTING



### SECOND YEAR

<b>First Semester</b>			
GOVT 2302	Texas Government	3	
MDRT 1301	Medical Terminology	3	
SPCH 1301	Beginning Public Speaking		
or			
SPCH 1305	Business and Professional Speaking	3	
COSC 1407	Microcomputer Systems and Their Applications I	4	
PSYC 2307	Applied Psychology	3	
		16	
<b>Second Semester</b>			
GOVT 2301	Federal Government	3	
OFAD 2312	Medical Office Management	3	
ACCT 2309	Accounting Information Systems	3	
BUSI 2301	Business Law	3	
MGMT 2310	Strategic Planning	3	
		15	
TOTAL SEMESTER CREDIT HOURS IN PROGRAM.....			64

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

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

### FIRST YEAR

<b>First Semester</b>			
Course	Description	Credit Hours	
ENGL 1301	College Composition	3	
HIST 1301	United States History to 1877	3	
BIOL 1408	General Biology I	4	
MGMT 1302	Personnel Administration	3	
PHED	Activity	1	
Elective	MATH 1312 or ACCT 2401		
		3 or 4	
		17 or 18	
<b>Second Semester</b>			
ENGL 1302	Composition and Rhetoric	3	
HIST 1302	United States History from 1877	3	
BIOL 2401	Anatomy and Physiology I	4	
OFFT 1402	Principles of Information Processing	4	
PHED	Activity	1	
		15	

### SECOND YEAR

<b>First Semester</b>			
BIOL 2402	Anatomy and Physiology II	4	
Elective	Humanities	3	
GOVT 2301	Federal Government	3	
SOCI 1301	Introduction to Sociology	3	
PSYC 2301	Introduction to Psychology	3	
		16	
<b>Second Semester</b>			
GOVT 2302	Texas Government	3	
ENGL 2303	Technical Report Writing		
or			
SPCH 1301	Beginning Public Speaking		
or			
SPCH 1305	Business and Professional Speaking	3	
PSYC 2317	Statistical Methods in Psychology	3	
OFFT 2401	Information Processing Applications*	4	
Elective		3	
		16	
TOTAL SEMESTER CREDIT HOURS IN PROGRAM.....			64 or 65

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

**ACCOUNTING**  
(Degree Program)

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

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

### FIRST YEAR

<b>First Semester</b>			
Course	Description	Credit Hours	
ACCT 2401	Principles of Accounting I	4	
ECON 2301	Principles of Economics: Macroeconomics	3	
ENGL 1301	College Composition	3	
MGMT 2301	Human Behavior and Motivation	3	
MATH 1324	Finite Business Mathematics	3	
		16	

<b>Second Semester</b>			
ACCT	2402	Principles of Accounting II	4
BUSI	2301	Business Law	3
MGMT	1302	Personnel Administration	3
ECON	2302	Principles of Economics: Microeconomics	3
ENGL	1302	Composition and Rhetoric	3
			<u>16</u>

**SECOND YEAR**

<b>First Semester</b>			
ACCT	2450	Accounting Cooperative Work Experience and Seminar I	4
ACCT	2304	Intermediate Accounting I	3
ACCT	2306	Federal Income Tax I	3
ACCT	2308	Cost Accounting	3
ACCT	2310	Computerized Accounting Applications	3
			<u>16</u>

<b>Second Semester</b>			
ACCT	2309	Accounting Information Systems	3
ACCT	2305	Intermediate Accounting II	3
ACCT	2307	Federal Income Tax II	3
ACCT	2409	Auditing	4
Elective			3
			<u>16</u>

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

**GENERAL SECRETARIAL  
(Degree Program)**

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

**FIRST YEAR**

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

<b>Second Semester</b>			
ACCT	1401	Elementary Accounting	4
ENGL	1301	College Composition	3
MATH	1312	Intermediate Algebra	
or			
MATH	1314	College Algebra	3
OFFT	1402	Prin. of Information Processing	4
SPCH	1305	Business and Prof. Speaking	3
			<u>17</u>

**SECOND YEAR**

<b>First Semester</b>			
ENGL	1302	Composition and Rhetoric	3
OFFT	2450	Office Technology Coop. Educ. I	4
OFFT	2401	Information Processing Appl.	4
OFFT	2403	Speedwriting	
or			
OFFT	2404	Desktop Publishing	4
			<u>15</u>

<b>Second Semester</b>			
OFFT	2301	Business Communications	3
OFFT	2451	Office Technology Cooperative Education II	
or			
OFFT	2302	Office Automation	4/3
OFFT	2400	Office Procedures	4
OFFT	2402	Advanced Information Processing Applications	4
			<u>14/15</u>

TOTAL SEMESTER CREDIT  
HOURS IN PROGRAM..... 63/64

\*MEDICAL SECRETARY OPTION: Students may substitute BIOL 2401 for MATH 1312 or MATH 1314; MDRT 1301, MDRT 1401 and MDRT 2401 for OFFT 2451, OFFT 2402 and OFFT 2403/2404.

\*\*Requires prerequisite of OFFT 1400 - Beginning Typewriting.

**MANAGEMENT DEVELOPMENT  
(Degree Program)**

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

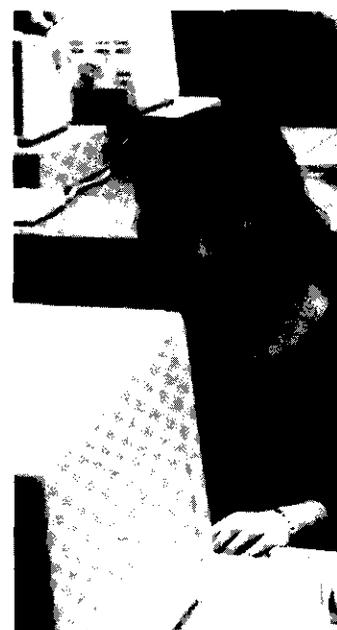
**MANAGEMENT DEVELOPMENT CORE CURRICULUM**

Course	Description	Credit Hours	
ENGL	1301	College Composition	3
ENGL	1302	Composition and Rhetoric	3
BUSI	2301	Business Law	3
ACCT	2401	Principles of Accounting I	4
MGMT	2301	Human Behavior and Motivation	3
MGMT	2302	Organizational Communications	3
MGMT	2308	Principles of Marketing	3
MGMT	1302	Personnel Administration	3
SPCH	1301	Beginning Public Speaking	
or			
SPCH	1305	Business and Professional Speaking	3
GOVT	2302	Texas Government	3
COSC	1407	Microcomputer Systems and Their Applications I	4
MATH	1324	Finite Business Mathematics	3
TOTAL SEMESTER CREDIT			
HOURS IN CORE.....		38	

**EDUCATIONAL  
PROGRAMS**

GENERAL  
SECRETARIAL

MANAGEMENT  
DEVELOPMENT



**EDUCATIONAL PROGRAMS**

MANAGEMENT DEVELOPMENT

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

**FIRST YEAR**

Course	First Semester Description	Credit Hours
MGMT 1301	Introduction to Management	3
ENGL 1301	College Composition*	3
MATH 1324	Finite Business Mathematics*	3
SPCH 1301	Beginning Public Speaking*	
or		
SPCH 1305	Business and Professional Speaking*	
MGMT 2318	Cooperative Education in Management I	3
or		
MGMT Elective		3
		<u>15</u>

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

**SECOND YEAR**

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

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

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

\*Core Classes.

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

**FIRST YEAR**

Course	First Semester Description	Credit Hours
ENGL 1301	College Composition*	3
SPCH 1301	Beginning Public Speaking*	3
MGMT 2301	Human Behavior and Motivation*	3
MGMT 2322	Introduction to the Hospitality Industry	3
MGMT 2323	Hospitality Facilities Management	3
MATH 1324	Finite Business Mathematics	3
		<u>18</u>

Second Semester		
ENGL 1302	Composition and Rhetoric*	3
ACCT 2401	Principles of Accounting I*	4
BUSI 2301	Business Law*	3
MGMT 2324	Health and Safety in the Hospitality Industry	3
MGMT 2325	Guest Relations in the Tourism and Hospitality Industries	3
		<u>16</u>

Summer Semester		
MGMT 2318	Cooperative Education in Management I	3

**SECOND YEAR**

First Semester		
COSC 1407	Microcomputer Systems and Their Applications I*	4
MGMT 2302	Organizational Communications*	3
MGMT 2326	Hospitality Purchasing Management and Inventory Control	3
MGMT 2327	Lodging Management	3
MGMT 2328	Food and Beverage Management	3
		<u>16</u>

Second Semester		
GOVT 2302	Texas Government*	3
MGMT 2308	Principles of Marketing*	3
MGMT 1302	Personnel Administration*	3
MGMT 2329	Food Production Principles	3
MGMT 2330	Food and Beverage Service	
or		
MGMT 2331	Convention Management and Service in the Hospitality Industry	3
Elective		3
		<u>18</u>

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

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

**FIRST YEAR**

Course	First Semester Description	Credit Hours
MGMT 1301	Introduction to Management	3
ENGL 1301	College Composition*	3
MATH 1324	Finite Business Mathematics*	3
SPCH 1301	Beginning Public Speaking*	
or		
SPCH 1305	Business and Professional Speaking*	3
MGMT 2318	Cooperative Education in Management I	
or		
MGMT Elective		<u>3</u>
		15

Second Semester		
Course	Description	Credit Hours
COSC 1407	Microcomputer Systems and Their Applications I*	4
ECON 2301	Principles of Economics I: Macroeconomics	3
MGMT 2301	Human Behavior and Motivation*	3
ENGL 1302	Composition and Rhetoric*	3
MGMT 2308	Principles of Marketing*	3
MGMT 2319	Cooperation Education in Management II	
or		
MGMT Elective		<u>3</u>
		19

**SECOND YEAR**

First Semester		
Course	Description	Credit Hours
BUSI 2301	Business Law*	3
MGMT 1302	Personnel Administration*	3
MGMT 2302	Organizational Communications*	3
MGMT 2315	Industrial, Business and Government Marketing	3
MGMT 2320	Cooperative Education in Management III	
or		
MGMT Elective		<u>3</u>
		15

Second Semester		
Course	Description	Credit Hours
ACCT 2401	Principles of Accounting I*	4
GOVT 2302	Texas Government*	3
MGMT 2304	Sales Management	
or		
MGMT 2303	Retail Management	3
MGMT 2316	Fundamentals of Advertising	3
Elective		<u>3</u>
		16

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

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

**FIRST YEAR**

Course	First Semester Description	Credit Hours
BUSI 1301	Introduction to Business	3
ENGL 1301	College Composition*	3
MATH 1324	Finite Business Mathematics*	3
SPCH 1301	Beginning Public Speaking*	
or		
SPCH 1305	Business and Professional Speaking*	3
ACCT 1401	Elementary Accounting	4
MGMT 1302	Personnel Administration*	<u>3</u>
		19

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

**SECOND YEAR**

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

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

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

\*Core Classes

**EDUCATIONAL  
PROGRAMS**

MANAGEMENT  
DEVELOPMENT

**EDUCATIONAL PROGRAMS**

CERTIFICATE

CLERK TYPIST

FOOD PREPARATION/  
CULINARY ARTS

GENERAL MANAGEMENT

HOSPITALITY MANAGEMENT

**CERTIFICATE PROGRAMS**

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

**CLERK TYPIST**  
(Certificate Program)

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

**FIRST YEAR**

Course	Description	Credit Hours
MGMT 1301	Introduction to Management	3
OFFT 1305	Business English	3
OFFT 1401	Intermediate Typewriting	4
OFFT 1403	Business Mathematics and Calculating Machines	4
OFFT 2304	Word Processing	3
		<u>17</u>
Second Semester		
ACCT 1401	Elementary Accounting	4
OFFT 1402	Principles of Information Proc.	4
OFFT 2301	Business Communications	3
OFFT 2400	Office Procedures	4
		<u>15</u>

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

**FOOD PREPARATION/  
CULINARY ARTS**  
(Certificate Program)

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

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

**FIRST YEAR**

Course	Description	Credit Hours
FOOD 1600	Food Preparation I	6
FOOD 1601	Food Preparation II	6
		<u>12</u>
Second Semester		
FOOD 1602	Food Preparation III	6
FOOD 1603	Food Preparation IV	6
		<u>12</u>

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



**GENERAL MANAGEMENT**  
(Certificate Program)

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

**FIRST YEAR**

Course	Description	Credit Hours
MGMT 1301	Introduction to Management	3
COSC 1407	Microcomputer Systems and Their Applications I	4
MGMT 2301	Human Behavior and Motivation	3
MGMT 1302	Personnel Administration	3
MGMT 2318	Cooperative Education in Management I	
or		
MGMT	Elective	3
		<u>16</u>

Second Semester		
ACCT 2401	Principles of Accounting I	4
BUSI 2301	Business Law	3
MGMT 2302	Organizational Communications	3
MGMT 2308	Principles of Marketing	3
MGMT 2314	Leadership Development in Management	3
MGMT 2319	Cooperative Education in Management II	
or		
MGMT	Elective	3
		<u>19</u>

TOTAL SEMESTER CREDIT HOURS IN PROGRAM..... 34

**HOSPITALITY MANAGEMENT  
EXIT POINT CERTIFICATE**  
(Proposed)

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

**FIRST YEAR**

Courses	Description	Credit Hours
MGMT 2322	Introduction to the Hospitality Industry	3
MGMT 2323	Hospitality Facilities Management	3
MGMT 2324	Health and Safety in the Hospitality Industry	3
MGMT 2325	Guest Relations in the Tourism and Hospitality Industries	3
MGMT 2302	Organizational Communications	3
MGMT 2318	Cooperative Education in Management I	3
		<u>18</u>

<b>Second Semester</b>		
MGMT 2319	Cooperative Education in Management II	3
MGMT 2326	Hospitality Purchasing Management and Inventory Control	3
MGMT 2327	Lodging Management	3
MGMT 2328	Food and Beverage Management	3
MGMT 2329	Food Production Principles	3
MGMT 2331	Convention Management and Service in the Hospitality Industry	3
		<u>18</u>
TOTAL SEMESTER CREDIT		
HOURS IN PROGRAM .....		36

<b>Second Semester</b>		
ACCT 2401	Principles of Accounting I	4
BUSI 2301	Business Law	3
MGMT 2304	Sales Management	
or		
MGMT 2303	Retail Management	3
MGMT 2316	Fundamentals of Advertising	3
MGMT 2315	Industrial, Business and Government Marketing	3
MGMT 2319	Cooperative Education in Management II	
or		
MGMT	Elective	<u>3</u>
		19
TOTAL SEMESTER CREDIT		
HOURS IN PROGRAM .....		35

## EDUCATIONAL PROGRAMS

INFORMATION PROCESSING SPECIALIST

MEDICAL TRANSCRIPTIONIST

MARKETING

### INFORMATION PROCESSING SPECIALIST (Certificate Program)

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

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

### MARKETING (Certificate Program)

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

<b>First Semester</b>		
Course	Description	Credit Hours
BUSI 1301	Introduction to Business	3
COSC 1407	Microcomputer Systems and Their Applications I	4
MGMT 2301	Human Behavior and Motivation	3
MGMT 2308	Principles of Marketing	3
MGMT 2318	Cooperative Education in Management I	
or		
MGMT	Elective	<u>3</u>
		16

### MEDICAL TRANSCRIPTIONIST (Certificate Program)

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

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

TOTAL SEMESTER CREDIT  
HOURS IN PROGRAM..... 30  
\*OFFT 1440 is a prerequisite for OFFT 1401.

**EDUCATIONAL PROGRAMS**

**SMALL BUSINESS MANAGEMENT**

**COMMUNITY EDUCATION**

**PROGRAM AREAS**

**SMALL BUSINESS MANAGEMENT**  
*(Certificate Program)*

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

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

**COMMUNITY EDUCATION**

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

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

Through Community Services, the division offers opportunities for non-traditional adult learners who wish to:

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

**PROGRAM AREAS**

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

**Vocational/Training Programs**

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

Education staff will work with individual companies to develop seminars/workshops that specifically meet company objectives of quality, format, schedule, and cost. The training may be held at Galveston College, off-campus facilities of the company's facility.

### **Small Business Development Center**

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

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

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

### **Adult Education Program**

The Adult Education Program includes three components: Adult Basic Education, General Educational Development (GED) and English as a Second Language. In the Adult Basic Education component, the adult studies reading, writing and arithmetic in preparation for successful completion of requirements for the GED. Galveston College is approved by the American Council on Education as an official GED Test Center. The English as a Second Language component stresses learning to speak, read and write the English language for those whose native language is not English. Registration for English as A Second Language, Adult Basic Education, and General Education Development classes is completed in the classroom on the first day of attendance. No charge is made for any Adult Education program course.

### **General Interest/Leisure Learning**

These classes are offered so that individuals may develop worthwhile hobbies and generally improve their

quality of life as individuals and as citizens in the community.

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### **ENTRANCE REQUIREMENT**

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

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### **REGISTRATION**

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

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### **COST OF CLASSES**

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Because the Community Education programs are self-supporting and do not use tax dollars to support the General Interest/Leisure Learning Classes, costs are based upon actual instructor and material fees. All courses are offered on a non-profit basis, and are offered at the minimum fee level possible.

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### **CERTIFICATION**

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

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### **COMMUNITY EDUCATION SCHEDULE OF CLASSES**

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A special schedule of Community Education classes is published in the fall, spring and summer. Each schedule contains a list of classes to be

## **EDUCATIONAL PROGRAMS**

<p>COMMUNITY EDUCATION</p>
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## EDUCATIONAL PROGRAMS

COMMUNITY  
EDUCATION

offered and a detailed description of the classes. Schedules will be mailed upon request.

### AVAILABLE COURSES

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

#### Adult Vocational/Training Programs

Air Conditioning and Refrigeration

Bookkeeping

- Beginning
- Small Business
- Computerized

Basic Sign Language for Workers with the Deaf

Building Maintenance

Clerical Skills

- Secretarial Procedure
- Beginning Typing
- Computer Keyboarding
- Intermediate Typing
- Personal Typing
- Word Processing

Computer

- Data Entry
- Programming Languages
- Electronic Spreadsheets
- Data Base/File Management
- Desk Top Management
- Introduction to Personal Computers
- Word Processing

Basic Firefighter Certification

CPR Instructor

Cook and Chef Training

Emergency Care Attendant

Emergency Medical Technician

EMT Paramedic Completion

EMT - Special Skills

Spanish for Health Skills

Small Business Management

Security Guard Training

Real Estate

Nurse Assistant

Unit Clerk

#### General Interest/Leisure Learning

Antiques: From A to Z

Art

Bridge

Bird Watching

Acting

Gemology

Genealogy

Dog Obedience

Home Horticulture

Home Repair

Home Beautification

Interior Design

Quilting

Photography

Assertiveness

Stress Management

Time Management

Speed Management

Managing Your Money

Conversational French

Conversational Spanish

Accelerated Spanish

Computer Programming for Youth

Reading Improvement for Children

Home Video Cameras

Salt Water Fishing

Exercise for Fitness

Tennis

Dancing

Golf

Karate

Walking

Yoga

Cooking

Cake Finishing

Defensive Driving

Children's Theatre

Creative Clay for Children

Senior Adult Classes

Elderhostel

## **DIVISION OF HEALTH OCCUPATIONS**

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

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

### **PROGRAMS OF STUDY**

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

Associate Degree Nursing  
Nuclear Medicine  
Radiation Therapy Technology  
Radiographic Technology

In addition, certificate is possible in:

Computerized Tomography Technology  
Magnetic Resonance Technology  
Medical Dosimetry  
Special Procedure Technology  
Vocational Nursing

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

### **ASSOCIATE DEGREE NURSING**

The Associate Degree Nursing Program is approved by the Board of Nurse Examiners for the State of Texas and Accredited by the National League of Nursing.

Nursing is a service to individuals, to families and, therefore, to

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

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

### **Brazosport Cooperative Program**

Galveston College, in cooperation with Brazosport College, offers the first year of the nursing program. All general education courses and nursing courses in the first year of the program are taught on the Brazosport College campus. Nursing courses in the sophomore year are offered on the Galveston College campus. Brazosport Memorial and Angleton-Danbury Hospitals are used as clinical facilities. For course descriptions of the general education courses, see the Brazosport College Catalog. For information concerning enrollment, contact the Office of Admissions at Brazosport College.

### **Cooperating Clinical Facilities**

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

### **ADMISSIONS**

#### **Admission Requirements:**

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

1. Complete the requirements for admission to the college. Admission to the college does not guarantee admission to the nursing program. Application to the nursing program requires the filing of a pre-plan/degree plan which displays:
  - a. satisfactory completion of high school chemistry or the equivalent within five years or satisfactory completion of **MATH 0301 - Math Applications in Physical Science.**
  - b. satisfactory completion of **MATH 0303 - Introductory Algebra** within

## **EDUCATIONAL PROGRAMS**

HEALTH  
OCCUPATIONS

PROGRAMS OF  
STUDY

ASSOCIATE DEGREE  
NURSING



## EDUCATIONAL PROGRAMS

HEALTH  
OCCUPATION

ASSOCIATE DEGREE  
NURSING



5 years or pass the MATH 0303 placement test.

- If placement testing indicates a need for a remediation, successfully complete 14 hours of general education courses required for the degree to include a minimum of 8 semester hours of science.
- Achieve a grade of "C" or better in all required courses and have a minimum overall GPA of 2.0. Only one science course repeat is allowed.

### Procedure After Admission:

Successful applicants will:

- be informed by mail of acceptance into the program. All entering students will be required to attend a Departmental Orientation for new students. All entering students will be notified by mail of the scheduled orientation sessions.
- submit a personal health history form furnished by the UTMB Office of Student Health. Any follow-up physical examinations resulting from this update will be at student expense.
- be certified in Basic Life Support (CPR) at program entry and maintain Certification throughout their course of study.

### State Board Requirements

Students should be advised that permission to take the NCLEX-RN is controlled by the Texas State Board of Registered Nurse Examiners. Students who have been previously convicted of a crime other than minor traffic violations or if ever hospitalized or treated for mental illness and/or chemical dependency may not be approved by the Board for licensure.

### Advanced Placement:

Licensed vocational nurses who meet the Admissions criteria for entry into the nursing program are eligible for advanced placement in the nursing program. Specific information regarding the advanced placement process is available through the Health Occupations Division Office. Students registering for advanced placement will be assessed a separate fee for each course.

### Application Requirements:

Applications for admission to the Associate Degree Nursing Program will be accepted in the Admissions Office beginning September 15 and will continue until the class is filled.

Applicants not admitted to the program are not automatically considered for the next year's class and must re-apply each year. A student who is accepted for the current year's class but does not enroll in the program will be required to re-apply for the next year's class. Students who are **not accepted** for the current year's class will also be required to re-apply for the next year's class.

Students enrolled in developmental or academic courses or completing other admissions requirements should have a Pre-ADN plan on file in the Counseling Office. Only students who have completed all admission requirements will be considered for admission to the Associate Degree Nursing Program.

It is the student's responsibility to see that all requirements are completed.

## ASSOCIATE DEGREE NURSING Degree Program

### FIRST YEAR

Course	Description	Credit Hours
ENGL 1301	College Composition	3
PSYC 2301	Introduction to Psychology	3
		<u>6</u>

#### Fall Semester

NURS 1901	Nursing Process I	9
BIOL 2401	Anatomy and Physiology I	4
PSYC 2308	Child Growth and Development	3
ENGL 1302	Composition and Rhetoric	3
		<u>19</u>

#### Spring Semester

NURS 1602	Nursing Care of Adults with Medical Surgical Problems I	6
BIOL 2420	Microbiology	4
SOCI 1301	Introduction to Sociology	3
BIOL 2402	Antomy and Physiology II	4
		<u>17</u>

### SECOND YEAR

#### Summer Session

NURS 1503	Nursing Care of Patients with Impaired Interpersonal Relationships	5
GOVT 2302	Texas Government	3
		<u>8</u>

#### Fall Semester

NURS 2604	Nursing Care of the Childbearing Family	6
NURS 2605	Nursing Care of Children	6
		<u>12</u>

Spring Semester		
NURS 2601	Nursing Care of Adults with Medical Surgical Problems II	6
NURS 2502	Nursing Care of Adults with Medical Surgical Problems III	5
NURS 2103	Nursing Seminar	<u>1</u>
		12
TOTAL SEMESTER CREDIT		
HOURS IN PROGRAM.....		74

## TRANSFER POLICIES

Students who wish to transfer credits should apply for admission to the College in the Counseling Center. Transfer nursing courses are evaluated on a course by course basis. Transfer grades below "C" are not accepted for credit in the nursing program. Transfer students from other nursing programs who meet the standard admission requirements will be admitted on a space-available basis.

The student desiring transfer credit must:

1. meet admission requirements for Galveston College and the Associate Degree Nursing Program.
2. arrange to have transcripts from former institutions sent to the Admissions Office at Galveston College.
3. have a letter of "good standing" from previous nursing programs sent to the Dean, Admissions and Student Records.
4. submit course syllabi for review to the Curriculum Committee of the Associate Degree Nursing Program.

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## ACADEMIC PROGRESSION REQUIREMENTS

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### Grading System and Repetition of Courses

The student will:

1. be required to achieve a grade of "C" or better in all nursing and science courses required in the ADN curriculum to progress in the nursing program.
2. satisfy the required objectives in clinical performance as well as in theory for each nursing course. Students are subject to failure or dismissal at any time for documented incidents of unsatisfactory/unsafe clinical performance.
3. complete nursing and science courses in sequence and within a period of five years.

Students with a grade of "W", "F", "AWF", or "I" in any nursing course and not dismissed may repeat the course on a space available basis after meeting the criteria for re-admission. Students applying for transfer or readmission who are in

good academic standing may have priority over a student with one nursing failure.

Students with two failures in nursing and/or science courses will be dismissed from the ADN program without the option of readmission. Students who withdraw passing from required science courses must provide documentation from instructor.

### Withdrawal Requiring Application for Readmission

Students withdrawing from the nursing program who wish to be considered for readmission must submit a written request to the Dean, Admissions and Student Records. A student in good academic standing is eligible to reenter the program the following year pending the availability of space and completion of re-admission requirements. A student who remains out of the program for more than one year will be considered for readmission on an individual basis. Students dismissed from the program for academic failure who desire to be readmitted to the program will be reviewed by the Admissions and Progression Committee. Students will be notified of admission status prior to the first day of class.

### Professional Liability Insurance

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

### Other Expenses

Students will be assessed non-refundable fees at the time of registration to cover the costs of the National League for Nursing Examinations or equivalent given throughout the program.

Uniforms, lab coats, shoes, name pins and identification insignia are required purchases during the first semester of the program.

### Nursing Student Organization

All students enrolled in the Nursing program are eligible for membership in the Nursing Student Association. Membership is available with the Texas Nursing Students Association and the National Student Nurses' Association.

## EDUCATIONAL PROGRAMS

ASSOCIATE DEGREE NURSING
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## EDUCATIONAL PROGRAMS

### RADIOLOGIC HEALTH SCIENCES

## RADIOLOGIC HEALTH SCIENCES

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

The Radiologic Health Science programs are divided into two categories—associate degree programs and certificate programs. The Radiologic Health Science programs that lead to an Associate in Applied Science degree are in Nuclear Medicine Technology, Radiation Therapy Technology and Radiographic Technology. The Radiologic Health Science programs that lead to a certificate of completion are in Computerized Tomography, Medical Dosimetry, Magnetic Resonance Imaging and Special Procedures. These are advanced programs that require credentials, such as certification or registry in a radiologic field, as a prerequisite.

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

## NUCLEAR MEDICINE TECHNOLOGY

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

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

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

Students enroll in the Nuclear Medicine Technology program in the fall and must complete twenty-four months of study with laboratory experience to meet

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

## Admission

### All Admissions:

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

### Standard Admissions:

1. Have appropriate test scores which permit enrollment in college level courses. See Placement Test Requirements for English, Reading and Mathematics on pages 35 and 36 of the current catalog for specific scores.
2. Meet the prerequisites stated for courses required in the curriculum.
3. Have completed one year of high school biology. Additional courses in the natural and physical sciences are recommended. Only those courses where the student earned a grade of "C" or better will be considered in fulfilling this requirement.
4. Have a cumulative grade point average of 2.0 on a 4.0 scale for all previous college coursework.

### Alternative Admissions:

1. If scores are below the limits adopted by Galveston College as satisfactory achievement of admission to college level courses, complete the requirements to remedy the deficiency.
2. Complete the prerequisites stated for courses required in the curriculum as necessary.
3. Those applicants who are registered in Radiography, Medical Technology or Nursing and/or possess a Bachelor's or Associate degree in a science, may not be required to take an aptitude test. This decision will rest with the Program Director upon recommendation of the

### NUCLEAR MEDICINE TECHNOLOGY

Galveston College Counseling Office.  
These applicants will be notified of the  
decision after the personal interview.

**Transfer Admissions:**

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

**NUCLEAR MEDICINE  
TECHNOLOGY**  
(Degree Program)

**Progression Requirements:**

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

**FIRST YEAR**

		<b>Fall Semester</b>	
<b>Course</b>	<b>Description</b>	<b>Credit</b>	
NUMT 1401	Introduction to Nuclear Medicine Technology		4
RAHS 1301	Radiation Biology and Safety		3
RAHS 1302	Patient Care and Ethics		3
RAHS 1303	Data Analysis		3
RAHS 1304	Radiological Physics I		3
			16
		<b>Spring Semester</b>	
BIOL 2401	Anatomy and Physiology I		4
NUMT 1101	Nuclear Medicine Clinical Practicum I		1
NUMT 1201	Radiochemistry and Radiopharmacy		2
NUMT 1301	Nuclear Medicine Methodology I		3
NUMT 1302	Nuclear Medicine Instrumentation		3
RAHS 1305	Radiological Physics II		3
			16
		<b>Summer Semester I</b>	
NUMT 1102	Nuclear Medicine Data Processing		1
ENGL 1301	College Composition		3
			4
		<b>Summer Semester II</b>	
ENGL 1302	Composition and Rhetoric		3
ELEC*	Social/Behavioral Science		3
			6

**SECOND YEAR**

		<b>Fall Semester</b>	
BIOL 2402	Anatomy and Physiology II		4
NUMT 2301	Nuclear Medicine Methodology II		3
NUMT 2501	Nuclear Medicine Clinical Practicum II		5
			12
		<b>Spring Semester</b>	
Elective*			3
NUMT 2302	Nuclear Medicine Methodology III		3
NUMT 2601	Nuclear Medicine Clinical Practicum III		6
			12
		<b>Summer Semester I</b>	
NUMT 2303	Nuclear Medicine Seminar		3
NUMT 2304	Nuclear Medicine Clinical Practicum IV		3
			6
TOTAL SEMESTER CREDIT			
HOURS IN PROGRAM.....			72

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

\*\*Free Elective.

**RADIATION THERAPY  
TECHNOLOGY**

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

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

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

There is a tremendous demand nationwide for skilled, registered Radiation Therapy Technologists that is expected to increase in the coming years. With

**EDUCATIONAL  
PROGRAMS**

NUCLEAR  
MEDICINE  
TECHNOLOGY

RADIATION  
THERAPY  
TECHNOLOGY

**EDUCATIONAL PROGRAMS**

RADIATION THERAPY TECHNOLOGY

advanced training/education, Radiation Therapy Technologists also have opportunities to pursue careers in dosimetry, medical physics, teaching and administration.

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

**Admission**

**All Admissions:**

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

**Standard Admissions:**

1. Have appropriate test scores which permit enrollment in college level courses. See Placement Test Requirements for English, Reading and Mathematics on pages 35 and 36 of the current catalog for specific scores.
2. Meet the prerequisites stated for courses required in the curriculum.
3. Have completed one year of high school biology. Additional courses in the natural and physical sciences are recommended. Only those courses where the student earned a grade of "C" or better will be considered in fulfilling this requirement.
4. Have a cumulative grade point average of 2.0 on a 4.0 scale for all previous college coursework.

**Alternative Admissions:**

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

**Transfer Curriculum:**

1. Submit documents from an accredited radiation therapy technology program.
2. Have completed all previous coursework with a grade of "C" or better.

**RADIATION THERAPY TECHNOLOGY  
(Degree Program)**

**Progression Requirements:**

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

**FIRST YEAR**

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

**Spring Semester**

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

**Summer Semester I**

ENGL 1302	Composition and Rhetoric	3
PSYC 2301	Introduction to Psychology	
or		
SOCI 1301	Introduction to Sociology	
or		
GOVT 2302	Texas Government	3
		6

**Summer Semester II**

RATT 1202	Intermediate Technical Skills II	2
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**SECOND YEAR**

**Fall Semester**

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

**Spring Semester**

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

**Summer Semester**

RATT 2103	Radiation Therapy Technology Seminar	1
RATT 2305	Advanced Technical Skills III	3
		4

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

\*Free Elective

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

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

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

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

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

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

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

## **RADIOGRAPHIC TECHNOLOGY** **ADMISSION REQUIREMENTS**

### **All Admissions:**

- 1) Meet General Admission requirements and be at least 18 years of age.
- 2) After all other admission requirements are met, schedule an appointment for a

personal interview with the Program Director.

- 3) Consult with the Program Director if previously convicted of a crime other than minor traffic violations.

### **Standard Admissions:**

- 1) Have appropriate test scores which permit enrollment in college level courses. See Placement Test Requirements for English, Reading and Mathematics on pages 35 and 36 of the current catalog for specific scores.
- 2) Meet the prerequisites stated for courses required in the curriculum.
- 3) Have completed one year of high school biology. Additional courses in the natural and physical sciences are recommended. Only those courses where the student earned a grade of "C" or better will be considered in fulfilling this requirement.
- 4) Have a cumulative grade point average of 2.0 on a 4.0 scale for all previous college coursework.

