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1977 - 1979

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Telephone 713-763-6551

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Southern Association of Colleges and Schools
Association of Texas Colleges and Universities

Approved by

Coordinating Board Texas College and University System
Texas Education Agency

Member of

Texas Public Junior College Association
National League for Nursing
Gulf Coast Intercollegiate Conference

NUMBER 11

NON-DISCRIMINATION POLICY

"It is the policy of Galveston College not to discriminate on the basis of sex in its admission standards or criteria, educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the Vice President for Fiscal Affairs, 4015 Avenue Q, Galveston Texas, Phone 713/763-3254, or to the Director of the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C."

"An Equal Opportunity Employer," M/F



PRESIDENT'S MESSAGE

This eleventh annual catalog sets forth educational opportunities developed by Galveston College during its first decade of service to thousands of students who have not only studied at the College, but have contributed their time and abilities to the improvement of existing programs and to the development of new ones.

At this time it seems appropriate for the Board of Regents, Administration, faculty and staff to reaffirm our commitment to the present student body, as well as new students to come.

The College has become an established fully accredited institution during the past ten years and evidence of its need has been demonstrated by a continuing growth in enrollment from a beginning 655 students to well over 2,000 at the present time.

Galveston College is dedicated to improving the quality of life for all Galvestonians by providing them the means to avail themselves of greater economic, cultural and recreational opportunities.

The College will endeavor to provide each student with a program suited to his/her needs, interests and abilities.

The student who approaches his/her collegiate opportunities with seriousness, self-discipline and energy will find that he/she has earned the right to very best the College has to offer.

I urge each of you to accept the challenge of educational opportunity and allow us to assist you in the fulfillment of your individual hopes and aspirations.

M.M. Plexco
President

Board of Regents



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Chairperson



Charles Scott Jones
Vice Chairperson



Rose G. Schneider,
Ph.D. Secretary



Glendon E. Johnson
Treasurer



Manuel A. Corella



Charles G. Dibrell,
Jr.



Mrs. Harry H. Levy,
Jr.



William L. Marr, III,
M.D.



Ballinger Mills

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GALVESTON COLLEGE

LABORATORY
TECHNICIAN

URBAN
PLANNER

PUT YOUR TALENTS
TO WORK IN...

OCEANOGRAPHER

ERS IN THE ENVIRONMENT...

FORESTER

CALENDARS

1977

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FALL SEMESTER, 1977

Last day to mail application for National	
ACT to be given on June 18	May 23
ACT Residual Test	June 15
ACT National Test	June 18
Pre-enrollment Counseling	June-July-August
ACT Residual Test	July 8
Permits issued form Registrar's Office	July 25
ACT Residual Test	Aug. 8
Last day to file for Financial Aid	Aug. 15
Faculty Workshop	Aug. 22-23-26
Registration	Aug. 24-25
Classes Begin	Aug. 29
Last day for Late Registration and/or Schedule Change	Sept. 1
Labor Day Holiday	Sept. 5
Classes Resume	Sept. 6
Last day to mail application for National	
ACT to begin on October 8	Sept. 12
National ACT Test	Oct. 8
Mid-Semester	Oct. 21
Last day to mail application for National	
ACT to be given on November 19	Oct. 21
Last day to file for Fall graduation	Nov. 1
National ACT Test	Nov. 19
Last day to drop courses or totally withdraw from the college. Grades will be assigned to courses after this date	
Nov. 23	
Thanksgiving Holidays (All evening classes will be held as scheduled on Nov. 23)	
Nov. 24-27	
Classes Resume	Nov. 28
Reading Day	Dec. 14
Final Examinations	Dec. 15-16-19-20
Grades due by NOON to Registrar's Office	Dec. 21
Semester Ends	Dec. 21

SPRING SEMESTER, 1978

Faculty Workshop	Jan. 9-10-13
Registration	Jan. 11-12
Classes Begin	Jan. 16
Last day for late registration and/or Schedule change	Jan. 19
G.C. Open House for Senior College Representatives	Feb. 6
National ACT Test	Feb. 11
Last day to file for Spring graduation	March 1
Mid-Semester	March 10
Spring Holidays	March 18-26
Classes Resume	March 27
National ACT Test	April 1
Last day to drop courses or totally withdraw from the College. Grades will be assigned to courses after this date ..	April 26
Reading Day	May 9
Final Examination	May 10-11-12-15
Grades due by NOON to Registrar's Office	May 16
Semester ends	May 18
Graduation Exercise	May 18

Note: Easter is March 26.

FIRST SUMMER SESSION, 1978

Registration	June 5
Classes Begin	June 6
Last day for late registration and/or schedule change	June 7
Last day to file for SSI Graduation	June 9
National ACT Test	June 17
Holiday	July 4
Classes Resume	July 5
Last day to drop courses or totally withdraw from the college. Grades will be assigned to courses after this date	July 7
Final examinations	July 13-14
Grades due by 5:00 p.m. to Registrar's Office	July 14
Term ends	July 14

SECOND SUMMER SESSION, 1978

Registration	July 17
Classes Begin	July 18
Last day for late registration and/or schedule change	July 19
Last day to file for SS II Graduation	July 21
Last day to drop courses or totally withdraw from the college.	
Grades will be assigned to courses after this date	Aug. 18
Final examinations	Aug. 23-24
Grades due by 5:00 p.m. in Registrar's Office	Aug. 24
Term Ends	Aug. 24

OFFICIAL COLLEGE HOLIDAYS

Labor Day	Sept. 5, 1977
Thanksgiving	Nov. 24, 27, 1977
Christmas	Dec. 24, 1977 - Jan. 1, 1978
Easter/Spring Break	March 18-26, 1978
Memorial Day	May 29, 1978
Independence Day	July 4, 1978

READING DAY

In the Fall and Spring semesters the day before final examinations begin is reserved for preparation for final examinations. No classes are held on that day and no examinations are given on that day.

FALL SEMESTER, 1978

ACT Residual Test	June 14
Pre-enrollment Counseling	June-July-August
ACT Residual Test	July 6
Permits issued from Registrar's Office	July 25
ACT Residual Test	August 9
Last day to apply for Financial Aid Applications	August 15
Faculty Workshop	Aug. 28-31, Sept. 1
Registration	Aug. 29-30
Labor Day Holiday	Sept. 4
Classes Begin	September 5
Last day for Late Registration and/or Schedule Change ..	September 8
Mid-semester	October 27
Last day to file for Fall Graduation	November 1
Last day to drop courses	November 22
Thanksgiving Holidays	November 23-26
Classes Resume	November 27
Reading Day	December 14
Final Examinations	December 15-18-19-20
Grades due by NOON to Registrar's Office	December 21
Semester ends	December 21

SPRING SEMESTER, 1979

Faculty Workshop	January 8-11-12
Registration	January 9-10
Classes begin	January 15
Last day for Late Registration and/or Schedule Change ..	January 18
G.C. Open House for Senior College Representatives	February 5
Last day to file for Spring Graduation	March 1
Mid-semester	March 9
Mid-semester Break	March 10-18
Classes Resume	March 19
Easter Holidays	April 13-15
Classes Resume	April 16
Last day to drop courses	April 26
Reading Day	May 9
Final examinations	May 10-11-14-15

Grades due by NOON to Registrar's Office	May 16
Semester ends	May 18
Graduation Exercise	May 18

NOTE: Easter is April 15th.

FIRST SUMMER SESSION, 1979

Registration	June 4
Classes Begin	June 5
Last day for Late Registration and/or Schedule Change	June 6
Last day to file for SSI Graduation	June 8
Holiday	July 4
Classes Resume	July 5
Last day to drop courses	July 6
Final examinations	July 12-13
Grades due by 5:00 p.m. to Registrar's Office	July 13
Term ends	July 13

SECOND SUMMER SESSION, 1979

Registration	July 17
Classes Begin	July 18
Last day for Late Registration and/or Schedule Change	July 19
Last day to file for SSII Graduation	July 20
Last day to drop courses	August 18
Final examinations	August 23-24
Grades due by 5:00 p.m. to Registrar's Office	August 24
Term ends	August 24

OFFICIAL COLLEGE HOLIDAYS

Labor Day	September 4, 1978
Thanksgiving	November 23-26, 1978
Christmas	Dec. 23, 1978 - Jan. 1, 1979
Mid-Semester Break	March 10-18, 1979
Easter Holidays	April 13-15, 1979
Memorial Day	May 28, 1979
Independence Day	July 4, 1979

COLLEGE ORGANIZATION

BOARD OF REGENTS

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CHARLES SCOTT JONES, Vice-Chairperson
ROSE G. SCHNEIDER, Ph.D., Secretary
GLENDON E. JOHNSON, Treasurer
MANUEL A. CORELLA
CHARLES G. DIBRELL, JR.
MRS. HARRY H. LEVY, JR.
WILLIAM L. MARR, III, M. D.
BALLINGER MILLS

ADMINISTRATION

MELVIN M. PLEXCO, *President*

B.S., North Texas State University
M. Ed., University of Houston
Candidate for Ed.D., University of Houston

JAMES H. FRAZIER, *Vice President for Occupational Programs*

B.S., Sam Houston State University
M.Ed., Sam Houston State University

NOEL H. McCOY, *Vice President for Academic Programs*

B.S., Southern Methodist University
Ph.D., The University of Texas

W. L. TATE, *Vice President for Fiscal Affairs*

A.B., The University of Texas
M.B.A., Harvard University

THEODORE R. LAABS, *Director of the Learning Resources Center*

B.A., Carleton College
M.S., University of Wisconsin-Stout

G. W. LITZMANN, *Director of Continuing Education and Evening Division*

B.S., University of Houston
M.A., Louisiana State University
Candidate for Ed.D., East Texas State University

GENE MOORE, *Director of Student Services*

B.S., Texas Lutheran College
M.Ed., Southwest Texas State University

PAUL V. PECK, *Director of Research and Development*

B.Mus., University of the Pacific
M.Mus., The University of Texas
Graduate Study, The University of Texas

MICHAEL ALLEN, *Registrar*

B.B.A., Lamar University
M.B.A., Lamar University

ROBERT L. EASON, *Comptroller*

B.S., University of Tampa
M.S., Boston University

GAYNELLE HAYES, *Coordinator of Counseling and Placement*

B.A., Lamar University
M.Ed., University of Houston
Ed.D., Nova University

MARTIN McQUIRE, *Coordinator of Financial Aid*

FACULTY

Department of Associate Degree Nursing

RUTH E. BENDER, *Chairperson*

B.S.N., Montana State University
M.N., Montana State University

MARIE BOWDEN, *Instructor in Associate Degree Nursing*

B.S.N., California State College
M.S.N., Texas Woman's University

NEAL T. BOWDEN, *Instructor in Associate Degree Nursing*

B.A., California State University
M.A., California State University
B.S.N., California State University
Graduate Work, University of Texas School of Nursing
University of Texas Graduate School of Biomedical Science, Galveston

BEVERLY A. BURKS, *Instructor in Associate Degree Nursing*

B.S.N., University of Texas School of Nursing, Galveston
Graduate Work, University of Texas School of Nursing, Galveston

CONSTANCE COCKRELL, *Instructor in Associate Degree Nursing*

B.S.N., Prairie View A & M University
M.S.N., Texas Woman's University

MARY LOU CORDOVA, *Instructor in Associate Degree Nursing*

B.S.N., Duquesne University
M.S.N., Catholic University

RUBY A. CORNETT, *Instructor in Associate Degree Nursing*
B.S.N., Sacred Heart Dominican College
Graduate Study, Texas Woman's University

DOROTHY CURTINO, *Instructor in Associate Degree Nursing*
B.S.N., University of Texas School of Nursing, Galveston
M.S.N., University of Texas School of Nursing, Galveston

MARY E. FISHER, *Instructor in Associate Degree Nursing*
B.S.N., Adelphi University
M.Ed., University of Houston

MARGARET A. HAYES, *Instructor in Associate Degree Nursing*
A.S., Tyler Junior College
B.S.N., State College of Arkansas
M.Ed., University of Houston

ROSANNE HOWELL, *Instructor in Associate Degree Nursing*
B.S.N., McNeese State College
M.Ed., University of Houston

GLENDA MARSH, *Instructor in Associate Degree Nursing*
A.A., Brazosport College
B.S.N., The University of Texas
M.Ed., University of Houston

BARBARA K. SCHEIRER, *Instructor in Associate Degree Nursing*
B.S.N., Indiana University School of Nursing

MARCHA A. TALTON, *Instructor in Associate Degree Nursing*
B.S., McNeese State University, Lake Charles, La.
M.S., Texas Woman's University

ALICE TURK, *Instructor in Associate Degree Nursing*
B.S.N., Texas Woman's University

BETTY J. WILLIAMS, *Instructor in Associate Degree Nursing*
B.S.N., University of Texas School of Nursing, Galveston
M.S.N., Texas Women's University

Department of Associated Health Occupations

J. LAURENCE CANTWELL, *Chairperson*

B.A., Park College
O.T.R., Mills College
M.P.O.T., University of Nebraska
M.Ed., Prairie View A&M University

JOHN A. JENICEK, M.D.,
Medical Director for Respiratory Therapy

MARTIN L. TOWLER, M.D.

Medical Director for Electroencephalography Technology

PATRICIA TREVISANI, Instructor in Respiratory Therapy

A.S., Miami Dade

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Office of the Registrar

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ANGELA DEEN, *Recorder/Special Admissions Assistant*
DORY KELLER, *Recorder/Veteran's Affairs Assistant*







GENERAL INFORMATION

HISTORY OF THE 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.

Many individuals within the local community contributed their time, money, and abilities toward the successful creation of the College.

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 offer-

ings 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 first 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 nurse 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 Northen Center for occupational education.

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

Most recent additions have been training curricula in renal dialysis technology, histologic technology and social care.