### **Alternative Admissions:**

If scores are below the limits adopted by Galveston College as satisfactory achievement of admission to college level courses, students must complete the requirements to remedy the deficiency.

### **Transfer Admissions:**

- 1) Students may not be admitted on a transfer basis if currently on academic probation or suspension.
- 2) ACT scores are not considered in the transfer situation.
- 3) The student is transferred using the current degree. If discrepancies exist, the student must take the prescribed courses.

## **RADIOGRAPHIC TECHNOLOGY** **(Degree Program)**

### **Progression Requirements:**

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

## **EDUCATIONAL PROGRAMS**

RADIOGRAPHIC  
TECHNOLOGY



## EDUCATIONAL PROGRAMS

RADIOGRAPHIC TECHNOLOGY

CERTIFICATES

### FIRST YEAR

Fall Semester		
Course	Description	Credit
RAHS 1301	Radiation Biology and Safety	3
RAHS 1302	Patient Care and Ethics	3
RAHS 1303	Data Analysis	3
RADT 1301	Radiographic Positioning I	3
RADT 1401	Fundamentals of Radiography Practicum I	4
		<u>16</u>

Spring Semester		
Course	Description	Credit
BIOL 2401	Anatomy and Physiology I	4
RADT 1302	Practicum II	3
RADT 1303	Radiographic Techniques and Exposure	3
RADT 1304	Radiographic Positioning II	3
		<u>13</u>

Summer Semester I		
Course	Description	Credit
ENGL 1301	College Composition	3
RADT 1305	Practicum III (12-week session)	3
		<u>6</u>

Summer Semester II		
Course	Description	Credit
ENGL 1302*	Composition and Rhetoric	3

### SECOND YEAR

Fall Semester		
Course	Description	Credit
RADT 2301	Radiologic Physics	3
RADT 2302	Pathology	3
RADT 2303	Practicum IV	3
BIOL 2402	Anatomy and Physiology II	4
		<u>13</u>

Spring Semester		
Course	Description	Credit
RADT 2304	Practicum V	3
RADT 2305	Special Procedures	3
RADT 2306	Trauma Radiography	3
RADT 2307	Quality Assurance	3
Elective**	Social/Behavioral Science	3
		<u>15</u>

Summer Semester I		
Course	Description	Credit
RADT 2308	Practicum VI	3
RADT 2309	Radiologic Technology Seminar	3
		<u>6</u>

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

\*Pending Approval.

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

## CERTIFICATE PROGRAM

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

COMPUTERIZED TOMOGRAPHY  
MAGNETIC RESONANCE IMAGING  
MEDICAL DOSIMETRY  
SPECIAL PROCEDURE

### General Procedures for all Programs:

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

### Computerized Tomography Technology

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

### Magnetic Resonance Imaging

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

### Medical Dosimetry

Applicant must be registered Radiation Therapy Technologist (ARRT or equivalent) and have 3 years experience as a registered radiation therapy technologist. Dosimetry I and Dosimetry II or equivalent courses taken in the radiation therapy curriculum must be completed with a grade "B" or better to be accepted.

After all other admission requirements are met, the applicant will schedule an appoint for a personal interview by the admissions committee.

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

### Special Procedure Technology

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

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

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

## EDUCATIONAL PROGRAMS

COMPUTERIZED TOMOGRAPHY

MAGNETIC RESONANCE IMAGING

### COMPUTERIZED TOMOGRAPHY TECHNOLOGY

*(Certificate Program)*

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

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

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

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

### MAGNETIC RESONANCE IMAGING

*(Certificate Program)*

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

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

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

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

**EDUCATIONAL PROGRAMS**

MEDICAL DOSIMETRY

SPECIAL PROCEDURE TECHNOLOGY

Course	Description	Credit Hours
RAHS 3201	Tomographic Anatomy	2
MARI 3201	MRI Physics and Instrumentation	2
MARI 3302	MRI Methodology	3
MARI 3501	MRI Clinical Applications I	5
MARI 3502	MRI Clinical Applications II*	5
		17
TOTAL SEMESTER CREDIT		
HOURS IN PROGRAM.....		17

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

**MEDICAL DOSIMETRY**  
*(Certificate Program)*

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

**FIRST YEAR**

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

Spring Semester		
Course	Description	Credit Hours
SPCH 1306	Interpersonal Communications	
or		
PHIL 2303	Introduction to Logic	3
RATD 3202	Medical Dosimetry Physics II	2
RATD 3204	Radiation Oncology Seminar II	2
RATD 3302	Instrumentation and Methodology in Dosimetry II	3
RATD 3502	Clinical Applications in Dosimetry	5
		15

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

TOTAL SEMESTER CREDIT		
HOURS IN PROGRAM .....		37

**SPECIAL PROCEDURE TECHNOLOGY**  
*(Certificate Program)*

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

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

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

## Vocational Nursing

### ADMISSIONS

#### Admission Requirements:

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

1. complete the requirements for admission to the College. Admission to the College does not guarantee admission to the Vocational Nursing Program.
2. attain test scores which permit enrollment in college level courses. Test scores must be no more than five years old.
3. satisfactorily complete nine credit hours of general academic college level courses from the approval list. The minimum overall GPA acceptable for admission to the Vocational Nursing Program is 2.0 "C" is the minimum acceptable grade for all courses on the approved list. Each science course may be repeated only one time. Science courses must have been completed within the past 5 years.

#### Procedure After Admission:

Successful applicants will:

1. be informed by mail of acceptance to the program. All entering students will be required to attend a Departmental Orientation for new students. All entering students will be notified by mail of the dates and times of the scheduled orientation sessions.
2. submit a personal health history form furnished by the UTMB Office of Student Health. Any follow-up physical examinations resulting from this update will be at student expense.
3. be certified in Basic Life Support (CPR) at program entry.

#### State Board Requirements:

Students should be advised that permission to take the NCLEX-PN for licensure as a vocational nurse is controlled by the Texas State Board of Vocational Nurse Examiners. Students who have been previously convicted of a crime other than minor traffic violations or if ever hospitalized or treated for mental illness and/or chemical dependency may not be approved by the Board for licensure.

### TRANSFER ADMISSIONS

The "Transfer" category refers to prospective students who desire to enter Galveston College Vocational Nursing Program after taking courses at another College or University. Admission of transfer students is based upon an individual review of previous course work and space available. Transfer students must:

1. meet admission requirements including math and language proficiency levels.
2. have official transcripts of all previous college level credits on file in the Admissions Office
3. have a letter of good standing submitted directly from Director/Dean of previous nursing program. (Only for students who have been previously enrolled in a nursing program.)
4. have transcripts of all previous vocational nursing courses on file in the Admissions Office.

### RE-ADMISSIONS

The category refers to students who are admitted to the Vocational Nursing Program, leave prior to completion and apply to return to the program. Readmission is based upon an individual review of the student's record and space-availability. The applicant must:

1. submit a written request to the Dean, Admissions and Student Records.
2. meet stated admission requirements including math and language proficiency levels.
3. satisfactorily complete readmission requirements identified at the time of exit.

### APPLICATION DEADLINE

Applications for admission to the Vocational Nursing Program will be accepted in the Admissions Office beginning September 15 and will continue until the class is filled.

Applicants not admitted to the program are not automatically considered for the next year's class and must re-apply each year. A student who is accepted for the current year's class but does not enroll in the program will be required to re-apply for the next year's class. Students who are **not accepted** for the current year's class will also be required to re-apply for the next year's class.

Student enrolled in developmental or academic courses or

## EDUCATIONAL PROGRAMS

VOCATIONAL  
NURSING



**EDUCATIONAL PROGRAMS**

VOCATIONAL NURSING

HUMANITIES

completing other admissions requirements should have a Pre-VNR plan on file in the Counseling Office. Only students who have completed all admission requirements will be considered for admission to the Vocational Nursing Program.

It is the student's responsibility to see that all requirements are completed.

**VOCATIONAL NURSING  
(Certificate Program)**

**Prerequisite: General Education Courses**

Nine Credits from an approved list of general education courses must be completed as a prerequisite for eligibility to be admitted to the vocational nursing program. The approved courses are:

ENGL 1301, BIOL 1322, BIOL 2401, BIOL 2402, BIOL 2420, HUMA 1301 or 1302, PSYC 2301, PSYC 2308, SOCI 1301, COSC 1301, GOVT 2302, HIST 1301, HIST 1302.

BIOL 1322, BIOL 2401, BIOL 2402, BIOL 2420 will count toward satisfaction of general academic prerequisites and will also substitute for VOCN 1200, VOCN 1202, VOCN 1400. (Both BIOL 2401 and BIOL 2402 must be completed for the substitution). SSBI 0301 is strongly recommended. Science courses must have been completed within the past 5 years.

**Program Curriculum**

<b>Fall Semester</b>		
<b>Course</b>	<b>Description</b>	<b>Credit</b>
VOCN 1201	Pharmacology	2
VOCN 1202	Nutrition and Diet Therapy	2
VOCN 1301	Professional/Personal Development in Vocational Nursing	3
VOCN 1400	General Anatomy and Physiology for Vocational Nursing	4
VOCN 1601	Fundamentals of Vocational Nursing	6
		<u>17</u>
<b>Spring Semester</b>		
VOCN 1200	Basic Microbiology for Vocational Nursing	2
VOCN 1302	Maternal Child Health Nursing	3
VOCN 1701	Medical/Surgical Nursing I	7
		<u>12</u>
<b>Summer Semester</b>		
VOCN 1303	Child Health Nursing	3
VOCN 1901	Medical/Surgical Nursing II	9
		<u>12</u>
<b>TOTAL SEMESTER CREDIT</b>		
<b>HOURS IN PROGRAM.....</b>		<b>50</b>

**DIVISION OF HUMANITIES**

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

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

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

## PROGRAMS OF STUDY

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

English	Speech
Music	Mass Media
Performing Arts	Visual Arts

Programs of study for the Associate of Arts and Sciences degree parallel the first two years required for Bachelor of Arts and Bachelor of Science degrees at senior colleges and universities. However, because degree requirements sometimes vary among colleges and universities, students should select courses with the assistance of Galveston College counselor or faculty advisor. General degree requirements are listed on page 54; detailed programs of study may be obtained from the Counseling Office.

## DIVISION OF MATHEMATICS AND SCIENCES

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

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

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

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

## EDUCATIONAL PROGRAMS

PROGRAMS OF STUDY

MATH AND SCIENCES



**EDUCATIONAL PROGRAMS**

PROGRAMS OF STUDY

HORTICULTURE

**PROGRAMS OF STUDY**

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

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

Programs of study for the Associate of Arts and Sciences degree parallel the first two years required for Bachelor of Arts and Bachelor of Science degrees at senior colleges and universities. However, because degree requirements vary among colleges and universities, students should select courses with the assistance of a Galveston College counselor or faculty advisor. General degree requirements are listed on page 54; detailed programs of study may be obtained from the Counseling office.

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

- Landscape and Ornamental Horticulture
- Microcomputer Applications

In addition, certificate programs are now available in Landscape and Ornamental Horticulture, Horticulture

Therapy and Microcomputer Applications. Most of the courses in the certificate programs can be applied toward an A.A.S. degree. Each of these programs is primarily intended to prepare students for immediate employment. Students desiring information on the transferability of courses within these programs to senior colleges or universities should see a Galveston College counselor or faculty advisor.

**LANDSCAPE AND ORNAMENTAL HORTICULTURE (Degree Program)**

The Landscaping of formal gardens and the cultivation of flowers are both ancient and honorable arts. The broad field of landscape and ornamental horticulture is presently increasing at a tremendous rate providing numerous employment opportunities. Commercial establishments developing more landscaped areas, highways and industrial buildings using more civic enthusiasm for parks and playgrounds, and public awareness of the therapeutic and recreational value of landscapes and gardens all contribute to the need for trained people in this area. Also creating a need for trained personnel in horticulture in the increasingly more stringent regulation of conventional chemical pesticide use, the rapidly developing interest and need for biological pest control and organic methods, along with the demand for more water efficient landscape. The A.A. & S., A.A.S. and certificate programs are listed below:



**(A.A. & S. Degree)**

**FIRST YEAR**

		<b>First Semester</b>		
<b>Course</b>	<b>Description</b>		<b>Credit</b>	
BIOL 1411	General Botany		4	
CHEM 1411	General Chemistry I		4	
ENGL 1301	College Composition		3	
HORT 1301	Horticulture Practice I		3	
MATH 1314	College Algebra		3	
			<u>3</u>	
			17	
<b>Second Semester</b>				
CHEM 1412	General Chemistry II		4	
ENGL 1302	College Composition		3	
HORT 1302	Horticulture Practice II		3	
HORT 1303	Landscape Trees, Vines and Shrubs		3	
VISUAL PERFORMING				
ARTS	ARTS 1300 OR DRAM 1310 OR MUSI 1306		3	
			<u>3</u>	
			16	

**SECOND YEAR**

		<b>First Semester</b>		
GOVT 2301	Federal Government		3	
HIST 1301	United States History to 1877		3	
HORT 1401	Landscape Plants I		4	
HORT 2403	Landscape and Plant Protection		4	
ENGL	Sophomore English		3	
			<u>3</u>	
			17	
<b>Second Semester</b>				
GOVT 2302	Texas Government		3	
HIST 1302	United States History from 1877		3	
ENGL	Sophomore English		3	
HORT 2402	Landscape Plants II		4	
HUMA 1302	The Individual and the Community		3	
ELECTIVE	Free Elective		3	
			<u>3</u>	
			19	
TOTAL SEMESTER CREDIT				
HOURS IN PROGRAM.....				69

**(A.A.S. Degree)**

**FIRST YEAR**

		<b>First Semester</b>		
<b>Course</b>	<b>Description</b>		<b>Credit Hours</b>	
BIOL 1411	General Botany		4	
ENGL 1301	College Composition		3	
HORT 1301	Horticulture Practice I		3	
HORT 1401	Landscape Plants I		4	
MGMT 1301	Introduction to Management		3	
			<u>3</u>	
			17	
<b>Second Semester</b>				
CHEM 1405	Fundamentals of Chemistry		4	
ENGL 1302	Composition and Rhetoric		3	
HORT 1302	Horticulture Practice II		3	
HORT 1303	Landscape Trees, Vines and Shrubs		3	
HORT 2402	Landscape Plants II		4	
			<u>4</u>	
			17	

**SECOND YEAR**

		<b>First Semester</b>		
HORT 2403	Landscape and Plant Protection		4	
HORT 2404	Horticulture for Homescape		4	
HORT 2450	Horticulture and Landscaping Cooperative Education I		4	
SPCH 1301	Beginning Public Speaking		3	
	Free Elective		3	
			<u>3</u>	
			18	
<b>Second Semester</b>				
GOVT 2302	Texas Government		3	
HORT 2301	Turf Grass Management		3	
HORT 2302	Soil and Plant Nutrition		3	
HORT 2405	Introduction to Residential Landscape Design		4	
HORT 2451	Horticulture and Landscaping Cooperative Education II		4	
			<u>4</u>	
			17	
TOTAL SEMESTER CREDIT				
HOURS IN PROGRAM.....				69

**EXIT POINT CERTIFICATION IN  
LANDSCAPE AND  
ORNAMENTAL HORTICULTURE**

A certificate program consisting of 2 semesters of coursework and participation in a cooperative education program is available in Landscape and Ornamental Horticulture. This program of study is designed to lead to certification as a Texas Certified Nurseryman licensed by the Texas Association of Nurserymen, and also as a private or commercial certified pesticide applicator through the Texas Department of Agriculture. The horticulture industry offers a wide variety of careers in nurseries, garden centers, landscape and maintenance (interior and exterior) firms, lawn care industry, golf courses, and parks and other areas. In addition, the curriculum also will assist local homeowners in maintaining and improving their individual landscapes, vegetable and fruit gardens.

**Procedures for Enrollment in Program:**

- 1) Obtain application forms from the Registrar and return completed forms to that office.
- 2) Schedule an appointment with the program director or Assistant Dean, Mathematics and Sciences Division.
- 3) Complete READ 0302 or the equivalent; complete or enroll in MATH 0300, and ENGL 0302 or the equivalent.

**EDUCATIONAL  
PROGRAMS**

**HORTICULTURE**

**EDUCATIONAL PROGRAMS**

**HORTICULTURE**

**CURRICULUM**

<b>First Semester</b>		
<b>Course</b>	<b>Description</b>	<b>Credits</b>
HORT 1301	Horticulture Practice I	3
HORT 1401	Landscape Plants I	4
HORT 2301	Turf Grass Management	3
HORT 2450	Horticulture and Landscaping Cooperative Education I	<u>4</u>
		14
<b>Second Semester</b>		
HORT 1303	Landscape Trees, Vines, and Shrubs	3
HORT 2403	Landscape Plant Protection	4
HORT 2404	Horticulture for Homescape	4
HORT 2451	Horticulture and Landscaping Cooperative Education II	<u>4</u>
		15
<b>TOTAL SEMESTER CREDIT</b>		
<b>HOURS IN PROGRAM.....</b>		<b>29</b>

**EXIT POINT CERTIFICATION IN HORTICULTURE THERAPY**

This certificate program prepares individuals for employment in the diverse field of horticulture therapy. Basic principles of horticulture are taught along with their applications for the benefit of special populations, such as the elderly, head-injured and the physically and/or mentally handicapped. Graduates will be prepared for employment in medical and rehabilitation programs serving psychiatric, developmentally disabled, physically disabled, pediatric, adult and geriatric clients.

<b>First Semester</b>		
<b>Course</b>	<b>Description</b>	<b>Credit Hours</b>
HORT 1301	Horticulture Practice I	3
HORT 1401	Landscape Plants I	4
HORT 1402	Introduction to Horticulture Therapy	4
HORT 2450	Horticulture and Landscaping Cooperative Education I	<u>4</u>
		15
<b>Second Semester</b>		
HORT 1302	Horticulture Practice II	3
HORT 1403	Horticulture Therapy for Special Populations	4
HORT 2403	Landscape Plant Protection	4
HORT 2451	Horticulture and Landscaping Cooperative Education II	<u>4</u>
		15
<b>TOTAL SEMESTER CREDIT</b>		
<b>HOURS IN PROGRAM .....</b>		<b>30</b>

**MICROCOMPUTER APPLICATIONS**  
*(Degree Program)*

The advent and application of low cost, high-powered microcomputers has revolutionized the operations of

**MICROCOMPUTERS**

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

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

**(A.A.S. Degree)**

**FIRST YEAR**

<b>First Semester</b>		
<b>Course</b>	<b>Description</b>	<b>Credit</b>
ENGL 1301	College Composition	3
MATH 1312	Intermediate Algebra	3
COSC 1301	Introductory Computing	3
COSC 1407	Microcomputer Systems and Their Applications I	4
COSC 1418	PASCAL Programming	<u>4</u>
		17

<b>Second Semester</b>		
ENGL 1302	Composition and Rhetoric	3
MATH 1324	Finite Mathematics*	3
COSC 1311	Logic and Theory	3
CSCI 2404	Advanced PASCAL	4
CSCI 2405	Microcomputer Systems and Their Applications II	<u>4</u>
		17

**SECOND YEAR**

<b>First Semester</b>		
ACCT 1401	Elementary Accounting	4
ENGL 2311	Technical Report Writing	3
CSCI 2403	Fundamentals of Hardware	4
CSCI 2450	Cooperative Education in Computers I**	<u>4</u>
		15

<b>Second Semester</b>		
GOVT 2302	Texas Government	3
SPCH 1321	Business and Prof. Speaking	3
CSCI 2408	Operating Systems and Networking*	4
CSCI 2451	Cooperative Education in Computers II	<u>4</u>
		14

<b>TOTAL SEMESTER CREDIT</b>		
<b>HOURS IN PROGRAM.....</b>		<b>63</b>

\*Students desiring a more specific orientation toward business may choose to replace MATH 1324 with ACCT 2401 (Principles of Accounting).

\*\*Students may replace either CSCI 2450 or CSCI 2451 requirement with CSCI 2205 (Special Topics in Computer Technology).

**EXIT POINT CERTIFICATION IN  
MICROCOMPUTER  
APPLICATIONS**

Fall Semester		
Course	Description	Credit
ACCT 1401	Elementary Accounting	4
COSC 1301	Introductory Computing	3
COSC 1407	Microcomputer Systems and Their Applications I	4
OFFT 1400	Beginning Typing	4
		15
Spring Semester		
SPCH 1321	Business and Prof. Speaking	3
CSCI 2205	Special Topics in Computer Technology	2
CSCI 2405	Microcomputer Systems and Their Applications II	4
CSCI 2450	Cooperative Education in Computers I	4
		13
TOTAL SEMESTER CREDIT HOURS IN PROGRAM.....		28

**DIVISION OF SOCIAL  
SCIENCES**

This division of the College offers introductory survey courses in the fields of anthropology, criminal justice, economics, geography, government, history, psychology, social work, and sociology. These offerings include those disciplines basic to the associate degrees: the courses in history and government required by state law for all college graduates, and the foundation courses for most bachelor of arts and science degrees. In addition, the division offers vocational programs in fire protection technology for those seeking to advance their careers as firefighters.

The academic courses are the critical difference between simply being trained for a job and being educated for life. It is the mark of all truly educated men and women that they have developed a deeper understanding of the human condition in general and the meaning of their own lives in particular.

Plato, however, argued that we should develop the body as well as the mind: "The aspirant to learning must not limp in his industry, in the one half of him loving, in the other shunning, exercise. This happens when anyone is a lover of gymnastics and the labors of the body yet is not fond of learning or of listening or inquiring. And he too is weak whose interest is one-sided in the reverse way." Therefore, the Galveston College Fitness Center emphasizes wellness, sports, and recreational programs aimed at life-long learning and those skills essential for vigorous leisure-time activities. These programs include college credit courses in physical education or kinesiology.

**PROGRAMS OF STUDY**

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

- |                            |                        |
|----------------------------|------------------------|
| <b>Behavioral Sciences</b> | <b>Social Sciences</b> |
| Anthropology               | Economics              |
| Psychology                 | Geography              |
| Sociology                  | Government             |
| Related Disciplines        | History                |
|                            | Related Disciplines    |

**EDUCATIONAL  
PROGRAMS**

MICROCOMPUTERS

SOCIAL SCIENCES

PROGRAMS OF  
STUDY



**EDUCATIONAL PROGRAMS**

CRIMINAL JUSTICE

**Physical Education and Recreation (Kinesiology)**      **Social Work Alcoholism and Drug Abuse Counseling**

The Associate of Arts and Sciences degree parallel the first two years at senior colleges and universities. However, because degree requirements sometimes vary among colleges and universities, students should select transfer courses or programs with the assistance of a Galveston College counselor or faculty advisor. General requirements for the A.A.& S. degree are listed on page 54.

The following Associate of Applied Science degree and certificate programs are offered within the Division of Social Sciences:

- Criminal Justice (Associate of Applied Science Degree)
  - Criminal Justice (Exit-Point Certificate)
  - Alcoholism and Drug Abuse Counseling, Counselor-in-Training Preparation (Exit-Point Certificate)
  - Fire Protection Technology (Associate of Applied Science Degree)
  - Fire Protection Technology (Exit-Point Certificate)
- Specific degree and certificate information is listed as follows:

**CRIMINAL JUSTICE**  
(Degree Program)

**FIRST YEAR**

		<b>First Semester</b>	
<b>Course</b>	<b>Description</b>	<b>Credit Hours</b>	
ENGL 1301	College Composition	3	
Elective	Mathematics or Computer Science	3 or 4	
HIST 1301	United States History to 1877	3	
CRIJ 1301	Crime in America	3	
PHED	Activity Course	2	
SOCI 1301	Introduction to Sociology	3	
or			
PSYC 2301	Introduction to Psychology	3	
		17 or 18	
<b>Second Semester</b>			
ENGL 1302	Composition and Rhetoric	3	
Elective	Mathematics or Computer Science	3 or 4	
CRIJ 1302	Introduction to Criminal Justice	3	
CRIJ 1303	Fundamentals of Criminal Law	3	
HIST 1302	United States History from 1877	3	
or			
HIST 2303	History of Texas	3	
HUMA 1302	The Individual and the Comm.	3	
		18 or 19	

**SECOND YEAR**

		<b>First Semester</b>	
ENGL	Sophomore Elective	3	
GOVT 2301	Federal Government	3	
SPCH 1315	1318 or 1321 (Elective)	3	
CRIJ Elective	Mathematics, or Computer Science	3 or 4	
CRIJ 1305	The Courts and Criminal Proc.	3	
		18 or 19	

		<b>Second Semester</b>	
CRIJ	Elective	3	
CRIJ	Elective	3	
GOVT 2302	Texas Government	3	
HUMA	Elective	3	
Elective	Free Elective	3	
PHED	Activity Course	1	
		16	

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

**EXIT POINT CERTIFICATION IN CRIMINAL JUSTICE**

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

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

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

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

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

**FIRE PROTECTION  
TECHNOLOGY**  
(Degree Program)

**FIRST YEAR**

First Semester		
Course	Description	Sem
FIRE 1301	Fundamentals of Fire Protection	3
FIRE 1302	Industrial Fire Protection I	3
ENGL 1301	College Composition	3
CHEM 1405	Fundamentals of Chemistry	4
FIRE 2303	Building Codes and Construction	3
Elective	Physical Education Activity Course 1	1
		17

Second Semester		
FIRE 1303	Fire Protection Systems	3
FIRE 1304	Fire Prevention	3
FIRE 1305	Industrial Fire Protection II	3
ENGL 1302	Composition and Rhetoric	3
GOVT 2302	Texas Government	3
Elective	Physical Education Activity Course 1	1
		16

**SECOND YEAR**

First Semester		
FIRE 2301	Fire Administration I	3
FIRE 2302	Fire and Arson Investigation	3
COSC 1407	Microcomputer Systems and Their Applications I	4
ENGL 2311	Technical Report Writing	3
Elective	Fire	3
Elective	Physical Education Activity Course 1	1
		17

Second Semester		
FIRE 2304	Fire Administration II	3
FIRE 2305	Hazardous Materials I	3
FIRE 2401	Fire Fighting Strategy and Tactics	4
Elective	Fire	3
SPCH 1301	Beginning Public Speaking	3
Elective	Physical Education Activity Course 1	1
		17

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

**EXIT POINT CERTIFICATION IN  
FIRE PROTECTION  
TECHNOLOGY**

The program is an alternative to the Associate of Applied Science degree. It provides short-term training in the basics of fire protection technology; however, students must meet all placement test requirements as stated in the Galveston College catalog. Exceptionally low scores on the appropriate tests may limit or prevent a student's entry into the certificate program until required developmental courses are completed.

Those who successfully complete the required 34 hours of college-level course work will be awarded a Galveston College approved Certificate of Achievement in Fire Protection Technology. All courses in the certificate program may be applied toward an A.A.S. degree.

First Semester		
Subject	Description	Credit Hours
FIRE 1301	Fundamentals of Fire Protection	3
FIRE 1302	Industrial Fire Protection I	3
FIRE 1303	Fire Protection Systems	3
FIRE 1304	Fire Prevention	3
FIRE 1305	Industrial Fire Protection II	3
		15

Second Semester		
FIRE 2301	Fire Administration I	3
FIRE 2302	Fire Arson Investigation	3
FIRE 2303	Building Codes and Construction	3
FIRE 2304	Fire Administration II	3
FIRE 2305	Hazardous Materials I	3
FIRE 2401	Fire Fighting Tactics and Strategy	4
		19

TOTAL SEMESTER CREDIT  
HOURS IN PROGRAM..... 34

**EDUCATIONAL  
PROGRAMS**

FIRE PROTECTION  
TECHNOLOGY



**EDUCATIONAL PROGRAMS**

PHYSICAL EDUCATION AND RECREATION

SOCIAL WORK PROGRAM

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

**FIRST YEAR**

Course	First Semester Description	Credit Hours
BIOL 2401	Anatomy and Physiology I	4
ENGL 1301	College Composition	3
HIST 1301	United States History to 1877	3
SPCH 1305	Beginning Public Speaking	3
PHED 1301	Foundation of Physical Education and Recreation	3
PHED	Physical Education Activity	<u>1</u>
		17
<b>Second Semester</b>		
BIOL 2402	Anatomy and Physiology II	4
ENGL 1302	Composition and Rhetoric	3
HIST 1302	United States History from 1877	3
PSYC 2301	Introduction to Psychology	3
or		
SOCI 1301	Introduction to Sociology	3
MATH 1314	College Algebra	3
PHED	Physical Education Activity	<u>1</u>
		17

**SECOND YEAR**

Course	First Semester Description	Credit Hours
ENGL	Sophomore Elective	3
HUMA 1302	The Individual and the Community	3
GOVT 2301	Federal Government	3
COSC 1301	Introductory Computing	3
or		
COSC 1407	Microcomputer Systems and Their Applications I	3 or 4
PHED 2301	First Aid and Safety	3
Elective	Physical Education Activity	<u>1</u>
		16 or 17
<b>Second Semester</b>		
ENGL	Sophomore Elective	3
GOVT 2302	Texas Government	3
MUSI 1301	Fundamentals of Music	3
Elective	Free Elective	3
PHED 1331	Rhythms, Games, and Activities for Children	3
Elective	Physical Education Activity	<u>1</u>
		16

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



**SOCIAL WORK PROGRAM**

**OBJECTIVES**

- I. To provide a two-year university parallel program in social work (with an emphasis on alcoholism and drug abuse counseling).
- II. To provide the basic introductory core curriculum leading to clinical and supervised work experience preparatory to taking the Texas Certification Board of Alcoholism and Drug Abuse Counselors certification examination.
- III. To increase the number of qualified alcoholism and drug abuse counselors as part of the local, state, and national efforts to minimize the impact of alcohol and drug related problems.

**Admission Requirements**

1. Consult with the Assistant Dean, Social Sciences Division or faculty program advisor, prior to admission to the program.
2. Have appropriate test scores which permit enrollment in college-level courses or complete required non-credit developmental courses which permit enrollment in college-level courses.
3. Meet Academic Progression Requirements of the Associate Degree in Social Work program in sociology, psychology, social work or science courses if these courses have been taken during any previous college enrollment.
4. Students seeking special admission must receive permission of the Assistant Dean, Social Sciences Division.

**Progression Requirements**

The quality of the program requires that the minimum acceptable grade in social work, science, sociology, and psychology courses be a "C." Students may repeat one social work, one science, one sociology, and one psychology course. A course dropped after the 12th class day will be considered a repeat. Additional repeats must have the permission of the Assistant Dean, Social Sciences Division. Students failing to maintain a G.P.A. of 2.0 or better must apply to the Assistant Dean for permission to continue in the program. Permission, if granted, will be probationary.

TEXAS CERTIFICATION BOARD OF ALCOHOLISM AND DRUG ABUSE COUNSELORS PROVIDER NUMBER: 0195-88.

**SOCIAL WORK:  
ALCOHOLISM AND DRUG  
ABUSE COUNSELING**  
*(Degree Program)*

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

**FIRST YEAR**

		<b>Summer Session</b>	
<b>Course</b>		<b>Description</b>	<b>Credit Hours</b>
ENGL 1301		College Composition	3
HIST 1301		United States History to 1877	3
			<u>6</u>

		<b>Fall Semester</b>	
<b>Course</b>		<b>Description</b>	<b>Credit Hours</b>
BIOL 1408		General Biology I	
or			
BIOL 2401		Anatomy and Physiology I	4
ENGL 1302		Composition and Rhetoric	3
HIST 1302		United States History from 1877	3
SOCI 1301		Introduction to Sociology	3
SOCI 2331		Current Issues in Sociology: Introduction to Alcoholism and Drug Abuse	3
			<u>16</u>

		<b>Spring Semester</b>	
<b>Course</b>		<b>Description</b>	<b>Credit Hours</b>
BIOL 1409		General Biology II	
or			
BIOL 2402		Anatomy and Physiology II	4
SPCH 1318		Interpersonal Communication	3
PSYC 2301		Introduction to Psychology	3
MATH 1314		College Algebra	3
SOCW 2361		Social Work I: Introduction to Social Work	3
			<u>16</u>

**SECOND YEAR**

		<b>Fall Semester</b>	
<b>Course</b>		<b>Description</b>	<b>Credit Hours</b>
BIOL 1323		Nutrition and Substance Abuse	3
ENGL		Sophomore Elective	3
GOVT 2301		Federal Government	3
PSYC 2320		Behavior Modification	3
SOCW 2362		Social Work II - Social Welfare as a Social Institution	3
Elective		Free Elective	3
			<u>18</u>

		<b>Spring Semester</b>	
GOVT 2302		Texas Government	3
HUMA 1302		The Individual and the Community	3
PSYC 2308		Child Growth and Development	3
PSYC 2302		Applied Psychology: Counseling Methods	3
PSYC 2340		Current Issues in Psychology: Behavioral Aspects of Substance Abuse	3
			<u>15</u>
<b>TOTAL SEMESTER CREDIT</b>			
<b>HOURS IN PROGRAM.....</b>			<b>71</b>

**EXIT POINT CERTIFICATE IN  
ALCOHOLISM AND DRUG  
ABUSE COUNSELING**  
*(Counselor-in-Training Preparation)*

This program prepares students to seek immediate employment as alcoholism and drug abuse counselors-in-training. The Galveston College certificate includes the minimum required 270 clock hours of approved alcoholism and drug abuse education by the Texas Certification Board of Alcoholism and Drug Abuse Counselors (TCBADAC). With this certificate students are eligible to apply for Counselor-in-Training status with TCBADAC. (The Galveston College certificate does not represent full TCBADAC counselor certification.)

It is the responsibility of the students to contact TCBADAC at the beginning of their training to plan educational objectives and to assure compliance with TCBADAC requirements and standards for Counselor-in-Training status. To obtain information contact: TCBADAC, LaCosta Green Building, 1033 La Posada Drive, Suite 220, Austin, Texas 78752, (Telephone 512-459-3305).

**Admission Requirements:**

Students seeking the Galveston College certificate in Counselor-in-Training preparation must:

1. have placement scores which permit enrollment in college-level courses or complete required non-credit developmental courses,
2. meet all individual course prerequisites or have permission of the Assistant Dean, Division of Social Sciences,
3. consult with the faculty program advisor or the Assistant Dean, Division of Social Sciences, before enrollment.

**Progression Requirements:**

The quality of the program requires that the minimum acceptable final grade in all courses in this program be a

**EDUCATIONAL  
PROGRAMS**

<p>DRUG ABUSE COUNSELING</p>
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**EDUCATIONAL PROGRAMS**

SPECIAL PROGRAMS

COOPERATIVE EDUCATION

"C." Students may repeat a course or a workshop only once. A course dropped after the 12th class day or a workshop not completed will be considered a repeat. Applicable courses taken during any previous college enrollment must also meet the above requirements. Students must also fulfill all TASP requirements.

**I. Alcohol and Drug Abuse Specific Required Courses:**

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

**II. Alcohol and Drug Abuse Related Counseling Area Required Courses:**

PSYC 2301	Introduction to Psychology (R)	3
PSYC 2302	Applied Psychology: Counseling Methods (R)	3
PSYC 2320	Behavior Modification (R)	3
TOTAL SEMESTER CREDIT HOURS .....		18

**III. Required Alcohol and Drug Abuse Non-Credit Workshops:**

	Clock Hours CEU'S	
Ethics Training for Alcohol and Drug Abuse Counselors (A&D)	6	.6
Acquired Immune Deficiency Syndrome (AIDS) Education for Alcohol and Drug Abuse Counselors (R)	6	.6
WORKSHOP CLOCK HOUR AND CONTINUING EDUCATION UNITS TOTALS .....	12	1.2

The workshops will be offered during November and April of each academic year. See your program advisor first and then contact the Division of Business and Community Education for specific dates and times.

**SUMMARY:**

To receive the Galveston College Certificate in Alcoholism and Drug Abuse Counseling (Counselor-in-Training Preparation) students must complete the required courses and the two required workshops listed above. All credit courses (excluding workshop clock hours) in this program may be applied toward the A.A. & S. degree in Social Work: Alcoholism and Drug Abuse Counseling.

**SPECIAL INSTRUCTIONAL PROGRAMS**

**COOPERATIVE EDUCATION**

**"Beyond the Classroom"**

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

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

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

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

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

1. File a two-year degree plan, or a one-year plan to obtain a certificate.

2. Begin his/her employment at an approved training station by the 12th class day or withdraw from the Coop course.

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

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

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

### ***SKILLS ENRICHMENT CENTER (SEC)***

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

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

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

### ***TELEVISED INSTRUCTION***

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

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

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

## ***EDUCATIONAL PROGRAMS***

COOPERATIVE  
EDUCATION

SKILLS  
ENRICHMENT  
CENTER

TELECOURSES





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## ACCOUNTING

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### ACCT 1401 ELEMENTARY ACCOUNTING

(3-3) Credit: 4

Prerequisite: None.

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

(5821)(Formerly: ACT 1401) (Proficiency Levels: Math 1, Language 3)

### ACCT 2304 INTERMEDIATE ACCOUNTING I

(3-3)Credit: 3

Prerequisite: ACCT 2402.

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

(Proficiency Levels: Math 1, Language 3)

### ACCT 2305 INTERMEDIATE ACCOUNTING II

(3-3) Credit: 3

Prerequisite: ACCT 2304.

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

(Proficiency Levels: Math 1, Language 3)

### ACCT 2306 FEDERAL INCOME TAX I

(3-0) Credit: 3

Prerequisite: ACCT 2401 or consent of the Assistant Dean, Business and Community Education Division.

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

(5821)(Formerly: ACT 2306)(Proficiency Levels: Math 1, Language 3)

### ACCT 2307 FEDERAL INCOME TAX II

(3-0) Credit: 3

Prerequisite: ACCT 2306.

This course serves as an analysis of the principles, methods, and problems of distribution, and is a study of competition, pricing, promotion, inventory control, research, motivation, and inquiry into the market strategies and the interfacing of management policies. (5821)(Formerly: ACT 2307)(Proficiency Levels: Math 1, Language 3)

### ACCT 2308 COST ACCOUNTING

(3-0) Credit: 3

Prerequisite: ACCT 2402.

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

### ACCT 2309 ACCOUNTING INFORMATION SYSTEMS

(1-3) Credit: 3

Prerequisite: ACCT 2402 or equivalent.

Students will learn methods and procedures which provide accounting information for managerial planning and control. Emphasis will be placed on computerized accounting information systems. (5821)(Formerly: ACT 2309)

(Proficiency Levels: Math 1, Language 3)

### ACCT 2310 COMPUTERIZED ACCOUNTING APPLICATIONS

(1-3) Credit: 3

Prerequisite: ACCT 2402.

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

**ACCT 2401 PRINCIPLES OF ACCOUNTING I**

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

Prerequisite: ACCT 1401 or equivalent, or consent of the Assistant Dean, Business and Community Education Division. This is an introductory accounting course with emphasis on the fundamentals of financial accounting. This course includes the basic structure of accounting, concepts and principles, the analysis of transactions, financial statement preparation and analysis, and equity accounting for sole proprietorships, partnerships, and corporations. (0602015125)(Formerly: ACT 2401)(Proficiency Levels: Math 1, Language 3)

**ACCT 2402 PRINCIPLES OF ACCOUNTING II**

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

Prerequisite: ACCT 2401 with a grade of "C" or better. This is an introductory accounting course with emphasis on the fundamentals of managerial accounting. Included in the course are job order costs, process costs, and standards costs, cost control, cost behavior and cost allocation, cost/volume/profit analysis, budgeting, quantitative analysis for decision-making, present values and future values, and taxes and business decisions. (0602015125)(Formerly: ACT 2402)(Proficiency Levels: Math 1, Language 3)

**ACCT 2409 AUDITING**

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

Prerequisite: ACCT 2402  
Students will learn auditing theory and procedures with emphasis on generally accepted auditing standards for cash, accounts receivable, inventory, pre-pays, investments, other assets, and liabilities. Other topics include internal control, statistical sampling, vouching, and auditors' reports and opinion. (5821)(Formerly: ACT 2409)(Proficiency Levels: Math 1, Language 3)

**ACCT 2450 ACCOUNTING COOPERATIVE WORK EXPERIENCE AND SEMINAR**

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

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

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**ANTHROPOLOGY**

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**ANTH 2346 INTRODUCTION TO ANTHROPOLOGY**

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

Prerequisite: None.  
Principles of physical and cultural anthropology; analysis of the cultures of prehistoric and existing preliterate people; impact of modern western culture on preliterate societies. (4502015142)(Formerly: ANT 1301)(Proficiency Levels: Math 0, Language 3)

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**ART**

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**ARTS 1300 ART APPRECIATION**

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

Prerequisite: None.  
Exploration of purposes and processes in the visual arts, including evaluation of selected works. (5007035130)(Proficiency Levels: Math 0, Language 3)

**ARTS 1303 ART HISTORY I**

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

Prerequisite: None.  
A study of the major movements of painting, sculpture, architecture, and the minor arts from prehistoric times to the 14th century. Lectures, slides, films, and discussion. (5007035230)(Formerly: ART 1305)(Proficiency Levels: Math 0, Language 3)

**ARTS 1304 ART HISTORY II**  
(3-0) Credit: 3

Prerequisite: None.

A study of the major movements of painting, sculpture, architecture, and the minor arts from the 14th century to the present. Lectures, slides, films, discussion. (5007035230)(Formerly: ART 1306)  
(Proficiency Levels: Math 0, Language 3)

**ARTS 1311 DESIGN I**  
(2-4) Credit: 3

Prerequisite: None.

A study of the function of the basic visual elements (line, shape, texture, value, form) and their interaction within a two-dimensional composition. (5007055130)(Formerly: ART 1303)  
(Proficiency Levels: Math 0, Language 0)

**ARTS 1312 DESIGN II**  
(2-4) Credit: 3

Prerequisite: ARTS 1311.

Continuation of Design I with emphasis on two-and-three dimensional concepts. (5007055130)(Formerly: ART 1304)  
(Proficiency Levels: Math 0, Language 0)

**ARTS 1316 DRAWING I**  
(2-4) Credit: 3

Prerequisite: None.

A beginning course investigating a variety of media techniques and subjects, exploring visual and descriptive possibilities with consideration of drawing as a developmental process as well as an end in itself. (5007055230)(Formerly: ART 1301)(Proficiency Levels: Math 0, Language 0)

**ARTS 1317 DRAWING II**  
(2-4) Credit: 3

Prerequisite: ART 1316

Expansion of Drawing I stressing the expressive and conceptual aspects of drawing. (5007055230)(Formerly: ART 1302)(Proficiency Levels: Math 0, Language 0)

**ARTS 2316 PAINTING I**  
(2-4) Credit: 3

Prerequisite: None.

Exploring the potentials of painting media with emphasis on color and composition. (5007085230)(Formerly: ART 2305)  
(Proficiency Levels: Math 0, Language 0)

**ARTS 2317 PAINTING II**  
(2-4) Credit: 3

Prerequisite: ARTS 2316.

A continuation of Painting I with emphasis on individual expression. (5007085230)(Formerly: ART 2306)  
(Proficiency Levels: Math 0, Language 0)

**ARTS 2323 DRAWING III**  
(Life Drawing I)  
(2-4) Credit: 3

Prerequisite: ARTS 1317 or consent of Assistant Dean, Humanities.

Previous drawing experience is required. A basic study of the human form with special attention to the proportion and distribution of the masses of the figure. (5007055330)(Formerly: ART 2313)  
(Proficiency Levels: Math 0, Language 0)

**ARTS 2324 DRAWING IV**  
(Life Drawing II)  
(2-4) Credit: 3

Prerequisite: ARTS 2323.

A continuation of ARTS 2323. A variety of drawing materials will be explored. (5007055230)(Formerly: ART 2314)  
(Proficiency Levels: Math 0, Language 0)

**ARTS 2326 SCULPTURE I**  
(2-4) Credit: 3

Prerequisite: None.

An exploration of various sculptural approaches in a variety of media, including additive and subtractive techniques. (5007095130)(Formerly: ART 2303)  
(Proficiency Levels: Math 0, Language 0)

**ART 2327 SCULPTURE II**  
(2-4) Credit: 3

Prerequisite: ARTS 2326.

A continuation of Sculpture I with emphasis on individual expression. (5007095130)(Formerly: ART 2304)  
(Proficiency Levels: Math 0, Language 0)

**ARTS 2331 PRINTMAKING I**  
(2-4) Credit: 3

Prerequisite: None.

Introduction to relief and intaglio printmaking processes, including woodcut, linoleumcut, collograph, etching, engraving, drypoint, and monotype. Experimentation with the various media. (5007995130)(Formerly: ART 2309)  
(Proficiency Levels: Math 0, Language 0)

**ARTS 2332 PRINTMAKING II**  
(2-4) Credit: 3

Prerequisite: ARTS 2331.

A continuation of Printmaking I with opportunities for specialization and experimentation in printmaking processes. (5007995130)(Formerly: ART 2310)  
(Proficiency Levels: Math 0, Language 0)

ARTS

**ARTS 2341 JEWELRY/  
METALSMITHING I**  
(2-4) Credit: 3

Prerequisite: None.  
The study of metals, their properties, techniques, tools and processes involved in metalsmithing and jewelry construction. (5002065130)(Formerly: ART 2311)  
(Proficiency Levels: Math 0, Language 0)

**ARTS 2342 JEWELRY/  
METALSMITHING II**  
(2-4) Credit: 3

Prerequisite: ARTS 2341.  
Advanced study of Jewelry/Metalsmithing I with emphasis on individual expression. (5002065130)(Formerly: ART 2312)  
(Proficiency Levels: Math 0, Language 0)

**ARTS 2346 CERAMICS I**  
(2-4) Credit: 3

Prerequisite: None.  
An introduction to basic ceramic processes including handbuilding, the potter's wheel and glazing. A wide variety of firing methods and temperatures will be explored, including primitive firing, low firing, low-fired salt, raku, stoneware, and porcelain. (5002025130)(Formerly: ART 2301)(Proficiency Levels: Math 0, Language 0)

**ARTS 2347 CERAMICS II**  
(2-4) Credit: 3

Prerequisite: ARTS 2346.  
A continuation of Ceramics I with opportunities to specialize in specific ceramic processes. Individual expression is stressed. (5002025130)(Formerly: ART 2302)  
(Proficiency Levels: Math 0, Language 0)

**ARTS 2356 PHOTOGRAPHY I**  
(2-4) Credit: 3

Prerequisite: None.  
An introduction to basic photographic techniques, processes and potentials in black and white photography. (5006055130)(Formerly: ART 2307)  
(Proficiency Levels: Math 0, Language 0)

**ARTS 2357 PHOTOGRAPHY II**  
(2-4) Credit: 3

Prerequisite: ARTS 2356.  
A continuation of Photography I with further exploration of potentials of black and white photography. (5006055230)(Formerly: ART 2308)  
(Proficiency Levels: Math 0, Language 0)

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**BIOLOGICAL SCIENCES**

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**SSBI 0301 STUDY SKILLS IN BIOLOGY**  
(3-0) Credit: 3

Prerequisite: None.  
Application of reading and writing skills as they apply to basic biological principles. Emphasis on reading comprehension, time management, and study skills for examination preparation. (3201035735)(Formerly: SSB 0301)  
(Proficiency Levels: Math 0, Language 0)

**BIOL 1322 NUTRITION**  
(3-0) Credit: 3

Prerequisite: High School biology or SSBI 0301.

Basic principles of nutrition in health and disease. The essentials of food selection and quality of nutrients in normal and therapeutic diets. (1905045133)(Formerly: BIO 1305)(Proficiency Levels: Math 1, Language 3)

**BIOL 1323 NUTRITION AND  
SUBSTANCE ABUSE**  
(3-0) Credit: 3

Prerequisite: BIOL 1408 and 1409 with a grade of "C" or better in both courses or permission of the Assistant Dean, Social Sciences Division.

Basic principles of nutrition in health and disease. The essentials of food selection and quality of nutrients in normal and therapeutic diets. Emphasis on the pharmacological and toxicological effects of substance abuse. (This course is designed for students in the Alcoholism and Drug Abuse Counseling Program.) (1905045133)(Formerly: BIO 1306)(Proficiency Levels: Math 1, Language 3)

**BIOL 1408 GENERAL BIOLOGY I**  
(3-3) Credit: 4

Prerequisite: High School biology or SSBI 0301.

The first of a two semester sequence surveying basic biological principles—cell structure, fundamental cell processes, photosynthesis, cellular respiration, mitosis, meiosis, evolution, genetics, basic inorganic and biochemistry will be introduced. Anatomy and physiology, botany, ecology and an introductory survey of selected living organisms will also be covered. (2601015124)(Formerly: BIO 1401)  
(Proficiency Levels: Math 1, Language 3)

**BIOL 1409 GENERAL BIOLOGY II**  
(3-3) Credit: 4

Prerequisite: BIOL 1408.

The second of a two semester study of subjects described in BIOL 1408. (2601015124)(Formerly: BIO 1402) (Proficiency Levels: Math 1, Language 3)

**BIOL 1411 GENERAL BOTANY**  
(3-3) Credit: 4

Prerequisite: None.

A general course in plant sciences including anatomy, ecology, morphology, and physiology of plants. This course includes plant reproduction and typical life histories of the algae, bryophytes, tracheophytes, and spermatophytes as well as plant identification and distribution, and principles of elementary taxonomy. (2603015224)(Formerly: BIO 1408)(Proficiency Levels: Math 1, Language 2)

**BIOL 2306 ENVIRONMENTAL BIOLOGY**  
(3-3) Credit: 3

Prerequisite: BIOL 1408 and BIOL 1409 or consent of the Assistant Dean, Mathematics and Science Division.

An introduction to basic ecological principles and techniques with emphasis on ecosystems. Aquatic and terrestrial communities will be studied with emphasis upon biotic interrelationships. The lab will combine experimental studies with field investigations (1 optional weekend field trip). (2606035124)(Formerly: BIO 2300)(Proficiency Levels: Math 1, Language 3)

**BIOL 2401 ANATOMY AND PHYSIOLOGY I**  
(3-3) Credit: 4

Prerequisite: High School biology or SSBI 0301, or equivalent.

Introduction of the normal structure of the human body, its cells, organs, systems, and the functioning of these units. Major body systems to be studied include the skeletal, muscular, nervous and endocrine systems. Coordination of body systems for integral functioning will be stressed. This course serves as a foundation for students of Associate Degree Nursing, Allied Health disciplines, and physical education majors. (2607065124)(Formerly: BIO 1403) (Proficiency Levels: Math 1, Language 3)

**BIOL 2402 ANATOMY AND PHYSIOLOGY II**  
(3-3) Credit: 4

Prerequisite: BIOL 2401.

A continuation of BIOL 2401 with emphasis on the circulatory, respiratory, digestive, excretory, and reproductive systems. (2607065124)(Formerly: BIO 1404) (Proficiency Levels: Math 1, Language 3)

**BIOL 2420 MICROBIOLOGY**  
(3-3) Credit: 4

Prerequisite: BIOL 1408 or BIOL 2401 or equivalent.

Principles of microbiology including historical concepts, survey of nature and activities of microorganisms, host defense mechanisms, and prevention of diseases. Laboratory methods stress studies of pure cultures, the use of laboratory apparatus, staining, and identification of microbial populations in the environment. (2605015124)(Formerly: BIO 2405) (Proficiency Levels: Math 1, Language 3)

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**BUSINESS ADMINISTRATION**

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**BUSI 1301 INTRODUCTION TO BUSINESS**  
(3-0) Credit: 3

Prerequisite: None.

This course is designed to acquaint the student with the modern business world and the opportunities it offers. The course includes an overview of the operation of a business. It includes a history of business in the U.S. including the current business environment. The course includes an analysis of the specialized fields within business organizations, including organizational structure, the need for business plans, decision making and operations management, forms of ownership and current management problems. (0604015125)(Formerly: BAD 1301)(Proficiency Levels: Math 1, Language 3)

**BUSI 2301 BUSINESS LAW**  
(3-0) Credit: 3

Prerequisite: Sophomore standing or consent of the Assistant Dean, Business and Community Education Division.

The student is introduced to the history and role of law in modern business and society. Emphasis is placed on legal institutions and reasoning, framework of basic legal principles and application of basic principles of contract and property law. It is acceptable as transfer credit at some schools. Check with a counselor before enrollment. (0601015125)(Formerly: BAD 2301)(Proficiency Levels: Math 1, Language 3)

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## **CHEMISTRY**

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### **CHEM 1405 FUNDAMENTALS OF CHEMISTRY**

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

Prerequisite: High School chemistry, MATH 0301, or consent of the Assistant Dean, Mathematics and Sciences Division.

A comprehensive study of the principles and laws of chemistry, with emphasis on structure of matter, the periodic table, and the behavior of solutions; introductions to equilibrium and colloids. Designed primarily for students in technical vocational programs.

(4005015139)(Formerly: CHM 1403)(Proficiency Levels: Math 1, Language 2)

### **CHEM 1407 INTRODUCTION TO ORGANIC AND BIOLOGICAL CHEMISTRY**

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

Prerequisite: CHEM 1405 or CHEM 1411. Credit may not be earned for both CHEM 1407 and CHEM 1412.

Elementary organic chemistry, both aliphatic and aromatic; introduction to the chemistry of carbohydrates, proteins, fats, blood, urine, vitamins, hormones, metabolism, and nuclear chemistry. A continuation of CHEM 1405, designed primarily for students in technical vocational programs.

(4005015139)(Formerly: CHM 1404)  
(Proficiency Levels: Math 1, Language 2)

### **CHEM 1411 GENERAL CHEMISTRY I**

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

Prerequisite: High School chemistry, MATH 0301 or consent of the Assistant Dean, Mathematics and Sciences Division.

Principles and methods of inorganic chemistry; nature of matter; description and structure of atoms, molecules, and chemical bonds; laws governing the gaseous, liquid and solid states and changes of state; properties of solutions and dispersions; and a study of acids and bases. (4005015239)(Formerly CHM 1401)(Proficiency Levels: Math 2, Language 3)

### **CHEM 1412 GENERAL CHEMISTRY II**

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

Prerequisite: CHEM 1411.  
Kinetics and equilibria of reactions; electrochemistry; thermochemistry; application of principles and methods of inorganic chemistry to the elements and the compounds; elements of Groups I, II, III, IV, V, VI, VII, transition, and rare-earth elements; introduction to organic chemistry and radioactivity. (4005015239)(Formerly: CHM 1402)(Proficiency Levels: Math 2, Language 3)

### **CHEM 2423 ORGANIC CHEMISTRY I**

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

Prerequisite: CHEM 1412.  
Principles of organic chemistry. Structure, nomenclature, occurrence and physical properties of organic compounds. Chemical bonds and stereo-chemistry in organic compounds. Introduction to organic reactions. (4005045239)(Formerly: CHM 2403)(Proficiency Levels: Math 2, Language 3)

### **CHEM 2425 ORGANIC CHEMISTRY II**

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

Prerequisite: CHEM 2423.  
Organic reactions; elaboration of fundamentals presented in CHEM 2423 through treatment of chemistry of natural and biological products, petroleum, polymers and other important materials. (4005045239)(Formerly: CHM 2404)(Proficiency Levels: Math 2, Language 3)

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## **COMMUNICATIONS**

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### **COMM 1129 JOURNALISM WORKSHOP**

**(0-3) Credit 1**

Prerequisite: None.  
This course, which can be taken four times for credit, is open to students who wish to gain practical experience by working on the staff of a college publication. (0904015426)(Formerly: JRN 1100)  
(Proficiency Levels: Math 0, Language 3).

### **COMM 1307 THE MASS MEDIA IN AMERICAN SOCIETY**

**(3-0) Credit 3**

Prerequisite: None.  
An overview of American Mass Media and their effect on the individual. Includes lectures from working professionals in media fields. Examples of each medium are presented, including a historical perspective of how that medium was shaped into its existing form and the future of the medium. (0901015126)(Formerly: TLV 1302)  
(Proficiency Levels: Math 0, Language 3)

**COMM 1335 INTRODUCTION TO TELEVISION**

**(3-0) Credit 3**

Prerequisite: None.

A general survey and beginning look at the TV Station as an organization. Divided by departments: programming, news/weather/sports, promotions, operations/production, engineering, administration and sales. Illustrates the organizational methods of smaller stations to meet their resources and needs. Also gives an overview of the major networks, major cable operations and how they depend on affiliates and subscribers. Introduces Television Production techniques. (0907015126)(Formerly: TLV 1301) (Proficiency Levels: Math 0, Language 3)

**COMM 1336 TELEVISION PRODUCTION I**

**(2-3) Credit: 3**

Prerequisite: None.

Introduction to the television studio and control room. The professional goals of the student are explored. Examples of various television production techniques are compared and explained. Emphasis is first placed on audio production and signal flow. Students learn and perform crew positions and the language of TV and participate in two or more productions. (1001045226)(Formerly: TLV 1305) (Proficiency Levels: Math 0, Language 3)

**COMM 1337 TELEVISION PRODUCTION II**

**(2-3) Credit: 3**

Prerequisite: COMM 1336

Builds on all concepts and skills learned in COMM 1336. Adds the longer form programs and beginning directing skills. Programming is evaluated from the inherent production values and type of show (sports, documentary, live news, etc.). Introduces videotape editing. (1001045226)(Formerly: TLV 1306)(Proficiency Levels: Math 0, Language 3)

**COMM 2309 NEWS EDITING AND COPY READING**

**(3-3) Credit 3**

Prerequisite: COMM 2311 or consent of the Assistant Dean, Humanities Division.

A comprehensive study of copy editing for errors of fact and interpretation of English and newspaper style; headline writing; proof reading and page makeup are stressed. Production of a student newspaper is included. (0904015326)(Formerly: JRN 1302) (Proficiency Levels: Math 0, Language 3)

**COMM 2310 ADVANCED NEWS EDITING AND COPY READING**

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

Prerequisite: COMM 2315 or consent of the Assistant Dean, Humanities Division.

Copy editing for rewriting and for errors of fact and interpretation; problems in headline writing and page make-up are stressed. Production of student newspaper is included. (0904015326)(Formerly: JRN 2302)(Proficiency Levels: Math 0, Language 3)

**COMM 2311 NEWS GATHERING AND WRITING**

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

Prerequisite: None.

Fundamentals of writing and information gathering for the mass media; develops the student's news sense and judgement. Production of a student newspaper is included. (0901015226)(Formerly: JRN 1301)(Proficiency Levels: Math 0, Language 3)

**COMM 2315 NEWS REPORTING**

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

Prerequisite: COMM 2309 or consent of the Assistant Dean, Humanities Division.

Advanced news gathering and writing with emphasis on advanced reporting techniques. Production of a student newspaper is included. (0901015326) (Formerly: JRN 2301)(Proficiency Levels: Math 0, Language 3)

**COMM 2324 TELEVISION WORKSHOP I**

**(1-5) Credit 3**

Prerequisite: COMM 1335, 1336, 1337 or consent of the Assistant Dean, Humanities Division.

Introduces Electronic News Gathering (ENG) and Electronic Field Production (EFP). Career choices are introduced. Remote camera production teaches the art of shooting a videotaped production keeping in mind the editing principles learned in COMM 1337. (1001045626)(Formerly: TLV 2301) (Proficiency Levels: Math 0, Language 3)

**COMM 2325 TELEVISION WORKSHOP  
II**

**(1-5) Credit: 3**

Prerequisite: COMM 2324

A continuation and combination of acquired television production knowledge. Both field and studio production are done with a higher level of complexity. Students develop a field of specialization; projects may include a student-produced and directed major studio production (preferably dramatic), a news story (with written introduction for studio anchor), or a video essay of student's choice. (100104526)(Formerly: TLV 2302)  
(Proficiency Levels: Math 0, Language 3)

**COMM 2326 TELEVISION WORKSHOP  
III**

**(1-5) Credit: 3**

Prerequisite: Consent of the Assistant Dean, Humanities Division.

An internship based course with independent production by student, advised by a faculty member. Resume, resume video-tape, job-hunting skills and networking involvement with television media outlet. Instructor/student contract-based course. (1001045626) (Formerly: TLV 2303)(Proficiency Levels: Math 0, Language 3)

**COMM 2339 SCRIPTING FOR THE  
MEDIA**

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

Prerequisite: None.

A basic course for electronic media writing. The major emphasis is on vocabulary and format. A workshop in writing with the recognition and development of individual style. (1001045526)(Formerly: TLV 1304)  
(Proficiency Levels: Math 0, Language 3)

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**COMPUTER SCIENCE**

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**COSC 1301 INTRODUCTORY  
COMPUTING**

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

Prerequisite: None.

Basic principles of computing. Input/output media. Computer software, numbering systems, flowcharting and programming. Applications of computers in business and industry. (1101015127)(Formerly: CSC 1301)  
(Proficiency Levels: Math 1, Language 2)

**COSC 1311 LOGIC AND THEORY**

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

Prerequisite: COSC 1301 or consent of the Assistant Dean, Mathematics and Sciences Division.

This course covers the classic, symbolic and mathematical elements of logic and their relation to computers and data processing logic and theory. Emphasis is placed on logic development through program flowcharts and structure charts. (1102015127)(Formerly: CSC 1305)  
(Proficiency Levels: Math 3, Language 3)

**COSC 1315 FUNDAMENTALS OF  
COMPUTER SCIENCE**

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

Prerequisite: MATH 1312.

An introductory course in Computer Science. Topics include: Computer Systems and operations, development of flowcharting and algorithms, number system and date representations, boolean algebra, simple date structures and programming in a structured language. (1102015227)(Formerly: CSC 1302)  
(Proficiency Levels: Math 3, Language 3)

**COSC 1407 MICROCOMPUTER  
SYSTEMS AND THEIR  
APPLICATIONS I**

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

Prerequisite: None.

An interactive hands-on approach to the study of microcomputer systems and their uses. Programming fundamentals of microcomputers, design, operation, and applications. (1101015227)(Formerly: CSC 1402)(Proficiency Levels: Math 1, Language 2)

**COSC 1418 PASCAL PROGRAMMING**

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

Prerequisite: MATH 1312 or consent of the Assistant Dean, Mathematics and Sciences Division.

An introductory course in PASCAL programming, with applications and problem solving. This course will emphasize structured programming. (1102015227)(Formerly: CSC 1404)(Proficiency Levels: Math 3, Language 3)

**COSC 1420 PROGRAMMING IN "C" LANGUAGE**

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

Prerequisite: COSC 1301 or consent of the Assistant Dean, Mathematics and Sciences Division.  
An introductory course in C Programming with applications. This course will emphasize top down problem solving techniques with several programming assignments. (2203025127)(Formerly: CSC 1405)(Proficiency Levels: Math 2, Language 2)

**COSC 1431 PROGRAMMING IN BASIC LANGUAGE**

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

Prerequisite: MATH 1312 or consent of the Assistant Dean, Mathematics and Sciences Division.  
Introduction to a digital computer, fundamental programming concepts. A study of the BASIC programming language with applications and problem solving. (1103015127)(Formerly: CSC 1401)(Proficiency Levels: Math 3, Language 3)

**COSC 1432 COBOL PROGRAMMING**

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

Prerequisite: COSC 1301 or consent of the Assistant Dean, Mathematics and Science Division.  
A course in the basic concepts of the Common Business Oriented Language (COBOL) programming with applications to the solution of business-oriented problems. (11030115127)(Formerly: CSC 2403)(Proficiency Levels: Math 2, Language 3)

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**COMPUTER SCIENCE TECHNOLOGY**

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**CSCI 2205 SPECIAL TOPICS IN COMPUTER TECHNOLOGY**

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

Prerequisite: Consent of the Assistant Dean, Mathematics and Sciences Division.  
This course is designed to provide students with the latest developments in computer technology. Topics will be chosen from recent advances or special subject matter that is generally not covered in traditional computer courses. The course may be repeated with the approval of the Assistant Dean, Mathematics and Sciences Division. (6023)(Formerly: CST 2205)(Proficiency Levels: Math 1, Language 2)

**CSCI 2402 ADVANCED BASIC**

**(3-2) Credit: 4**

Prerequisite: COSC 1431.  
This course provides advanced skills in programming techniques using the BASIC language. Topics included are creating and maintaining files, (both sequential and random), tables, lists, advanced search and sort techniques, and both internal and external subroutine handling. (6021)(Formerly: CST 2402)(Proficiency Levels: Math 3, Language 3)

**CSCI 2403 FUNDAMENTALS OF HARDWARE**

**(3-2) Credit: 4**

Prerequisite: COSC 1311 or consent of the Assistant Dean, Mathematics and Sciences Division.  
An introduction to hardware fundamentals. Topics include digital circuit design fundamentals, peripheral linkage design and interfaces. Operational characteristics of and implementation factors involving different computers and peripherals (graphic adapters, multifunction cards, auxiliary storage devices and alternative I/O devices). Optimal combinations of hardware and applications software in problem solving. (6023)(Formerly: CST 2403)(Proficiency Levels: Math 3, Language 3)

**CSCI 2404 ADVANCED PASCAL**

**(3-2) Credit: 4**

Prerequisite: COSC 1418 or consent of the Assistant Dean, Mathematics and Sciences Division.  
The course provides advanced skills in programming using the PASCAL language. Topics included are file handling, link lists, stacks and queues, advanced search and sort techniques, and both internal and external subroutine handling. (6021)(Formerly: CST 2404)(Proficiency Levels: Math 3, Language 3)

**CSCI 2405 MICROCOMPUTER SYSTEMS AND THEIR APPLICATIONS II**

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

Prerequisite: COSC 1407 or consent of the Assistant Dean, Mathematics and Sciences Division.  
A continuation of Microcomputer Systems and Their Applications I. The course will focus on advanced concepts, techniques, and applications of commercially available software packages (including Database and Spreadsheets) as applied to problem solving. (6023)(Formerly: CST 2405)(Proficiency Levels: Math 1, Language 2)

**COSC - CSCI**

**CSCI 2408 OPERATING SYSTEMS AND NETWORKING**

(3-3) Credit: 4

Prerequisite: COSC 1311.  
An introductory course in operating systems and computer networking. Topics include: different operating systems, single user, batch, multiprocessing, data communications, networking techniques, topology, design and implementation. (6021)(Formerly: CST 2408)(Proficiency Levels: Math 3, Language 3)

**CSCI 2450, 2451 COOPERATIVE EDUCATION IN COMPUTERS I, II**

(1-20) Credit: 4

Prerequisite: CSCI 2450 requires COSC 1301 and COSC 1407. CSCI 2451 requires CSCI 2403 and credit or concurrent enrollment in CSCI 2408.