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

With a well-balanced curriculum of academic and occupational offerings, the enrollment stood at more than 2,000 in the Fall of 1976. The College gained occupancy of the Fort Crockett facility in May of 1977.

PHILOSOPHY OF THE COLLEGE

Galveston College is dedicated to improving the quality of life for all Galvestonians by providing them the means to avail themselves of greater economic, cultural and recreational opportunities

The College will endeavor to provide each student with a program suited to his/her needs, interests and abilities, within the financial capability and legal limitations of the institution.

Galveston College is an Equal Opportunity institution. Every person, regardless of race, color, religion, sex or national origin shall have equal opportunity to participate in, and be a part of, any program or service offered by Galveston College.

OBJECTIVES OF THE COLLEGE

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

Specific objectives of the College are:

- A. To provide an effective program of student services.
- B. To provide, through general education, opportunities for personal growth and development.
- C. To provide university parallel course work designed to transfer to senior colleges and universities toward the baccalaureate degree.
- D. To provide occupational education in specialized areas so that students may become employable upon program completion.

E. To provide, through continuing education:

1. Opportunities for students who have assumed adult responsibilities and must attend school on a part-time basis.
2. Seminars, lectures, discussion groups and other programs of worthy leisure value.

F. To provide compensatory educational opportunities for those who are culturally, educationally or socio-economically disadvantaged.

ADMINISTRATIVE POLICY

The administration of Galveston College reserves the right to make changes in and act as final interpreter of this catalog. The College reserves the right to change, without notice, tuition, other charges, and related requirements and regulations as necessitated by college or legislative action.

ADMISSION POLICIES AND PROCEDURES

COLLEGE CREDIT PROGRAMS

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

1. Graduation from an accredited high school; *or*
2. Graduation from a non-accredited high school with condition of scholastic probation for one semester imposed on student; *or*
3. Successful completion of the General Educational Development (GED) Test, as certified by the State of Texas; *or*
4. Recommendation of a Galveston College counselor for students 18 years of age or older; *or*
5. Transfer in *good standing* from another college or university. In "good standing" means student should be eligible to return to the school from which he transferred.
6. Applicants whose scholastic deficiencies, as demonstrated by scores received on the ACT, reveal deficits below the limits adopted by Galveston College as satisfactory achievement for admission to study in the College Curricula will be required to remedy those deficiencies in one of the following ways:
 - a. Show successful achievement on departmental examination relating to the subject in which the deficiency occurs, *or*

b. Enroll in remedial courses until such deficiencies are remedied.

7. For students currently enrolled in high school, see "Early Admissions Programs" section.

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

- STEP 1 Obtain application form from the Registrar — Room M-147.
- STEP 2 Texas laws require immunizations for all students enrolled in institutions of higher learning. Instructions for students and form may be obtained from the Registrar — Room M-147.
- STEP 3 Present completed forms to Registrar.
- STEP 4 Arrange for previous school records to be sent direct to the Registrar. Records brought by students in person are not acceptable. Transfer students must provide transcripts of all prior college work.
- STEP 5 Arrange to take the American College Test (ACT) and have results sent direct to Registrar, *CAUTION*: ACT scores determine course requirements in English, Reading, Mathematics and Biology. (Refer to Departments).
- STEP 6 Reading proficiency is required of all students. Students who do not have satisfactory scores in Social Science (Reading Test above 12) will be required to take Reading Improvement (*Communications 032*).
- STEP 7 Arrange counseling interview prior to formal registration.

ALL CREDIT STUDENTS MUST HAVE A.C.T. SCORES ON FILE WITH COUNSELORS BY REGISTRATION DATES OF THE SEMESTER THAT THEY INITIALLY ENTER GALVESTON COLLEGE. IF THE STUDENT A.C.T. SCORES ARE NOT ON FILE, ALL STUDENTS MUST HAVE TAKEN DEPARTMENTAL PLACEMENT TESTS (WHEN APPLICABLE) BY REGISTRATION DATES OF THE SEMESTER THAT THEY ENTER. IF THESE REQUIRED TEST SCORES ARE NOT ON FILE, STUDENTS MUST TAKE DEPARTMENTAL TESTS BY THE FINAL DAY OF LATE REGISTRATION. IF THIS REQUIREMENT IS NOT MET, THE STUDENT IS INELIGIBLE TO REGISTER FOR THE SEMESTER.

INTERNATIONAL STUDENTS

Galveston College is authorized under federal law to enroll non-immigrant alien students. All correspondence relating to admission should be mailed to:

Registrar
Galveston College
4015 Avenue Q
Galveston, Texas 77550 U.S.A.

To be considered for admission, the applicant must:

1. Complete the Galveston College application for admission form.
2. Furnish official high school and college transcripts.
3. Furnish evidence of satisfactory English skills by submitting:
 - a. A score of 500 or higher on the Test of English as a Foreign Language (TOEFL), effective Oct. 1, 1977.
4. Complete a "Statement of Financial Position" which must be signed by a parent, relative, or sponsor. (Use form provided by the Registrar.)
5. Provide:
 - a. Certification of immunizations in compliance with Texas immunization laws. (Use certificate of immunizations provided by the Registrar.)
6. All application materials must be on file in the Registrar's Office at least 30 days prior to registration.
7. Applicants will be notified of their acceptance when all credentials are completed and on file in the Registrar's Office. Accepted international students are to be in Galveston Seven (7) days before each semester for the purpose of orientation and course scheduling.

SPECIAL ADMISSIONS

MATURE CITIZEN STUDENTS — Tuition and Fee Exemptions

By authority of the Board of Regents of Galveston College on August 15, 1972, all citizens of the Galveston Community College District who have attained the age of 65 are entitled to attend all classes held by Galveston College on a "seats available" basis without paying any fees. Eligible citizens will be issued a "Mature Citizen Student" identification card upon application in person at the College. These students are entitled to utilize the library services of the College and to attend athletic events approved by the College without charge.

NON-CREDIT ENROLLMENT

A student may enroll for any course offered by the college on a non-credit basis. The charge for enrolling on a non-credit basis will be the same as charges for credit enrollment (including tuition, student activity fee, and all other applicable fees set forth in this catalog).

A student will register at the prescribed registration periods for non-credit courses. The student must specify at time of registration that he is enrolling for non-credit.

A student enrolled for non-credit does not receive a grade or a transcript, nor may a student change from non-credit to credit classification after he is registered, except during late registration periods.

Some courses offered exclusively on a non-credit basis will carry special fees.

ADMISSION TO SPECIFIC PROGRAMS

Applicants for the following programs must meet additional requirements

Associate Degree Nursing
Associated Health Occupations

General information and admission check lists for these programs may be obtained from the Registrar's Office. After an applicant has completed the admission check list for a specific program, he/she will be notified by the Registrar of their acceptance as a candidate for admission. Enrollment may be limited in these programs, therefore, applicants are urged to contact the Registrar's Office for filing deadlines.

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

TEMPORARY WAIVER OF ENTRANCE REQUIREMENTS (Not Applicable to Special Programs)

Applicants who have not completed their admission file prior to registration may be admitted on a provisional basis after signing the Temporary

Waiver of Entrance Requirements form. This form will be completed in the Registrar's Office.

EARLY ADMISSIONS PROGRAM

By enrolling in the Galveston College Early Admission Program, Galveston area high school seniors may get a headstart on earning transferrable college credit at minimal cost before graduation.

The program is available to all Ball and O'Connell High School seniors, subject to the following provisions:

1. The student must be approved by his high school principal and must receive parental approval.
2. The student must submit American College Test (ACT) scores to the Counselor's Office at Galveston College.
3. The student will be limited to two academic credit courses per semester at Galveston College.
4. Upon acceptance by Galveston College, the students will be admitted on conditional status. This means that credit for college hours will not be granted until the student has successfully completed all high school graduation requirements.
5. While attending Galveston College, the student will be expected to adhere to all policies of the College.

PROJECT AHEAD

Project AHEAD (Army Help for Education and Development) is a new program in cooperative education, developed in conjunction with participating colleges and universities.

Project AHEAD offers the student the opportunity to enroll in college at the same time he/she enlists in the Army. The student earns credit towards a college degree while serving his country.

Contact the Galveston College "Project AHEAD" counselor for further information.

SPECIAL NOTE REGARDING ADMISSIONS TO PROGRAMS WHICH HAVE LICENSING AND/OR ACCREDITING AGENCY REQUIREMENTS

Licensing and/or accrediting agencies change their requirements periodically which may result in Galveston College changes of both admissions and curriculum in these special programs. Therefore, a student taking preparatory courses for entry into one of these fields may have to change his plans to meet any new requirements. The College can not guarantee "future entrance requirements" on these programs.

ADMISSIONS TO CERTIFICATE PROGRAMS

VOCATIONAL NURSING PROGRAM

To qualify for admission the applicant must:

1. Be eligible for admission to Galveston College.
2. Be a high school graduate or the equivalent (GED).
3. Be at least 17 years of age.
4. Make a satisfactory score on the PSB test.
5. Have no record of a conviction of a crime other than minor traffic violations, or be cleared by State Board before writing licensing examination.
6. Be cleared by State Board prior to writing licensing examination if there is a history of psychiatric treatment.
7. Have an interview with the Departmental Chairperson who will forward a written recommendation on the applicant to the Registrars Office for final action.
8. Applicant's with unsatisfactory test scores may consult with one of the counselors regarding remedial courses which may be taken prior to admission.
9. Submit report of a recent physical examination by a licensed physician.

NURSE ASSISTANT PROGRAM

To qualify for admission the applicant:

1. Must have completed a minimum of 10th grade education or equivalent.
2. Must be at least 18 years of age upon completion of this program.

How to apply for the Nurse Assistant Program:

1. Go to the Business Office (M-122) and pay a \$2 fee for the OTIS Test, then register for the test in the counselor's Office (M-142).
2. Take the OTIS Test — Results will return within one week of the test date. To obtain results, check with the Counselor's Office.
3. Students who receive a score of 80 or better on the OTIS should follow the steps listed below:
 - a. Complete an application in the Registrar's Office.
 - b. Give the Registrar's Office a copy of your high school transcript or other evidence of at least a 10th grade education or equivalent.
 - c. Get physical examination form from Registrar's Office and ~~return~~ completed form to that office. An unsatisfactory report on the physical examination form will result in automatic elimination of the candidate for admission to the program.

4. The student will be notified by mail of acceptance or non-acceptance by the office of the Registrar.

**** Students who receive the score of "LOW" on the OTIS Test should see a Counselor. These students may still be considered for the Program if and when they demonstrate an ability to do acceptable college work on prescribed courses.

**RESPIRATORY ASSISTANT PROGRAM,
SOCIAL CARE SPECIALIST PROGRAM,
AND UNIT CLERK PROGRAM**

Who may apply for these programs:

1. Anyone who meets the following requirements:
 - a. A high school diploma or equivalent (GED).
 - b. Be at least 18 years of age.
 - c. Be a U.S. citizen or have residency status.

How to apply for these programs:

1. Go to the Business Office (M-122) and pay a \$2 fee for the OTIS Test, then register for the test in the Counselor's Office (M-142)
2. Take the OTIS Test - Results will return within one week of the test date. To obtain results, check with the Counselor's Office.
3. Students who receive a score of 80 or better on the OTIS should follow the steps listed below:
 - a. Complete an application in the Registrar's Office.
 - b. Give the Registrar's Office a copy of your High School Transcripts or GED scores.
 - c. Get physical examination form from Registrar's Office and return completed form to that office. An unsatisfactory report on the physical examination form will result in the automatic elimination of the candidate for admission to the program.
4. Make appointment for an interview with the Program Director by calling 765-2901.
5. The student will be notified by mail of acceptance or non-acceptance by the office of the Registrar.

**** Students who receive the score of "LOW" on the OTIS Test should see a Counselor. These students may still be considered for the Programs if and when they demonstrate an ability to do acceptable college work on prescribed courses.

**INDUSTRIAL ELECTRONICS,
INDUSTRIAL ENGINE MECHANICS
AND REFRIGERATION MECHANICS**

Who may apply for these programs:

Anyone who meets the following requirements:

1. Student should show a high interest in this program.
2. Applicant must furnish a high school diploma or equivalent (GED).
3. Any student who is less than 18 years of age and not a high school graduate will need "individual approval" from one of the Galveston College Counselors *or*
4. Any student over 18 years of age, but not a high school graduate must have written permission from the instructor.

How to apply for these programs:

1. Go to the Registrar's Office (M-142) and fill out:
 - a. Application Form
 - b. Counselor Card
 - c. Public Information Card
 - d. Certification of Immunization Form
2. Make an appointment for an interview with the instructor.
3. The student will be notified by mail of acceptance or non-acceptance by the Office of the Registrar.

MINI-COURSE IN CLERICAL OCCUPATIONS

Who may apply for the program:

1. Anyone interested in office work and a career.
2. High school diploma or equivalent (GED) is not required.

How to apply for this course:

1. Complete an application in the Registrar's Office.
2. Make arrangements to take general clerical test. See the Department Chairperson for this test, prior to registration.

COUNSELING AND PLACEMENT SERVICES

The Office of Counseling and Placement 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. It assists students prior to their

enrollment, during their years at Galveston College, and finally in securing a job in their career field.

Individual counseling is available for all students at Galveston College. A staff of professional counselors is available to work with students who seek help in resolving questions of career choice, advanced placement, study skills, getting along with others, self-understanding, and other kinds of personal problems. All counseling is confidential.

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

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

The Office of Counseling and Placement is located in Moody Hall.

AMERICAN COLLEGE TESTING PROGRAM (A.C.T.)

Freshmen students entering Galveston College will be required to submit scores on the American College Test. All students who plan to receive an associate degree and/or transfer to another institution are required to have American College Test (ACT) scores on record. Information concerning ACT testing dates may be obtained from the Office of Student Services, Moody Hall. The A.C.T. code for Galveston College is 4103.