A comprehensive treatment of internship-related activities with individualized learning objectives structured to relate the student's major field of study with the internship position. Students will learn how concepts taught in the classroom are applied at work. All work will be performed under the supervision of the College and the employer. (6023)(Formerly: CST 2409, 2410)(Proficiency Levels: CSCI 2450 - Math 1, Language 2, CSCI 2451 - Math 3, Language 3)

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**COMPUTERIZED TOMOGRAPHY TECHNOLOGY**

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**COTT 3301 CTT INSTRUMENTATION AND METHODOLOGY**

(3-0) Credit: 3

This course is designed to familiarize the student with the theory and application of computerized tomographic equipment and the basic principles of patient imaging techniques performed at a facility utilizing this equipment. (8033)(Formerly: CTT 3301)(Proficiency Levels: Math 2, Language 3)

**COTT 3501 CTT CLINICAL APPLICATIONS I**

(0-16) Credit: 5

This course is designed to provide the student specialized instruction and experience in the performance of the various procedures normally found in a computerized tomography facility. Students are expected to become proficient in the performance of routine CT procedures. (8033)(Formerly: CTT 3501)(Proficiency Levels: Math 2, Language 3)

**COTT 3502 CTT CLINICAL APPLICATIONS II**

(0-16) Credit: 5

A continuation of COTT 3501 - CTT Clinical Applications I. (8033)(Formerly: CTT 3502) (Proficiency Levels: Math 2, Language 3)

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**CRIMINAL JUSTICE**

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**CRIJ 1301 CRIME IN AMERICA**

(3-0) Credit: 3

Prerequisite: None.  
American crime problems in historical perspective; social and public factors affecting crime; impact and crime trends; social characteristics of specific crimes; prevention of crime. (Usually taught concurrently with SOCI 2306. Credit can only be earned for one of these courses. See a counselor for registration information.) (7021)(Formerly: CRJ 1301)(Proficiency Levels: Math 0, Language 3)

**CRIJ 1302 INTRODUCTION TO CRIMINAL JUSTICE**

(3-0) Credit: 3

Prerequisite: None.  
History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; prosecution and defense; trial process; corrections. (7021)(Formerly: CRJ 1302)(Proficiency Levels: Math 0, Language 3)

**CRIJ 1303 FUNDAMENTALS OF CRIMINAL LAW**

(3-0) Credit: 3

Prerequisite: None.  
A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties using Texas statutes as illustrations; criminal responsibility. (7021)(Formerly: CRJ 1303)(Proficiency Levels: Math 0, Language 3)

**CRIJ 1305 THE COURTS AND CRIMINAL PROCEDURE**

(3-0) Credit: 3

Prerequisite: None.  
The judiciary in the criminal justice system; right to counsel; pre-trial release; grand juries; adjudication process; types and rules of evidence; sentencing. (7021)(Formerly: CRJ 1305)(Proficiency Levels: Math 0, Language 3)

**CRIJ 2301 POLICE SYSTEMS AND PRACTICES**

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

Prerequisite: None.

The police profession; organization of law enforcement systems; the police role; police discretion, ethics; police-community interaction; current and future issues. (7021)(Formerly: CRJ 2301)(Proficiency Levels: Math 0, Language 3)

**CRIJ 2302 CRIMINAL INVESTIGATION**

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

Prerequisite: None.

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. (7021)(Formerly: CRJ 2302)(Proficiency Levels: Math 0, Language 3)

**CRIJ 2304 LEGAL ASPECTS OF LAW ENFORCEMENT**

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

Prerequisite: None.

Police authority; responsibilities; constitutional restraints; laws of arrest, search and seizure; police liability. (7021)(Formerly: CRJ 2304)(Proficiency Levels: Math 0, Language 3)

**CRIJ 2305 CORRECTIONAL SYSTEMS AND PRACTICES**

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

Prerequisite: None.

Corrections in the criminal justice system; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues. (7021)(Formerly: CRJ 2305)(Proficiency Levels: Math 0, Language 3)

**CRIJ 2306 COMMUNITY RESOURCES IN CORRECTIONS**

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

Prerequisite: None.

An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment. (7021)(Formerly: CRJ 2306)(Proficiency Levels: Math 0, Language 3)

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**DRAMA**

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**DRAM 1120, 1121, 2120, 2121 REHEARSAL AND PERFORMANCE**

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

Prerequisite: None.

For the student who participates in Galveston College Upper Deck Theatre productions. Off-stage opportunities include set crew, stage crew, lights, sound, properties, wardrobe, stage management, and design. On-stage opportunities include leads, supporting roles, bit parts and walk-ons. Credit to be granted on a point system. (5005015230)(Formerly: DRM 1101, 1102, 2101, 2102)(Proficiency Levels: Math 0, Language 0)

**DRAM 1310 INTRODUCTION TO THEATRE**

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

Prerequisite: None.

This course is designed for theatre majors and for students who are not theatre majors but who want to develop an appreciation and understanding of the theatre arts. Emphasis will be placed on exposing the student to the major forces that have shaped the Western (European) theatrical tradition, its literature and production. (5005015130)(Formerly: DRM 1300)(Proficiency Levels: Math 0, Language 3)

**DRAM 1330 BASIC PRODUCTION TECHNIQUES**

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

Prerequisite: None.

This course is designed to acquaint the student with the basic concepts of stagecraft, shop tools, shop safety, set and lighting design, and stage management. Participation in the Galveston College Upper Deck Theatre productions is a requirement. (5005015330)(Formerly: DRM 1301)(Proficiency Levels: Math 0, Language 3)

**DRAM 1351 BEGINNING ACTING I**

**(2-2) Credit: 3**

Prerequisite: None.

Emphasis is placed on the elementary training of the student actor in the classroom laboratory beginning with basic stage movement, vocal and physical development through pantomime, improvisation, and scenes. Participation in one production (or student recital) is a requirement. (5005015730)(Formerly: DRM 1306)(Proficiency Levels: Math 0, Language 2)

**DRAM 1352 BEGINNING ACTING II**  
(2-2) Credit: 3

Prerequisite: DRAM 1351.  
This course is an extension of DRAM 1351 with an emphasis on expanding characterization, ensemble acting, stage combat, and performance techniques. The student will be introduced to the classical modern repertoire, including Ibsen, Chekhov, Strindberg, Shaw and O'Neill. (5005015730)(Formerly: DRM 1307) (Proficiency Levels: Math 0, Language 2)

**DRAM 2351 ADVANCED ACTING**  
(2-2) Credit: 3

Prerequisite: DRAM 1352.  
The study of characterization of individual roles and group rehearsal of scenes. The student will be introduced to the classical (pre 1850) repertoire, including dramatic literature from Ancient Greece, Elizabethan England, Neoclassical France and 18th century England. (5005015730)(Formerly: DRM 2306)(Proficiency Levels: Math 0, Language 2)

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**ECONOMICS**

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**ECON 2301 PRINCIPLES OF ECONOMICS: MACROECONOMICS**  
(3-0) Credit: 3

Prerequisite: None.  
A study of the principles of macroeconomics. The factors of production and the concepts of distribution as these factors and concepts are related to our highly industrial economy, wages, interest, rent, profit, consumption, saving, investment, the business cycle, national income, and fiscal policy. (4506015142)(Formerly: ECO 2301) (Proficiency Levels: Math 0, Language 3)

**ECON 2302 PRINCIPLES OF ECONOMICS: MICROECONOMICS**  
(3-0) Credit: 3

Prerequisite: ECON 2301 or consent of the Instructor.  
A study of the principles of microeconomics, of production and of distribution; the fundamentals of supply and demand, labor, capital, natural resources, international trade, economic growth and current economic problems. (4506015142)(Formerly: ECO 2302) (Proficiency Levels: Math 0, Language 3)

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**ENGLISH**

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**ENGL 0101 TASP REMEDIATION IN ENGLISH**  
(0-2) Credit: 1

Prerequisite: Credit for ENGL 0302 or ENGL 1301.  
An individualized program designed to prepare students to retake the English portion of the TASP examination. (3201035635)(Proficiency Levels: Math 0, Language 3)

**ENGL 0301 INTRODUCTION TO WRITING SKILLS**  
(3-2) Credit: 3

Prerequisite: None.  
A pre-transfer level college course designed to help students develop the basic skills in grammar and composition required in the next pre-transfer level English course (ENGL 0302). Students will be expected to pass an exit examination. (3201035635)(Formerly: ENG 0301) (Proficiency Levels: Math 0, Language 0)

**ENGL 0302 BASIC WRITING SKILLS**  
(3-0) Credit: 3

Prerequisite: ENGL 0301 or appropriate score on English placement test.  
A pre-transfer level college course designed to help students develop basic skills in grammar and composition required in transfer-level college courses. Students will be expected to pass an exit examination. (3201035635)(Formerly: ENG 0302)(Proficiency Levels: Math 0, Language 1)

**ENGL 1301 COLLEGE COMPOSITION**  
(3-0) Credit: 3

Prerequisite: Placement.  
In this course students will learn how to generate and organize ideas, focus appropriately on a topic, develop support for points, revise for improved logic and clarity, and edit for Standard American English. Descriptive, narrative and expository techniques will be used to develop rhetorically effective essays. Some analysis of prose models. (2304015135)(Formerly: ENG 1301) (Proficiency Levels: Math 0, Language 3)

**ENGL 1302 COMPOSITION AND RHETORIC**

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

Prerequisite: ENGL 1301 or the equivalent. A continuation of ENGL 1301, with critical analysis of selected readings; writing analytical essays; learning to quote, summarize, paraphrase, and document; writing research projects.

(2304015135)(Formerly: ENG 1302)

(Proficiency Levels: Math 0, Language 3)

Sophomore literature courses do not have to be taken in a particular sequence. The second half of a survey course may be taken prior to the first half, or a student may choose to take any one course from a two-course survey.

**ENGL 2311 TECHNICAL REPORT WRITING**

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

Prerequisite: ENGL 1302 or the equivalent.

Writing technical reports, business letters, memos, resumes, and procedures; basic techniques in technical writing; practical English for the technical writer; making oral presentations. (2311015135)(Formerly: ENG 2303)(Proficiency Levels: Math 0, Language 3)

**ENGL 2322 SURVEY OF BRITISH LITERATURE I**

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

Prerequisite: ENGL 1302 or the equivalent.

A survey of English literature with selections from old English, Middle English, the Renaissance, the Seventeenth Century, and the Eighteenth Century; may include historical background for each period; literary terms; close reading of the text. (2308015135)(Formerly: ENG 2301) (Proficiency Levels: Math 0, Language 3)

**ENGL 2323 SURVEY OF BRITISH LITERATURE II**

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

Prerequisite: ENGL 1302 or the equivalent.

A survey of British literature with selections from the Romantic Period, the Victorian Period, and the Modern Period; may include historical background for each period; literary terms; close reading of the text. (2308015135)(Formerly: ENG 2302) (Proficiency Levels: Math 0, Language 3)

**ENGL 2326 MASTERPIECES OF AMERICAN LITERATURE**

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

Prerequisite: ENGL 1302 or the equivalent. Selected masterpieces by American essayists, poets, fiction writers and dramatists from colonial to modern times. May include historical and critical background; will include close readings of the texts. (2307015135)(Formerly: ENG 2310)(Proficiency Levels: Math 0, Language 3)

**ENGL 2331 MASTERPIECES OF WORLD LITERATURE I**

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

Prerequisite: ENGL 1302 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. (2303015235)(Formerly: ENG 2304) (Proficiency Levels: Math 0, Language 3)

**ENGL 2332 MASTERPIECES OF WORLD LITERATURE II**

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

Prerequisite: ENGL 1302 or the equivalent. A study of the masterpieces of the Western world; selections from the neo-classical to the modern age, including works by Milton, Racine, Voltaire, Goethe, French and Russian novelists, Kafka and Camus; emphasis on continental writers. (2303015235)(Formerly: ENG 2305) (Proficiency Levels: Math 0, Language 3)

**ENGL 2342 INTRODUCTION TO LITERATURE: THE SHORT STORY AND NOVEL**

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

Prerequisite: ENGL 1302 or the equivalent. A study of the short story, the novella, and the novel as literary forms. Readings, chiefly modern, to develop skills required to read literary materials. (2303015135)(Formerly: ENG 2306) (Proficiency Levels: Math 0, Language 3)

**ENGL 2343 INTRODUCTION TO LITERATURE: DRAMA AND POETRY**

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

Prerequisite: ENGL 1302 or the equivalent. A study of drama and poetry as literary forms. Readings, chiefly modern, to develop skills required to read literary materials. (2303015135)(Formerly: ENG 2307)(Proficiency Levels: Math 0, Language 3)

**ENGL 2352 SELECTED STUDIES IN LITERATURE (VARIOUS TOPICS)**

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

Prerequisite: ENGL 1302 or the equivalent. Intensive reading in single areas unified by period, genre, or theme to develop skills required to read literary materials. May be repeated for credit when topics change. (2303015335)(Formerly: ENG 2308) (Proficiency Levels: Math 0, Language 3)

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**FIRE PROTECTION TECHNOLOGY**

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**FIRE 1301 FUNDAMENTALS OF FIRE PROTECTION**

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

Prerequisite: None. History and philosophy of fire protection; review of statistics of loss of life and property by fire; introduction to agencies involved in fire protection; current legislative developments and career orientation; recruitment and training for fire departments; position classification and pay plans; employee organizations; a discussion of current related problems and review of expanding future fire protection problems. (6821)(Formerly: FIR 1301) (Proficiency Levels: Math 1, Language 2)

**FIRE 1302 INDUSTRIAL FIRE PROTECTION I**

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

Prerequisite: None. Specific concerns and safeguard related to business and industrial organizations. A study of industrial fire brigade organization and development, plant layout, fire prevention programs, extinguishing factors and techniques, hazardous situations and prevention methods. Gaining cooperation between the public and private fire department organizations. Study of elementary industrial fire hazards in manufacturing plants. (6821)(Formerly: FIR 1302) (Proficiency Levels: Math 1, Language 2)

**FIRE 1303 FIRE PROTECTION SYSTEMS**

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

Prerequisite: None. Study of the required standard for water supply; special hazards protection systems; automatic sprinklers and special extinguishing systems; automatic signaling and detection systems; rating organizations and underwriting agencies. (6821)(Formerly: FIR 1303)(Proficiency Levels: Math 1, Language 2)

**FIRE 1304 FIRE PREVENTION**

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

Prerequisite: None.

The objectives and views of inspections, fundamental principles, methods, techniques, and procedures of fire prevention administration. Fire prevention organization; public cooperation and image; recognition of fire hazards; insurance problems and legal aspects; development and implementation of systematic and deliberate inspection program. Survey of local, state and national codes pertaining to fire prevention and related technology; relationship between building inspection agencies and fire prevention organizations. Engineering as a solution to fire hazards. (6821)(Formerly: FIR 1304) (Proficiency Levels: Math 1, Language 2)

**FIRE 1305 INDUSTRIAL FIRE PROTECTION II**

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

Prerequisite: None

Development of fire and safety organizations in industry; relation between private and public fire protection organizations; current trends, deficiencies and possible solutions for industrial fire problems; role of insurance and other special organizations; an in-depth study of specific industrial processes, equipment, facilities and work practices to understand the potential hazards and techniques to detect and control such hazards. Field trips to selected plants and demonstration of new techniques, equipment and innovations. (6821)(Formerly: FIR 1305) (Proficiency Levels: Math 1, Language 2)

**FIRE 2301 FIRE ADMINISTRATION I**

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

Prerequisite: None.

An in-depth study of the organization and management as related to a fire department including budgeting, maintenance of records and reports, and management of fire department officers. Personnel administration and distribution of equipment and personnel and other related topics including relation to various government agencies to fire protection areas. Fire Service Leadership as viewed from the Company officer's position. (6821)(Formerly: FIR 2301)(Proficiency Levels: Math 1, Language 2)

**FIRE 2302 FIRE ARSON  
INVESTIGATION**

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

Prerequisite: None.

A study of the detection of arson, investigation techniques, case histories, gathering and preserving of evidence; preparing for a court case; selected discussion of laws, decisions and opinions; kinds of arsonists, interrogation procedures, cooperation and coordination between fire fighters and arson investigators and other related topics. (6821)(Formerly: FIR 2302)(Proficiency Levels: Math 1, Language 2)

**FIRE 2303 BUILDING CODES AND  
CONSTRUCTION**

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

Prerequisite: None.

Fundamental consideration and exploration of building construction and design, with emphasis on fire resistance of building materials and assemblies, exposures, and related data focused on fire protection concerns; review of related statutory and suggested guidelines, both local and national in scope. Review of Model Building Codes and Life Safety Code. (6821)(Formerly: FIR 2303) (Proficiency Levels: Math 1, Language 2)

**FIRE 2304 FIRE ADMINISTRATION II**

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

Prerequisite: None.

Study to include insurance rates and ratings, preparation of budgets, administration and organization of training in the fire department, city water requirements, fire alarm and communication systems, importance of public relations, report writing and record keeping; measurements of results, use of records to improve procedures, and other related topics; legal aspects relating to fire prevention and fire protection with stress on municipal and state agencies; design and construction of fire department buildings.(6821)(Formerly: FIR 2304) (Proficiency Levels: Math 1, Language 2)

**FIRE 2305 HAZARDOUS MATERIALS I**

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

Prerequisite: None.

Study of chemical characteristics and behavior of various materials that burn or react violently to storage, transportation, handling hazardous materials, i.e., flammable liquids, combustible solids, and gases. Emphasis on emergency situations and most favorable methods of handling fire fighting and control. (6821)(Formerly: FIR 2305)(Proficiency Levels: Math 1, Language 2)

**FIRE 2306 LEGAL ASPECTS OF FIRE  
PROTECTION**

**(Approved Elective)**

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

Prerequisite: None.

A study of legal rights and duties, liability concerns and responsibilities of the fire department while carrying out their duties. Introduction and basic concepts of civil and criminal law, the Texas and Federal judicial structure, and cities' liability for acts of the fire department and fire prevention bureaus. An in-depth study of various cases concerning fire fighters, fire departments, and municipalities. (6821)(Formerly: FIR 2306)(Proficiency Levels: Math 1, Language 2)

**FIRE 2308 FIRE SAFETY EDUCATION**

**(Approved Elective)**

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

Prerequisite: None.

A survey of physical, chemical, and electrical hazards and their relationship to loss of property and/or life. Study of codes, laws, problems, and cases. Detailed examination and study of the physical and psychological variables related to the occurrence of casualties. Safe storage, transportation and handling techniques are stressed to eliminate or control potential risks. (6821)(Formerly: FIR 2308) (Proficiency Levels: Math 1, Language 2)

**FIRE 2309 FIRE INSURANCE  
FUNDAMENTALS**

**(Approved Elective)**

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

Prerequisite: None.

The relationship between fire defenses, fire losses and insurance rates are studied. Basic insurance principals, fire loss experience, loss ratios, state regulations of fire insurance, key rate system, applying the I.S.O. grading schedule and other topics are stressed. Relationship of insurance to modern business; principles of property and casualty insurance contracts; corporate structure of insurance companies. (6821)(Formerly: FIR 2309) (Proficiency Levels: Math 1, Language 2)

**FIRE 2401 FIRE FIGHTING TACTICS  
AND STRATEGY**

(4-0) Credit: 4

Prerequisite: None.  
Essential elements in analyzing the nature of fire and determining the requirements. Efficient and effective utilization of manpower, equipment and apparatus. Emphasis to be placed on pre-planning, study of conflagration problems, fire ground organization problem solving related to fire ground decision making and attack tactics and strategy. Use of Mutual Aid and large scale command problems. (6821)(Formerly: FIR 2401)(Proficiency Levels: Math 1, Language 2)

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**FOOD PREPARATION/  
CULINARY ARTS**

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**FOOD 1600 FOOD PREPARATION I**

(1-14) Credit 6

Prerequisite: None.  
The course covers the fundamental skills, concepts and techniques included in basic cookery. Special emphasis is given to the study of ingredients, cooking theories and preparing stocks, broths, glazes, soups and thickening agents. Selecting equipment, sanitation, time management, nutrition and safety as well as interpersonal skills and job search and employment skills are covered. (6226)(Formerly: FPM 1304) (Proficiency Levels: Math 1, Language 2)

**FOOD 1601 FOOD PREPARATION II**

(1-14) Credit: 6

Prerequisite: None.  
The course covers the essentials of baking. Emphasis is placed on preparation and the handling of various doughs in the making of breads, rolls, croissants, cookies, and pies. Classical desserts such as sponge cakes, custards, mousse, tarts, puff pastry and Danish is covered with emphasis on the proper handling of chocolate cream and flavorings. Selecting equipment, sanitation, safety and cost controls are also covered. (6226)(Formerly: FPM 2301) (Proficiency Levels: Math 1, Language 2)

**FOOD 1602 FOOD PREPARATION III**

(1-14) Credit: 6

Prerequisite: None.  
The course covers fundamental concepts, skills and techniques for vegetable, starch, meat, fish, shellfish, poultry, grains and pat cookery. Basic cooking techniques such as sauteing, roasting, poaching, braising and frying are covered. Food purchasing, food and beverage operations, equipment selection, sanitation and safety are also covered. (6226)(Formerly: FPM 2303) (Proficiency Levels: Math 1, Language 2)

**FOOD 1603 FOOD PREPARATION IV**

(1-14) Credit: 6

Prerequisite: None.  
The course covers pantry items such as various sandwiches, salads, breakfast, lunch items, fruit and cheese presentations and dressings. Emphasis is placed on garnishing, presentation mirrors for cold buffets, fruit and vegetable carving and cold hors d'oeuvres. Eye appeal, color, texture and flavor contrasts are given emphasis. An introduction to the proper techniques of presenting a successful convention meeting, banquet or catered affair including an analysis of proper operation, pricing techniques, menu planning and training of safety are emphasized. (6226)(Formerly: FPM 2304) (Proficiency Levels: Math 1, Language 2)

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**FRENCH**

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**FREN 1411 BEGINNER'S FRENCH I**

(4-0) Credit: 4

Prerequisite: None.  
Basic French grammar and pronunciation drills; emphasis on reading and conversation; introduction to French literature and culture. (1609015131)(Formerly: FRN 1401) (Proficiency Levels: Math 0, Language 3)

**FREN 1412 BEGINNER'S FRENCH II**

(4-0) Credit: 4

Prerequisite: FREN 1411 or equivalent.  
Continued grammar drills with emphasis on written and oral composition; also a deeper study of French literature and culture. (1609015131)(Formerly: FRN 1402) (Proficiency Levels: Math 0, Language 3)

**FREN 2311 INTERMEDIATE FRENCH I**

(3-0) Credit: 3

Prerequisite: FREN 1412.  
Review of grammar, emphasis on French literature and composition. (1609015231)(Formerly: FRN 2301) (Proficiency Levels: Math 0, Language 3)

**FREN 2312 INTERMEDIATE FRENCH II**

(3-0) Credit: 3

Prerequisite: FREN 2311.  
Continued study of French grammar, literature and culture; oral and written composition. (1609015231)(Formerly: FRN 2302) (Proficiency Levels: Math 0, Language 3)

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## **GEOGRAPHY**

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### **GEOG 1303 GENERAL WORLD GEOGRAPHY**

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

Prerequisite: None.

The development of geographical concepts; globes and maps, regional geography; place-name geography, relationship of human activities to the physical environment.

(4507015342)(Formerly: GEO 2301)  
(Proficiency Levels: Math 0, Language 3)

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## **GERMAN**

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### **GERM 1411 BEGINNER'S GERMAN I**

**(4-0) Credit: 4**

Prerequisite: None.

Fundamentals of grammar, pronunciation; basic vocabulary; reading of elementary texts; written and oral exercises designed to develop conversational ability.

(1605015131)(Formerly: GRM 1401)  
(Proficiency Levels: Math 0, Language 3)

### **GERM 1412 BEGINNER'S GERMAN II**

**(4-0) Credit: 4**

Prerequisite: GERM 1411 or equivalent.

A continuation of GERM 1411. More advanced grammar, expanded vocabulary, more difficult readings. increased emphasis on conversational skills.

(1605015131)(Formerly: GRM 1402)  
(Proficiency Levels: Math 0, Language 3)

### **GERM 2311 INTERMEDIATE GERMAN I**

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

Prerequisite: GERM 1412.

Introduction to German readings of average difficulty, principally short stories and selections from longer works. Review of grammar, composition and practice in conversation. Some scientific selections included in class readings.

(1605015231)(Formerly: GRM 2301)  
(Proficiency Levels: Math 0, Language 3)

### **GERM 2312 INTERMEDIATE GERMAN II**

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

Prerequisite: GERM 2311.

A continuation of GRM 2311. More German readings of average difficulty, principally short stories and selections from longer works. Further review of grammar, composition and practice in conversation. More difficult conversational material. (1605015231)(Formerly: GRM 2302)(Proficiency Levels: Math 0, Language 3)

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## **GOVERNMENT**

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### **GOVT 2301 FEDERAL GOVERNMENT**

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

Prerequisite: None.

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

(4510015142)(Formerly: GOV 2301)  
(Proficiency Levels: Math 0, Language 3)

### **GOVT 2302 TEXAS GOVERNMENT**

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

Prerequisite: None

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

Constitutions. (4510015142)(Formerly: GOV 2303)(Proficiency Levels: Math 0, Language 3)

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## **HISTORY**

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### **HIST 1301 UNITED STATES HISTORY TO 1877**

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

Prerequisite: None.

A study of the political, economic, military, social and intellectual history of the United States from the discovery of America to the end of Reconstruction.

(4508015142)(Formerly: HIS 1301)  
(Proficiency Levels: Math 0, Language 3)

### **HIST 1302 UNITED STATES HISTORY FROM 1877**

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

Prerequisite: None.

A study of the political, economic, military, social and intellectual history of the United States from Reconstruction to the present day. (4508015142)(Formerly: HIS 1302)

(Proficiency Levels: Math 0, Language 3)

**HIST 2303 HISTORY OF TEXAS**  
(3-0) Credit: 3

Prerequisite: None.

A survey of Texas history from Colonization to the present day. Exploration of rivalry, Anglo-American Colonization, relations with Mexico, the Texas Revolution, Texas as a republic, annexation, statehood, Civil War and Reconstruction, and the political, social, and economic developments to the modern period. (4508015242)(Formerly: HIS 2303) (Proficiency Levels: Math 0, Language 3)

**HIST 2311 WESTERN CIVILIZATION I**  
(3-0) Credit: 3

Prerequisite: None.

The political, economic, social and intellectual, development of ancient, medieval and early modern civilizations; the ancient East, the contributions of Greece and Rome, the Church, feudalism, the commercial revolution, the Reformation and the early colonial movements. (4508015342)(Formerly: HIS 2301) (Proficiency Levels: Math 0, Language 3)

**HIST 2312 WESTERN CIVILIZATION II**  
(3-0) Credit: 3

Prerequisite: None.

The political, economic, social and intellectual developments of modern Western civilization through the changes resulting from expansion and conflict with culture and civilizations native to Asia, Africa, and the New World; the development of nationalism, the industrial revolution, imperialism, democracy, socialism and the conflicts of the twentieth century. (4508015342)(Formerly: HIS 2302) (Proficiency Levels: Math 0, Language 3)

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**HORTICULTURE**

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**HORT 1301 HORTICULTURE PRACTICE I**  
(3-2) Credit: 3

Prerequisite: None.

A survey of the field of horticulture. Students are introduced to procedures and scientific principles used in horticulture including the use, growth and fruiting habits of horticulture plants as well as an introduction to plant propagation. (5026)(Formerly: HOR 1301)(Proficiency Levels: Math 1, Language 2)

**HORT 1302 HORTICULTURE PRACTICE II**  
(3-2) Credit: 3

Prerequisite: HORT 1301 or BIOL 1411.

Study of the principles and practice of propagating commercially important ornamental plants, shrubs, vines, ground covers, trees, and fruits by sexual and asexual methods by handling and germinating seed; starting by cuttings, layers, bulbs, and other plant structures, buds and grafts. Physical, physiological, and environmental factors starting from seed and vegetative state will be emphasized. Greenhouse use, operation, and maintenance are surveyed for the propagation and production of ornamental plants. (5026)(Formerly: HOR 1302) (Proficiency Levels: Math 1, Language 3)

**HORT 1303 LANDSCAPE TREES, VINES AND SHRUBS**  
(2-3) Credit: 3

Prerequisite: HORT 1301 or BIOL 1411.

The course surveys the flora appropriate to the Texas environment. It includes identification, classification, characteristics, and landscape use of trees, shrubs, vines, ground cover, herbaceous and exotic plants. Laboratories include field trips. (5026)(Formerly: HOR 1301)(Proficiency Levels: Math 1, Language 2)

**HORT 1401 LANDSCAPE PLANTS I**  
(2-3) Credit: 4

Prerequisite: None.

This course acquaints the student with basic trees, shrubs, grasses, perennials, and annuals suitable for landscaping the home grounds, churches, schools, and parks. Biological classification, plant characteristics, and best combinations are emphasized. (5026)(Formerly: HOR 1401) (Proficiency Levels: Math 1, Language 2)

**HORT 1402 HORTICULTURAL THERAPY**  
(3-3) Credit: 4

Prerequisite: None.

An introduction to Horticultural Therapy programs, activities, and resources. History of the horticultural therapy movement in the U.S. and the development of community gardens. (5026)(Proficiency Levels: Math 1, Language 2)

**HORT 1403 HORTICULTURE THERAPY FOR SPECIAL POPULATIONS**

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

Prerequisite: None.

This course gives hands-on experience in the basic application of Horticultural Therapy in medical and vocational rehabilitation programs serving psychiatric, developmentally disabled, and geriatric clients. (5026)(Proficiency Levels: Math 1, Language 2)

**HORT 2301 TURF GRASS MANAGEMENT**

**(2-2) Credit: 3**

Prerequisite: HORT 1301 and HORT 1401.

This course surveys various commercially available grasses. Basic lawn and turf care will be covered; it includes seeding, sprigging, sodding, fertilization, insect and disease control. (5026)(Formerly: HOR 2301)(Proficiency Levels: Math 1, Language 2)

**HORT 2302 SOIL AND PLANT NUTRITION**

**(3-2) Credit: 3**

Prerequisite: CHEM 1405 or consent of the Assistant Dean, Mathematics and Sciences Division.

Physical, chemical, and biological properties of the soil; influences on soil by climate, parent material, topography, time and micro-organisms; methods of evaluating soil and soil use; soil, water, plant and fertilizer relationships; fertilizer composition, manufacture, distribution and application techniques. (5026)(Formerly: HOR 2302)(Proficiency Levels: Math 1, Language 3)

**HORT 2402 LANDSCAPE PLANTS II**

**(2-3) Credit: 4**

Prerequisite: HORT 1401.

A study of installing, establishing, and maintaining a landscape project. Soil requirements, planting principles, and maintenance of ornamental plants will be emphasized. Job layout, equipment, and supervision, as well as irrigation systems, and selection and use of preventative maintenance programs for ground maintenance equipment are studied. (5026)(Formerly: HOR 2402)(Proficiency Levels: Math 1, Language 3)

**HORT 2403 LANDSCAPE AND PLANT PROTECTION**

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

Prerequisite: BIOL 1411 and CHEM 1405.

This course surveys the growth and development of insects and related arthropods; common diseases caused by bacteria, fungi, nematodes, and viruses; biology of weeds and their seeds. It also includes biological and chemical strategies for insect, disease, and weed control. (5026)(Formerly: HOR 2403)(Proficiency Levels: Math 1, Language 2)

**HORT 2404 HORTICULTURE FOR HOMESCAPE**

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

Prerequisite: HORT 1301.

This course surveys commonly planted varieties of fruit trees, berries, vegetables, and ornaments for the home environment. General care, ground preparation, culture, fertility, and production of fruits and vegetables will be stressed. Hobby greenhouse construction and maintenance will also be covered. (5026)(Formerly: HOR 2404)(Proficiency Levels: Math 1, Language 2)

**HORT 2405 INTRODUCTION TO RESIDENTIAL LANDSCAPE DESIGN**

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

Prerequisite: HORT 1401 or consent of the Assistant Dean, Mathematics and Sciences Division.

A survey of the basic principles of design as applied to residential landscaping along with fundamentals of landscaping small properties; space organization, planting plans, and maintenance features are emphasized. (5026)(Formerly: HOR 2405)(Proficiency Levels: Math 1, Language 3)

**HORT 2450, 2451 HORTICULTURE AND LANDSCAPING COOPERATIVE EDUCATION I, II**

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

Prerequisite: Consent of the Assistant Dean, Mathematics and Sciences Division. A comprehensive treatment of internship-related activities with individualized learning objectives structured to relate the student's major field of study with the internship position. Students will apply the concepts learned in the classroom to work experience. All work will be performed under the supervision of the College and the employer. (5026)(Formerly: HOR 2409, 2410)(Proficiency Levels: Math 1, Language 2)

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## HUMANITIES

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### HUMA 1301 INTRODUCTION TO THE HUMANITIES

(3-0) Credit: 3

Prerequisite: None.

A study that combines the disciplines of art, music, theatre, and literature to acquaint students with the cultural heritage of Western Civilization. (3004015142)(Formerly: HUM 1301) (Proficiency Levels: Math 0, Language 3)

### HUMA 1302 THE INDIVIDUAL AND THE COMMUNITY

(3-0) Credit: 3

Prerequisite: ENGL 1301 or consent of the Assistant Dean, Humanities Division.

By critically evaluating humanities texts representing a variety of cultural and ethnic perspectives, students will explore the issues confronting men, women and families, the role of education as a bridge to community, and conflicts between individual rights and community rights. The primary goal of the course will be to seek an ethical balance between the needs of the individual and the needs of the global community. Public and private attitudes toward community will be further analyzed through art, music, architecture and film. During the course, students and instructor will treat the classroom as a community to which the individual owes responsibility, respect, and participation in keeping with group norms. (3004015142) (Proficiency Levels: Math 0, Language 3)

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## MAGNETIC RESONANCE IMAGING

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### MARI 3202 MARI METHODOLOGY

(2-0) Credit: 2

This course is designed to familiarize the student with the use and application of magnetic resonance imaging equipment and the basic principles of patient imaging techniques performed at a facility utilizing this equipment. (8033)(Formerly: MRI 3302)(Proficiency Levels: Math 2, Language 3)

### MARI 3301 MARI PHYSICS AND INSTRUMENTATION

(3-0) Credit: 3

This course is designed to familiarize the student with the concepts, theories, and equipment employed in Nuclear Magnetic Resonance (NMR). These principles will be expanded to describe NMR spectroscopy and Magnetic Resonance Imaging (MRI). Magnetism and the interaction of chemical elements of living matter in magnetic fields will also be emphasized. (8033)(Formerly: MRI 3201)(Proficiency Levels: Math 2, Language 3)

### MARI 3501 MARI CLINICAL APPLICATIONS I

(0-16) Credit: 5

This course is designed to provide the student specialized instruction and experience in the performance of procedures normally found in a magnetic resonance imaging facility. Students will be expected to become proficient in the performance of routine MRI procedures. (8033)(Formerly: MRI 3501)(Proficiency Levels: Math 2, Language 3)

### MARI 3502 MARI CLINICAL APPLICATIONS II

(0-16) Credit: 5

A continuation of MARI 3501 - MARI Clinical Applications I. (8033)(Formerly: MRI 3502)(Proficiency Levels: Math 2, Language 3)

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## MANAGEMENT DEVELOPMENT

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### MGMT 1301 INTRODUCTION TO MANAGEMENT

(3-0) Credit: 3

Prerequisite: None.

This course provides an overview of the management process and includes strategic planning, organizational behavior and development, leadership, strategic and management information systems as well as the need for functional and financial control. The course content covers all the major internal functions of a business including manufacturing, production, accounting and finance along with the management of human capital. Also included in the external environment to which a firm must adapt or respond in the development of its strategies including the world economy, competition, legal/political constraints, cultural and technological changes. (5621)(Formerly: MGT 1301) (Proficiency Levels: Math 1, Language 2)

**MGMT 1302 PERSONNEL  
ADMINISTRATION**

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

Prerequisite: None.

This course provides an overview of activities within a business that include the management of people: selection, placement, training, management development, evaluation, motivation, compensation and benefit programs, labor relations and collective bargaining. This course is a comprehensive review of all laws (Section VII of the Civil Rights Act, EEOC, OSHA, etc.) that effect the hiring, firing or working conditions of employees. (5621)(Formerly: MGT 1302)(Proficiency Levels: Math 1, Language 2)

**MGMT 2301 HUMAN BEHAVIOR AND  
MOTIVATION**

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

Prerequisite: PSYC 1301.

This course addresses behavioral problems associated with innovation, resistance to change and the development of complex organizations and administrative processes. (5621)(Formerly: MGT 2301)(Proficiency Levels: Math 1, Language 2)

**MGMT 2302 ORGANIZATIONAL  
COMMUNICATIONS**

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

Prerequisite: MGMT 1301 or approval of the Assistant Dean, Business and Community Education Division.

This course covers the organizational communications process, management theory and communication, effective listening and organizational barriers to communication, group dynamics and decision making, leadership and communications, the use of power, persuasion and negotiation as well as managing change and conflict. Case studies and role playing techniques are utilized. (5621)(Formerly: MGT 2302) (Proficiency Levels: Math 1, Language 2)

**MGMT 2303 RETAIL MANAGEMENT**

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

Prerequisite: None.

This course provides a perspective on retail marketing from ancient bazaars to the formation of retailing giants as well as current takeovers and mergers within large retail department stores and grocery chains. A special emphasis is provided on the management of small retail operations. The course includes an appraisal of consumer behavior, market research, site selection, merchandise planning and layout, advertising and promotional strategies, scanners and their relationship to management and inventory control systems, pricing and customer service strategies. (5621)(Formerly: MGT 2303) (Proficiency Levels: Math 1, Language 2)

**MGMT 2304 SALES MANAGEMENT**

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

Prerequisite: None.

This course focuses on selling as a profession and on the management of these professionals. Included are hiring and sales training techniques; product knowledge maintenance as well as a primary focus on the customer and his/her needs. Areas included are such sales functions as developing market and competitive intelligence, the types of purchase decisions made by retail, business and industrial customers, planning of sales calls, the cost effectiveness of such tools as telemarketing, telephone follow-ups vs. sales calls as well as the utilization of such developments in micro-electronics as cellular phones, electronic call reports and portable personal computers. (5621) (Formerly: MGT 2304)(Proficiency Levels: Math 1, Language 2)

**MGMT 2306 ENTREPRENEURSHIP AND  
SMALL BUSINESS  
MANAGEMENT**

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

Prerequisite: MGMT 1301 and MGMT 1302 or consent of the Assistant Dean, Business and Community Education Division. This course provides an overview of management functions and their importance from the point of view of the small business owner or manager. The course covers entrepreneurship and risk taking as well as such basic functions as developing a strategic business plan, knowing your products, markets and customers, accounting and finance, financing sources, marketing-advertising-selling and promotion, production and distribution. Also included are different organizational forms and purchasing an existing business or franchise. Students learn to plan and make decisions in a start-up business utilizing a computer simulation. (5621)(Formerly: MGT 2306) (Proficiency Levels: Math 1, Language 2)

**MGMT 2307 FINANCIAL  
MANAGEMENT**

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

Prerequisite: MGMT 1301 and MGMT 1302 or consent of the Assistant Dean, Business and Community Education Division. The student is introduced to the various financial aspects involved in management decision-making. The course includes financial statement analysis, budgeting, interpreting, variances, taxes, and inventory control. (5621)(Formerly: MGT 2307) (Proficiency Levels: Math 1, Language 2)

**MGMT 2308 PRINCIPLES OF  
MARKETING**

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

Prerequisite: ECON 2301, MGMT 1301 or BUSI 1301 or consent of the Assistant Dean, Business and Community Education Division. This course provides an overview of the marketing function from both a company view and from a societal view. Topics include developing marketing plans and strategies including market research and the development of marketing information systems, new product innovations, improvements and products management, promotion—professional sales, advertising, sales promotion and product public relations, channels of distribution and distribution as well as the legal aspects of and constraints placed upon marketing including the FTC, FDA, Consumer Product Safety Commission, etc. (5621)(Formerly: MGT 2308)(Proficiency Levels: Math 1, Language 2)

**MGMT 2309 SPECIAL TOPICS IN  
MANAGEMENT**

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

Prerequisite: Approval of the Assistant Dean, Business and Community Education Division.

This course is designed to provide students with the latest developments in the management field. Topics chosen will be new or of an innovative format and will be by prior approval by the instructor. This course is an individualized study of special management topics through readings, and case studies. (5621)(Formerly: MGT 2309) (Proficiency Levels: Math 1, Language 2)

**MGMT 2310 STRATEGIC PLANNING**

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

Prerequisite: MGMT 1301 or consent of the Assistant Dean, Business and Community Education Division.

This course covers the interrelationships of business planning from corporate to SBU (divisional) to functional (production, marketing) to the product, to activity (advertising, sales, production distribution) to personal (MBO) planning. The context of strategic planning is within strategic management systems (planning + implementation + control) and incorporates strategic information systems (technological, world economic, cultural, legal and public policy, competitive and internal management information systems). The emphasis is on the adaptive nature of planning and various quantitative forecasting techniques are also described. (5621)(Formerly: MGT 2310)(Proficiency Levels: Math 1, Language 2)

**MGMT 2311 COMPUTER BASED  
MANAGEMENT DECISION  
MAKING**

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

Prerequisite: MGMT 1301 and COSC 1301 or consent of the Assistant Dean, Business and Community Education Division.

This course is a study of principles and procedures used in the development of information systems to facilitate the management functions of planning, integrating, measuring and controlling. (5621)(Formerly: MGT 2311)(Proficiency Levels: Math 1, Language 2)

**MGMT 2313 OFFICE MANAGEMENT  
AND SUPERVISION FOR  
THE SMALL BUSINESS OR  
DEPARTMENT**

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

Prerequisites: MGMT 1301 or MGMT 2306.

This course covers the principles of supervision and human resource management in the context of managing a small business or department of a larger firm. Topics covered under the supervision of an individual include selection, interviewing, orienting and training a new employee along with providing leadership. Also covered is the motivation of the employee, the development of organizational structure along with authority, responsibility and delegation, compensation and benefits. Major areas of focus include, evaluating employee performance and disciplining, grievances and handling problem employees and supervising groups as well as a review of Title VII of the Civil Rights Act of 1964, and amendments. (5621)(Proficiency Levels: Math 1, Language 2)

**MGMT 2314 LEADERSHIP  
DEVELOPMENT IN  
MANAGEMENT**

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

Prerequisite: MGMT 1301.

This course covers leadership from three view-points: trait research and analysis (the personality traits of leaders – need for power, achievement, self-confidence, self-image, self discipline and control), style or manner of leadership (McGregor's Theory X vs. Theory Y, autocratic vs. democratic, boss-centered vs. subordinate-centered, charismatic vs. non-charismatic, task centered vs. people centered leadership—the Managerial Grid, delegation and decentralization of authority) and role or performance analysis of leadership (the functional aspects—selection, training, delegation/task assignment, the development of subordinates and setting an example—being a role model, influencing, facilitating motivation, good organization, good problem solving ability. In leadership development, this course will focus on the latter. Leadership development exercises, role playing and case analyses will be extensively utilized. (5621)(Proficiency Levels: Math 1, Language 2)

**MGMT 2315 INDUSTRIAL, BUSINESS  
AND GOVERNMENT  
MARKETING**

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

Prerequisites: MGMT 2308.

This course focuses on all marketing activities *not directed at consumers* and emphasizes a customer or market orientation. Non-consumer business to business and business to government marketing constitutes about 2/3 of all marketing dollar transactions in the United States. The course stresses sales as the primary promotion function and advertising and sales promotion for support. The interrelationship of different industries to each other and to the government are identified as well as specific techniques in marketing to the government. (5621) (Proficiency Levels: Math 1, Language 2)

**MGMT 2316 FUNDAMENTALS OF  
ADVERTISING**

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

Prerequisite: MGMT 2308.

This course covers the background, environment and evolution of advertising in the U.S.A. and in the World. Topics covered include the history of modern advertising, the emergency of national advertising and telecommunications media, the functions of advertising, its relationship to marketing and strategic marketing management. Also covered are social concerns such as misleading and deceptive advertising as well as ethics in advertising. The organizational structure of the industry is covered along with advertising campaign planning and its relationship to overall marketing strategies such as target marketing, market segmentation, product and market positioning. Also covered is the message strategy, media choices and the message, message design and production as well as a media strategy. (5621) (Proficiency Levels: Math 1, Language 2)

**MGMT 2317 MARKETING RESEARCH  
AND THE DEVELOPMENT  
OF MARKETING  
INFORMATION SYSTEMS**  
(3-0) Credit: 3

Prerequisite: MGMT 2308.

This course covers the information generation and analysis stage of marketing. The development of external market and competitive information includes single or multiple project market research and the reporting of external marketing information on a continuing basis which is integrated into a company's internal marketing information system (e.g., prices, sales, costs, inventories). Primary data development (surveys, experiments, observation) methods are defined along with their relative costs, efforts and timeliness as are secondary research methods utilizing already existing studies and analyses of data. Sources of the latter are identified along with their costs/benefits, as well. The use of internal marketing research departments is contrasted with that of outside research contractors and consultants. (5621) (Proficiency Levels: Math 1, Language 2)

**MGMT 2318 COOPERATIVE  
EDUCATION IN  
MANAGEMENT I**

(1-20) Credit: 3

Prerequisite: MGMT 1301 or concurrent enrollment and consent of the Assistant Dean, Business and Community Education Division.

A comprehensive treatment of internship related activities with individual learning objectives structured to relate the student's major field of study with the internship position. Each student is assigned to a coordinator to work with the employer and student to set individual coop job objectives to related to job growth, personal development, problem solving, routine duties, and further career aspirations. The Coop Coordinator will make on-site visits to assist the student in developing and coordinating coop objectives. Enrichment seminars conducted throughout the semester will assist the student's career growth. (5621)(Proficiency Levels: Math 1, Language 2)

**MGMT 2319 COOPERATIVE  
EDUCATION IN  
MANAGEMENT II**

(1-20) Credit: 3

Prerequisite: MGMT 2318 and consent of the Assistant Dean, Business and Community Education Division.

Students will re-evaluate career objectives based on learning in MGMT 2318, continue with previously established objectives that will assist in career development. Seminars will continue to be a valuable part of the program. (5621) (Proficiency Levels: Math 1, Language 2)

**MGMT 2320 COOPERATIVE  
EDUCATION IN  
MANAGEMENT III**

(1-20) Credit: 3

Prerequisite: MGMT 2319 and consent of the Assistant Dean, Business and Community Education Division.

Students will re-evaluate career objectives based on learning in MGMT 2319, continue with previously established objectives that will assist in career development. Seminars will continue to be a valuable part of the program. (5621) (Proficiency Levels: Math 1, Language 2)

**MGMT 2321 COOPERATIVE  
EDUCATION IN  
MANAGEMENT IV**

(1-20) Credit: 3

Prerequisite: MGMT 2320 and consent of the Assistant Dean, Business and Community Education Division.

Students will re-evaluate career objectives based on learning in MGMT 2320, continue with previously established objectives that will assist in career development. Seminars will continue to be a valuable part of the program. (5621) (Proficiency Levels: Math 1, Language 2)

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**MANAGEMENT/HOSPITALITY  
MANAGEMENT**

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**MGMT 2322 INTRODUCTION TO THE  
HOSPITALITY INDUSTRY**

(3-0) Credit: 3

Prerequisite: None.

Explores the history and development of the hospitality industry, focusing on food, beverage, lodging, and tourism management and the interrelationships among those components of the hospitality industry. (5424) (Formerly: HRM 1301) (Proficiency Levels: Math 1, Language 2)

**MGMT 2323 HOSPITALITY FACILITIES  
MANAGEMENT**

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

Prerequisite: None.

Studies the various elements of the overall operations of a hospitality property. Includes an overview of security and safety programs and equipment, outlines OSHA regulations that apply to hospitality properties. Introduces maintenance and engineering principles and their applications in establishing effective preventive maintenance and energy management programs. Also includes a discussion of the relationship between forecasting and operations. (5424) (Formerly: HRM 2301)(Proficiency Levels: Math 1, Language 2)

**MGMT 2324 HEALTH AND SAFETY IN  
THE HOSPITALITY  
INDUSTRY**

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

Prerequisite: None.

Provides an orientation to the economic, legal, and moral responsibilities of the hospitality manager. Case studies and role-playing activities are an integral part of the course. (5424) (Formerly: HRM 1303) (Proficiency Levels: Math 1, Language 2)

**MGMT 2325 GUEST RELATIONS IN  
THE TOURISM AND  
HOSPITALITY  
INDUSTRIES**

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

Prerequisite: None.

Studies the interpersonal dynamics between the guest/consumer and employees in the hospitality and tourism industries. Includes trends in the demand for and use of hospitality/tourism services, personality characteristics of hospitality/tourism personnel, and dealing effectively with guest/consumers. Focuses on the practical application of those skills needed to interact effectively with the guest/consumer. (5424) (Formerly: HRM 1304) (Proficiency Levels: Math 1, Language 2)

**MGMT 2326 HOSPITALITY  
PURCHASING  
MANAGEMENT AND  
INVENTORY CONTROL**

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

Prerequisite: None.

Describes how to develop and implement an effective purchasing program. It focuses on issues pertaining to supplier relations and selection, negotiation, and evaluation. Provides an analysis of techniques of control in recordkeeping, cash management, profit margin, and inventory control. Emphasis is placed on the important contribution by the employee to profitability. (5424) (Formerly: HRM 2301) (Proficiency Levels: Math 1, Language 2)

**MGMT 2327 LODGING MANAGEMENT**

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

Prerequisite: None.

Studies the principles and procedures of management in lodging facilities, including the flow of business with the reservation process and ending with billing and collection procedures. Also includes fundamentals of housekeeping management (5424) (Formerly: HRM 1302)(Proficiency Levels: Math 1, Language 2)

**MGMT 2328 FOOD AND BEVERAGE  
MANAGEMENT**

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

Prerequisite: None.

Provides a basic understanding of the principles of food and beverage operations, food production management and services, menu planning, purchasing, storage, and food and beverage merchandising is provided. (5424) (Formerly: FBM 1301) (Proficiency Levels: Math 1, Language 2)

**MGMT 2329 FOOD PRODUCTION  
PRINCIPLES**

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

Prerequisite: None.

Explains the techniques and procedures of quality and quantity food production, providing the principles underlying the selection, composition, and preparation of the major food products. (5424) (Formerly: HRM 2304)(Proficiency Levels: Math 1, Language 2)

**MGMT 2330 FOOD AND BEVERAGE SERVICE**

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

Prerequisite: MGMT 2328.

Provides students with practical skills and knowledge for effective management of food and beverage service in outlets from cafeterias and coffee shops to room service, banquet areas, and high-check-average dining rooms. Presents basic service principles while emphasizing the special needs of guests. (5424) (Formerly: FSM 2307)(Proficiency Levels: Math 1, Language 2)

**MGMT 2331 CONVENTION MANAGEMENT AND SERVICE IN THE HOSPITALITY INDUSTRY**

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

Prerequisite: MGMT 2327.

The course defines the scope and various segments of the convention market, explains what is required to meet individual needs, and most importantly explores methods and techniques that lead to better service. (5424)(Formerly: HSM 1302)(Proficiency Levels: Math 1, Language 2)

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**MATHEMATICS**

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**MATH 0100 REVIEW OF MATHEMATICAL SKILLS FOR TASP**

**(0-2) Credit: 1**

Prerequisite: Completion of MATH 0300 and MATH 1300.

A remedial course designed for students who have completed MATH 0300 and MATH 1300 but who have failed the mathematics portion of the TASP exam. The course will include as needed: Applications of arithmetic including percents, ratio and proportion; estimating solutions to problems; scientific notation; interpretation of data from tables, charts, and graphs; graphs of functions; polynomial operations and factoring; first and second degree equations; systems of equations in two variables; calculations involving geometric figures; and reasoning skills. (3201045137) (Formerly: MTH 0300) (Proficiency Levels: Math 3, Language 0)

**MATH 0300 BASIC MATHEMATICS**

**(3-2) Credit: 3**

Prerequisite: None.

A one semester course designed for students who need to develop or review basic mathematics skills. Topics covered include operations with fractions and decimals, percent, ratio and proportion and their applications, conversion of units, basic geometry and working with formulas; construction and interpretation of graphs; scientific notation and selected topics from algebra. (3201045137)(Formerly: MTH 0300) (Proficiency Levels: Math 0, Language 0)

**MATH 0301 MATHEMATICAL APPLICATIONS IN PHYSICAL SCIENCES**

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

Prerequisite: None.

An introductory course to acquaint students with the basic concepts of arithmetic and introductory algebra with the purpose of showing their application to problem solving in the physical sciences. Topics include scientific notation, conversion of units, density, atoms, molecules, compounds, percent composition, calculations involving empirical and molecular formulas, chemical equations, calculations involving excess and limiting reagent, solutions and pH. (3201045137)(Formerly: MTH 0301) (Proficiency Levels: Math 1, Language 1)

**MATH 0303 INTRODUCTORY ALGEBRA**

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

Prerequisite: MATH 0300 or a score of 21 on ASSET mathematics subtest.

A one semester course covering the topics of high school algebra for the student who did not take algebra in high school or needs a review of basic algebraic concepts. Topics include signed numbers, laws of exponents, operations with polynomials, factoring and simple first degree equations and inequalities. Throughout the course emphasis will be placed on building operational skills. (3201045137) (Formerly: MTH 0303)(Proficiency Levels: Math 1, Language 1)

**MATH 1312 INTERMEDIATE ALGEBRA**  
(3-0) Credit: 3

Prerequisite: MATH 0303 or a passing score on the divisional placement test or consent of the Assistant Dean, Mathematics and Sciences Division.

A brief review of basic algebra with emphasis on operational skills. Topics include factoring, rational exponents and radicals, fractions, inequalities, linear and quadratic equations, and graphing. (2701015237) (Formerly: MTH 1300) (Proficiency Levels: Math 2, Language 2)

**MATH 1314 COLLEGE ALGEBRA**  
(4-0) Credit: 3

Prerequisite: A grade of "C" or better in MATH 1312 or a passing score on the divisional placement test or consent of the Assistant Dean, Mathematics and Sciences Division.

An introduction to the basic concepts of modern algebra. Topics are taken from set theory, the development of the number systems, relations, functions, equations, inequalities, determinants and matrices, probability, and mathematical induction. (2701015437) (Formerly: MTH 1301) (Proficiency Levels: Math 3, Language 3)

**MATH 1316 PLANE TRIGONOMETRY**  
(3-0) Credit: 3

Prerequisite: A grade of "C" or better in MATH 1314 or consent of the Assistant Dean, Mathematics and Sciences Division.

Trigonometric functions and their applications, trigonometric equations and identities, solving right and oblique triangles, radian measure. (2701015337) (Formerly: MTH 1302) (Proficiency Levels: Math 3, Language 3)

**MATH 1324 FINITE BUSINESS MATHEMATICS**  
(3-0) Credit: 3

Prerequisite: A grade of "C" or better in MATH 1312 or consent of the Assistant Dean, Mathematics and Sciences Division.

An introduction to topics from college algebra from the finite point of view with applications to business. Topics include linear functions, linear programming, statistics, probability theory, elementary decision theory and matrices. (2701016737) (Formerly: MTH 1304) (Proficiency Levels: Math 3, Language 3)

**MATH 1325 ANALYSIS FOR BUSINESS DECISIONS**

(3-0) Credit: 3

Prerequisite: MATH 1324 or consent of the Assistant Dean, Mathematics and Sciences Division.

An introduction to topics from analytic geometry and calculus as applied to business and economics. Topics include maxima and minima of functions, non-linear curves, and difference equations. (2701016737) (Formerly: MTH 1305) (Proficiency Levels: Math 3, Language 3)

**MATH 2303 FOUNDATIONS OF MATHEMATICS**  
(3-0) Credit: 3

Prerequisite: MATH 1314 or consent of the Assistant Dean, Mathematics and Sciences Division.

An introduction to sets, logic, numeration systems, whole numbers, integers, rational numbers, real numbers, ratio and proportion, elementary number theory, relations and functions, probability and statistics, and selected topics from informal geometry. (2701015137) (Formerly: MTH 2301) (Proficiency Levels: Math 3, Language 3)

**MATH 2318 LINEAR ALGEBRA**  
(3-0) Credit: 3

Prerequisite: MATH 2414 or consent of the Assistant Dean, Mathematics and Sciences Division.

Vector spaces, linear transformations, matrix algebra, determinants, systems of linear equations, products and eigen-value problems. (2701016137) (Formerly: MTH 2306) (Proficiency Levels: Math 3, Language 3)

**MATH 2320 DIFFERENTIAL EQUATIONS**  
(3-0) Credit: 3

Prerequisite: MATH 2414 or consent of the Assistant Dean, Mathematics and Sciences Division.

Differential equations of the first order and degree. Linear differential equations of higher order and degree, solution and applications, solution using graphical and numerical methods, Laplace transforms, non-linear equations, series methods. (2701016037) (Formerly: MTH 2307) (Proficiency Levels: Math 3, Language 3)

**MATH 2412 PRECALCULUS  
MATHEMATICS**

**(4-0) Credit: 4**

Prerequisite: MATH 1312 or its equivalent with a grade of "A", or High School Algebra and Trigonometry or consent of the Assistant Dean, Mathematics and Sciences Division.

A concise integrated treatment of the mathematical concepts necessary for calculus. Intended for students with good ability in mathematics. Elementary functions and their graphs, including polynomials, rational algebraic functions, exponential and logarithmic concepts, geometric and trigonometric functions, systems of equations and inequalities and sequences, series and probability. (2701015837) (Formerly: MTH 1406) (Proficiency Levels: Math 3, Language 3)

**MATH 2413 CALCULUS WITH  
ANALYTIC GEOMETRY I**

**(5-0) Credit: 4**

Prerequisite: A grade of "C" or better in MATH 1316 or MATH 2412, or consent of the Assistant Dean, Mathematics and Sciences Division.

Inequalities, introductory topics from analytic geometry, limits and definition of the derivative; derivative of algebraic and trigonometric functions, differentials, curve sketching, applications of derivatives, maxima and minima, the mean value theorem, introduction to integration, definite and indefinite integrals, basic applications of integration. (2701015937) (Formerly: MTH 1409) (Proficiency Levels: Math 3, Language 3)

**MATH 2414 CALCULUS WITH  
ANALYTIC GEOMETRY II**

**(5-0) Credit: 4**

Prerequisite: MATH 2413 or consent of the Assistant Dean, Mathematics and Sciences Division.

Differentiation and integration of transcendental functions, methods of integration for more complex functions, indeterminate forms and improper integrals, applications of integration, conics, polar coordinates and parametric equations. (2701015937) (Formerly: MTH 2401) (Proficiency Levels: Math 3, Language 3)

**MATH 2415 CALCULUS WITH  
ANALYTIC GEOMETRY III**

**(5-0) Credit: 4**

Prerequisite: MATH 2414 or consent of the Assistant Dean, Mathematics and Sciences Division.

Taylor polynomials, sequences, infinite series and power series, vectors in the plane and in space, vector functions, vector differentiation and integration, differentiation of functions of several variables, and multiple integrals. (2701015937) (Formerly: MTH 2402) (Proficiency Levels: Math 3, Language 3)

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**MEDICAL TRANSCRIPTION**

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**MDRT 1301 MEDICAL TERMINOLOGY**  
**(3-0) Credit: 3**

Prerequisite: None.

This course is designed to be a study of the basic word elements as they relate to the medical record. Emphasis is on the analysis, correct usage, spelling, and pronunciation of medical terms. (5827) (Formerly: MRT 1301) (Proficiency Levels: Math 1, Language 3)

**MDRT 1401 FUNDAMENTALS OF  
MEDICAL  
TRANSCRIPTION**

**(3-2) Credit: 4**

Prerequisite: MDRT 1301 and OFFT 1401.

This course includes transcription of medical reports and correspondence with emphasis on accurate medical terminology, proper formatting and application of editing procedures in the transcribing of medical documents. (5827) (Formerly: MRT 1401) (Proficiency Levels: Math 1, Language 3)

**MDRT 2401 ADVANCED MEDICAL  
TRANSCRIPTION**

**(3-2) Credit: 4**

Prerequisite: MDRT 1401.

Continuation of MDRT 1401 with emphasis on increased levels of production. (5827) (Formerly: MRT 2401) (Proficiency Levels: Math 1, Language 3)

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**MUSIC**

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**MUSI 1211 MUSIC THEORY I**

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

Prerequisite: None.

Analysis and writing of elementary melodic and rhythmic patterns, notations, simple triads in all keys, and simple cadences. Written and keyboard exercises. (5009045130) (Formerly: MUS 1211) (Proficiency Levels: Math 1, Language 3)

**MUSI 1212 MUSIC THEORY II****(2-1) Credit: 2**

Prerequisite: MUSI 1211.

Intermediate written and keyboard instructions to include completion of triads and dominant seventh chords and their inversions. (5009045130) (Formerly: MUS 1212)(Proficiency Levels: Math 1, Language 3)

**MUSI 1216 SIGHT SINGING AND EAR TRAINING I****(1-2) Credit: 2**

Prerequisite: None.

Elementary singing in tonal music in treble, bass, alto, and tenor clefs. Aural study (including dictation) of rhythm, melody and diatonic harmony. (5009036630) (Formerly: MUS 1216) (Proficiency Levels: Math 0, Language 3)

**MUSI 1217 SIGHT SINGING AND EAR TRAINING II****(1-2) Credit: 2**

Prerequisite: MUSI 1216.

Intermediate singing in tonal music in treble, bass, and tenor clefs. Aural study (including dictation) of rhythm, melody, and diatonic harmony. A continuation of MUSI 1216. (5009036630) (Formerly: MUS 1217)(Proficiency Levels: Math 0, Language 3)

**MUSI 1301 FUNDAMENTALS OF MUSIC****(3-0) Credit: 3**

Prerequisite: None.

An introduction to the elements of music, including a study of the staff, clefs, key signatures, scales, time signatures, notation, rhythm and meter, major and minor chords, intervals, introduction to the keyboard, rhythmic, melodic and harmonic ear-training. Recommended for students desiring a basic course in musical skills; not applicable to a music degree. (5009015230) (Formerly: MUS 1301) (Proficiency Levels: Math 1, Language 3)

**MUSI 1306 MUSIC APPRECIATION****(3-0) Credit: 3**

Prerequisite: None.

Understanding music through the study of cultural periods, major composers, and musical elements; illustrated with audio recordings and/or live performances. (5009025130) (Proficiency Levels: Math 0, Language 3)

**MUSI 1308 MUSIC LITERATURE I****(3-1) Credit: 3**

Prerequisite: None.

A chronological study of musical styles from antiquity through the sixteenth century. Classes include listening to recorded examples and examining printed scores. (5009025230) (Formerly: MUS 2301) (Proficiency Levels: Math 0, Language 3)

**MUSI 1309 MUSIC LITERATURE II****(3-1) Credit: 3**

Prerequisite: None. May be taken before MUSI 1308.

A chronological study of musical styles from the seventeenth century to the present. Classes include listening to recorded examples and examining printed scores. (5009025230) (Formerly: MUS 2302) (Proficiency Levels: Math 0, Language 3)

**ENSEMBLES:** Each course listed below may be repeated once for credit.

**MUSI 1131, 2131 INSTRUMENTAL ENSEMBLE****(0-3) Credit: 1**

Prerequisite: None for MUSI 1131; MUSI 1131 for MUSI 2131.

Open to all instrumentalists. Literature will be determined by the variety of the instruments. (5009035630) (Formerly: MUS 1112, 2112)(Proficiency Levels: Math 0, Language 0)

**MUSI 1141, 2141 CHOIR****(0-3) Credit: 1**

Prerequisite: None for MUSI 1141; MUSI 1141 for MUS 2141.

Open to all singers. Choral literature of a variety of periods and styles will be rehearsed and performed. (5009035730) (Formerly: MUS 1111, 2111)(Proficiency Levels: Math 0, Language 0)

**MUSI 1159, 2159 MUSICAL THEATER****(0-3) Credit: 1**

Prerequisite: None for MUSI 1159; MUSI 1159 for MUSI 2159.

The study and performance of works from the musical theater repertoire. (5009036130)(Formerly: MUS 1113, 2113) (Proficiency Levels: Math 0, Language 0)

**MUSI 2211 MUSIC THEORY III****(2-1) Credit: 2**

Prerequisite: MUSI 1212.

Harmony part writing and keyboard analysis and writing of more advanced tonal harmony. More emphasis on creative composition. (5009045230) (Formerly: MUS 2211)(Proficiency Levels: Math 1, Language 3)

**MUSI**

**MUSI 2212 MUSIC THEORY IV****(2-1) Credit: 2**

Prerequisite: MUSI 2211.

A continuation of MUSI 2211. Advanced instruction in part writing and keyboard skills. Includes an introduction to twentieth-century techniques. (5009045230) (Formerly: MUS 2212)(Proficiency Levels: Math 1, Language 3)

**MUSI 2216 SIGHT SINGING AND EAR TRAINING III****(1-2) Credit: 2**

Prerequisite: MUSI 1217.

Advanced sight singing and ear training. Singing tonal music including modal, ethnic, and twentieth-century materials. Aural study (including dictation) of rhythm, melody, chromatic harmony and extended tertian structures. (5009036730) (Formerly: MUS 2216)(Proficiency Levels: Math 1, Language 3)

**MUSI 2217 SIGHT SINGING AND EAR TRAINING IV****(1-2) Credit: 2**

Prerequisite: MUSI 2216.

Advanced sight singing and ear training. A continuation of MUSI 2216. Singing more difficult tonal music including modal, ethnic, and twentieth-century materials. Aural study (including dictation) of more complex rhythm, melody, chromatic harmony, and extended tertian structures. (5009036730) (Formerly: MUS 2217)(Proficiency Levels: Math 0, Language 3)

**PRIVATE INSTRUCTION (5009035430):**

Private instruction is offered in the following fields:

**Brass Instruments**

Flute	Viola
Guitar	Violin
Organ	Voice
Piano	

Each course requires memorization of literature, participation in student recitals and an oral examination at the end of the semester. (5009035430)

**FIRST YEAR**

MUAP 1165	Organ	(0-1) Credit: 1
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(Formerly: MUS 1123)

MUAP 1169	Piano	(0-1) Credit: 1
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(Formerly: MUS 1122)

MUAP 1181	Voice	(0-1) Credit: 1
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(Formerly: MUS 1121)

MUAP 1201	Strings*	(0-1) Credit: 1
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(Formerly: MUS 1124)

MUAP 1217	Woodwinds	(0-1) Credit: 1
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(Formerly: MUS 1125)

MUAP 1137	Brass*	(0-1) Credit: 1
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(Formerly: MUS 1126)

(Proficiency Levels for above MUAP courses: Math 0, Language 0)

Any of the courses listed above may be repeated once for credit. Prerequisite: None (Except for Organ - Prior keyboard experience is necessary.) The student will receive 30 minutes of private instruction each week, a total of 7 ½ hours for the semester. Each course has a practice requirement of one-half hour daily.