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

Students with deficient ACT scores will be required to enroll in special courses during their first semester.

Students who may require developmental assistance in reading, English, mathematics, and science subjects will be scheduled for the following courses.

COMM. 031 — *READING SKILLS* — Designed for students who score 4 or less on the A.C.T. Social Science sub test.

COMM. 032 — *READING IMPROVEMENT* - Designed for students who score 12 or less on the A.C.T. Social Sciences sub test. Students must remain enrolled in Reading Improvement until they have achieved an 11th grade level.

ENGLISH 031. — *SENTENCE BUILDING* - For students scoring 15 or below on the A.C.T. English sub test.

BIOLOGY 031 — *INTRODUCTION TO BIOLOGICAL AND PHYSICAL SCIENCES* — For all pre A.D.N. and A.H.O. students as well as any student deficient in sciences as indicated by an A.C.T. composite score of 14 or less.

PHYSICAL SCIENCES 032 — *INTRODUCTION TO PHYSICAL SCIENCES* — For students without prior training in Chemistry or with an A.C.T. composite score of 14 or less.

MATHEMATICS 041 — *BASIC ALGEBRA* — For students who have not completed two years of high school algebra or for those students who need to review algebra before continuing college level mathematics.

MATHEMATICS 042 — *BASIC MATHEMATICS* — For students scoring 14 or below on the A.C.T. mathematics sub-test.

CAUTION: Freshmen students who do not have A.C.T. scores on record at the time of registration will be required to enroll in English 031 or Basic Mathematics until evaluated.

Note Regarding Exemption From ACT Requirement:

Students are exempt from ACT requirement under the following conditions:

1. If the student transfers 15 or more acceptable hours to this college
2. Written consent of the Director of Student Services.
3. If the student is enrolled for non-credit.

Exemptions do not apply to students seeking admission to special programs (A.D.N., A.H.O., V.N, Nurse Assistant, etc.)

VETERANS INFORMATION

Veterans attending or planning to attend Galveston College should contact the Registrar's Office, M-147, to insure that their enrollments are certified. The Registrar's Office will have the necessary forms if you are continuing your course of study or enrolling in college for the first time.

Veterans should contact the Registrar's Office if they have questions or problems in the following areas: (1) Certification of Enrollment; (2) Change of Address; (3) Change of Dependents or (4) Change in Enrollments.

Veterans who may have problems concerning their education benefits should contact the Veterans Representative on campus in Room M-147 on Wednesdays or call the Veterans Administration Office in Houston. The following areas are handled by the Veterans Representative: (1) Information on Eligibility; (2) Pay Rates; (3) Other Veteran Benefits; (4) Difficulty completing the necessary forms; (5) Information necessary to complete the forms; (6) Payments made incorrectly, either too much or too little.

General Veterans Information — G.I. Bill commonly refers to Vietnam Veterans Readjustment Act passed to allow eligible Veterans to receive a monthly allowance while obtaining an education. The monthly allowance is based upon the course load and number of dependents of the Veteran.

Anyone who served in the regular Armed Forces of the U.S. for at least 181 days and was released from active duty with other than a dishonorable discharge is eligible. Service in the Reserve does not generally count. If in doubt, submit the paperwork. Eligibility is 1½ months of educational allowance for each month of service with a maximum of 45 months. This is 45 months of full-time training or 90 months of ½ time training or 60 months of ¼ time training or any combination totaling 45 months of full-time.

COURSE LOAD:

TERM	FALL/SPRING	SUMMER
Full-time	12 or more hours	4 or more hours
¾ time	9, 10, 11 hours	3 hours
½ time	6, 7, 8 hours	2 hours
Less than ½ time	5 or less hours	1 hour

V.A. Regulations Effective August 6, 1975 and Amended October 1, 1976 —

1. V.A. Regulations require that a Veteran make satisfactory progress toward his educational objectives. This applies whether or not the school allows the Veteran to re-enroll.
 - a) This means that if a Veteran goes on scholastic probation one semester, and is not removed the following semester, he loses his educational benefits until he has counseling in Houston.
 - b) If a Veteran goes on scholastic probation for one semester, but is removed from scholastic probation the following semester, his educational benefits will not be interrupted.
 - c) This also means that the Veteran will not be considered to have made satisfactory progress when he or she fails or withdraws from all subjects undertaken when enrolled in two or more unit subjects, unless extenuating circumstances are documented in the Registrar's Office at the time of withdrawal.
2. V.A. Regulations require that a Veteran's prior training be evaluated and appropriated credit given before he can be certified.
 - a) This means that if a Veteran changes schools, his check will be delayed until his transcript is at the new school and evaluated.
 - b) The Veteran is responsible for having the transcripts sent to the Registrar's Office and requesting evaluation.
3. V.A. Regulations require that a Veteran be dropped from a class as of his last date of attendance, *not the official drop date*.
 - a) This means that a Veteran will be paid only through the date that he attends class, not the date the paperwork is processed.
4. V.A. Regulations require that a Veteran have a predetermined and identified educational, professional or vocational objective. Benefits may not be authorized for courses which do not lead to this objective.
 - a) This means that a Veteran cannot take any course offered just to complete his 12 hours for full-time. A small number of electives will be allowed as specified in a degree plan.
 - b) This also means that credit for V.A. purposes will not be given for courses already successfully completed, whether or not the school allows re-enrollment.

5. Effective December 1, 1976, payments are prohibited for any program of training when the grade assigned is not used in computing graduation requirements. (Includes withdrawals except for mitigating circumstances.)
6. Effective June 1, 1977, prepayment will be eliminated. Veterans will be paid at the end of the month.
7. Advance payment at the start of the semester will be made the exception instead of the rule. This becomes effective June 1, 1977.

FINANCIAL AID

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

How Need is Determined — Since financial aid is awarded primarily on the basis of need, it is important to understand how need is determined. Essentially, financial need is the difference between the cost of the college education and the family's and student's ability to contribute to that education. While maintaining its objectively measured standard of living, a family that would need substantial financial aid to send a student to one college might need much less to meet the student's expense at another institution. Two elements must always be considered: (1) the amount of money the student and his family can reasonably be expected to contribute towards a definite period of education, usually an academic year; and (2) the expenses of education during that period at the institution of higher education which the student plans to attend.

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

The following classification of students are considered in determining aid:

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

The degree of need is documented from information provided by a "Parents' Confidential Statement" for dependent students or a "Student Financial Statement" for financially independent students.

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

While the College regards the "Student Financial Statement" as a very helpful guide, the student applicant is also required to complete the College's Student Financial Aid application. In all cases, financial determination of need and award amounts are made by the Financial Aid Office. In this way, individual attention is given to each application and awards are made in view of the student's particular situation.

To Apply —

1. Complete and submit all application forms for admission to Galveston College. The student is in all cases fully responsible for properly completing all required documents, and submitting them as required by set deadlines.
2. Send a copy of the College Scholarship Service "Parents' Confidential Statement" or "Student Financial Statement" to Berkeley, California with proper fee. These forms may be obtained from the Financial Aid Office.

3. Send to the Financial Aid Office, the Galveston College Student Application for Financial Assistance.
4. If entering Galveston College for the first time, a high school transcript, GED or previous college transcripts must be furnished with the financial aid application.

Awards will be disbursed at the beginning of the Fall Semester and the Spring Semester. (BEOG disbursements will be made as follows: disbursement #1 will be after the 12th class day. The disbursement #2 will be made at a later date determined by the Coordinator of Financial Aid. Late applications are considered only if funds remain available after all awards are made to applicants who filed within the deadline. Most financial aid is awarded on the basis of one semester. In order to continue to receive financial assistance, each student must reapply within the specified deadline dates for each succeeding semester. Private scholarships may be awarded on an academic year basis.

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

Students receiving financial aid from Galveston College must be making satisfactory academic progress.

The following policies will apply to financial aid students in the Galveston College definition of Academic Progress:

1. Should a student receiving financial aid be placed on scholastic probation, financial aid may be continued for one semester. Should the student continue to be on probation after one semester, the student will no longer be eligible for financial aid.
2. Students who have a past history of withdrawing from courses will not be considered to be making satisfactory progress.

In the case of all students receiving financial aid, it is the student's obligation and responsibility to report any changes in personal, financial and academic situations to the Coordinator of Financial Aid. Students should note that a grade of "IP" DOES NOT COUNT in the student's semester credit hour total for financial aid purposes.

Please note that technical-vocational programs which take less than 6 months to complete are not eligible for any federal financial aid.

Deadlines — For Financial Aid Applications

Fall, 1977	August 15, 1977
Spring, 1978	December 15, 1977
Summer I, 1978	May 15, 1978
Summer II, 1978	July 3, 1978

Long Term Loan Programs — The following are long term loan programs:

(NDSL) National Direct Student Loan — For students pursuing a degree taking no less than 6 semester hours. Repayment begins 9 months after recipient ceases to be a half-time student at an approved institution of higher learning. Interest rate is 3%. Maximum of 10 years to pay.

Nursing Student Loan Program — Up to 85% of this loan is cancelable if working as an R.N. 9 full years. Remaining 15% paid at end of 9 year period with 3% interest.

Short Term Loan Programs — The Moody Loan Fund was established in April of 1970, by the Trustees of the Moody Foundation. It is designed to provide short term, interest free loans to students to cover the costs of tuition, fees and books. Loans are to be paid back over a 60-day period during the long semester or a 30-day period during the summer sessions. Application for a Moody short term loan may be made through the Financial Aid Office.

Scholarships — G.C. General and Special Scholarships: Student must complete required financial aid forms. Student must show financial need and plan to enroll as a full-time student. Scholarship awards vary in amount depending upon the corpus of the various scholarship funds. The student must be recommended by the Scholarship Committee.

Grant Programs — Galveston College has the following Grant Programs:

Basic Education Opportunity Grant (BEOG): A federal grant program based on need and tuition costs. Applications and additional information may be obtained from your high school counselor or the Financial Aid Office.

Supplementary Educational Opportunity Grant (SEOG): Awarded to students with great financial need after self-help and other programs have been exhausted.

Law Enforcement Education Program (LEEP): In-service law enforcement officers only. Grants covering tuition, fees and books.

Repayable if officer leaves employing agency less than two years after completing course work.

Nursing Student Scholarship Program: Scholarship for ADN students who show financial need and high academic achievement.

Tuition Exemption Programs — These programs are as follows:

Vocational Rehabilitation: The Texas Rehabilitation Commission (T.R.C.) through its Division of Vocational Rehabilitation offers assistance to eligible students who have vocational handicaps provided the vocational objective selected by the student has been approved by a representative of the Division. Application for Vocational Rehabilitation assistance should be made through the nearest T.R.C. office or through the T.R.C., Austin, Texas.

Hazelwood Act: Student must be a citizen of Texas, served during Spanish-American and/or World War II as a nurse of U.S. Armed Force member, honorably discharged and legal resident of Texas at induction. Student is exempt from cost of tuition and fees. Student must submit a copy of discharge papers and complete exemption form.

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

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

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

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

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

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

Supplemental Security Income — College students who contribute to the support of parents or other relatives should inquire about supplemental security income, a new federal program of income supplement for blind or disabled people, as well as people 65 or older. Their relatives might qualify if their income is less than \$160 a month from retirement or social security, or less than \$230 from wages (the figures are higher for couples). Students who think their relatives might qualify should contact the social security administration.

Student Employment* — This is a cooperative program between the Federal Government and G.C. in which a student may be placed by the Financial Aid Office in a department or office on or off campus to work at the rate of \$2.30 per hour. A student must be at least half-time and demonstrate financial need.

The maximum number of hours a student may work is determined by the amount of funds committed, but usually will not exceed 15-20 hours per week. A student may not exceed a 40 hour work week at any time.

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

Special Classification of Students for Financial Aid Purposes —

Fall and Spring Semesters:*

Full-time Student — 12 or more semester hours

¾-time Student — 9 to 11 semester hours

Half-time Student — 6 to 8 semester hours

Summer Semesters:*

Full-time Student — 6 or more semester hours

Half-time Student — 3 to 5 semester hours

*For financial aid purposes, nursing students are classified by the number of semester hours enrolled (minimum of 6 semester hours for either Fall or Spring Semesters or 3 semester hours for a Summer Session).

TUITION AND FEES PER SEMESTER

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

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

Students registered concurrently at two institutions of higher education are subject to varying fees and must complete appropriate boxes on tuition and fee card at registration.

Any student who is exempt from tuition and/or fees for reason, must present proof of such exemption at each registration to the pay station.

Mature Citizen Students — Tuition and Fee Exemptions

By authority of the Board of Regents of Galveston College on August 15, 1972, all citizens of the Galveston Community College District who have attained the age of 65 are entitled to attend all classes held by Galveston College on a "seats available" basis free of any charge. Eligible citizens will be issued a "Mature Citizen Student" identification card upon application in person at the College. These students are entitled to utilize the library services of the College and to attend athletic events approved by the College without charge.

TUITION AND FEES

Tuition and fees must be paid at the time of registration each semester.

Number of Semester Hours	Residents of Texas	Out-of-State Students	Alien I* Students	Alien II** Students	Associate Degree Nursing Students
1	\$25.00	\$ 60.00	\$200.00	\$200.00	\$20.00
2	25.00	60.00	200.00	200.00	20.00
3	25.00	60.00	200.00	200.00	20.00
4	25.00	80.00	200.00	200.00	20.00
5	25.00	100.00	200.00	200.00	20.00
6	25.00	120.00	200.00	200.00	20.00
7	28.00	140.00	200.00	200.00	23.35
8	32.00	160.00	200.00	200.00	26.70
9	36.00	180.00	200.00	200.00	30.05
10	40.00	200.00	200.00	200.00	33.40
11	44.00	200.00	200.00	220.00	36.75
12	48.00	200.00	200.00	240.00	40.05
13	52.00	200.00	200.00	260.00	43.40
14	56.00	200.00	200.00	280.00	46.75
15	60.00	200.00	210.00	300.00	50.00
16	64.00	200.00	224.00	320.00	50.00
17	68.00	200.00	228.00	340.00	50.00
18	72.00	200.00	252.00	360.00	50.00
19	76.00	200.00	266.00	380.00	50.00
20	80.00	200.00	280.00	400.00	50.00
21	84.00	200.00	294.00	420.00	50.00

SUMMER FEE

*ALIEN STUDENTS

(Other than Nursing Students)

Semester Credit Hours Per Semester	Tuition Charge Per Semester
1-7	\$100.00
8	112.00
9	126.00
10	140.00

**NEW ALIEN STUDENTS

Semester Credit Hours Per Semester	Tuition Charge Per Semester
1-7	\$100.00
8	160.00
9	180.00
10	200.00

*Alien I-Students registered before June 19, 1975 in any Texas Public Institution or who lives in a "qualified country.

**Alien II-Students registered after June 19, 1975 in any Texas Public Institution of Higher Education or who lives in a "non-qualified country."

For each class change not initiated by the College after a student has turned in his class cards, a \$2.00 fee will be charged. For class-added, the increase in tuition and fees must also be paid. These fees must be paid at the time of change. No changes will be held for late payment. (See Refund Policy for dropped.)

TUITION AND FEES FOR SPECIAL PROGRAMS

Vocational Nursing

Long-Term Semesters		
Tuition	per semester	\$40.00
Building Use Fee	per semester	15.00
Student Activity Fee	per semester	10.00
Health Fee	per semester	12.00
Liability Insurance	per semester	
Laboratory Fee	per semester	4.00
Student Identification Card Fee	per semester	1.00
Summer Session		
Tuition		20.00
Student Identification Card Fee	per session	1.00

SOCIAL CARE SPECIALIST, RESPIRATORY ASSISTANT, NURSE ASSISTANT AND HOSPITAL UNIT CLERK PROGRAMS

One-Semester Program	
Tuition	\$30.00
Building Use Fee	15.00
Student Activity Fee	10.00
Health Fee	12.00
Liability Insurance	10.62
Laboratory Fee	8.00
Student Identification Card Fee	1.00

**INDUSTRIAL ELECTRONICS,
REFRIGERATION MECHANICS
AND INDUSTRIAL ENGINE MECHANICS**

Long-Term Semesters

Tuition	per semester	\$30.00
Building Use Fee	per semester	15.00
Student Activity Fee	per semester	10.00
Laboratory Fee	per semester	8.00
Student Identification Card Fee	per semester	1.00

MINI-COURSE AND CLERICAL OCCUPATIONS

Tuition	per semester	\$60.00
Building Use Fee	per semester	15.00
Student Activity Fee	per semester	10.00
Laboratory Fee	per semester	10.00
Student Identification Card Fee	per semester	1.00

TUITION AND FEES FOR CONTINUING EDUCATION

Tuition and fees for continuing education courses depend largely upon the

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

FEES:

Laboratory Fees:

Accounting 141, 142, 241 and 242	\$ 5.00
Art 131, 132, 231, 232, 233, 234, 235 and 236	2.00
Associated Health Occupations 141 and 143	5.00
Associated Health Occupations 241, 242, 243, 244, 256, 155, 267 and 268	8.00
Biology 111, 112, 113, 114, 116, 117, 118, 1191, and 1192	8.00
Chemistry 141, 142, 143, 144, 241, 243 and 244	8.00
Drafting 120, 121, 123, 124, 132, 134, 135, 136, 231, 234, 235, 237, 238, 242, 245 and 246	2.00
Electronics 141, 142, 143, 144, 245, 246, 247 and 248	5.00

Electronics 249	8.00
Engineering 131, 132, 133 and 161	2.00
Foreign Language:	
French 141, 142, 241 and 242	5.00
Spanish 141, 142, 241 and 242	5.00
Machine Transcription 231	5.00
Nursing — Associate Degree — 161, 162, 153, 261, 262, 263 and 254	8.00
Office Machines 131 and 132	5.00
Office Simulation 291 and 292	8.00
Physical Education 1101, 1104, 1105, 1106, 1107, 1110, 1111, 1112, 1113, 1115, 1117, 1118, 2101, 2104, 2105, 2110, 2111, 2112, 2113, 2115, 2117, 2118	5.00
Physics 141, 142, 143, 144, 241, 242, 243, 244 and 245	8.00
Printing 124, 132, 133, 135, 136, 137, 141, 261 and 262	5.00
Shorthand 141, 132 and 231	5.00
Typewriting 130, 141, 142, 231 and 232	5.00

Individual Instruction Fees:

Physical Education 1109, 2107, 2108, 2109,	10.00
Physical Education 1116 and 2116	20.00
Physical Education 2119 and 2120	15.00
Music 111, 112, 113, 114, 117, 118, 1105, 1106, 1107, 1108, 1109, 1110, 211, 212, 213, 214, 2105, 2106, 2107, 2108, 2109, 2110	30.00
Music 121, 122, 123, 124, 221, 222, 223, 224, 1205, 1206, 1207, 1208, 1209, 1210, 2106, 2107, 2108, 2109, 2110, 2205, 2206, 2207, 2208, 2209, 2210	60.00

SPECIAL FEES:

Student Activity:

9 or more semester hours	per semester	\$10.00
Less than 9 semester hours	per semester	5.00
Building Use Fee (all students except Fire Science and Special Programs)	per semester	1.00
Graduation Fee		10.00
Late Registration Fee		5.00
Student Identification Card Fee		1.00
Replacement for Student I.D.		3.00
Course Change Fee		2.00
Health Insurance Fee (for all Associate Degree Nursing students, Associated		

Health Occupational students, Vocational Nursing students, Nurse Assistant students and Social Care Specialist, Respiratory Assistant and Unit Clerk students)	per semester	12.00
	Total Annual	24.00
Professional and Personal liability insurance (for health related majors)per year		\$10.62
Advanced Placement Exams (credit by examination - local test)		
Professional and Personal Liability insurance (for health related majors)per year		10.62
Advance Placement Exams (Credit by examination — local test)		25.00
American College Test (Residual)		8.00
Nursing Certification Fee		10.00
Vocational Nursing Examination		8.00
OTIS Test		2.00
Strong VIB Test		2.00

NOTICE: FEES ARE NOT REFUNDABLE.

BAD CHECKS

A \$5.00 charge will be made by the College for each returned check.

REFUND POLICY

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

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

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

No refunds for dropping courses, only for withdrawing from College.

Fees are not refundable.

Continuing Education Courses

One Hundred Percent (100%) refund will be made to students dropping a course prior to the second class meetings following their registration. The student has the immediate responsibility to decide after the first class period attended to continue or drop the course in question.

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

RESIDENT CLASSIFICATION STUDENT RESPONSIBILITY

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

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

REGISTRATION

The formal registration of students is held prior to the beginning of classes each semester. The registration procedure is simplified if students complete their counseling and planning before the formal registration begins. Students enrolling for Freshman English courses are required to present English Placement Form at time of registration. (See ACT information). Details for registration procedures and course offerings are published each semester.

Prospective students are urged to apply for counseling interviews as early as possible. Except for actual class time selection and payment of fees, the entire registration process may be completed well in advance of the formal registration period, thereby simplifying and expediting the completion of the formal registration period.

Concurrent College Enrollment

A student who wishes to enroll concurrently at Galveston College and another college during any one semester must have *prior* written approval from the Director of Student Services of Galveston College. 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.

Continuing Education Courses

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

Registration dates, times, place and fees will be published.

BOOKSTORE

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

THE LEARNING RESOURCES CENTER

The Learning Resources Center (LRC), as part of Galveston College instructional system, consists of the David Glenn Hunt Memorial Library and Media Services. The LRC serves all phases of the College's educational needs including: university parallel, occupational education, continuing education, and evening division programs. The LRC is located on the second and third floors of Moody Hall, Main Campus, and the second floor, north, Ft. Crockett Campus.

The David Glenn Hunt Memorial Library in Moody Hall houses the central card catalog and book collection which is arranged according to the Library of Congress Classification scheme. Also, in Moody Hall are periodicals with back issues on open shelves providing easy access for the users.

There is no general reference area. Instead, reference materials are intershelved with the general book collection. In addition to an open, well-organized, and accessible collection, the LRC provides other services including: reference assistance, group and individual orientation, and preparation of subject lists and bibliographies.

Media Services, on the third floor of Moody Hall, assist the faculty in the production, use, and maintenance of mediated materials and supportive equipment. Orientation in the use of equipment is also available.

The Ft. Crockett Learning Resources Center contains current instructional materials which support the nursing, health occupations, and other programs scheduled at the faculty. Included in the satellite LRC are the video studio and photographic and audio production services. Media Services at Ft. Crockett, together with the central service in Moody Hall, provide Galveston College with a broad range of capabilities encompassing all aspects of production and duplication of information for instructional use.

Copying facilities for students and teachers are available for instructional use at a nominal fee or by providing materials to be copied. All materials copied are subject to the copyright law.

The LRC services include a book collection of over 27,000 volumes and 460 periodicals along with an extensive mediated software collection which includes video tapes, motion pictures, filmstrips, audio tapes, microforms, and other types of informational formats. Special subject collections include Texana and Galveston History, and health occupations materials.

Obligations and regulations for the use of the LRC library and media services, as well as the hours of operation, are detailed in the student handbook and LRC manuals. In general, a college level attitude along with a mature respect for the rights of others is expected of all users of the LRC, its facilities, materials and equipment.

The users is obliged to return all borrowed materials and pay any and all fines before official records are cleared and made available, permitting the individual to enroll or have access to the presentation of approved, validated College identification, such as the College Identification Card.

In serving the citizens of the Galveston Community, the Learning Resources Center reflects the educational philosophy of Galveston College.

STUDENT ACTIVITIES

ORGANIZATIONS

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

are the following:

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

The fourteen members of the Senate are elected annually by the student body by popular vote. The President, Vice-President, Secretary, and the Treasurer are elected in the Spring.

The President of the Senate serves as an ex officio member of the Board of Regents of Galveston College.

Afro-American Club. This club was established in September 1976, as an officially recognized organization. The purpose of this organization is to enhance students' knowledge of the Afro-American's culture and his contribution to the American society. The club also sponsors community oriented activities. Membership is open to all students of Galveston College.

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

A.H.O. The Associated Health Occupations was established at Galveston College in February of 1970. It is composed of members interested in and studying for a career in the health care professions in one of eleven fields: Community Health Worker, Electroencephalography Technologist, Histologic Technology, Hospital Management Assistant, Occupational Therapist Assistant, Physical Therapist Assistant, Radiologic Technologist, Renal Dialysis Technology, Respiratory Therapist, Social Care Specialist, and Unit Clerk. The club seeks to gain recognition for A.H.O. and to interest students in this program. There are no mandatory dues.

Athletics. Galveston College participates on the varsity level as an "Independent" in the following sports: baseball, tennis, women's volleyball and golf. Competition on the extra-mural level includes the following sports: bowling, tennis, weight lifting, archery, co-ed volleyball, golf, badminton, table tennis and surfing. The College mascot is the "Dolphin".

Chess Club. The Chess Club was established in March of 1972. The club is an affiliate of the U.S. Chess Foundation. It meets weekly. The club offers special instructions for beginners, Chess Life and Review Magazine, over-the-board chess ratings and speed chess. The Club offers an atmosphere of friendly competition for anyone interested in a game of chess.

Circle K Club. This club was established as an officially recognized organization of Galveston College in 1973. Circle K is a service organization through which college students can find a means of responsible student action in their communities and a more active involvement in the life of their campus. The National Organization Charter was received in the Spring of 1976.

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

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

The Foreign Language Club. This club was formed as a merger of two former clubs: the "French Club LaSalle" and the "Los Amigos del Quixote", both of which were created in 1968. The club complements the study of a foreign language through cultural awareness. Club members get involved in a variety of civic and humanistic activities, like the sale UNICEF cards, Easter baskets for an Orphans' Home, etc. Members take field trips to plays, ballets, comedies or lectures related to their study of a foreign culture. Every year the club organizes or participates in a travel study to a city of cultural interest or to a foreign country like Mexico. Profits from bake sales and Flea Markets go also to the scholarship fund: applicants receive \$50.00 a semester for the study of a foreign language. Membership is open to all students and there are many professional associations open to those who wish to join. Meetings are held regularly with no mandatory dues.

Delta Psi Omega. This club was established in May of 1976. It is an honorary fraternity whose membership is open to students nominated for their outstanding contribution to the theatre. Honorary membership may be extended to those in the community and faculty, who make outstanding contributions to the theatre arts. The organization meets monthly and will contribute to the theatre activities

through the Galveston College Community Theatre and to the theatre facility on the Ft. Crockett campus, as well as plan socials and theatre field trips. There is an initiation fee, but no dues.

M.A.S.O. The Mexican-American Student Organization was established as an officially recognized organization of Galveston College in October of 1971. Membership is open to all students but particularly to students of Mexican-American descent. The club meets every other week and there are no dues. Through its yearly activities, the club promotes interest in the Mexican-American history, traditions, and culture. It sponsors an annual statewide cultural conference and a scholarship among other activities.

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

Phi Rho Pi. This group is the national speech fraternity. The local chapter, Texas AU is open to all Galveston College students interested in speech activities or tournament competition. Areas of participation include debate, oral interpretation, extemporaneous speaking, informative speaking, solo acting, duet acting and Readers Theatre. The "Speech Team" provides travel to other colleges and universities as well as top-notch competition. Scholarship information can be obtained through the Department of Speech, Drama and Community Theatre.

Phi Theta Kappa. This club was established in February, 1968, and is an officially recognized organization. It is an 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.