MUAP 1201	Strings*	(0-2) Credit: 2
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(Formerly: MUS 1224)

MUAP 1217	Woodwinds	(0-2) Credit: 2
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(Formerly: MUS 1225)

MUAP 1237	Brass*	(0-2) Credit: 2
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(Formerly: MUS 1226)

MUAP 1265	Organ	(0-2) Credit: 2
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(Formerly: MUS 1223)

MUAP 1269	Piano	(0-2) Credit: 2
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(Formerly: MUS 1222)

MUAP 1281	Voice	(0-2) Credit: 2
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(Formerly: MUS 1221)

(Proficiency Levels for above MUAP courses: Math 0, Language 0)

Any of the courses listed above may be repeated once for credit. Prerequisite: None. (Except for Organ - prior keyboard experience is necessary.) The student will receive one hour, or two 30 minute private instructions each week, a total of 15 hours for the semester.) Each course has a practice requirement of one hour daily.

## SECOND YEAR

MUAP 2101	Strings*	(0-1) Credit: 1
(Formerly: MUS: 2124)		
MUAP 2117	Woodwinds*	(0-1) Credit: 1
(Formerly: MUS: 2125)		
MUAP 2137	Brass*	(0-1) Credit: 1
(Formerly: MUS: 2126)		
MUAP 2165	Organ	(0-1) Credit: 1
(Formerly: MUS: 2123)		
MUAP 2169	Piano	(0-1) Credit: 1
(Formerly: MUS: 2122)		
MUAP 2181	Voice	(0-1) Credit: 1
(Formerly: MUS: 2121)		

(Proficiency Levels for above MUAP courses: Math 0, Language 0)

Any of the courses listed above may be repeated once for credit. Prerequisite: A passing grade in two first year courses in the same field. A student will receive 30 minutes of private instruction each week (7 ½ hours for the semester.) Each course has a practice requirement of one-half hour daily.

MUAP 2201	Strings*	(0-2) Credit: 2
(Formerly: MUS: 2224)		
MUAP 2217	Woodwinds*	(0-2) Credit: 2
(Formerly: MUS: 2225)		
MUAP 2237	Brass*	(0-2) Credit: 2
(Formerly: MUS: 2226)		
MUAP 2265	Organ	(0-2) Credit: 2
(Formerly: MUS: 2223)		
MUAP 2269	Piano	(0-2) Credit: 2
(Formerly: MUS: 2222)		
MUAP 2281	Voice	(0-2) Credit: 2
(Formerly: MUS: 2221)		

(Proficiency Levels for above MUAP courses: Math 0, Language 0)

Any of the courses listed above may be repeated once for credit. Prerequisite: A passing grade in two first year courses in the same field. The student will receive one hour of private instruction each week (15 hours for the semester). Each course has a practice requirement of one hour daily. \*THE STUDENT MUST SUPPLY HIS/HER OWN INSTRUMENT.

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## NUCLEAR MEDICINE TECHNOLOGY

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### NUMT 1101 NUCLEAR MEDICINE CLINICAL PRACTICUM I (0-6) Credit: 1

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and permission of the NUMT Program Director. This laboratory course is designed to introduce the beginning nuclear medicine technology student to the clinical practice of nuclear medicine. Students will rotate within a clinical nuclear medicine facility and are expected to become proficient in the handling of radioisotopes and instrument calibration. (8038) (Formerly: NMT 1101)(Proficiency Levels: Math 2, Language 3)

### NUMT 1102 NUCLEAR MEDICINE DATA PROCESSING (6-week course) (0-14) Credit: 1

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and permission of the NUMT Program Director. This laboratory course allows the students to become proficient in the use of Nuclear Medicine Computer Systems. Students are expected to become proficient in the Computer Processing of various Nuclear Medicine Procedures. (8038) (Formerly: NMT 1102) (Proficiency Levels: Math 2, Language 3)

### NUMT 1201 RADIOCHEMISTRY AND RADIOPHARMACY (2-0) Credit: 2

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and permission of the NUMT Program Director. This course covers basic concepts of radiochemistry, radiopharmaceutical production and quality assurance. Special emphasis will be placed on radiopharmaceutical biorouting. Radiation safety relevant to radiopharmaceutical production, use, and disposal in a nuclear medicine pharmacy will be covered. (8038) (Formerly: NMT 1201)(Proficiency Levels: Math 2, Language 3)

**NUMT 1301 NUCLEAR MEDICINE  
METHODOLOGY I**

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

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and permission of the NUMT Program Director. This course will concentrate on the basic principles involved in all diagnostic and therapeutic tests and procedures normally found in a nuclear medicine facility. Each nuclear medicine test and procedure will be studied relative to anatomy, physiology, pathology, radiopharmaceuticals, instrumentation, data analysis and diagnostic value. (8038) (Formerly: NMT 1301)(Proficiency Levels: Math 2, Language 3)

**NUMT 1302 NUCLEAR MEDICINE  
INSTRUMENTATION**

**(3-2) Credit: 3**

Prerequisite: Completion of RAHS 1304 with a "C" or better, enrollment in the Nuclear Medicine Technology Program and permission of the NUMT Program Director.

This course covers theory and application of electronic instrumentation used in the direction and analysis of ionizing radiations. Special emphasis will be placed on gamma spectrometry and quality assurance relevant to nuclear medicine instruments. A two hour per week associated laboratory will provide students with an opportunity to learn how to use radiation detection instruments relative to calibration, spectrometry and data acquisition. (8038)(Formerly: NMT 1303) (Proficiency Levels: Math 2, Language 3)

**NUMT 1401 INTRODUCTION TO  
NUCLEAR MEDICINE**

**(3-6) Credit: 4**

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and permission of the NUMT Program Director. An introduction to the foundations, facilities, and skills required for a Nuclear Medicine Technologist. Students will learn the history, current practices, and future trends in the field of Nuclear Medicine. The laboratory section of this course is designed to introduce the beginning nuclear medicine technology student to the clinical practice of nuclear medicine. Students will rotate within a clinical nuclear medicine facility and observe all related patient procedures. (8038) (Proficiency Levels: Math 2, Language 3)

**NUMT 2301 NUCLEAR MEDICINE  
METHODOLOGY II**

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

Prerequisite: Enrollment in the Nuclear Medicine Technology Program, permission of the NUMT Program Director and successful completion of NUMT 1301 with a "C" or better.

A continuation of NUMT 1301, Nuclear Medicine Methodology I. (8038) (Formerly: NMT 1302)(Proficiency Levels: Math 2, Language 3)

**NUMT 2302 NUCLEAR MEDICINE  
METHODOLOGY III**

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

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and permission of the NUMT Program Director and successful completion of NUMT 1302.

This course is a continuation of NUMT 2301, Nuclear Medicine Methodology II. (8038) (Formerly: NMT 2301)(Proficiency Levels: Math 2, Language 3)

**NUMT 2303 NUCLEAR MEDICINE  
SEMINAR**

**(6-week course)**

**(8-0) Credit: 3**

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and permission of the NMT Program Director. This course is designed to allow graduating students to explore methods of Nuclear Medicine in their future. Emphasis is placed on emerging trends including technical advances, changes in legislation, licensing requirements, and employment options. (8038) (Formerly: NMT 2303) (Proficiency Levels: Math 2, Language 3)

**NUMT 2304 NUCLEAR MEDICINE  
CLINICAL PRACTICUM IV**

**(6-week course)**

**(0-24) Credit: 3**

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and permission of the NUMT Program Director and successful completion of NUMT 2601 with a "C" or better.

This laboratory course is a continuation of NUMT 2601. In addition, this course will allow students an opportunity to specialize in a particular area of interest. Students are expected to become proficient in the performance of all nuclear medicine tests and procedures encountered during their hospital experiences with minimal supervision. (8038) (Formerly: NMT 2304)(Proficiency Levels: Math 2, Language 3)

**NUMT 2501 NUCLEAR MEDICINE  
CLINICAL PRACTICUM II  
(0-24) Credit: 5**

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and permission of the NUMT Program Director and successful completion of NUMT 1102 with a "C" or better.

This laboratory course will provide nuclear medicine students with highly specialized instruction and experiences in the performance of the various tests and procedures normally found in a clinical nuclear medicine facility. Students are expected to become proficient in the performance of the most routine nuclear medicine tests and procedures. (8038) (Formerly: NMT 2601)(Proficiency Levels: Math 2, Language 3)

**NUMT 2601 NUCLEAR MEDICINE  
CLINICAL PRACTICUM III  
(0-30) Credit: 6**

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and permission of the NUMT Director and successful completion of NUMT 2501 with a "C" or better.

This course is a continuation of NUMT 2501, Nuclear Medicine Clinical Practicum II. (8038) (Formerly: NMT 2602)(Proficiency Levels: Math 2, Language 3)

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**NURSING**

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**(ASSOCIATE DEGREE)**

**NURS 1503 NURSING CARE OF  
PATIENTS WITH IMPAIRED  
INTERPERSONAL  
RELATIONSHIPS**

**(3-6) Credit: 5**

Prerequisite: All first and second semester nursing courses.

This course includes both a theoretical and clinical approach to utilization of the nursing process in the care of patients whose interpersonal relationships are perceived as impaired.

Emphasis is placed on interviewing techniques and therapeutic communication.(8021) (Formerly: NUR 1503)(Proficiency Levels: Math 2, Language 3)

**NURS 1602 NURSING CARE OF  
ADULTS WITH MEDICAL  
SURGICAL PROBLEMS I  
(3-9) Credit: 6**

Prerequisite: NURS 1901, BIOL 2401. A grade of "C" or higher or concurrent enrollment in BIOL 2402, BIOL 2420. This course focuses on providing care for patients experiencing medical-surgical health problems. Different settings, from the community to the hospital, are utilized to broaden the students' experience and enable them to build on the principles and techniques learned in NURS 1901. The nursing process is the basis for the provision of care. (8021) (Formerly: NUR 1602)(Proficiency Levels: Math 2, Language 3)

**NURS 1901 INTRODUCTION TO  
NURSING**

**(4-12) Credit: 9**

Prerequisite: Admission into the Associate Degree Nursing Program. A grade of "C" or higher or concurrent enrollment in BIOL 2401.

This course introduces the nursing student to the nursing process principles and techniques with a caring environment. The classroom, college, clinical laboratory and the community are utilized to assist the student to develop fundamental nursing skills. (8021) (Formerly: NUR 1601) (Proficiency Levels: Math 2, Language 3)

**NURS 2103 NURSING SEMINAR**

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

Prerequisite: All first and second semester nursing courses and NURS 1503. A grade of "C" or higher in NURS 2601 and concurrent enrollment in NURS 2502.

This course provides the student an opportunity to explore concepts basic to the profession of nursing. Emphasis is placed on the contemporary roles of the nurse within the health care delivery system. (8021) (Formerly: NUR 2103) (Proficiency Levels: Math 0, Language 3)

**NURS 2502 NURSING CARE OF  
ADULTS WITH MEDICAL  
SURGICAL PROBLEMS III**

**(2-9) Credit: 5**

Prerequisite: All first and second semester nursing courses, NURS 1503; and a grade of "C" or higher in NURS 2601 and concurrent enrollment in NURS 2103. This course focuses on providing care for acute and chronically ill patients and their families in varied settings. Emphasis is placed on the development and refinement of problem-solving skills and priority setting in the classroom and clinical setting. Clinical experiences are designed to assist the student to make the transition to beginning level graduate nurse. (8021) (Formerly: NUR 2502) (Proficiency Levels: Math 2, Language 3)

**NURS 2601 NURSING CARE OF  
ADULTS WITH MEDICAL  
SURGICAL PROBLEMS II**

**(3-9) Credit: 6**

Prerequisite: All first and second semester nursing courses and NURS 1503. Concurrent enrollment in NURS 2103. This course expands the nursing principles and techniques learned in NURS 1602 to include the provision of care for patients in the acute care setting who are experiencing medical-surgical health problems. Students apply the nursing process to the care of patients and families with complex needs. (8021) (Formerly: NUR 2601) (Proficiency Levels: Math 2, Language 3)

**NURS 2604 NURSING CARE OF  
CHILDBEARING FAMILIES**

**(3-9) Credit: 6**

Prerequisite: All first and second semester nursing courses and NURS 1503. Concurrent enrollment in NURS 2605. This course applies the nursing process to the care of families during the child-bearing period. Concepts from wellness to high-risk factors are emphasized utilizing a variety of settings. Principles of patient/family education are included. (8021) (Formerly: NUR 2604) (Proficiency Levels: Math 2, Language 3)

**NURS 2605 NURSING CARE OF  
CHILDREN**

**(3-9) Credit: 6**

Prerequisite: All first and second semester courses and NURS 1503. Concurrent enrollment in NURS 2604. This course explores the needs of children and families during the child-rearing period. Emphasis is placed on health promotion and maintenance as well as provision of nursing care for the ill child and his family. (8021) (Formerly: NUR 2605) (Proficiency Levels: Math 2, Language 3)

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**OFFICE ADMINISTRATION**

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**OFAD 2312 MEDICAL OFFICE  
MANAGEMENT**

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

Prerequisite: None. Emphasis in this course is on office procedures utilizing coding for professional services, computerized accounting and billing, insurance claims of all types including delinquent claims follow-up, diagnosis related groups and their requirements, unemployment compensation, workmens compensation, credits and collections, legal aspects of insurance claims, medical records and other business office procedures. (706065125) (Proficiency Levels: Math 0, Language 3)

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**OFFICE TECHNOLOGY**

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**OFFT 1101 PERSONAL TYPEWRITING I**  
**(1-1) Credit: 1**

Prerequisite: None. This course is an introduction to the keyboard with development of basic machine operation skills, fundamental techniques and beginning speed. (5824) (Formerly: OFT 1101) (Proficiency Levels: Math 0, Language 0)

**OFFT 1102 PERSONAL TYPEWRITING II**  
**(1-1) Credit: 1**

Prerequisite: OFFT 1101 or equivalent. Emphasis is placed on the development of greater speed and practical techniques for centering, tabulations, memorandums, personal and business letters. (5824) (Formerly: OFT 1102) (Proficiency Levels: Math 0, Language 0)

**OFFT 1103 PERSONAL TYPEWRITING  
III****(1-1) Credit: 1**

Prerequisite: OFFT 1102 or equivalent.

This course is a refinement of skills in producing outlines, manuscripts, tables and business letters. Further speed development is emphasized (5824) (Formerly: OFT 1103)(Proficiency Levels: Math 0, Language 0)

**OFFT 1104 COMPUTER KEYBOARDING  
FOR NON-DEGREE SEEKERS****(1-1) Credit: 1**

Prerequisite: None.

Speed and accuracy is the primary objective of this course. (5824) (Formerly: OFT 1104)(Proficiency Levels: Math 0, Language 0)

**OFFT 1305 BUSINESS ENGLISH****(3-0) Credit: 3**

Prerequisite: An ACT score of at least 16 or an equivalent SAT/TSWE or completion of ENGL 0302.

This is a practical course designed for students to acquire grammar skills. It provides intensive training in the parts of speech, spelling, punctuation, vocabulary, capitalization, and sentence and paragraph structure as needed in business writing. (5824) (Formerly: OFT 1305)(Proficiency Levels: Math 0, Language 2)

**OFFT 1400 BEGINNING TYPEWRITING****(3-3) Credit: 4**

Prerequisite: None.

Touch typewriting is taught. Emphasis is placed on learning basic skills involved in organizing and typing material centered both vertically and horizontally, typing business letters, tables, reports, rough drafts and short manuscripts. (5824) (Formerly: OFT 1400)(Proficiency Levels: Math 1, Language 2)

**OFFT 1401 INTERMEDIATE  
TYPEWRITING****(3-3) Credit: 4**

Prerequisite: OFFT 1400 or equivalent.

This course emphasizes improvement of basic skills, typing of tabulations with special features, business forms, business letters in various styles and with special features, technical and statistical reports and employment communications. (5824) (Formerly: OFT 1401)(Proficiency Levels: Math 1, Language 2)

**OFFT 1402 PRINCIPLES OF  
INFORMATION  
PROCESSING****(3-2) Credit: 4**

Prerequisite: OFFT 1401 or equivalent typing speed of 40 wpm.

This course gives hands-on experience in the basic operation of word processing on microcomputers. The course also covers theory, concepts, word processing system components and business applications necessary to develop proficiency-level skills. (5824) (Formerly: OFT 1402) (Proficiency Levels: Math 1, Language 2)

**OFFT 1403 BUSINESS MATHEMATICS  
AND CALCULATING  
MACHINES****(3-2) Credit: 4**

Prerequisite: MATH 0303.

Classroom presentations will cover concepts of business mathematical computations emphasizing such areas as bank reconciliations, discounts, markup/markdown, payroll, insurance, interest, loans, installments, depreciation and inventory. The laboratory will be used to develop speed/accuracy on the electronic calculator and to apply classroom concepts using the microcomputer and utilizing electronic spreadsheet software. (5824) (Formerly: OFT 1403)(Proficiency Levels: Math 1, Language 2)

**OFFT 2105 SPECIAL TOPICS IN OFFICE  
TECHNOLOGY I****(1-0) Credit: 1**

Prerequisite: Consent of the Assistant Dean, Business and Community Education Division.

The course content will be selected topics in office automation with emphasis on integrated office technologies. (5824) (Formerly: OFT 2105)(Proficiency Levels: Math 1, Language 3)

**OFFT 2301 BUSINESS  
COMMUNICATIONS****(3-0) Credit: 3**

Prerequisite: ENGL 1301, OFFT 1305.

This course gives students the opportunity to improve their writing and speaking skills as applied to effective business letters, memos, reports, and employment communications. Emphasis is given to planning, organizing, and developing business messages; to using appropriate tone; and to preparing attractive business messages. Also included are listening and nonverbal skills along with a review of English grammar. (5824) (Formerly: OFT 2301)(Proficiency Levels: Math 0, Language 2)

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**OFFT****OFFT 2302 OFFICE AUTOMATION**  
(3-0) Credit: 3

Prerequisite: OFFT 2401.

This course is an overview of integrated office systems, technologies. Areas to be studied include data, voice, word, graphics, and voice processing. (5824) (Formerly: OFT 2302)(Proficiency Levels: Math 1, Language 3)

**OFFT 2304 WORD PROCESSING**  
(3-0) Credit: 3

Prerequisite: Typing speed of 25 wpm or equivalent.

This course is hands-on instruction in the basic functions of a word processing system. Emphasis will be placed on creating, revising, and printing documents. (5824) (Formerly: OFT 2304)(Proficiency Levels: Math 1, Language 3)

**OFFT 2305 SPECIAL TOPICS IN OFFICE TECHNOLOGY II**  
(3-0) Credit: 3

Prerequisite: Consent of the Assistant Dean, Business and Community Education Division.

This course will cover additional selected topics in office automation with emphasis on integrated office technologies. (5824) (Formerly: OFT 2305)(Proficiency Levels: Math 1, Language 3)

**OFFT 2400 OFFICE PROCEDURES**  
(3-2) Credit: 4

Prerequisite: OFFT 1401.

This course is a study of modern office procedures. The student will acquire skill in machine transcription using word processing software, telephone and office etiquette, reprographics techniques, report and itinerary preparation, handling mail, and filing procedures. Emphasis is placed on developing traits and characteristics necessary for success in current office practices. (5824) (Formerly: OFT 2400) (Proficiency Levels: Math 1, Language 2)

**OFFT 2401 INFORMATION PROCESSING APPLICATIONS**  
(3-2) Credit: 4

Prerequisite: OFFT 1402.

Information processing applications in a networked environment. Students will learn to use advanced word processing applications in addition to practical office applications of spreadsheets, database management, desktop management, and electronic mail. (5824) (Formerly: OFT 1401)(Proficiency Levels: Math 1, Language 3)

**OFFT 2402 ADVANCED INFORMATION PROCESSING APPLICATIONS**  
(3-2) Credit: 4

Prerequisite: OFFT 2401.

This is a capstone course in which students apply their information processing skills in a simulated office environment. (5824) (Formerly: OFT 2402)(Proficiency Levels: Math 1, Language 3)

**OFFT 2403 SPEEDWRITING**  
(3-3) Credit: 4

Prerequisite: OFFT 1401 or equivalent.

This course is a designed alphabetical shorthand system to give students an employable skill or a notetaking ability. (5824) (Formerly: OFT 2403)(Proficiency Levels: Math 0, Language 3)

**OFFT 2404 DESKTOP PUBLISHING**  
(3-3) Credit: 4

Prerequisite: OFFT 2304 or equivalent.

This course is designed to teach the student how to select, use, construct, implement, and integrate text, business graphics, data, line art, and photographs to produce quality business publications electronically. Topics will include corporate publications, DTP hardware and software requirements, text editing, graphics design, page layout, font selection, and laser printers. (5824) (Formerly: OFT 2404) (Proficiency Levels: Math 1, Language 3)

**OFFT 2450 OFFICE TECHNOLOGY COOPERATIVE EDUCATION I**  
(1-20) Credit: 4

Prerequisite: Sophomore level standing. Courses taken must include OFFT 1401, 1402, 1403, and approval by the Assistant Dean, Business and Community Education Division.

Cooperative Education I is a comprehensive treatment of internship-related activities with individualized learning objectives structured to relate the student's major field of study with the internship position. Regularly scheduled seminars concentrate on proper interviewing techniques, letters of application and resume writing, case study methods towards human relations and effective communications on the job, investigation of the career and work environment, and an analysis of the chosen career, which includes appropriate curriculum requirements. (5824) (Formerly: OCE 2401)(Proficiency Levels: Math 1, Language 2)

**OFFT 2451 OFFICE TECHNOLOGY  
COOPERATIVE  
EDUCATION II**

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

Prerequisite: OFFT 2450 and approval by the Assistant Dean, Business and Community Education Division. Cooperative Education II is a comprehensive treatment of internship-related activities with individualized learning objectives structured to relate the student's major field of study with the internship position. Regularly scheduled seminars concentrate on the development of a philosophy towards work, effective time management, value clarification, professional ethics and moral responsibilities encountered in the student's career choice. (5824) (Formerly: OCE 2402)(Proficiency Levels: Math 1, Language 2)

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**PHILOSOPHY**

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**PHIL 1301 INTRODUCTION TO  
PHILOSOPHY**

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

Prerequisite: None.  
A survey course designed to acquaint the student with some of the fundamental problems in philosophy and with the methods used to deal with them. Some principle views, both ancient and modern, are examined as possible solutions. (3801015135) (Formerly: PHL 1301) (Proficiency Levels: Math 0, Language 3)

**PHIL 2303 INTRODUCTION TO LOGIC**

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

Prerequisite: None.  
Principles of correct reasoning; use of language; material and formal fallacies, Venni diagrams, truth tables; deduction; symbolic notations. (3801015235) (Formerly: PHL 2303)(Proficiency Levels: Math 0, Language 3)

**PHIL 2306 INTRODUCTION TO ETHICS**

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

Prerequisite: None.  
A study of basic principles of the moral life with critical examination of traditional and current theories of the nature of goodness, happiness, duty, and freedom. (3801015335) (Formerly: PHL 2304) (Proficiency Levels: Math 0, Language 3)

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**PHYSICAL EDUCATION AND  
RECREATION  
THEORY COURSES**

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**PHED 1301 FOUNDATIONS OF  
KINESIOLOGY AND  
RECREATION\***

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

Prerequisite: None.  
An orientation to the historical evolution of movement, the essential component of life. Emphasis is on the physical as well as the social and emotional growth of the individual.(1313145128) (Formerly: PED 1301)(Proficiency Levels: Math 0, Language 3)\*Pending Approval.

**PHED 1306 FIRST AID AND SAFETY**

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

Prerequisite: None.  
This course is a study of emergency first aid and safety procedures as established by the American Red Cross. Instruction includes Standard First Aid and Personal Safety, and Cardiopulmonary Resuscitation (CPR). Upon successful completion of the course, American Red Cross Certifications are awarded. (1313075128) (Formerly: PED 2301)(Proficiency Levels: Math 0, Language 3)

**PHED 1331 RHYTHMS, GAMES, AND  
ACTIVITIES FOR  
CHILDREN\***

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

Prerequisite: None.  
This course is an introduction to motor skills, games, rhythms, sports, recreational activities, and their methods of presentation. Emphasis is on the development and interaction of children in kinesiological activities.(1313145328) (Formerly: PED 2304) (Proficiency Levels: Math 0, Language 3) \*Pending Approval.

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**PHYSICAL EDUCATION AND  
RECREATION  
ACTIVITY COURSES**  
**(3601085128)**

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(Proficiency Levels for all activity courses: Math 0, Language 0)

The activity courses in Physical Education and Recreation are designed to: (1) promote vigorous mental, emotional, social, and physical health; (2) develop motor skills; and (3) prepare the student for vigorous leisure-time activities. Some senior colleges require at least two semesters of physical education for graduation.

It is recommended that students who will be enrolled in courses requiring vigorous physical activity have medical clearance.

**PHED 1100 AEROBICS\*** (1-2) Credit: 1  
(Formerly: PED 1100)

**PHED 1101 GYMNASTICS\*** (1-2) Credit: 1  
(Formerly: PED 1101)

**PHED 1105 ARCHERY/BADMINTON** (1-2) Credit: 1  
(Formerly: PED 1105)

**PHED 1108 BACKPACKING AND CAMPING** (1-2) Credit: 1  
(Formerly: PED 1108)

**PHED 1110 BOWLING** (1-2) Credit: 1  
(Formerly: PED 1110)

**PHED 1115 CANOEING** (1-2) Credit: 1  
(Formerly: PED 1115)

**PHED 1120 DIVEMASTER** (1-2) Credit: 1  
Prerequisite: PHED 1160  
(Formerly: PED 1120)

**PHED 1125 FOUNDATIONS OF FITNESS** (1-2) Credit: 1  
(Formerly: PED 1125)

**PHED 1130 INTRODUCTION TO GOLF** (1-2) Credit: 1  
(Formerly: PED 1130)

**PHED 1135 AEROBIC-JOGGING** (1-2) Credit: 1  
(Formerly: PED 1135)

**PHED 1140 LEISURE TIME ACTIVITIES** (1-2) Credit: 1  
(Formerly: PED 1140)

**PHED 1145 LIFE SAVING** (1-2) Credit: 1  
Prerequisite: Must be able to pass a swimming test.(Formerly: PED 1145)

**PHED 1150 RACQUETBALL** (1-2) Credit: 1  
(Formerly: PED 1150)

**PHED 1155 SAILING** (1-2) Credit: 1  
Prerequisite: Must be able to pass a swimming test.(Formerly: PED 1155)

**PHED 1160 SCUBA DIVING** (1-2) Credit: 1  
Prerequisite: Must be able to pass a swimming test.(Formerly: PED 1160)

**PHED 1165 SOCIAL DANCE** (1-2) Credit: 1  
(Formerly: PED 1165)

**PHED 1170 SWIMMING** (1-2) Credit: 1  
(Formerly: PED 1170)

**PHED 1175 TEAM SPORTS** (1-2) Credit: 1  
(Formerly: PED 1175)

**PHED 1180 TENNIS** (1-2) Credit: 1  
(Formerly: PED 1180)

**PHED 1185 WALLYBALL** (1-2) Credit: 1  
(Formerly: PED 1185)

**PHED 1190 WEIGHT TRAINING** (1-2) Credit: 1  
(Formerly: PED 1190)

**PHED 1195 WIND SURFING** (1-2) Credit: 1  
Prerequisite: Must be able to pass a swimming test. (Formerly: PED 1195)

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## PHYSICS

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**PHYS 1401 GENERAL PHYSICS I** (3-3) Credit: 4  
Prerequisite: MATH 1314 or equivalent.

Force and motion, work, energy and power, circular motion, momentum, vibratory motion, properties of solids and liquids; fluid mechanics; heat, sound and molecular theory of matter. (4008015339) (Formerly: PHY 2401)(Proficiency Levels: Math 3, Language 3)

**PHYS 1402 GENERAL PHYSICS II** (3-3) Credit: 4  
Prerequisite: PHYS 1401.

Continuation of PHYS 1401. Optics, reflection, refraction, interference, diffraction and polarization; electric charges and fields, potential, resistance, capacitance, electric currents and circuits, magnetic fields; selected topics in modern physics. (4008015339) (Formerly: PHY 2402)(Proficiency Levels: Math 3, Language 3)

**PHYS 2425 MECHANICS** (3-3) Credit: 4  
Prerequisite: Credit for or registration in MATH 2413.

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

Vectors, motion in one dimension, motion in a plane rotational motion, oscillatory motion, work, energy, power and momentum, conservation laws and applications; gravitation; fluid mechanics; heat and thermodynamics. (4008015439) (Formerly: PHY 2403)(Proficiency Levels: Math 3, Language 3)

**PHYS 2426 ELECTRICITY AND MAGNETISM** (3-3) Credit: 4  
Prerequisite: PHYS 2425.

Charge, electric field and potential, capacitance, dielectrics, resistance, electric circuits, magnetic field and induction, inductance, radiation. (4008015439) (Formerly: PHY 2404)(Proficiency Levels: Math 3, Language 3)

**PHYS 2427 OSCILLATIONS, WAVES  
AND MODERN PHYSICS****(3-3) Credit: 4**

Prerequisite: PHYS 2425.

Oscillations and waves with application to light and sound, interference, diffraction and polarization of waves; selected topics in modern physics. (4008015439) (Formerly: PHY 2405)(Proficiency Levels: Math 3, Language 3)

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**PSYCHOLOGY**

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**SSFC 0301 STUDY SKILLS FOR  
COLLEGE****(3-0) Credit: 3**

Prerequisite: None.

Techniques of study such as time management, listening, note-taking, text marking, library and research skills, preparing for examinations, test-taking skills, and using learning resources. These skills emphasized are designed to improve the student's college potential and enhance life-long learning. (3201035735) (Formerly: SSC 0301)(Proficiency Levels: Math 0, Language 0)

**PSYC 0301 HUMAN DEVELOPMENT:  
COLLEGE, CAREER AND  
LIFE-LONG PLANNING****(3-0) Credit: 3**

Prerequisite: None.

Principles of psychology designed to help the student identify personal strengths by exploration of values, interests, skills, and aptitudes through group and individual exercises; educational and vocational planning. Development of interpersonal skills for effective college, career, and personal adjustment. (3201995140) (Formerly: PSY 0301)(Proficiency Levels: Math 0, Language 0)

**PSYC 1100 ORIENTATION TO  
COLLEGE****(1-0) Credit: 1**

Prerequisite: None.

Designed to acquaint students with the higher education system, including purpose and requirements, college and university catalogs, grading systems, programs, student rights and responsibilities, and the College's services and facilities. (4299995140) (Formerly: PSY 1100)(Proficiency Levels: Math 0, Language 0)

**PSYC 2301 INTRODUCTION TO  
PSYCHOLOGY****(3-0) Credit: 3**

Prerequisite: None.

An analysis of elementary principles of behavior, motivations, emotions, individual differences, and theories of personality. Emphasis on terminology, environmental influences, and concepts developed. Also, an introduction to adjustment procedures, human growth and development, and statistical methods. (4201015140) (Formerly: PSY 1301)(Proficiency Levels: Math 0, Language 3)

**PSYC 2302 APPLIED PSYCHOLOGY:  
COUNSELING METHODS****(3-0) Credit: 3**

Prerequisite: PSYC 2301 or consent of the Assistant Dean, Social Sciences Division.

A survey of the applications of psychological concepts, principles and methods in the fields of social work, business, industry, or related areas. Emphasis is on the development of a set of behavior management skills and their use in various organizational settings. (4201015240) (Formerly: PSY 2307) (Proficiency Levels: Math 0, Language 3)

**PSYC 2306 HUMAN SEXUALITY****(3-0) Credit: 3**

Prerequisite: None.

The study of the physiological and psychological aspects of human sexuality. (4201015340) (Formerly: PSY 2306) (Proficiency Levels: Math 0, Language 3)

**PSYC 2308 CHILD GROWTH AND  
DEVELOPMENT****(3-0) Credit: 3**

Prerequisite: PSYC 2301 or consent of the Assistant Dean, Social Sciences Division.

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. (4207015140) (Formerly: PSY 2301)(Proficiency Levels: Math 0, Language 3)

**PSYC 2311 ADULT DEVELOPMENT****(3-0) Credit: 3**

Prerequisite: PSYC 2301 and PSYC 2308 or consent of the Assistant Dean, Social Sciences Division.

Physical changes and psychological development from the end of adolescence to senescence. (4207015240) (Formerly: PSY 2302)(Proficiency Levels: Math 0, Language 3)

**PHYS - PSYC**

**PSYC 2317 STATISTICAL METHODS IN PSYCHOLOGY**

(3-0) Credit: 3

Prerequisite: PSYC 2301 and MATH 0300 or consent of the Assistant Dean, Social Sciences Division.

Measures of central tendency and variability; statistical inference; correlations and regression. (4215015140) (Formerly: PSY 2304)(Proficiency Levels: Math 1, Language 3)

**PSYC 2320 BEHAVIOR MODIFICATION**

(3-0) Credit: 3

Prerequisite: PSYC 2301 or consent of the Assistant Dean, Social Sciences Division.