Physical Education Majors' Club. The Physical Education Majors' Club, established in March of 1977, is an officially recognized organization. All physical education majors are eligible to become members. Others with a strong interest in physical education may apply for membership. The purpose of the club is to better acquaint potential physical educators with the profession, to develop a professional attitude toward physical education, to promote physical

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

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

Full-time student

1. During the Regular Semester:

- a. A student registered for twelve (12) or more semester hours is defined as a full-time student by 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. A student duly admitted and registered in the nursing curriculum is defined as a full-time student by Galveston College. See special Classification of Students for Financial Aid Purposes.

2. During the Summer Terms:

- a. A student registered for six (6) or more semester hours each term is defined as a full-time student by Galveston College. The Veterans Administration lists four (4) or more semester hours each term as full-time.
- b. A student duly admitted and registered in the nursing curriculum is defined as a full-time student by Galveston College. See special Classification of Students for Financial Aid Purposes.

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 Veteran's Information for Classification of Veterans.

2. During the Summer:

- a. A student registered for less than six (6) semester hours is defined as a part-time student by Galveston College.
- b. See Veteran's Information for classification of Veterans.

COURSE LOAD

The maximum course load during the regular semester is 19 semester hours. No student will be permitted to enroll for more than 19 semester hours without recommendation of a counselor. The maximum load for a six-week session is 7 semester hours, and the maximum credit that a student may earn during the entire summer session is 14 semester hours.

ACADEMIC INFORMATION

CREDIT FOR COURSES

The semester hour is the unit of measurement at Galveston College and is defined generally as one clock hour of class session per week for 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.

EXPLANATION OF THE COURSE NUMBER SYSTEM

The courses offered by Galveston College usually carry three digit numbers (for example, History 131). However, some courses carry four-digit numbers (for example, Music 1301, and Physical Education 1101).

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

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

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

CLASSIFICATION OF STUDENTS

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

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

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

It is recommended that students enrolled in remedial courses limit their course load to 12-13 semester hours or less.

CHANGE OF SCHEDULE

Students may change their class schedule as outlined in the printed semester schedules. After a student has registered, a fee of \$2.00 per schedule change will be charged for any changes not initiated by the College. (See Tuition & Fees Information).

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 "AW". This will be accomplished through the Registrar's Office.

Any student who registers and does not attend class will be administratively withdrawn upon written recommendation of the Instructor to the Director of Student Services. A student may appeal such a decision to the Director of Student Services.

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 also turn in identification card to the

Student Services 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.

EXAMINATIONS

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

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

GRADING SYSTEM

Students receive final grades at the end of each long term.

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

*Note 4

Letter Grade Description	Grade Points Per Sem. Hr.
A = Excellent	4
B = Good	3
C = Average	2
D = Passing, but poor	1
F = Failure	0
I = Incomplete Work. *Note 1	
IP = In Progress (See English Dept. Section for explanation)	
W = Official Withdrawal (Not computed in grade point average.)	
W = *Note 2	
SP = Satisfactory Progress *Note 3	
AW = Administrative Withdrawal for non attendance	
VN = Grading system is different see Student Handbook	

*Note 1: Incomplete work must be completed within the time period agreed upon by the instructor and the student

- or the grade of "I" will automatically be changed to a grade of "F" at the end of this designated period of time.
- *Note 2: The last day to drop a course with a grade of "W" is noted in the College Calendar.
 - *Note 3: A student has made satisfactory progress in Communications 032 but the required level of proficiency has not been attained.
 - *Note 4: Each department will announce the approved grading standards to be used in assigning grades in each course.

ACADEMIC STANDARDS

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

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 no grade points for an "F". 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 completed. Grades of "I", "IP", "SP", "W", and "AW--" are not assigned grade point values.

Students who receive an "I", "IP", or an "SP" grade will have their grade point average computed on the basis of only those courses which they have completed and received a final grade.

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

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

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

To be removed from academic probation, a student must:

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

**TABLE 1
GRADE POINT REQUIREMENTS**

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

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.

Students who have questions concerning Academic Standards at Galveston College should contact the Office of Student Services.

STUDENT RECORDS

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

A brief summary of this policy is as follows:

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

Review of Record — Any student who desires to review his/her 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 Record-Keeping — Any student who desires to challenge the accuracy of his/her 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 record-keeping, the student may request a Formal Review. The President will appoint an institutional official, committee or other party who does not have a direct interest in the outcome of the hearing to hear challenges concerning student record. A written decision will be sent to all interested parties at the conclusion of the hearing.

The following categories of information contained in the student records and files are considered directory information and will 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 Registrar's Office during the first 12 class days of a Fall or Spring Semester or the first 4 class days of a Summer Semester. This request will apply only to the current enrollment period. The following is to be included as Directory Information.

(a) Name; (b) Current & Permanent Address; (c) Telephone Listing; (d) Date & Place of Birth; (e) Major Field of Study; (f) Participation in officially Recognized Activities & Sports; (g) Weight & Height of Member of Athletic Teams; (h) Dates of Attendance; (i) Degrees and Awards Received; (j) Most Recent Previous Institution Attended; (k) Current Class Schedule; (l) Number of Hours Enrolled in Current Semester and (m) Classification.

A copy of the entire Official Galveston College Student Records Policy is on file in the Galveston College Library for information upon request.

CREDIT BY EXAMINATION

A person who believes he/she 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 students 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 inter-relate 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 approved form from the appropriate Division Chairperson 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 *Department Chairperson* and submitted to the appropriate Vice-President for approval.

Administering these examinations will be the responsibility of the appropriate Department Chairperson or his/her designated representative. Scoring and grade determination procedures will be identified by the Department Chairperson. The Department Chairperson 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 Department Chairperson. Credit will be granted for a grade of "A" or "B". The student's transcript will carry the notation "credit by examination".

2. The American College Test (ACT)

Credit will be granted based on the following ACT standard sub-scores:

English sub score 23-24-English 131-3 sem. hours Grade of B

English sub-score 25 or above-English 131-3 sem. hours - Grade of A

*Mathematics sub-score 24-25-Math 141-4 sem. hours - Grade of B

*Mathematics sub-score 26 or above-Math 141-4 sem. hours - Grade of A

*Applicant must have high school credit for *Mathematics Analysis* with a minimum grade of B.

Students desiring to establish credit as outlined above should complete a "Petition for Credit" form which is available in the Counseling Office. The student's transcript will carry the notation, "Credit based on ACT Standard Sub-Scores".

3. The College Entrance Examination Board Achievement Tests

These tests are different from the Advanced Placement Tests and may be taken by individuals by writing directly to the College Entrance Exam Board, Box 592, Princeton, New Jersey 08540. Counselors in local high schools will furnish information concerning registration for the tests which are administered several times each year.

CEEB

Achievement Test	Score	Course	Sem. Hrs.	Grade
English Composition 550		Engl. 131	3	B
English Composition 620 & Higher		Engl. 131	3	A

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".

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.

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

These examinations may be taken in a high school which offers advanced placement courses. Students should contact a Galveston College Counselor regarding the minimum acceptable score for specific subjects.

HONOR STUDENTS

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

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

Remedial courses (example: English 031, Biology 031, Math 041) do not count for honors.

PART—TIME STUDENT'S HONORS LIST

Students taking between 6 and 11 semester credit hours who achieve a grade point average of 3.5 or better, excluding remedial courses, I and IP grades, will be eligible for recognition during the fall and spring semesters. The Part-time Students' Honors List will not be computed during the summer sessions. Students on scholastic probation are not eligible for this honor.

GRADUATION WITH HONORS LIST.

Students who graduate from Galveston College 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 will be graduated with "high honors". These notations will be made on the Student's permanent record.

STUDENT DISCIPLINARY PROCEDURES

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

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

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

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

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

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

SUMMONS TO ADMINISTRATIVE OFFICES

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

EVENING DIVISION

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

This catalog applies to all Galveston College students

DEGREES

Galveston College offers four degree plans: (1) Associate in Arts; (2) Associate in Science; (3) Associate in Applied Science and, (4) Associate of Elective Studies. The College also offers two types of certificates: (1) Certificate of Completion (non-degree, adult education and terminal programs) and (2) Certificate of Graduation (non-degree, one year terminal programs; i.e., Vocational Nursing)

All students interested in obtaining a degree from Galveston College must file a degree plan no later than the end of their first year of attendance at Galveston College.

REQUIREMENTS FOR GRADUATION

The requirements of each of the four (4) degree plans offered at Galveston College are described in the following outlines:
(sch-semester credit hours)

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

Any variation to a degree program must be approved by the Divisional Chairperson and the appropriate Instructional Vice President.

Zero on developmental courses do not apply to degrees.

Associate of Applied Science Degree

English - 6 sch or 6 sch of Business Communications
Government 233 - 3 sch

The Associate of Applied Science Degree's awarded to students who successfully complete an approved curriculum for a two-year technical vocational program in addition to satisfying the general requirements.

Associate of Elective Studies

English - 6 sch or 6 sch of Business Communications
*American History - 6 sch
Government - 6 sch
P.E. -2 sch
Electives - 40 sch

Students who successfully complete the above courses will be awarded a degree in Associate of Elective Studies.

*History 233 - History of Texas - may substitute for 3 semesters of American History

Associate in Arts

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

English - 6 sch - composition and rhetoric.
English - 6 sch - literature.
American History - 6 sch.
Government - 6 sch.
Foreign Language - 14 sch and
Natural Science - 16 sch or 8 sch and
Mathematics - 6 sch
Electives - 6-8 sch.
Physical Education Activities - 2 sch. (See notes regarding Physical Education Requirements.)

Associate in Science

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

English - 6 sch - composition and rhetoric.

6 sch - literature

Engineering majors - 6 sch - composition and rhetoric.

3 sch - literature

American History - 6 sch & 3 sch of speech or technical writing as required by senior colleges.

Government - 6 sch.

Natural Science - 8 sch.

Mathematics - 6 sch.

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

Elective - 24 sch.

***Notes Regarding Physical Education Requirements:**

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

1. If the student is a veteran of the armed services.
2. If the student is 22 years of age or older at the time of enrollment.
3. If the student is physically handicapped.
4. If the student is enrolled in a specialized program with no physical education requirement.
5. If the student completes all other requirements for graduation by attending evening classes.

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

TRANSFER OF CREDIT

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

Students who are planning to transfer to a senior college or university are encouraged to select a field of study and a specific receiving college or university no later than the end of their first year of attendance.

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

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

TRANSCRIPTS

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

CHANGE OF ADDRESS

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

CHANGE OF NAME

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

GRADUATION PROCEDURES

The procedures for graduation are enumerated below:

1. File an application for graduation form with a Counselor.*
2. The application for graduation for mid-term graduates must be filed by November 1 of the fall semester immediately prior to graduation. The application for graduation for spring graduates must be filed by March 1 of the spring semester immediately prior to graduation.
3. Students may apply for graduation under existing catalog requirements or under the catalog requirements in effect when entering Galveston College (exception: ADN students).
4. All graduating students must attend graduation exercises unless specifically excused by the Director of Student Services.

5. A graduation fee of \$10.00 will be charged to cover degree expenses, expenses of graduation exercise, and expenses of reception.
6. Cap and gown rental will be ordered through the Bookstore.
7. Class rings, nursing pins, etc., will be ordered through the Bookstore.
8. Eligible nursing students will pay State Board Examining fee to the Business Office. Nursing Certification Fee - \$10.00
9. Invitations will be ordered through the Bookstore.
- 10 Any student who does not graduate because of academic deficiencies must follow steps 1-9 when they do become eligible.

Associate Degree Nursing Students must apply under existing catalog requirements or under catalog requirements in effect when *officially accepted and enrolled* in the ADN program.

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

BRAZOSPORT-GALVESTON COLLEGE COOPERATIVE ASSOCIATE DEGREE NURSING PROGRAM

1. Students may file at either College - but not both.
2. Galveston College candidates must meet requirements as outlined in Galveston College catalog. Brazosport candidates must meet requirements as outlined in Brazosport catalog.
Note: The last 18 semester hours required to be completed at Galveston College DOES NOT apply to the Cooperative students. Brazosport candidates will complete all steps except Number 8 at Brazosport campus.
4. Nursing Certification Fee - \$10.00

EDUCATIONAL PROGRAMS

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

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

THE UNIVERSITY PARALLEL PROGRAM

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

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

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

DEPARTMENTAL INFORMATION

BIOLOGICAL SCIENCES

The Department of Biological Sciences offers transferrable science courses for both science and non-science majors. General Biology, Microbiology and Anatomy and Physiology are designed for science majors and Introduction to Natural Sciences is specifically designed to meet the science requirements of non-science majors.

Introduction to biology will strengthen the science background of students who are interested in nursing or one of the para medical programs. It is especially recommended for those students who do not have a high school science background.

Integrated Science satisfies the science requirements for the Associate Degree in Nursing which is offered by Galveston College.

There are no locally prepared examinations for credit by examination. A person who believes he/she is qualified by experience or previous training may establish credit for Biology 131-132 by taking the College Entrance Examination Board Advanced Placement Program Examinations.

COMMUNICATIONS

The Communicative Skills Department offers courses in Reading Skills, Reading Improvement and Developmental Reading for International Students. The basic objective is to produce competency in reading and communication skills necessary to effectively fulfill the reading tasks required in college level courses.