An applied course which utilizes empirically proven techniques to demonstrate to the student methods of behavior modification in both academic and personal situations. Subject matter and programming skills include basic principles of learning, use of reinforcement, scheduling, desensitization of anxiety, token economics and self-reinforcement. (4210015140) (Formerly PSY 1304) (Proficiency Levels: Math 0, Language 3)

**PSYC 2340 CURRENT ISSUES IN PSYCHOLOGY: BEHAVIORAL ASPECTS OF SUBSTANCE ABUSE**

(3-0) Credit: 3

Prerequisite: PSYC 2301 and PSYC 2320 with grades of "C" or better in both courses or consent of the Assistant Dean, Social Sciences Division.

An in-depth study of the behavioral aspects of substance abuse. (4201015540) (Formerly: PSY 2308)(Proficiency Levels: Math 0, Language 3)

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**RADIOGRAPHIC TECHNOLOGY**

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**RADT 1301 RADIOGRAPHIC POSITIONING I**

(2-3) Credit: 3

Prerequisite: Enrollment in the Radiographic Technology Program. This course is designed for first year students to demonstrate and practice positioning of the extremities, pelvis, chest and abdominal cavity. Students are introduced to the terminology and anatomy used in radiographic positioning. (8033) (Formerly: RDT 1304)(Proficiency Levels: Math 2, Language 3)

**RADT 1302 PRACTICUM II**

(0-21) Credit: 3

Prerequisite: Enrollment in the Radiographic Technology Program. This course includes practice in positioning, radiographic exposure, patient care and film critique in the radiology department of cooperating hospitals. Instruction is under direct supervision of a radiologist and/or qualified registered technologist. (8033) (Formerly: RDT 1305) (Proficiency Levels: Math 2, Language 3)

**RADT 1303 RADIOGRAPHIC TECHNIQUES AND EXPOSURE**

(3-0) Credit: 3

Prerequisite: Enrollment in the Radiographic Technology Program. This course concentrates on the technical factors involved in the production of optimum quality radiographic images. Emphasis is placed on the various radiographic laws and conversion techniques. The student will research, document, and compare the produced outcomes under direct supervision of the instructor. (8033) (Formerly: RDT 1206) (Proficiency Levels: Math 2, Language 3)

**RADT 1304 RADIOGRAPHIC POSITIONING II**

(2-3) Credit: 3

Prerequisite: Enrollment in the Radiographic Technology Program. This course is designed for the first year of instruction and practice in the positioning of the spine, digestive, urinary and biliary systems. Positioning of the cranium, facial skeleton, paranasal sinuses and special interest views of the skull is also included. The student is introduced to the terminology and anatomy used in the procedures listed above. (8033) (Formerly: RDT 1307)(Proficiency Levels: Math 2, Language 3)

**RADT 1305 PRACTICUM III (12-week course)**

(0-21) Credit: 3

Prerequisite: Enrollment in the Radiographic Technology Program. This course continues the practice of radiography emphasizing mobilis, surgical and trauma radiography. Students will perform patient examination under the supervision of a registered radiology technologist. (8033) (Formerly: RDT 1308) (Proficiency Levels: Math 2, Language 3)

**RADT 1401 FUNDAMENTALS OF RADIOGRAPHY: PRACTICUM I**

**(2-12) Credit: 4**

Prerequisite: Enrollment in the Radiographic Technology Program. This course is divided into sections. The first section concentrates on the principles of radiographic image production needed prior to clinical instruction. Content includes analysis of radiographic equipment, accessories, processing techniques, exposure factors and introduction to computer literacy. The remainder of the course allows the student to apply the knowledge in the clinical setting under direct supervision of a registered technologist. (8033) (Proficiency Levels: Math 2, Language 3)

**RADT 2301 RADIOLOGIC PHYSICS**

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

Prerequisite: Enrollment in the Radiographic Technology Program. This course concentrates on the concepts of physics relevant to advanced radiographic technology. Topics include classical and atomic physics, radiation and its interactions with matter, basic electrical principles and an analysis of modern radiographic equipment and modalities. (8033) (Formerly: RHS 1202)(Proficiency Levels: Math 2, Language 3)

**RADT 2302 PATHOLOGY**

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

Prerequisite: Enrollment in the Radiographic Technology Program. This course provides an introduction to the terminology, mechanism, and radiographic demonstration of diverse pathologic processes of various organ systems. Analysis and evaluation of pathological processes on radiographs is presented. Technical factors related to specific pathology is emphasized. (8033) (Formerly: RDT 2202)(Proficiency Levels: Math 2, Language 3)

**RADT 2303 PRACTICUM IV**

**(0-21) Credit: 3**

Prerequisite: Enrollment in the Radiographic Technology Program. This course includes continued practice of radiography under the direct supervision of a registered radiologic technologist. Included in the course is a session of radiographic evaluations conducted by a senior radiographer or radiologist. (8033) (Formerly: RDT 2303)(Proficiency Levels: Math 2, Language 3)

**RADT 2304 PRACTICUM V**

**(0-21) Credit: 3**

Prerequisite: Enrollment in the Radiographic Technology Program. This course includes the application of radiographic principles and patient care in the Radiology Department of cooperating hospitals. This clinical experience is under the direct supervision of a registered technologist and will introduce the student to a shift schedule of training, and includes sessions of radiographic evaluation. (8033) (Formerly: RDT 2304)(Proficiency Levels: Math 2, Language 3)

**RADT 2305 SPECIAL PROCEDURES**

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

Prerequisite: Enrollment in the Radiographic Technology Program. This course is an introduction to angiography, venography, lymphography, tomograms, CT scans, various contrast studies, cystography, hystero-graphy, cineradiography and other special procedures. The course consists of lecture, and when possible, demonstration of the procedure with emphasis on principles and methods employed. (8033) (Formerly: RDT 2305)(Proficiency Levels: Math 2, Language 3)

**RADT 2306 TRAUMA RADIOGRAPHY**

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

Prerequisite: Enrollment in the Radiographic Technology Program. This course is the study of the special positioning skills required in radiography of the severely injured patient. Special emphasis is placed on the tube/part/film relationship and technical methods. (8033) (Formerly: RDT 2201)(Proficiency Levels: Math 2, Language 3)

**RADT 2307 QUALITY ASSURANCE**

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

Prerequisite: Enrollment in the Radiographic Technology Program. This course will introduce the student to the evaluation of radiographic systems to assure consistency in the production of quality images. The components involved in the radiography system will be identified. Tests and procedures to evaluate these components will be discussed. State and Federal impacts will be described. (8033) (Formerly: RDT 2200)(Proficiency Levels: Math 2, Language 3)

**RADT 2308 PRACTICUM VI**

(6-week course)

**(0-24) Credit: 3**

Prerequisite: Enrollment in the Radiographic Technology Program. This course includes continued practice of radiography under the indirect supervision of a registered technologist. The student will continue with a shift schedule of training during this final course of the program. (8033) (Formerly: RDT 2302) (Proficiency Levels: Math 2, Language 3)

**RADT 2309 RADIOLOGIC TECHNOLOGY SEMINAR**

(6-week course)

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

Prerequisite: Enrollment in the Radiographic Technology Program. This course is designed to allow graduating students to explore methods of professional development in the field of radiography in their individual futures. Emphasis is placed on emerging trends in the field, including technologic advances, changes in legislation, licensing requirements, and employment options. (8033) (Formerly: RDT 2306) (Proficiency Levels: Math 2, Language 3)

**RADIOLOGIC HEALTH SCIENCE****RAHS 1301 RADIATION BIOLOGY AND SAFETY****(3-0) Credit: 3**

Prerequisite: Enrollment in a Radiological Health Science Program or permission of the RAHS Program Director. This core course presents principles of radiation biology and safety relevant to the radiologic health science student. Topics include the effects of ionizing radiation on biological systems, genetic and subcellular interactions and occupational exposure of radiologic personnel. (8033) (Formerly: RHS 1301) (Proficiency Levels: Math 2, Language 3)

**RAHS 1302 PATIENT CARE AND ETHICS****(2-4) Credit: 3**

Prerequisite: Enrollment in a Radiological Health Science Program or permission of the RAHS Program Director. This core course presents patient care procedures relevant to the radiologic health science student including medical terminology, patient management principles, medical ethics and law. (8033) (Formerly: RHS 1306) (Proficiency Levels: Math 2, Language 3)

**RAHS 1303 DATA ANALYSIS****(3-0) Credit: 3**

Prerequisite: Enrollment in a Radiological Health Science Program or permission of the RAHS Program Director. This core course applies the mathematical concepts relevant to the radiologic health science student, including fractions, proportion, geometry, scientific notation, algebra, logarithms, exponential functions, statistics and problem solving. (8033) (Formerly: RHS 1303) (Proficiency Levels: Math 2, Language 3)

**RAHS 1304 RADIOLOGICAL PHYSICS I****(3-0) Credit: 3**

Prerequisite: Enrollment in a Radiological Health Science Program or permission of the RAHS Program Director. This core course is the first of a two semester sequence surveying the concepts of physics relevant to radiologic health science students. Topics include classical and atomic physics, basic electrical principles, the interaction of radiation with matter, and nuclear physics. (8033) (Formerly: RHS 1202) (Proficiency Levels: Math 2, Language 3)

**RAHS 1305 RADIOLOGICAL PHYSICS II****(3-0) Credit: 3**

Prerequisite: Enrollment in a Radiological Health Science Program, permission of the RAHS Program Director and successful completion of RAHS 1304 with a grade of "C" or better. This core course is the second of a two semester study of radiological physics as defined in RAHS 1304. (8033) (Formerly: RHS 1305) (Proficiency Levels: Math 2, Language 3)

**RAHS 3201 TOMOGRAPHIC ANATOMY****(2-0) Credit: 2**

Prerequisite: Certification in a Radiological Health Science Program or permission of the RAHS Program Director. This core course is designed to familiarize students with the anatomic relationships that are present under various tomographic orientations as depicted by computerized tomography (CT) and magnetic resonance (MR) imaging devices. Conferences, assigned references, and audio visual materials will be utilized. (8033) (Formerly: RHS 3201) (Proficiency Levels: Math 2, Language 3)

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## **RADIATION THERAPY DOSIMETRY**

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### **RATD 3201 MEDICAL DOSIMETRY PHYSICS I**

**(2-0) Credit: 2**

Prerequisite: RATT 2301 Dosimetry I.  
This course teaches the advanced level of physics of radiation therapy required to understand the basics of medical dosimetry; lecture and discussion periods will be used to assure understanding of the material before continuing to the next level of complexity. Emphasis is on attaining an understanding of basic physics concepts. (8046) (Proficiency Levels: Math 2, Language 3)

### **RATD 3202 MEDICAL DOSIMETRY II**

**(2-0) Credit: 2**

Prerequisite: RATT 2302 Dosimetry I and RATD 3201 Dosimetry I.  
This course provides a continuation of the advanced physical concepts of medical dosimetry. Emphasis will be on the application of physics to problems in radiation therapy including dose calculations and measurements of external beam and sealed sources of radiation. (8046) (Proficiency Levels: Math 2, Language 3)

### **RATD 3203 RADIATION ONCOLOGY SEMINAR I**

**(-0) Credit: 2**

Prerequisite: Permission of the RATD Program Director.  
This course is to demonstrate to the student the role of radiation dosimetry in the overall care of the patients treatment. Emphasis is divided between site specific disease presentations and overall patient treatment summary presentations. (8046) (Proficiency Levels: Math 2, Language 3)

### **RATD 3204 RADIATION ONCOLOGY SEMINAR II**

**(2-0) Credit: 2**

Prerequisite: RATD 3203 Radiation Oncology Seminar I.  
A continuation of RATD 3203 Radiation Oncology Seminar I. (8046) (Proficiency Levels: Math 2, Language 3)

### **RATD 3205 SPECIAL TOPICS IN DOSIMETRY**

**(12-week course)**

**(1-3) Credit: 2**

Prerequisite: Permission of the RATD Program Director.  
This course is designed to allow advanced students to explore the role of radiation dosimetry in the development of emerging treatment technologies. Emphasis will be on involving the student in calculations, measurements, and planning of state-of-the-art treatment approaches. (8046) (Proficiency Levels: Math 2, Language 3)

### **RATD 3301 INSTRUMENTATION AND METHODOLOGY IN DOSIMETRY**

**(2-3) Credit: 3**

Prerequisite: Permission of the RATD Program Director.  
This course provides an introduction to radiation therapy dosimetry functions, skills, and equipment. Patient dose calculations, treatment aids, and basics of treatment planning computers will be emphasized. (8046) (Formerly: RDT 3301) (Proficiency Levels: Math 2, Language 3)

### **RATD 3302 INSTRUMENTATION AND METHODOLOGY IN DOSIMETRY II**

**(2-3) Credit: 3**

Prerequisite: RATD 3301 Instrumentation and Methodology in Dosimetry I.  
This course continues with radiation dosimetry functions, skills, and equipment. Advanced external beam and brachytherapy planning will be presented. Quality assurance procedures will be introduced. (8046) (Proficiency Levels: Math 3, Language 3)

### **RATD 3501 CLINICAL APPLICATIONS IN DOSIMETRY I**

**(0-28) Credit: 5**

Prerequisite: Permission of the RATD Program Director.  
This course is designed to provide the student specialized instruction and experience in the performance of dosimetry procedures normally found in a radiotherapy facility. Students will be expected to become proficient in the performance of routine dosimetry procedures. (8046) (Formerly: RTD 3501) (Proficiency Levels: Math 2, Language 3)

RATD

**RATD 3502 CLINICAL APPLICATIONS  
IN DOSIMETRY II**

(0-28) Credit: 5

Prerequisite: Permission of the RATD Program Director and successful completion of RATD 3501.

A continuation of RATD 3501 - Clinical Applications in Dosimetry I. (8046) (Formerly: RTD 3502)(Proficiency Levels: Math 2, Language 3)

**RATD 3503 CLINICAL APPLICATIONS  
IN DOSIMETRY III**

(0-36) Credit: 5)

Prerequisite: Permission of the RATD Program Director and successful completion of RATD 3502.

This course is designed to provide the student specialized instruction and experience in the performance of dosimetry procedures normally found in a radiotherapy facility. Students will be expected to become proficient in the performance of routine dosimetry procedures. (8046)(Proficiency Levels: Math 2, Language 3)

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**RADIATION THERAPY  
TECHNOLOGY**

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**RATT 1201 INTERMEDIATE  
TECHNICAL SKILLS I**

(0-8) Credit: 2

Prerequisite: Acceptance in the Radiation Therapy Technology Program. Supervised clinical practice at an affiliated hospital. Practical application of basic principles of radiation therapy. (8046) (Formerly: RTT 1201)(Proficiency Levels: Math 2, Language 3)

**RATT 1202 INTERMEDIATE  
TECHNICAL SKILLS II**

(6-week course)

(0-21) Credit: 2

Prerequisite: RATT 1201. A continuation of RATT 1201, Intermediate Technical Skills I. (8046) (Formerly: RTT 1202)(Proficiency Levels: Math 2, Language 3)

**RATT 1301 INSTRUMENTATION AND  
METHODOLOGY**

(2-4) Credit: 3

Prerequisite: Permission of the Radiation Therapy Technology Program Director. Provides an introduction to radiation therapy, an orientation to hospital setting, policy and procedure and the ethical principles of the profession. Radiation therapy techniques and machine manipulations will be emphasized. (8046) (Formerly: RTT 1301)(Proficiency Levels: Math 2, Language 3)

**RATT 2101 RADIATION THERAPY  
TECHNOLOGY SEMINAR**

(6-week course)

(3-0) Credit: 1

Prerequisite: Permission of Radiation Therapy Technology Program Director. This course is designed to allow graduating students to explore methods of professional development in the field of radiation therapy in their individual futures. Emphasis is placed on emerging trends in the field, including technologic advances, changes in legislation, licensing requirements, and employment options. (8046) (Formerly: RTT 1103)(Proficiency Levels: 2, Language 3)

**RATT 2301 DOSIMETRY I**

(2-4) Credit: 3

Prerequisite: Acceptance in the Radiation Therapy Technology Program. The principles, aims and techniques of applying ionizing radiation to the human body are presented in this course. The course will include practical instruction in the treatment and planning rooms, and allow students the opportunity to demonstrate these principles and techniques. (8046) (Formerly: RTT 2301)(Proficiency Levels: Math 2, Language 3)

**RATT 2302 DOSIMETRY II**

(2-4) Credit: 3

Prerequisite: RATT 2301. Provides the student with a continuation of the basic principles of clinical dosimetry and treatment planning. Emphasis will be placed on computerized dosimetry. (8046) (Formerly: RTT 2302)(Proficiency Levels: Math 2, Language 3)

**RATT 2303 ONCOLOGY I**

(3-0) Credit: 3

Prerequisite: Acceptance in the Radiation Therapy Technology Program. This course is an introduction to the cancerous process in humans. Students will be presented with information regarding the presentation, diagnosis, treatment and progression of cancers, for specific sites and organ systems in the human body. (8046) (Formerly: RTT 2304)(Proficiency Levels: Math 2, Language 3)

**RATT 2304 ONCOLOGY II**

(3-0) Credit: 3

Prerequisite: RATT 2303. This course provides students with a continuation of the cancerous process in humans. An introduction of related treatment modalities will also be presented. (8046) (Formerly: RTT 2305)(Proficiency Levels: Math 2, Language 3)

**RATT 2305 ADVANCED TECHNICAL SKILLS III**

(6-week course)

(0-32) Credit: 3

Prerequisite: RATT 2602.

A continuation of RATT 2602, Advanced Technical Skills II. (8046) (Formerly: RTT 2603)(Proficiency Levels: Math 2, Language 3)

**RATT 2601 ADVANCED TECHNICAL SKILLS I**

(0-24) Credit: 6

Prerequisite: RATT 1202.

Supervised clinical practice at an affiliated hospital. Practical application of advanced principles of radiation therapy. (8046) (Formerly: RTT 2601)(Proficiency Levels: Math 2, Language 3)

**RATT 2602 ADVANCED TECHNICAL SKILLS II**

(0-24) Credit: 6

Prerequisite: RATT 2601.

A continuation of RATT 2601, Advanced Technical Skills I. (8046) (Formerly: RTT 2602)(Proficiency Levels: Math 2, Language 3)

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**READING**

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**READ 0101 TASP REMEDIATION IN READING**

(0-2) Credit: 1

Prerequisite: Credit in READ 0302 or ENGL 1301.

A pre-transfer level college course designed for students who have received credit for READ 0302 or ENGL 1301 but who have failed the reading portion of TASP. The course may be repeated for credit. Students will continue to enroll in the course until they pass the TASP. Instructors will work cooperatively with each student to design an individualized education program which provides practice in areas failed on the TASP. The student will work in assigned areas until she/he achieves 85% accuracy. (3201035435) (Proficiency Levels: Math 0, Language 2)

**READ 0301 READING IMPROVEMENT**

(3-2) Credit: 3

A development course designed to increase reading comprehension, vocabulary and study skills. Because this course is tailored to lead into READ 0302, students must pass an appropriate exit exam. (3201035535)(Formerly: RDG 0301) (Proficiency Levels: Math 0, Language 0)

**READ 0302 COLLEGE READING**

(3-2) Credit: 3

A balanced program designed to provide training in reading comprehension, vocabulary and study skills essential to success in college-level courses. To receive credit students must pass an exit exam. (3201035135) (Formerly: RDG 0302) (Proficiency Levels: Math 0, Language 0)

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**RESPIRATORY CARE**

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(Program is currently inactive)

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**SOCIAL WORK**

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**SOCW 2361 SOCIAL WORK I: INTRODUCTION TO SOCIAL WORK**

(3-0) Credit: 3

Prerequisite: SOCI 1301 with a grade of "C" or better or consent of the Assistant Dean, Social Sciences Division.

Introduction to the history of the social work profession: understanding of the knowledge base, the criteria of a professional, and the fields of practice in social work. Also an awareness of the purpose and function of professional organizations, current issues confronting the social work profession and knowledge of populations targeted for social services. (4407015142) (Formerly: SWK 1301) (Proficiency Levels: Math 0, Language 3)

**SOCW 2362 SOCIAL WORK II: SOCIAL WELFARE AS A SOCIAL INSTITUTION**

(3-0) Credit: 3

Prerequisite: SOCW 1301 with a grade of "C" or better or consent of the Assistant Dean, Social Sciences Division.

The origin and development of social institutions, the social welfare system, current Social Security Act provisions as well as other relevant social legislation with strategies for influencing legislation and social policy. (4407015242) (Formerly: SWK 2301)(Proficiency Levels: Math 0, Language 3)

**RATT - SOCW**

**SOCW 2363 SOCIAL WORK FIELD EXPERIENCE**

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

Prerequisite: SOCW 2361 with a grade a "C" or better or consent of the Assistant Dean, Social Sciences Division.

Classroom lectures and discussion plus 64 hours of supervised observation, volunteer work, and service delivery in selected social service agencies. Emphasis on basic analytical abilities, clinical practice skills, agency administration and organization, the client as member of a family, group and community, beginning skills in observing relationships and behavior, communicating observations accurately both orally and in writing, need for self-evaluation, professional ethics, perspectives, and confidentiality, twelve core functions in substance abuse counseling. (4599999142) (Formerly: SWK 2363)(Proficiency Levels: Math 0, Language 3)

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**SOCIOLOGY**

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**SOCI 1301 INTRODUCTION TO SOCIOLOGY**

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

Prerequisite: None.

The study of human society, human behavior and personality as a product of group life, human ecology and population, social organizations, socio-cultural change, and current social problems. (4511015142) (Formerly: SOC 1301)(Proficiency Levels: Math 0, Language 3)

**SOCI 1306 SOCIAL PROBLEMS**

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

Prerequisite: None

Identification and analysis of contemporary social problems. A study of the criteria for evaluating problems of social planning and a study of conventional solutions to these problems. (4511015242)(Formerly: SOC 1303)(Proficiency Levels: Math 0, Language 3)

**SOCI 2301 MARRIAGE AND FAMILY**

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

Prerequisite: None.

A study of the problems of courtship, mate selection, and marriage adjustments. (4511015442) (Formerly: SOC 2301) (Proficiency Levels: Math 0, Language 3)

**SOCI 2331 CURRENT ISSUES IN SOCIOLOGY: INTRODUCTION TO ALCOHOLISM AND DRUG ABUSE**

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

Prerequisite: SOCI 1301 with a grade of "C" or better or concurrent enrollment in SOCI 1301 with consent of the Assistant Dean, Social Sciences Division.

Introduction to chemical dependency and the factors associated with the abusive use of chemicals: including history, definitions, study methods, patterns and prevalence, special populations with an emphasis on models associated with helping the chemically dependent person. The course includes a one-hour per week lab which will require observation in a substance abuse clinic. (4511015742) (Formerly: SOC 1304)(Proficiency Levels: Math 0, Language 3)

**SOCI 2336 CRIMINOLOGY**

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

Prerequisite: None.

Current theories and empirical research pertaining to crime and criminal behavior; its causes, methods of prevention, systems of punishment and rehabilitation. (Usually offered concurrently with Crime in America - CRIJ 1301. Credit can only be earned for one of these courses. See a counselor for registration information.) (4504015142) (Formerly: SOC 2302) (Proficiency Levels: Math 0, Language 3)

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**SPANISH**

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**SPAN 1411 BEGINNER'S SPANISH I**

**(4-0) Credit: 4**

Prerequisite: None.

Fundamentals of grammar, basic vocabulary, pronunciation, conversation, reading of elementary texts, emphasis on development of audiolingual skills. (1609055131) (Formerly: SPN 1401) (Proficiency Levels: Math 0, Language 3)

**SPAN 1412 BEGINNER'S SPANISH II**

**(4-0) Credit: 4**

Prerequisite: SPAN 1411 or equivalent.

A continuation of more advanced grammar; continued emphasis on the spoken language; acquisition of vocabulary and idioms; reading of short stories in Spanish; composition. (1609055131) (Formerly: SPN 1402)(Proficiency Levels: Math 0, Language 3)

**SPAN 2311 INTERMEDIATE SPANISH I**  
(3-0) Credit: 3

Prerequisite: SPAN 1412.  
Intensive review of grammar, reading of short stories and plays in Spanish; composition and oral reports based on a variety of topics. (1609055231) (Formerly: SPN 2301)(Proficiency Levels: Math 0, Language 3)

**SPAN 2312 INTERMEDIATE SPANISH II**

(3-0) Credit: 3

Prerequisite: SPAN 2311.  
Continuation of reading in Hispanic culture and civilization; completion of grammar review; composition and conversation. (1609055231) (Formerly: SPN 2302)(Proficiency Levels: Math 0, Language 3)

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**SPECIAL PROCEDURE TECHNOLOGY**

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**SPPT 3601 RESEARCH PROCEDURES**  
(5-15) Credit: 6

Introduction to special procedures imaging, basic research methods and practice, and nursing practices required of the special procedure technologist. Students will be assigned and expected to complete one major research project in this course as well as mastery of essential elements of special imaging equipment, advanced life support practices, and fundamental principles of special procedures technology. (8033) (Formerly: SPT 3601)(Proficiency Levels: Math 3, Language 3)

**SPPT 3602 INTERVENTIONAL RADIOLOGY**  
(5-15) Credit: 6

Exploration of anatomy and physiology of the peripheral vasculature and viscera, clinical application of theory of special imaging techniques and the practice of interventional radiologic procedures. The course includes a detailed program of instruction in anatomy, physiology and pathology and utilizes a preceptor to guide and direct the student toward attaining technical proficiency in the area of interventional radiology. (8033) (Formerly: SPT 3602)(Proficiency Levels: Math 3, Language 3)

**SPPT 3603 VASCULAR IMAGING**  
(5-15) Credit: 6

Instruction and practice in vascular imaging methods. The course consists of instruction in vascular anatomy, physiology and clinical applications of various imaging techniques. Emphasis is placed on acquired pathologic conditions. A preceptor is used and students are assigned to numerous case study projects. (8033) (Formerly: SPT 3603)(Proficiency Levels: Math 3, Language 3)

**SPPT 3604 NEURORADIOLOGY**  
(5-15) Credit: 6

Theoretical instruction and clinical practice in various imaging modalities used in diagnosis and treatment of the central nervous system. In addition to an in-depth study of the required anatomy, physiology and pathology of the central nervous system, this course includes study and application of advanced imaging techniques commonly used to diagnose disorders of the central nervous system. Modalities studied are Computerized Tomography, Magnetic Resonance, and Digital Radiology. (8033) (Formerly: SPT 3604)(Proficiency Levels: Math 3, Language 3)

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**SPEECH**

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**SPCH 0301 BASIC COMMUNICATION SKILLS**  
(3-0) Credit: 3

Prerequisites: None.  
Development of listening, speaking, and other skills that form the basis for effective communication. (3201035435) (Formerly: SPH 0301)(Proficiency Levels: Math 0, Language 0)

**SPCH 1315 BEGINNING PUBLIC SPEAKING**  
(3-0) Credit: 3

Prerequisite: None.  
Fundamental speech principles; articulation and pronunciation; the attitudes and resources of the speaker; fundamentals of delivery; elements of speech preparation; the informative and persuasive use of language. (2310015335) (Formerly: SPH 1301)(Proficiency Levels: Math 0, Language 3)

**SPAN - SPCH**

**SPCH 1318 INTERPERSONAL  
COMMUNICATION**

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

Prerequisite: None.

A course to introduce the student to the process of creating a meaning between two or more people. The principles of self-concept, body language, non-verbal communication, perception, listening, defensiveness, and language are practically applied in this course. (2310015435) (Formerly: SPH 1306)(Proficiency Levels: Math 0, Language 3)

**SPCH 1321 BUSINESS AND  
PROFESSIONAL SPEAKING**

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

Prerequisite: None.

A practical course involving the student in a discussion of current problems by use of various approaches: round table, panel, sales conference, committee, parliamentary and lecture forms. (2310015235) (Formerly: SPH 1305)(Proficiency Levels: Math 0, Language 3)

**SPCH 2341 ORAL INTERPRETATION**

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

Prerequisite: None.

A study of the technique of effective oral reading. Attention is given to pitch, quality, pronunciation, and articulation. Includes a survey of the forensics areas of poetry reading and dramatic interpretation. This course is the same as DRM 1307. Credit for both courses may not be earned. (2310015735) (Formerly: SPH 1302)(Proficiency Levels: Math 0, Language 3)

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**SURGICAL TECHNOLOGY**

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(Program has been indefinitely deactivated)

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**VOCATIONAL NURSING**

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**VOCN 1200 BASIC MICROBIOLOGY  
FOR VOCATIONAL  
NURSING**

**(2-0) Credit: 2**

Prerequisite: VOCN 1201, VOCN 1202, VOCN 1301, VOCN 1400, VOCN 1601. Introduces principles of microbiology including causative organisms, disease control and prevention, and community health resources. (7821) (Formerly: VNR 1200)(Proficiency Levels: Math 1, Language 3)

**VOCN 1201 PHARMACOLOGY**

**(2-0) Credit: 2**

Prerequisite: Acceptance in the Vocational Nursing Program.

Provides a review of basic mathematics required for medication administration. Drug classifications and actions as well as administration techniques will be introduced. (7821) (Formerly: VNR 1201) (Proficiency Levels: Math 1, Language 3)

**VOCN 1202 NUTRITION AND DIET  
THERAPY**

**(2-0) Credit: 2**

Prerequisite: Acceptance in the Vocational Nursing Program.

Presents principles of basic nutrition across the life span, the relationship of nutrition to wellness and alterations necessary in illness. (7821) (Formerly: VNR 1202) (Proficiency Levels: Math 1, Language 3)

**VOCN 1301 PROFESSIONAL/PERSONAL  
DEVELOPMENT IN  
VOCATIONAL NURSING**

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

Prerequisite: Acceptance in Vocational Nursing Program.

Course begins the socialization process into vocational nursing. Concepts included are the history of vocational nursing, role of the vocational nurse, ethical and legal responsibilities, therapeutic communication, group dynamics, mental health, medical terminology and an introduction to the nursing process. (7821) (Formerly: VNR 1301)(Proficiency Levels: Math 1, Language 3)

**VOCN 1302 MATERNAL CHILD  
HEALTH NURSING**

**(2-6) Credit: 3**

Prerequisite: VOCN 1201, VOCN 1202, VOCN 1301, VOCN 1400, VOCN 1601.

Introduces concepts specific to the family experiences of pregnancy, birth and the neonatal period. Current trends in family-centered maternity care, patient-teaching and pharmacologic intervention are explored. Laboratory practice will focus on techniques specific to the care of the mother and neonate and clinical experiences will include community and hospital settings. (7821) (Formerly: VNR 1302)(Proficiency Levels: Math 1, Language 3)

**VOCN 1303 CHILD HEALTH NURSING**  
(2-6) Credit: 3

Prerequisite: VOCN 1201, VOCN 1202, VOCN 1301, VOCN 1302, VOCN 1400, VOCN 1601, VOCN 1701.

This course applies selected theories of growth and development and the nursing process to the promotion and/or maintenance of optimal health for infants and children. Concepts of prevention, advocacy and pharmacologic intervention and techniques are included. Laboratory practice will focus on techniques specific to the hospitalized child and clinical experience will include nursing care for all pediatric age groups. (7821) (Formerly: VNR 1303)(Proficiency Levels: Math 1, Language 3)

**VOCN 1400 GENERAL ANATOMY AND PHYSIOLOGY FOR VOCATIONAL NURSING**  
(3-3) Credit: 4

Prerequisite: Acceptance in the Vocational Nursing Program. Introduces the students to normal human anatomic and physiologic principles as a basis for understanding deviations which occur in disease processes. (7821) (Formerly: VNR 1400)(Proficiency Levels: Math 1, Language 3)

**VOCN 1601 FUNDAMENTALS OF VOCATIONAL NURSING**  
(4-12) Credit: 6

Prerequisite: Acceptance in the Vocational Nursing Program. Presents the basic techniques and concepts related to vocational nursing practice. Emphasis is placed on the assessment and planning phases of the nursing process. Laboratory practice and clinical experience will focus on the techniques necessary for the provision of beginning level nursing care. (7821) (Formerly: VNR 1601) (Proficiency Levels: Math 1, Language 3)

**VOCN 1701 MEDICAL/SURGICAL NURSING I**  
(5-15) Credit: 7

Prerequisite: VOCN 1201, VOCN 1202, VOCN 1301, VOCN 1400, VOCN 1601.