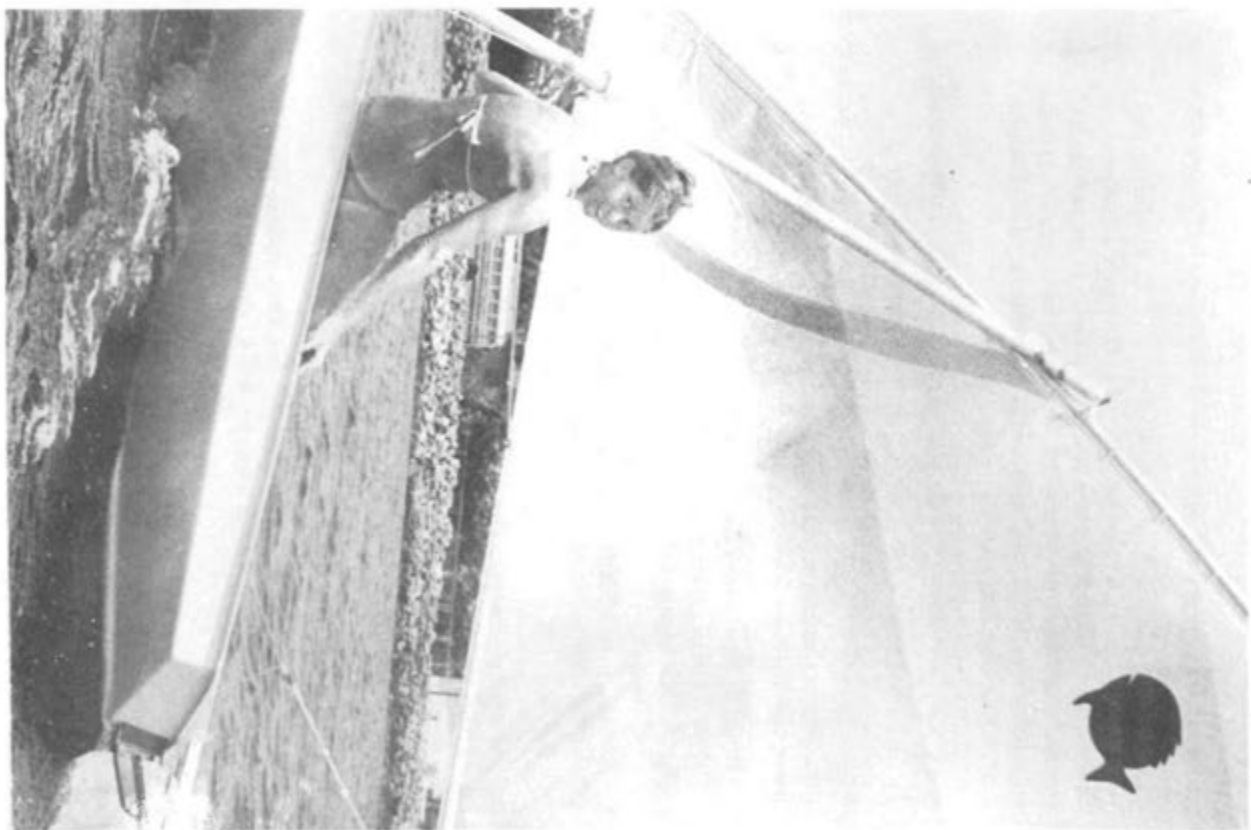
Students who score 12 or below on the ACT Social Science Sub-test will be required to take the Iowa Silent Reading Test prior to the first class day of the semester. If the student's test score does not reach the 50th percentile, 11th grade proficiency level as determined by the national norms on standardized diagnostic instruments, he/she will be scheduled into reading classes in appropriate levels as indicated by test scores. Enrollment in the reading classes will continue and a grade of "SP" (Satisfactory Progress) will be recorded until proficiency level is achieved.

Students whose test scores fall below the 10th percentile will be scheduled in the Reading Skills class prior to enrollment in Reading Improvement.

COOPERATIVE EDUCATION

Cooperative Education is a plan of education whereby the student blends theory and practice by working on training assignments in his own area of professional interest.

Cooperative Education has the general goals of providing students relevant experiences that will blend "real world" application with classroom theory. This goal can be applied to students who are currently situated in jobs that are related to their majors. To gain a broader understanding of the "world of work" and to enrich a persons present job situation are two of the broad goals of Cooperative Education.



ENGLISH AND FOREIGN LANGUAGES

Students who score 15 or less on the ACT English sub-test will be required to take English 031. However, students in this category may request a Galveston College departmental examination at least 2 weeks prior to registration, and upon meeting departmental standards, the student may enter English 131.

International students are eligible to enroll for English 131 under the following conditions:

1. English Proficiency score of:
 - a) A TOEFL test score of 500 or
 - b) A Michigan test score of 85 earned at Galveston College prior to Sept. 1, 1977.
2. Satisfactory completion of English 042.

A student who completes the requirements for English 031 before the end of the semester will have the option of starting the next freshman English course in sequence.

A student who wishes to receive a grade of IP (In Progress) must pass two-thirds of the material of this course with a minimum grade of C (70) during the semester.

A student who receives a grade of IP for this course must begin completion of the remaining course work during the next long semester.

A student who receives a grade of IP must make arrangements to complete the remaining course work with a designated English instructor during the registration period.

If a student who has received a grade of IP does not complete the required course work with a minimum grade of C (70) during the semester, the grade of IP will be changed automatically to a grade of F.

A student who wishes to receive a grade of IP (In Progress) must pass two-thirds of the material of English 131 with a minimum grade of C (70) during the semester.

A student who receives a grade of IP for this course must begin completion of the remaining course work during the next long semester.

A student who receives a grade of IP must make arrangements to complete the remaining course work in a scheduled English 001 Writing Lab during the registration period.

If a student who has received a grade of IP does not complete the required course work with a minimum grade of C (70) during the semester, the grade of IP will be changed automatically to a grade of F.

MATHEMATICS AND PHYSICAL SCIENCES

The Department of Mathematics and Physical Sciences is made up of three basic fields, Mathematics, Chemistry and Physics.

The Department offers educational opportunities of high quality and diversity to any student who likes to avail these opportunities with seriousness, self discipline, desire, energy and motivation. The department is ready to provide the very best it has to offer a student with promise to work hard and leave no stone unturned in the pursuit of his objective.

The department though it lacks the glamour and abundance of physical facilities, it is proud to have some of the best teachers and scientific laboratory materials which are necessary to maintain excellence in education. Innovative teaching methods and materials are used as aids when necessary. Classes are relatively small and friendly. Personal contact is maintained with the student.

In accordance with the above stated philosophy the department is dedicated to offer the following services:

1. University parallel courses in Mathematics, Chemistry and Physics transferable to other schools and also leading to an associate degree.
2. Courses are offered in Mathematics, Physics, Chemistry and Physical Science which serve a wide spectrum of scientific, technological and other fields such as Engineering, Drafting Technology, Computer Sciences, Electronics, Biological Sciences, Marine Sciences, Nursing, Pre-dental, Pre-optometry, Pre-medical, Allied Health Sciences, Economics, Business Administration and Teacher Education to name a few.
3. Since some of the students are not adequately prepared for college level work remedial courses in Mathematics and Physical Sciences are offered to remove deficiencies.

SPEECH, DRAMA, AND COMMUNITY THEATRE

The Department of Speech, Drama and Community Theatre offers the student pursuing the associate degree or a bachelors degree in Speech or Theatre the unique opportunity to participate in certified credit courses, as well as professional theatrical productions, through the Galveston College Community Theatre program.

This program utilizes the skills of degreed college instructors and talented community volunteers, as well as professional actors and technicians, to provide a working theatre experience for the student.

This "working theatre" is housed in the new Fort Crockett Complex and features the latest innovations in theatrical equipment. The intimate arena stage will seat one hundred and fifty people.

The speech student seeking a four year college scholarship is encouraged to look into the Galveston College program. Here you will be provided the opportunity to compete with major universities on the "tournament circuit" and get college credit at the same time. Consequently, four year schools get a live audition of your talents.

The drama student might well consider Galveston College also. Here, the student will receive professional instruction as well as practical experience in the first two years of his education. Generally in a four year university this "stage experience" will come during the last two years.

Qualified students in both speech and drama are eligible for scholarships awarded through the Department of Speech, Drama and Community Theatre.

SUGGESTED CURRICULA

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

These programs are designed to lead to an Associate of Arts or an Associate of Science Degree and should be regarded as *guidelines* to assist a student in planning his individual course of study.

Each student should study the curriculum carefully and should schedule a counseling interview to determine required course work in the curriculum of the school to which he desires to transfer for upper division work. It is suggested that each student consult with a counselor before each registration period to evaluate his progress toward the completion of an Associate degree or the completion of the required work for transfer to the upper division of a senior institution.

ART

FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Art 131	3	Art 132	3
Art 135	3	Art 136	3
English 131	3	English 132	3
History 131	3	History 132 or 233	3
*Elective	3 or 4	*Elective	3 or 4
P E (Activity)	<u>1</u>	P E (Activity)	<u>1</u>
	16 or 17		16 or 17

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Art 231	3	Art 232	3
Art 235	3	Art 236	3
English 231, 234 or 236	3	English 232, 235 or 237	3
Government 231	3	Government 233	3
*Elective	<u>3</u>	*Elective	<u>3</u>
	15		15

Total Semester Credit Hours in Program 62 or 64

* See Counselor for course selection.

BIOLOGY+

FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Biology 131	3	Biology 132	3
Biology 111	1	Biology 112	1
Mathematics 142	4	Mathematics 143	4
English 131	3	English 132	3
Chemistry 141	4	Chemistry 142	4
P E (Activity)	1	P E (Activity)	1
	16		16

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Physics 241	4	Physics 242	4
Chemistry 243	4	Chemistry 244	4
English 231, 234 or 236	3	English 232, 235 or 237	3
Government 231	3	Government 233	3
History 131	3	History 132 or 233	3
	17		17

Total Semester Credit Hours in Program 66

+ See Counselor for requirements for an Associate in Arts Degree.

BUSINESS ADMINISTRATION

FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Bus. Adm. 131 or elec.	3	English 132	3
English 131	3	History 132 or 233	3
History 131	3	Mathematics 135	3
Mathematics 134	3	Biology 132	3
Biology 131	3	Biology 112	1
Biology 111	1	Psychology 131 or elec.	3
P E (Activity)	1	P E (Activity)	1
	17		17

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Accounting 241	4	Accounting 242	4
Economics 231	3	Bus. Adm. 231	3
English 231, 234 or 236	3	English 232, 235 or 237	3
Government 231	3	Economics 232	3
Sociology 131 or elec.	3	Government 233	3
	16		16

Total Semester Credit Hours in Program66

CHEMISTRY, PHYSICS AND/OR MATHEMATICS

FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
English 131	3	English 132	3
History 131	3	History 132 or 233	3
Mathematics 138	3	Mathematics 139	3
Chemistry 141	4	Chemistry 142	4
P E (Activity)	1	Physics 243	4
	14	P E (Activity)	1
			18

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
English 231, 234 or 236	3	English 232, 235 or 237	3
Government 231	3	Government 233	3
Mathematics 231	3	Mathematics 232	3
Physics 244	4	Physics 245	4
Chemistry 243 or Advanced Mathematics	3 or 4	Chemistry 244 or Advanced Mathematics	3 or 4
	16 or 17		16 or 17

Total Semester Credit Hours in Program 64 or 66

DRAMA

FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
English 131	3	English 132	3
History 131	3	History 132	3
Drama 130 (Intro)	3	Drama 131 (Basic)	3
Drama 136	3	Drama 137	3
Speech 132	3	Mathematics 133	3
P E (Activity)	1	Drama 112 (R & P)	1
Drama 111 (R & P)	1	P E (Activity)	1
	17		17

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
English 231, 234	3	English 231, 235, 237	3
Government 233	3	Government 234	3
Science	4	Science	4
Drama 236 (Acting)	3	Drama 237 (Acting)	3
Mathematics 134	3	* Elective	3
Drama 211 (R & P)	2	Drama 213 (R & P)	2
	18		18

Total Semester Credit Hours in Program 70

* See Counselor for course selection.

LIBERAL ARTS

FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
English 131	3	English 132	3
History 131	3	History 132 or 233	3
Biology 131	3	Biology 132	3
Biology 111	1	Biology 112	1
* Foreign Language	4	* Foreign Language	4
* Elective	3	* Elective	3
P E (Activity)	1	P E (Activity)	1
	<hr style="width: 50%; margin: 0 auto;"/> 18		<hr style="width: 50%; margin: 0 auto;"/> 18

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
English 231, 234 or 236	3	English 232, 235, or 237	3
Government 231	3	Government 233	3
* Foreign Language	4	* Foreign Language	4
* Fine Arts	3	* Fine Arts	3
* Physical Sciences or Math	3 or 4	* Physical Sciences or Math	3 or 4
	<hr style="width: 50%; margin: 0 auto;"/> 16 or 17		<hr style="width: 50%; margin: 0 auto;"/> 16 or 17

Total Semester Credit Hours in Program 68 or 70

*** See Counselor for course selection.**

MUSIC

FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
English 131	3	English 132	3
History 131	3	History 132 or 233	3
Math or Foreign Language	3 or 4	Math or Foreign Language	3 or 4
Physical Education	1	Physical Education	1
Music 141	4	Music 142	4
*Music (Appl. Concentration)	2	*Music (Appl. Concentration)	2
**Music (Appl. Secondary)	1	**Music (Appl. Secondary)	1
***Music (Ensemble)	1	***Music (Ensemble)	1
	18, 19		18, 19

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
English 231,234 or 236	3	English 232,235 or 237	3
Government 321	3	Government 233	3
Physical Education	1	Physical Education	1
Music 241	4	Music 242	4
Music 231	3	Music 232	3
*Music (Appl. Concentration)	2	*Music (Appl. Concentration)	2
**Music (Appl. Secondary)	1	**Music (Appl. Secondary)	1
***Music (Ensemble)	1	***Music (Ensemble)	1
	18		18

*Major applied instrument or voice

**A different applied instrument or voice

***Music majors must take choir, instrumental ensemble or opera workshop each semester.

PHYSICAL EDUCATION

FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Biology 131	3	Biology 132	3
Biology 111	1	Biology 112	1
English 131	3	English 132	3
History 131	3	History 132 or 233	3
Speech 131	3	* Mathematics	3 or 4
Physical Education 131	3	Psychology 131	3
P E (Activity)	1	P E (Activity)	1
	<hr/>		<hr/>
	17		17 or 18

* See Counselor for course selection.