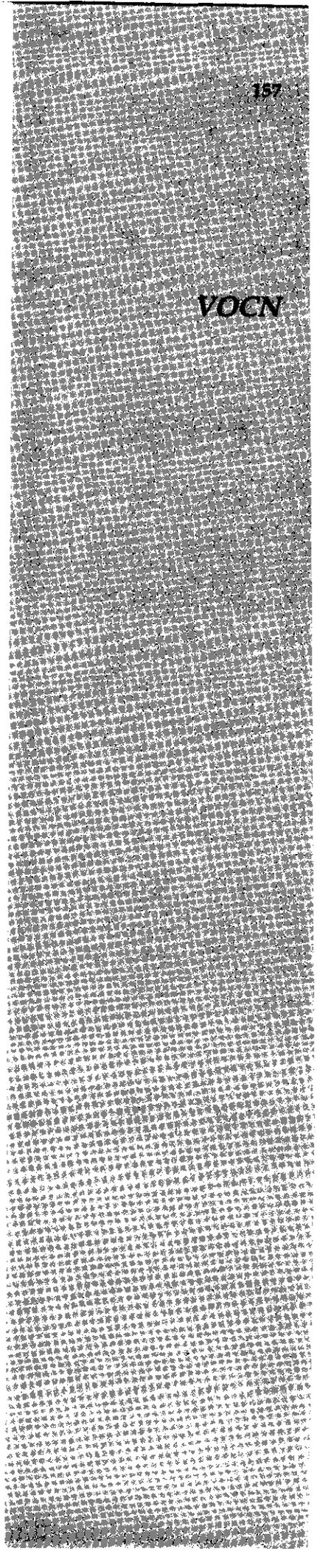
This course applies the nursing process, with emphasis on planning, implementation, and evaluation to patients with selected medical-surgical health deviations of the Integumentary, Musculo-skeletal, Gastrointestinal, Reproductive, Endocrine and Renal Systems. Concepts of aging, grief and grieving, cultural/spiritual nursing, patient teaching and pharmacologic intervention will be introduced. Laboratory practice will focus on advanced techniques and clinical experience will include responsibility for total patient care at the vocational nursing level. (7821) (Formerly: VNR 1701)(Proficiency Levels: Math 1, Language 3)

**VOCN 1901 MEDICAL/SURGICAL NURSING II**  
(6-18) Credit: 9

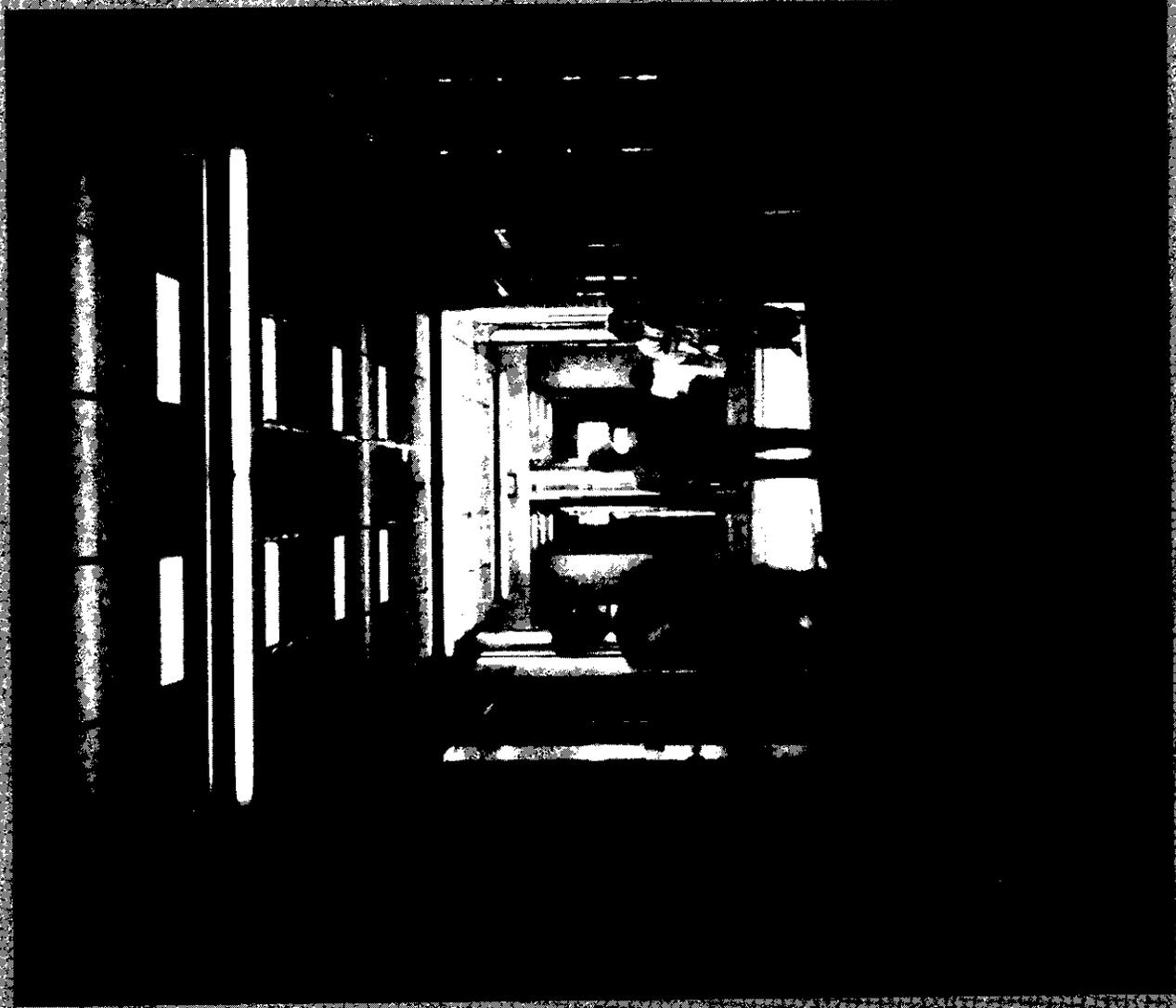
Prerequisite: VOCN 1201, VOCN 1202, VOCN 1301, VOCN 1302, VOCN 1303, VOCN 1400, VOCN 1601.

This course applies the total nursing process, to patients with selected medical-surgical health deviations of the Sensory, Neurologic, Respiratory, Cardio-vascular and Immune Systems. Concepts introduced in Medical-Surgical I will be expanded and mental illness and nursing in selected health care delivery systems will be explored. Laboratory practice with focus on complex techniques and clinical experience will include decision-making at the vocational nursing level. (7821) (Formerly: VNR 1901)(Proficiency Levels: Math 1, Language 3)

**VOCN**



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**INDEX**

**Approved by**  
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 The Texas Certification  
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 Counselors (Provider  
 Number 0195-88)

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 Southern Association of Colleges and  
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 Texas Public Community/Junior College  
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 Education  
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# Student Information Sheet



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

**INSTRUCTIONS:** Print clearly all entries except signature. Admission requirements and instructions codes needed to complete this application may be found on enclosed pages.

## PART I - IDENTIFYING INFORMATION

**1** \_\_\_\_\_  
SOCIAL SECURITY NUMBER

**2** \_\_\_\_\_  
COMPLETE LEGAL NAME:  
LAST FIRST MIDDLE

OTHER NAMES UNDER WHICH RECORDS MAY BE FOUND. (MAIDEN)

**3** DATE OF BIRTH \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**4** PLACE OF BIRTH \_\_\_\_\_  
CITY STATE COUNTRY (IF NOT U.S.A.)

THE FOLLOWING ITEMS ARE REQUIRED BY THE U.S. DEPARTMENT OF EDUCATION UNDER THE PROVISIONS OF TITLE VI OF THE CIVIL RIGHTS ACT AND MAY NOT BE USED FOR DISCRIMINATORY PURPOSES:

**5** SEX:  
 MALE  
 FEMALE

**6** MARITAL STATUS:  
 SINGLE, NEVER MARRIED  SEPARATED  WIDOW/WIDOWER  
 MARRIED  DIVORCED

**7** ETHNIC GROUP MEMBERSHIP  
 1. WHITE, NON-HISPANIC ORIGIN  
 2. BLACK, NON-HISPANIC ORIGIN  
 3. HISPANIC

4. ASIAN/PACIFIC ISLANDER  
 5. AMERICAN INDIAN OR ALASKAN NATIVE  
 6. NONRESIDENT ALIEN\*

\*A PERSON WHO IS NOT A CITIZEN OR NATIONAL OF THE UNITED STATES AND WHO IS IN THIS COUNTRY ON A VISA OR TEMPORARY BASIS AND DOES NOT HAVE THE RIGHT TO REMAIN INDEFINITELY.

## PART II - PARENTAL INFORMATION

**8** WHAT IS THE HIGHEST LEVEL OF EDUCATION ATTAINED BY PARENTS?:  
(A) FATHER:

- 1. A HIGH SCHOOL GRADUATE
- 2. NOT A HIGH SCHOOL GRADUATE
- 3. SOME COLLEGE OR ASSOCIATE DEGREE
- 4. BACHELOR'S DEGREE OR ABOVE

(B) MOTHER:

- 1. A HIGH SCHOOL GRADUATE
- 2. NOT A HIGH SCHOOL GRADUATE
- 3. SOME COLLEGE OR ASSOCIATE DEGREE
- 4. BACHELOR'S DEGREE OR ABOVE

### PART III - PERSONAL INFORMATION

9

**SPECIAL SERVICES:**

DO YOU HAVE ANY OF THE FOLLOWING IMPAIRMENTS, DISABILITIES, OR OTHER CONDITIONS WHICH MAY REQUIRE SERVICES OR ACCOMMODATIONS IN ORDER FOR YOU TO BE SUCCESSFUL IN YOUR PROGRAM OF STUDY?

(SELECT ALL THAT APPLY)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> 1. NONE  | <input type="checkbox"/> 5. DEAF AND BLIND                       | <input type="checkbox"/> 9. SPEECH IMPAIRED                |
| <input type="checkbox"/> 2. LEARNING DISABILITY<br>( e.g. DYSLEXIA, ASPHASIA) | <input type="checkbox"/> 6. HARD OF HEARING<br>(BUT NOT DEAF)    | <input type="checkbox"/> 10. ORTHOPEDICALLY IMPAIRED       |
| <input type="checkbox"/> 3. DEAF  | <input type="checkbox"/> 7. OTHER HEALTH IMPAIRMENTS*            | <input type="checkbox"/> 11. ACADEMICALLY DISADVANTAGED**  |
| <input type="checkbox"/> 4. BLIND   | <input type="checkbox"/> 8. VISUALLY IMPAIRED<br>(BUT NOT BLIND) | <input type="checkbox"/> 12. ECONOMICALLY DISADVANTAGED*** |

**NOTE - THIS INFORMATION IS VOLUNTARY AND CONFIDENTIAL. STUDENTS REQUESTING SERVICES AVAILABLE SHOULD CONTACT THE OFFICE OF STUDENT LIFE.**

\*LIMITATIONS DUE TO CHRONIC OR ACUTE HEALTH PROBLEMS (e.g. HEART CONDITION, ASTHMA) WHICH ADVERSELY AFFECTS A STUDENT'S EDUCATION PERFORMANCE.

\*\*A STUDENT WHO LACKS READING SKILLS, WRITING SKILLS, MATHEMATICAL SKILLS OR WHO PERFORMS BELOW GRADE LEVEL AND WHO REQUIRES SPECIAL SERVICES, ASSISTANCE, OR PROGRAMS, IN ORDER TO SUCCESSFULLY COMPLETE A COLLEGE-LEVEL PROGRAM.

\*\*\*A STUDENT WHOSE FAMILY INCOME IS AT OR BELOW THE NATIONAL POVERTY LEVEL AS OF THE TIME OF ENTRY (FIRST TERM OF ACADEMIC HISTORY), STUDENT OR PARENTS ARE UNEMPLOYED, ON PUBLIC ASSISTANCE, OR IS INSTITUTIONALIZED OR UNDER STATE GUARDIANSHIP AND WHO REQUIRES SPECIAL SERVICES, ASSISTANCE, OR PROGRAMS IN ORDER TO ENABLE THAT PERSON TO SUCCESSFULLY COMPLETE A COLLEGE-LEVEL PROGRAM.

10

IS ENGLISH YOUR NATIVE LANGUAGE?

- YES     NO

11

DO YOU HAVE DIFFICULTY SPEAKING OR UNDERSTANDING ENGLISH?

- YES     NO

12

ARE YOU A SINGLE PARENT\*\*?

- YES     NO

\*SINGLE PARENT IS DEFINED AS AN INDIVIDUAL WHO IS UNMARRIED OR LEGALLY SEPARATED FROM A SPOUSE AND HAS A MINOR CHILD OR CHILDREN FOR WHICH THE PARENT HAS EITHER FULL OR JOINT CUSTODY.

13

ARE YOU CURRENTLY REPORTED AS A "DEPENDENT" FOR INCOME TAX PURPOSES BY A PARENT OR GUARDIAN?

- YES     NO

14

ARE YOU A VETERAN?

- YES     NO

15

DO YOU PLAN TO USE VA EDUCATIONAL BENEFITS?

- YES     NO

### PART IV - EMPLOYMENT INFORMATION

16

WHAT IS YOUR CURRENT EMPLOYMENT STATUS?

- |   |  |
|---|--|
| <input type="checkbox"/> 1. EMPLOYED FULL-TIME (MORE THAN 35 HOURS) | <input type="checkbox"/> 3. SEEKING WORK     |
| <input type="checkbox"/> 2. EMPLOYED PART-TIME (LESS THAN 35 HOURS) | <input type="checkbox"/> 4. NOT SEEKING WORK |

17

IF EMPLOYED:

EMPLOYER \_\_\_\_\_

NAME

ADDRESS \_\_\_\_\_

STREET

CITY

TELEPHONE \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_

It is the policy of Galveston College to provide equal opportunities without regard to age, race, color, religion, national origin, sex, handicap or veteran status. This policy extends to employment, admission, and all programs and activities supported by Galveston College. Inquiries concerning equal opportunities may be directed to the Director of Personnel Services and Employee Relations, the Equal Opportunity/Affirmative Action Officer for Galveston College. The information from the student information sheet is voluntary and will in no way be used to evaluate your APPLICATION. The information will be used for local, state and federal reporting purposes only.

# Application For Admission



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

**FOR OFFICE USE ONLY**

ENTERED ON \_\_\_\_\_ By \_\_\_\_\_  
APPLICATION INCOMPLETE  FILE COMPLETE   
IN-STATE  OUT-OF-STATE  ALIEN   
RE-CLASSIFIED ON \_\_\_\_\_  
SYSTEM UPDATED

Applying For:  Fall 19 \_\_\_\_  Spring 19 \_\_\_\_  Summer I 19 \_\_\_\_  Summer II 19 \_\_\_\_

Have you attended Galveston College previously?  Yes  No

If yes, : \_\_\_\_\_  Credit Courses  Community Education  
Year

**INSTRUCTIONS:** Complete all items on this application. Print clearly all entries except signature. Admission requirements and instruction codes needed to complete this application may be found on enclosed pages. Return completed application to the Admissions Office. An incomplete application can hinder or prohibit your enrollment at Galveston College.

## PART I

COMPLETE LEGAL NAME:

**1** \_\_\_\_\_ **2** \_\_\_\_\_  
SOCIAL SECURITY NUMBER LAST FIRST MIDDLE

ADDRESS (Current Local Address)

OTHER NAMES UNDER WHICH RECORDS MAY BE FOUND, INCLUDING MAIDEN

HOME PHONE

**3** \_\_\_\_\_ **5** \_\_\_\_\_  
NUMBER & STREET APT. NO. CITY STATE ZIP (AREA CODE) \_\_\_\_\_  
OTHER/PERMANENT ADDRESS

OTHER/PERMANENT PHONE

**4** \_\_\_\_\_ **6** \_\_\_\_\_  
NUMBER & STREET APT. NO. CITY STATE ZIP (AREA CODE) \_\_\_\_\_

WORK PHONE

## PART II

**8** HOW LONG HAVE YOU LIVED IN TEXAS? \_\_\_\_\_ YEARS \_\_\_\_\_ MONTHS

**7** \_\_\_\_\_  
(AREA CODE)

PREVIOUS ADDRESSES (for proof of Texas residency only):

**9** \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
ADDRESS CITY STATE

\_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
ADDRESS CITY STATE

**10** ARE YOU A:  
 U.S. CITIZEN  NATURALIZED CITIZEN  NON-U.S. CITIZEN  PERMANENT RESIDENT

FOR PERMANENT RESIDENTS:

FOR NON-U.S. CITIZENS:

**11** CARD NO. \_\_\_\_\_  
COUNTRY OF BIRTH \_\_\_\_\_

TYPE OF VISA \_\_\_\_\_  
LEGAL CITIZEN OF \_\_\_\_\_

## PART III

**12** PLEASE LIST BELOW THE HIGH SCHOOL FROM WHICH YOU WERE (OR WILL BE) GRADUATED.

HIGH SCHOOL NAME	CODE	LOCATION (CITY, STATE, COUNTRY)	DATE OF GRADUATION	
			MONTH	YEAR

**13** IF YOU DID NOT GRADUATE FROM HIGH SCHOOL, DO YOU HAVE A HIGH SCHOOL EQUIVALENCE DIPLOMA (GED)?  YES  NO  
 IF YES, COMPLETE THE FOLLOWING:

MONTH \_\_\_\_\_ TAKEN AT GALVESTON COLLEGE  YES  NO  
 YEAR \_\_\_\_\_

**14** PLEASE LIST BELOW ALL POST SECONDARY SCHOOLS (OTHER SERVICE RELATED OR INDUSTRIAL SCHOOLS) YOU HAVE ATTENDED.  
 PLEASE LIST YOUR MOST RECENT COLLEGE FIRST.

COLLEGE NAME	CODE	LOCATION (CITY, STATE, COUNTRY)	LAST DATE ATTENDED		HOURS/DEGREE EARNED
			MONTH	YEAR	

**15** ARE YOU NOW OR (IF CURRENTLY ENROLLED) DO YOU EXPECT TO BE ON ACADEMIC PROBATION OR SUSPENSION FROM THE MOST RECENT SCHOOL ATTENDED (NOT G.C.)?

PROBATION  YES  NO IF YES, WHICH SCHOOL? \_\_\_\_\_ CODE \_\_\_\_\_  
 SUSPENSION  YES  NO IF YES, WHICH SCHOOL? \_\_\_\_\_ CODE \_\_\_\_\_

**16** IF SUSPENDED, GIVE DATE ELIGIBLE TO RETURN \_\_\_\_\_

**17** WHAT WILL BE YOUR MAJOR FIELD OF STUDY AT GALVESTON COLLEGE? (SEE CODES) CODE \_\_\_\_\_

**18** YOU ARE ENTERING GALVESTON COLLEGE AS A:  
 1. FRESHMAN (0-29 SEM. HRS.)  
 2. SOPHOMORE (30-59 SEM. HRS.)  
 3. UNCLASSIFIED (60 OR MORE SEM. HRS.)

**PART IV**

**19** WHAT IS YOUR PRIMARY REASON FOR TAKING COURSES WITH GALVESTON COLLEGE? (SELECT ONE)  
 1. COURSES LEADING TO A DEGREE OR CERTIFICATE AT GALVESTON COLLEGE.  
 2. COURSES LEADING TO A 4-YEAR DEGREE ELSEWHERE (TRANSFER COURSES.)  
 3. COURSES TO PREPARE FOR EMPLOYMENT IN A NEW FIELD.  
 4. COURSES TO IMPROVE SKILLS ON PRESENT JOB.  
 5. COURSES TO PREPARE FOR A PROMOTION OR A BETTER JOB.  
 6. COURSES FOR PERSONAL GROWTH, PLEASURE OR INTEREST.  
 7. COURSES TO MAINTAIN LICENSURE.  
 8. COURSES TO COMPLETE REQUIREMENTS FOR TEACHING CERTIFICATE.

**20** DO YOU PLAN TO EARN A DEGREE OR CERTIFICATE AT GALVESTON COLLEGE? (SELECT ONE)  
 1. CERTIFICATE  3. NO DEGREE OR CERTIFICATE  
 2. TWO YEAR DEGREE  4. UNDECIDED

**21** HOW LONG DO YOU THINK IT WILL TAKE TO COMPLETE YOUR OBJECTIVE? (SELECT ONE)  
 1. SUMMER CLASSES ONLY  5. TWO YEARS  
 2. ONE SEMESTER  6. THREE YEARS  
 3. TWO SEMESTERS  7. MORE THAN THREE YEARS  
 4. ONE YEAR

**22** TEXAS ACADEMIC SKILLS PROGRAM (TASP): TEST TAKEN?  
 NO  YES IF YES, DATE \_\_\_\_\_

**23** IN CASE OF EMERGENCY CONTACT:  
 NAME \_\_\_\_\_ TELEPHONE AC ( \_\_\_\_\_ ) \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 STREET CITY STATE ZIP

I CERTIFY THAT THE INFORMATION GIVEN ON THIS APPLICATION IS COMPLETE AND CORRECT. I FURTHER CERTIFY THAT THE SPECIFIC RESIDENCY (ADDRESS AND LENGTH OF TIME IN TEXAS) I HAVE PROVIDED IS TRUE AND ACCURATE. DELIBERATE FALSIFICATION OR OMISSION OF INFORMATION MAY SUBJECT ME TO IMMEDIATE DISMISSAL FROM THE COLLEGE.

DATE \_\_\_\_\_ SIGNATURE OF APPLICANT \_\_\_\_\_

# Application for Admission

## ADMISSIONS REQUIREMENTS AND INFORMATION FOR GALVESTON COLLEGE

### Admission Policies

Galveston College is a center for educational opportunity which exists to enhance the quality of life, learning and livelihood of individuals by fostering their personal growth in a student-centered environment. Because Galveston College believes that all individuals have the potential and the need for learning throughout life, the College is committed to an open admissions policy.

Open admissions does not imply admissions to all programs because some courses require skills, aptitudes, and training prerequisite for success. An applicant may obtain additional information concerning admission from the Admissions Office.

### General Admissions Procedures

#### Steps

1. Complete all portions of application and student information sheet.
2. Review all information requested and checklist at bottom of page.
3. Request appropriate educational transcripts.
4. Complete admissions testing.
5. Meet with Galveston College counselor prior to formal registration.

#### Transcripts

1. All transcripts, including High School Equivalency Diploma (GED), high schools, colleges (or other service related or industrial schools), should be forwarded to: Admissions Office  
Galveston College  
4015 Avenue Q  
Galveston, Texas 77550
2. All such prior educational transcripts must arrive in a sealed envelope with official school verification.
3. All official transcripts must be received within 4 weeks from the first day of the semester or student may be dropped from all classes with no refund.
4. All transcripts submitted to Galveston College cannot be forwarded to a third source. They become part of the applicant's admissions file.

### Assessment

As a service to students, the College has established an assessment program to assist students in evaluating their basic skills. These skills are those that have been found to be essential to a student's success in course work. Assessment will provide both the student and the advisor with the information necessary to make appropriate choices of courses.

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

1. Testing administered by Galveston College in reading, mathematics, and writing to determine eligibility for enrollment in college-level work—Placement Testing.
2. Testing administered by National Evaluation Systems, Inc. under the authority of the Texas Higher Education Coordinating Board in reading, mathematics, and writing to determine eligibility for continuation in college-level work—TASP Testing.
3. Students must furnish proof of TASP status at every registration. Student will be automatically dropped from courses for which they are not eligible to enroll with no refund.

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

Please contact the counseling office for information regarding testing.

### Social Security Number

The Social Security number will be used as the student identification number at Galveston College. It is extremely important that a student acquire a Social Security number **before** applying for admissions. Applicants who do not have a Social Security number will have a number assigned. This number must be used on all Galveston College forms.

### Orientation

All new students at Galveston College should schedule an orientation program with their counselor, prior to enrollment. Orientation sessions are offered to familiarize the new student with college policies and procedures and provide the student accurate information for course selection. Contact the counseling staff for additional information.

### Transfer of Courses

Galveston College is accredited by the Southern Association of College and Schools Commission on College, and college parallel courses are generally transferable to senior institutions. The counseling center maintains transfer information for most colleges in Texas. The final decision on transferability of a course, however, is made by the senior institutions and students are encouraged to check with the Admissions Office of the school to which they will transfer.

### Foreign Student Admissions

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

- A. Complete all portions of the Galveston College application and student information sheets.
- B. Furnish all official high school and college transcripts.
- C. Submit a Statement of Financial Support which must be signed by a parent, relative, or sponsor.
- D. Provide a Certification of Immunizations. (Use forms provided by the Office of Admissions.)
- E. Furnish National Test Score of Test of English as a Foreign Language (TOEFL). A minimum score of 550 is required of all students whose native language is not English. English speaking international students should submit appropriate placement test scores.
- F. Provide evidence of U.S. medical insurance coverage.

### Permanent Residents

Permanent Residents have the same privileges of qualifying for resident tuition as have citizens. A Permanent Resident is eligible for residency one year after the effective date of Permanent Resident Status. Permanent Residents must bring their Resident Alien Cards (I-551, Green Card) to registration.

At time of registration students on any type Visa, (except student's on Galveston College I-20) must submit copies of all VISA information showing current Status with Immigration Regulations. (ie. H-1, H-4, J-1, J-2, F-1, F-2).

### Early Admissions Program For High School Students

By enrolling in the Galveston College Early Admissions Program, Galveston area high school students may get a headstart on earning transferable college credit at minimal cost before graduating from high school.

The program is available to high school students who have completed their junior year subject to the following provisions:

\* Credit for college hours will not be granted until the student has successfully completed all high school graduation requirements and high school transcript documenting graduation is submitted to the Admissions Office. (Approval may be requested by the student for dual credit.)

### Counseling

1. Each new applicant should have an individual or group meeting with a Galveston College counselor prior to enrollment.
2. Transcripts and other pertinent information will be reviewed by the counselor.
3. All specific admissions information will be reviewed with applicants by the Galveston College counselor.

### Financial Aid and Scholarships

If you need financial assistance with college expenses, plan to visit the Financial Aid Office or call 763-6551.

You may apply for funds from a variety of sources including Grants, Scholarships, Loans and Work-Study. Information about the application process and availability of funds is available from the Financial Aid Office.

The Galveston College Catalog contains information about financial assistance including scholarships from private donors and the College. Eligibility criteria vary among the different programs.

### Application Checklist

Did you:

1. Complete entire application and student information sheet?
2. Fill in complete code of major (4 digit) you wish to declare?
3. Request official transcripts be mailed to Galveston College?
4. Sign and date application and student information sheet?

MAILING ADDRESS:



Admissions Office  
4015 Avenue Q  
Galveston, Texas 77550

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

# MAJOR CODES

A MAJOR is the subject or field of study in which you plan to specialize.

## CERTIFICATE PROGRAMS

A CERTIFICATE Program is an intensive program of one or two semesters leading to immediate employment. Some courses in a certificate program may apply to an Associate Degree.

CODE	Major	CODE	Major
5005	Clerk Typist	0108	Landscape and Ornamental Horticulture
5420	Fast Food Service Management	0808	Hospitality Sales and Marketing Mgmt.
2199	Fire Protection Technology	1199	Information Processing Specialist
5430	Food and Beverage Management	5212	Medical Transcription
6226	Food Preparation	6023	Microcomputer Applications

### Health Occupation Certificate Programs (Special admission requirements - see catalog)

CODE	MAJOR	CODE	Major
5292	Computerized Tomography Technology	5296	Special Procedures Technology
6395	Magnetic Resonance Imaging	7821	Vocational Nursing
5298	Radiation Dosimetry		

## Associate of Applied Science Degree Programs

An Associate of Applied Science degree is awarded to students who have successfully completed an approved curriculum for a two year occupational program and is usually sufficient for entrance into an occupational field.

### Associate of Applied Science Degree Programs

CODE	MAJOR	CODE	Major
5821	Accounting	0109	Landscape and Ornamental Horticulture
5505	Criminal Justice	5821	Management Development
2199	Fire Protection Technology	5218	Medical Management
5424	Food Serv. Mgmt./Culinary Arts	5213	Medical Record Technology
5824	General Secretary	5825	Medical Secretary
0508	Hotel/Restaurant Management	8023	Microcomputer Application

### Health Occupations (Special admission requirements - see catalog)

A student planning on entering a Health Career program with special admission requirements will only list that major after receiving an acceptance letter into that program.

CODE	Major	CODE	Major
5208	Associate Degree Nursing	5207	Radiographic Technology
8038	Nuclear Medicine Technology	8025	Respiratory Care
8048	Radiation Therapy Technology		

## Pre-Majors

Pre-Majors - are to be selected only by students who are taking courses that would qualify them for consideration for entry into a major field that has special admissions requirements.

CODE	Major	CODE	Major
1299	Pre-Associate Degree Nursing	8032	Pre-Radiographic Technology
5291	Pre-Computerized Tomography	9024	Pre-Respiratory Care
5293	Pre-Magnetic Resonance Imaging	5295	Pre-Special Procedures Technology
8037	Pre-Nuclear Medicine Technology	7820	Pre-Vocational Nursing
5297	Pre-Radiation Therapy Dosimetry		

## Associate of Arts/Associate of Science Degree Programs

An Associate of Arts/Associate of Science degree is generally awarded to students who have successfully completed college or university-parallel programs which are like the first two years of a four-year college curriculum. These students often transfer to four-year colleges where they complete the requirements for a bachelor's degree in a specific major. All majors listed below are preparatory (PRE) for an advanced degree so the prefix of PRE is not used but is understood for all of these majors:

CODE	Major	CODE	Major
0502	Accounting	1401	Law
2202	Anthropology	4901	Liberal Arts
0202	Architecture	0418	Marine Biology
1203	B.S. Nursing	4902	Marine Science
0401	Biology	1701	Mathematics
0508	Business Administration	1206	Medicine
1905	Chemistry	1004	Music
0601	Communication	1208	Occupation Therapy
1101	Computer Information Systems	2207	Political Science and Government
0701	Computer Science	0835	Physical Education and Recreation (Kinesiology)
1204	Dentistry	1212	Physical Therapy
1007	Drama	1902	Physics
2204	Economics	5214	Physicians Assistant
0602	Elementary Education	2001	Psychology
0901	Engineering	4511	Sociology
1501	English	5216	Social Work: Alcoholism and Drug Abuse Counseling
1914	Geology	1105	Spanish
8221	Health Care Administration	1506	Speech
1705	Health Information Mgmt.	1218	Veterinary Medicine
2205	History	1001	Visual Arts
0108	Landscape and Ornamental Horticulture		

1235 General Studies - No major chosen but taking courses towards a Bachelor's degree.  
4999 Special Interest - I do not intend to declare a major at Galveston College.

## New Student Residency

Galveston College is required by State law to determine the residency status of all students for tuition purposes. Proof of residency will be required upon admissions and for former students who have not attended college for one year. For tuition purpose, students will be classified according to the guideline. The Dean of Admissions is the final authority on all question of residency.

# HIGH SCHOOL CODES

Ball High (/Central)	01
O'Connell (/Kirwin/Ursuline/Dominican)	02
La Marque	03
Texas City	04
Dickinson	05
Hitchcock	06
Santa Fe	07
High Island	08
Friendswood	09
Clear Creek (Lake)	10
Houston	11
Others in Texas	12
Out-of-State	13
Out-of-Country	14
GED	15
Non-High School Graduate	16

# COLLEGE CODES

003538	Alvin Community College	000090	San Jacinto College - South
003540	Amarillo College	003613	Southern Methodist Univ.
012015	Austin Community College	003615	Southwest TX State Univ.
006987	Baylor University	003620	Southwestern Univ.
003549	Blinn College	003624	Stephen F. Austin St. Univ.
007857	Brazosport College	008899	Tarrant County - NE
007096	College of the Mainland	010964	Tarrant County - NW
029150	Dallas - Brookhaven	008900	Tarrant County - SO
029065	Dallas - Cedar Valley	003639	Texas A&I Univ.
006510	Dallas - Eastfield	010366	Texas A&M - College Station
004453	Dallas - El Centro	010298	Texas A&M - Galveston
008503	Dallas - Mountain View	003636	Texas Christian Univ.
029068	Dallas - North Lake	009642	Texas State Tech. Institute
008504	Dallas - Richland	003642	Texas Southern University
003563	Del Mar College	003644	Texas Tech. Univ.
003585	East Texas State Univ. - Commerce	003648	Texas Women's Univ.
010387	El Paso Community College	003652	Univ. of Houston - Central
006662	Galveston College	011711	Univ. of Houston - Clear Lake
003576	Houston Baptist University	012826	Univ. of Houston - Downtown
003561	Lamar Univ. - Beaumont	013231	Univ. of Houston - Victoria
358118	Lamar Univ. - Orange	003654	Univ. of Saint Thomas
358123	Lamar Univ. - Port Arthur	003656	Univ. of Texas - Arlington
003583	Lee College	003658	Univ. of Texas - Austin
011145	North Harris Cty. College	009741	Univ. of Texas - Dallas
003594	North Texas State Univ.	003661	Univ. of Texas - El Paso
003596	Odeasa College	004952	Univ. of Texas - Galveston
003630	Prairie View A&M	009930	Univ. of Texas - Permian Basin
003604	Rice University	010115	Univ. of Texas - San Antonio
003606	Sam Houston State Univ.	011163	Univ. of Texas - Tyler
000163	San Antonio College	003668	Wharton Co. Jr. College
003609	San Jacinto College - Central	999999	Foreign
012713	San Jacinto College - North	Other	In State/Out of State Leave Blank

## Resident

A student who has been a legal resident of the State of Texas for at least one year preceding registration may be classified as a Resident. The student's "Current Address" will be used. A post Office Box cannot be used to establish residency. Items which may help to establish residency:

- High School Transcript
- Bank Statement
- Deed, mortgage papers
- Rent receipts
- Employment; records
- Utility receipts
- College Transcript
- Permanent Driver's License (at least 1 year old)
- Voter Registration
- Naturalized Citizens must provide proof of citizenship.

## Out-of-State Residence

A student who is under 18 or is a dependent and whose family resides in another state or has not resided in Texas for the 12 months immediately preceding registration, will be classified as a non-resident.

A student over 18 who has not resided in Texas for 12 months immediately preceding registration is classified as a non-resident.

A non-resident student classification is presumed to be correct as long as the residence in the state is primarily for the purpose of attending school. To be reclassified as a resident, the student must show proof of intent to establish Texas as his permanent, legal residence.

A non-resident who marries a Texan must establish his or her own residency.

A student who owns property in the Galveston College district may be eligible for a waiver of out-of-state fees. Please contact the Admissions Officer for the appropriate procedures.