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
English 231, 234 or 236	3	English 232, 235 or 237	3
Government 231	3	Government 233	3
* Mathematics	3 or 4	Physical Education 232	3
Physical Education 231	3	* Elective	3
* Elective	3	P E (Activity)	1
P E (Activity)	1	P E (Activity)	1
	<hr/>		<hr/>
	16 or 17		14

Total Semester Credit Hours in Program 64 or 66

* See Counselor for course selection.

PRE-DENTAL

FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
English 131	3	English 132	3
History 131	3	History 132 or 233	3
Mathematics 138	3	Mathematics 139	3
Biology 131	3	Biology 132	3
Biology 111	1	Biology 112	1
Chemistry 141	4	Chemistry 142	4
P E (Activity)	1	P E (Activity)	1
	<hr/>		<hr/>
	18		18

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
English 231, 234 or 236	3	English 232, 235 or 237	3
Government 231	3	Government 233	3
Physics 241	4	Physics 242	4
Biology 235	3	Sociology 131	3
Biology 215	1	Speech 131	3
	<hr/> 14		<hr/> 16

Total Semester Credit Hours in Program66

PRE-ELEMENTARY EDUCATION
AND/OR PRE-SPECIAL EDUCATION

FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
English 131	3	English 132	3
History 131	3	History 132 or 233	3
* Natural Science	4	* Natural Science	4
Psychology 131	3	Sociology 131	3
Music 1302	3	Speech 131	3
P E (Activity)	1	P E (Activity)	1
	<hr/> 17		<hr/> 17

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
English 231, 234 or 236	3	English 232, 235 or 237	3
Government 231	3	Government 233	3
Mathematics 233	3	Mathematics 234	3
Geography 231	3	* Elective	3
* Elective	3	* Elective	3
	<hr/> 15		<hr/> 15

Total Semester Credit Hours in Program64

* See Counselor for course selection.

PRE-SECONDARY EDUCATION

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

PRE-ENGINEERING

FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Chemistry 141	4	Chemistry 142	4
English 131	3	English 132	3
Engineering 131	3	Physics 243	4
History 131	3	Mathematics 139	3
Mathematics 138	3	History 132 or 233	3
P E (Activity)	1	P E (Activity)	1
	<hr/>		<hr/>
	17		18

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Physics 244	4	Physics 245	4
Government 231	3	Government 233	3
Mathematics 231	3	Mathematics 232	3
English 231, 234 or 236	3	History 132 or 233	3
History 131	3		
	<hr/>		<hr/>
	16		16

Total Semester Credit Hours in Program 67

PRE-HEALTH CARE SCIENCES

(PRE-PHYSICIAN'S ASSISTANT)

FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
English 131	3	English 132	3
History 131	3	History 132 or 233	3
Biology 131	3	Biology 132	3
Biology 111	1	Biology 112	1
Psychology 131	3	* Psychology	3
Sociology 131	3	* Sociology	3
P E (Activity)	1	P E (Activity)	1
	<hr/>		<hr/>
	17		17

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
English 231, 234 or 236	3	English 232, 235 or 237	3
Government 231	3	Government 233	3
Chemistry 141	4	Chemistry 142	4
* Elective	3	* Elective	3
* Elective	3	* Elective	3
	<hr/>		<hr/>
	16		16

Total Semester Credit Hours in Program66

PRE-LAW

FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
English 131	3	English 132	3
History 131	3	History 132 or 233	3
Biology 131	3	Biology 132	3
Biology 111	1	Biology 112	1
* Mathematics	3 or 4	* Mathematics	3 or 4
Psychology 131	3	Sociology 131	3
P E (Activity)	1	P E (Activity)	1
	<hr/>		<hr/>
	17 or 18		17 or 18

* See Counselor for course selection.

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
English 231, 234 or 236	3	English 232, 235 or 237	3
Government 231	3	Government 233	3
Accounting 241	4	Accounting 242	4
Economics 231	3	Economics 232	3
Speech 131	3	Philosophy 131	3
	16		16
Total Semester Credit Hours in Program		66 or 68	

PRE-MEDICAL TECHNOLOGY

FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Biology 131	3	Biology 132	3
Biology 111	1	Biology 112	1
English 131	3	English 132	3
Mathematics 141	4	Mathematics 143	4
Chemistry 141	4	Chemistry 142	4
P E (Activity)	1	P E (Activity)	1
	16		16

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Biology 235	3	Physics 242	4
Biology 215	1	History 132 or 233	3
History 131	3	Government 233	3
Government 231	3	Psychology 131	3
English 231, 234 or 236	3	English 232, 235 or 237	3
Physics 241	4		
	17		16
Total Semester Credit Hours in Program		65	

PRE-MEDICAL RECORD ADMINISTRATION+

FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
English 131	3	English 132	3
History 131	3	History 132 or 233	3
Biology 131	3	Biology 132	3
Biology 111	1	Biology 112	1
Bus. Adm. 131	3	Bus. Adm. 231	3
Mathematics 141	4	Mathematics 143	4
P E (Activity)	1	P E (Activity)	1
	<hr/>		<hr/>
	18		18

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Biology 133	3	Government 233	3
Biology 113	1	Speech 131	3
English 231, 234 or 236	3	English 232, 235 or 237	3
Government 231	3	* Psychology	3
Sociology 131	3	* Sociology	3
Psychology 131	3		
	<hr/>		<hr/>
	16		15

Total Semester Credit Hours in Program67

PRE-MEDICINE

FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
English 131	3	English 132	3
Biology 131	3	Biology 132	3
Biology 111	1	Biology 112	1
Chemistry 141	4	Chemistry 142	4
Mathematics 138	3	Mathematics 139	3
P E (Activity)	1	P E (Activity)	1
	<hr/>		<hr/>
	15		15

+ Student must have ability to type 40 WPM.

* See Counselor for course selection.

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Chemistry 243	4	Chemistry 244	4
Physics 241	4	Physics 242	4
English 231, 234 or 236	3	English 232, 235 or 237	3
Government 231	3	Government 233	3
History 131	3	History 132 or 233	3
	17		17

Total Semester Credit Hours in Program 64

PRE-B.S. IN NURSING

FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Biology 133	3	Biology 134	3
Biology 113	1	Biology 114	1
English 131	3	English 132	3
History 131	3	History 132	3
Psychology 131	3	Psychology 231	3
* Elective	3	Biology 135	3
	16		16

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Biology 235	3	Government 233	3
Biology 215	1	Chemistry 142 or 144	4
Sociology 131	3	* Elective	3
Psychology 234	3	* Elective	3
Government 231	3	* Elective	3
Chemistry 141 or 143	4		
	17		16

Total Semester Credit Hours in Program 65

* See Counselor for course selection.

PRE-OCEANOGRAPHIC TECHNOLOGY

FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Chemistry 141	4	Chemistry 142	4
Biology 131	3	Biology 132	3
Biology 111	1	Biology 112	1
English 131	3	English 132	3
Mathematics 141	4	Mathematics 143	4
P E 2110	1	P E 2111	1
	<hr/>		<hr/>
	16		16

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Physics 241	4	Physics 242	4
History 131	3	History 132 or 233	3
Mathematics 138	3	Mathematics 139	3
English 231, 234, or 236	3	English 232, 235, or 237	3
Speech 131	3	Engineering 131	3
	<hr/>		<hr/>
	16		16

Total Semester Credit Hours in Program64

PRE-OCCUPATIONAL THERAPY

FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
English 131	3	English 132	3
History 131	3	History 132 or 233	3
Biology 131	3	Biology 132	3
Biology 111	1	Biology 112	1
Mathematics 141	4	*Psychology	3
Psychology 131	3	Sociology 131	3
P E (Activity)	1	P E (Activity)	1
	<hr/>		<hr/>
	18		18

* See Counselor for course selection.

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
English 231, 234 or 236	3	English 232, 235 or 237	3
Government 231	3	Government 233	3
Chemistry 141 or Physics 241	4	Chemistry 142 or Physics 242	4
* Sociology	3	* Elective	3
* Elective	3	* Elective	3
	16		16

Total Semester Credit Hours in Program68

PRE-PHARMACY⁺

FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Biology 131	3	Biology 132	3
Biology 111	1	Biology 112	1
English 131	3	English 132	3
* Mathematics 138	3	* Mathematics 139	3
Chemistry 141	4	Chemistry 142	4
History 131	3	History 132 or 233	3
P E (Activity)	1	P E (Activity)	1
	18		18

+ Student should take typewriting in high school; otherwise, he should schedule it during his freshman year. Due to heavy course load required in the Pre-Pharmacy program, most students should plan to take some of their course work during the summer sessions. Consult with a counselor for recommendations.

* See Counselor for course selection.

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Chemistry 243	4	Chemistry 244	4
Biology 235	3	Physics 242	4
Biology 215	1	Economics 231	3
Physics 241	4	Government 233	3
Government 231	3	English 232, 235 or 237	3
English 231, 234 or 236	3		
	<hr/>		<hr/>
	18		17

Total Semester Credit Hours in Program71

PRE-PHYSICAL THERAPY

FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
English 131	3	English 132	3
Biology 131	3	Biology 132	3
Biology 111	1	Biology 112	1
Chemistry 141	4	Chemistry 142	4
History 131	3	History 132 or 233	3
Psychology 131	3	Sociology 131	3
P E (Activity)	1	P E (Activity)	1
	<hr/>		<hr/>
	18		18

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
English 231, 234 or 236	3	English 232, 235 or 237	3
Physics 241	4	Physics 242	4
* Sociology	3	Government 233	3
* Psychology	3	* Elective	3
Government 231	3	* Elective	3
	<hr/>		<hr/>
	16		16

Total Semester Credit Hours in Program68

* See Counselor for course selection.

PRE-VETERINARY MEDICINE

FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Biology 131	3	Biology 132	3
Biology 111	1	Biology 112	1
Chemistry 141	4	Chemistry 142	4
English 131	3	English 132	3
Mathematics 138	3	Mathematics 139	3
P E (Activity)	1	P E (Activity)	1
	<hr/>		<hr/>
	15		15

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Chemistry 243	4	Chemistry 244	4
Physics 241	4	Physics 242	4
English 231, 234 or 236	3	English 232, 235 or 237	3
Government 231	3	Government 233	3
History 131	3	History 132 or 233	3
	<hr/>		<hr/>
	17		17

Total Semester Credit Hours in Program **64**

SPEECH

FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
English 131	3	English 132	3
History 131	3	History 132 or 233	3
Speech 131	3	Speech 136	3
Biology 131	3	Biology 132	3
Biology 111	1	Biology 112	1
Mathematics 138	3	Mathematics 139	3
P E (Activity)	1	P E (Activity)	1
Rehearsal & Performance/ Forensics	1	Rehearsal & Performance/ Forensics	1
	<hr/>		<hr/>
	18		18

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
English 231, 234 or 236	3	English 232, 235 or 237	3
Government 231	3	Government 233	3
Speech 132	3	Speech 135	3
Drama 131	3	Drama 136	3
* Elective	3	* Elective	3
	15		15

Total Semester Credit Hours in Program 66

* See Counselor for course selection.

THE OCCUPATIONAL EDUCATION PROGRAM

The primary purpose of the Occupational Education programs are to prepare students for entry into, and advancement in, semi-professional careers and do not require four years of college preparation. The programs are not planned with transfer credit as the desired objective; however, many colleges and universities will accept all or part of credits earned in certain Associate and Applied Science degree programs.

SUGGESTED CURRICULA

The following curricula are designed to lead to an Associate in Applied Science Degree.

Because of the strict requirements for licensure or certification in many professions, these curricula are restrictive in nature and are designed to facilitate a rapid entry into a specialized field of employment.

Students are cautioned to review carefully their program progress with the College counselors and the departmental chairman of the particular program in which they are studying. Departures from prescribed curricula must be approved by the departmental chairperson and the Vice President for Occupational Programs and may lead to an extension of time required to complete prescribed requirements.

ASSOCIATE DEGREE NURSING

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

Nursing is a service to individuals and to families; 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.

The Associate Degree Nurse of Galveston College is prepared to provide direct nursing care in a variety of settings to patient/clients while maintaining the integrity of said patient/client. The graduate, using the problem-solving process, applies knowledge from biophysical, social and nursing sciences in planning and effecting such nursing care. The graduate functions best in a nursing care setting which includes professional nurse supervision and consultation.

The graduate is not prepared to assume leadership positions such as team leader, charge nurse, head nurse or supervisor. Certain selected graduates given a period of adequate practice and additional formal or informal education may have the potential for such leadership positions.

Students must follow all procedures as outlined on the "Associate Degree Nursing Program admission Information" sheet that is available from the Registrar's Office at Galveston College. This information sheet tells how to apply for the program, how to be admitted to the program, the specific admissions requirements and the progression requirements of the program. All steps and procedures on this information sheet must be followed and are required.

**BRAZOSPORT—GALVESTON COLLEGES COOPERATIVE
ASSOCIATE DEGREE NURSING PROGRAM**

Galveston College offers a nursing major in cooperation with Brazosport College. All general education courses, Nursing 161, Nursing 162, Nursing 263 and Nursing 215 are offered on the Brazosport College campus. Nursing 153, Nursing 261, Nursing 262, and Nursing 254 are offered on the Galveston College campus only. The Community Hospital of Brazosport is used as a clinical facility. For course descriptions of the general education courses see the Brazosport College Catalog. For information concerning enrollment, contact the Office of the Dean of Students at Brazosport College.

COOPERATING CLINICAL FACILITIES

St. Mary's Hospital Galveston, Texas
United States Public Health Service Hospital Galveston, Texas
The University of Texas
 Medical Branch Hospitals Galveston, Texas
Turner Geriatric Center Galveston, Texas
Shriner's Burn Institute Galveston, Texas

ASSOCIATE DEGREE NURSING (Continued)

SUMMER SESSION (First Six Weeks)

Biology 136	3
Biology 116	1
	<hr/>
	4

SUMMER SESSION (Second Six Weeks)

English 131	$\frac{3}{3}$
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FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Biology 137	3	Biology 138	3
Biology 117	1	Biology 118	1
English 132	3	Sociology 131	3
Psychology 131	3	Psychology 231	3
Nursing 161	<hr/>	Nursing 162	<hr/>
	6		6
	<hr/>		<hr/>
	16		16

SUMMER SESSION (First Six Weeks)

Nursing 153	$\frac{5}{5}$
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SUMMER SESSION (Second Six Weeks)

Government 233	$\frac{3}{3}$
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SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Nursing 261	6	Nursing 262	6
Nursing 254	<hr/>	Nursing 215	1
	5	Nursing 263	<hr/>
	11		6
			<hr/>
			13

Total Semester Hours in Program 71

ASSOCIATED HEALTH OCCUPATIONS

Enrollment capacity for following programs in sophomore year are:

Programs	Capacity
Community Health Worker	6
Electroencephalography Technologist	6
Histologic Technology	6
Occupational Therapy Assistant	10
Radiologic Technology	36
Renal Dialysis Technology	6
Respiratory Therapist	10
Freshman Core Year	60

Certain courses are required of all students during the first year of study. The individual study tract determines the course requirements during the second year of study.

CORE CURRICULUM

FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
*AHO 141	4	*AHO 143	4
*AHO 132	3	*AHO 134	3
*Biology 133	3	*Biology 134	3
Biology 113	1	Biology 114	1
English 131	3	English 132	3
Sociology 131	3	Psychology 131	3
	17		17

*Designates Essentials for certification and/or registration.

All students must maintain an average of "C" or above in AHO course instruction, including Anatomy and Physiology, in order to progress to any subsequent AHO course. (An AHO course may consist of more than one unit of instruction.) AHO courses must be completed in sequence unless otherwise approved by the Department Chairman.

COMMUNITY HEALTH WORKER

FIRST YEAR

Second Summer Session	
AHO 155	<u>5</u>
	5

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
AHO 241	4	AHO 232	3
AHO 242	4	AHO 243	4
Math 042	4	AHO 244	4
Government 233	3	Psychology 233	3
Psychology 231	<u>3</u>		<u>14</u>
	18		

Total Semester Credit Hours in Program **71**

ELECTROENCEPHALOGRAPHY TECHNOLOGIST

FIRST YEAR

Second Summer Session	
AHO 155	<u>5</u>
	5

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
AHO 241	4	AHO 232	3
AHO 242	4	AHO 243	4
Math 042	4	AHO 244	4
Psychology 233	<u>3</u>	Government	<u>3</u>
	15		14

First Summer Session	
AHO 256	<u>5</u>
	5

Total Semester Credit Hours in Program **73**

HISTOLOGIC TECHNOLOGY

FIRST YEAR

(Does not require completion of Core Year)

First Semester	Credit Hours	Second Semester	Credit Hours
AHO 132	3	Biology 134	3
Biology 133	3	Biology 114	1
Biology 114	1	English 132	3
English 131	3	Algebra 141	4
Chemistry 141 or 143	4	Chemistry 142 or 144	4
* Elective	3	Government 233	3
	17		18

FIRST SUMMER SESSION

AHO 155	5
	5

SECOND SUMMER SESSION

AHO 241	4
AHO 242	4
	8

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
AHO 232	3	AHO 256	5
AHO 243	4	AHO 267	6
AHO 244	4		11
	11		11

FIRST and SECOND SUMMER SESSIONS

AHO 268	6
	6

Total Semester Hours in Program 76

* See Counselor for course selection.

OCCUPATIONAL THERAPY ASSISTANT

FIRST YEAR

Second Summer Session	
AHO 155	<u>5</u>
	5

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
AHO 241	4	AHO 232	3
AHO 242	4	AHO 243	4
Math 042	4	AHO 244	4
Government 233	3	Psychology 233	3
Psychology 231	<u>3</u>		
	18		<u>14</u>
Total Semester Credit Hours		71	

RADIOLOGIC TECHNOLOGIST

FIRST YEAR

FIRST SUMMER SESSION		SECOND SUMMER SESSION	
Government 233	3	AHO 155	5
* Math 042	<u>4 or 5</u>	Physics 231	<u>3</u>
	7 or 8		8

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
AHO 241	4	AHO 232	3
AHO 242	4	AHO 243	4
Physics 232	<u>3</u>	AHO 244	<u>4</u>
	11		11
FIRST SUMMER SESSION		SECOND SUMMER SESSION	
AHO 256	<u>5</u>	AHO 267	<u>6</u>
	5		6

THIRD YEAR

First Semester	Credit Hours
AHO 268	6
	6

Total Semester Credit Hours in Program 87 or 88
 * must be passed with a grade of "B"

RENAL DIALYSIS TECHNOLOGY

FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
AHO 141	4	AHO 143	4
AHO 132	3	AHO 134	3
Biology 133 & 113	4	Biology 134 & 114	4
English 131	3	English 132	3
Psychology 131	3	Algebra 141	4
	17		18

FIRST SUMMER SESSION

Physical Science 241	4
	4

SECOND SUMMER SESSION

AHO 155	5
	5

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
AHO 241	4	AHO 243	4
AHO 242	4	AHO 244	4
Government 233	3	AHO 232	3
* Elective	3	* Elective	3
	14		14

Total Semester Credit Hours in Program 72

* See Counselor for course selection.

RESPIRATORY THERAPIST

FIRST YEAR

FIRST SUMMER SESSION		SECOND SUMMER SESSION	
AHO 155	5	AHO 241	4
	5	AHO 242	4
			8

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
AHO 232	3	AHO 256	5
AHO 243	4	AHO 267	6
AHO 244	4	Government 233	3
Physical Science 241	4	Biology 235	3
Mathematics 041, 042, or 141	4	Biology 215	1
	19		18

FIRST AND SECOND SUMMER SESSION

AHO 268	6
	6

Total Semester Credit Hours in Program 89 or 90

ELECTRONIC TECHNOLOGY

FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Electronics 141	4	Electronics 143	4
Electronics 142	4	Electronics 144	4
Physics 141	4	Physics 142	4
Mathematics 144	4	Mathematics 145	4
Government 233	3	English 131	3
	19		19

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Electronics 245	4	Electronics 247	4
Electronics 246	4	Electronics 248	4
Mathematics 235	3	Electronics 249	4
English 132	3	* Elective	3
Drafting 121	2	* Elective	3
	16		18

Total Semester Credit Hours in Program 72

ENGINEERING DRAFTING

FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Drafting 120	2	Drafting 123	2
Drafting 121	2	Drafting 132	3
Drafting 135	3	Drafting 134	3
**Engineering 161	6	Drafting 136	3
English 131	3	Engineering 133	3
	16	English 132	3
			17

* See Counselor for course selection.

**Engineering 131 and 132 are equivalent to Engineering 161. Students should not repeat these courses. Engineering 161 is for full-time day students and Engineering 131 and 132 are for part-time and evening students.

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Drafting 231	3	Drafting 234	3
Drafting 237	3	Drafting 235	3
Drafting 245	4	Drafting 238	3
English 233	3	Drafting 246	4
Mathematics 144	4	Government 233	3
	17		16

Total Semester Credit Hours in Program 66

FIRE PROTECTION TECHNOLOGY

FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Fire 131	3	Fire 133	3
Fire 132	3	Fire 134	3
English 131	3	Fire 135	3
* Chemistry 141	4	Speech 131	3
* Mathematics 042	4	Chemistry 142	4
	17		16

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Fire 231	3	Fire 234	3
Fire 232	3	Fire 235	3
Fire 233	3	Fire 241	4
English 233	3	Approved Elective	
Government 233	3	(Fire)	3
Approved Elective		* Elective	3
(Fire)	3	* Elective	3
	18		19

Total Semester Credit Hours in Program 70

* See Counselor for course selection.

LAW ENFORCEMENT

FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
+ Law Enforcement 131	3	+ Law Enforcement 134	3
+ Law Enforcement 132	3	+ Law Enforcement 135	3
+ Law Enforcement 133	3	English 132	3
English 131	3	Speech 131	3
* Elective	3	* Elective	3
	<hr style="width: 50%; margin: 0 auto;"/> 15		<hr style="width: 50%; margin: 0 auto;"/> 15

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
+ Law Enforcement 231	3	Law Enforcement 234	3
Law Enforcement 232	3	+ Law Enforcement 235	3
Law Enforcement 233	3	Government 232	3
Government 231	3	Sociology 131	3
Psychology 131	3	* Elective	3
	<hr style="width: 50%; margin: 0 auto;"/> 15		<hr style="width: 50%; margin: 0 auto;"/> 15

Total Semester Credit Hours in Program60

* See Counselor for course selection.

+ Students wishing to transfer to a senior institution for a baccalaureate degree in law enforcement should enroll in all the courses indicated by a plus (+), in addition to meeting the following course requirements: English (3-6 hours); History (6 hours); Science and/or Foreign Language (8-12 hours); and electives (8-15 hours).

Those students planning to continue their education should secure the university catalog of their choice to use as a guide in securing maximum transferability of their elective course credits.

MID-MANAGEMENT

FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Management 131	3	Management 132	3
Management 113	1	Management 114	1
Management 121	2	Management 122	2
Business Math 133	3	Business Math 134	3
Engl. 131 or B. Comm. 131	3	Engl. 131,132, or B. Comm. 232	3
Speech 131 or 135	3	Office Machines 131	3
	15		15

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Management 231	3	Management 232 or 233	3
Management 213	1	Management 214	1
Management 221	2	Management 222	2
Management 234 or 235	3	Accounting 142 or 242	4
Accounting 141 or 241	4	Government 233	3
Business Admin. 231	3	Economics 231	3
*Elective	3	*Elective	3
	19		19

Total Semester Credit Hours in Program 68

*Electives may be specified according to career goals. Substitution for courses stated in the curriculum may be made for students employed in specialized areas with the prior approval of the Department Chairperson and the Vice-President for Occupational Programs.

MID-MANAGEMENT – BANKING OPTION

(Meets requirements for Associate in Applied Science Degree in Mid Management – Banking Option and requirement for American Institute of Banking Basic, Standard and Advanced Certification.)

FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
*Banking 131	3	**Banking 132	3
*Economics 231	3	**Banking 135	3
*English 131	3	**Banking 239	3
*Bus. Math. 133 or 134	3	**Accounting 141 or 241	4
*Speech 137 or 135	3	**Bus. Comm. 232	3
*Elective	<u>3</u>	**Management 132	<u>3</u>
	18		19

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
***Banking 133	3	***Banking 231	3
***Banking 232	3	***Banking 234	3
***Banking 233	3	***Banking 235	3
***Management 231	3	***Banking 236	3
***Government 233	<u>3</u>	***Elective	<u>3</u>
	15		15

Total Semester Credit Hours in Program 67

*Satisfy requirements for American Institute of Banking (A.I.B.)
Basic Certification

**Satisfy requirements for A.I.B. Standard Certification.

***Satisfy A.I.B. requirements for Advanced Certification.

OCEANIC AND MARINE TECHNOLOGY PROGRAM

The cooperative Oceanic and Marine Technology program is designed to provide opportunities in the Marine Industry to students in the Galveston area. The related technical courses are co-administered by Galveston College and Brazosport College. The Oceanic Marine Technology is administered by Brazosport College.

Students enrolled in the cooperative program register at Galveston College for related technical courses. Courses in the Oceanic and Marine Technology courses register with Brazosport College.

Students entering the Oceanic and Marine Technology program will meet on the Galveston College campus Monday, Wednesday, Thursday and Friday, and will meet on the Brazosport College campus on Tuesday for special laboratories aboard training vessels; or the Brazosport College Marine Laboratory for the first nine (9) months. Flexibility for this phase of the program is necessary due to unfavorable weather conditions that may prevent sea-going laboratory exercises.

The summer sessions will meet on the Brazosport College campus for a six-week commercial-industrial practicum.

At the completion of the first year, student is eligible for a certificate and qualified for immediate employment in industry; he will also have prepared for U.S. Coast Guard examinations; continuation in the program for the second year will lead to an Associate of Applied Science degree; the summer semester is encouraged for certificate program students and required in the degree program.

The second year of the program is offered only on the Brazosport College campus and students who wish to pursue the Associate and Applied Science degree will have to register and attend Brazosport College.

FIRST YEAR

First Semester	Credit	Second Semester	Credit
Oceanography I - 102	2	Seamanship II - 114	4
Seamanship I - 104	4	Navigation II - 134	4
Navigation I - 124	4	Oceanic and Marine Tech II - 113	3
Oceanic and Marine Tech I - 103	3	or	
Marine Engineering Tech I - 123	3	Marine Industrial Applications 133	3
	16	*Mechanics & Electricity - 132	3
		*Technical Math I - 144	4
			18

SUMMER SESSION

Oceanic and Marine Tech III - 106 (6 week commercial-industrial practicum)

SECOND YEAR

First Semester	Credit	Second Semester	Credit
Oceanography II - 202	2	Seamanship IV - 213	3
Seamanship III - 203	3	Marine Engineering Tech II - 223	3
Marine Economics - 263	3	Oceanic and Marine Tech II-244	4
Technical Math II - 183	3	or Marine	
Technical Physics I - 204	4	Industrial Applications II - 254	3
Marine Communication - 283	3	Technical Physics II - 214	4
	18	Marine Resources - 263	3
		16 or 17	

*Courses taught by Galveston College. Students will register at Galveston College.

*All these courses are offered by Brazosport College and students should consult the Brazosport College Catalog for course descriptions.

OFFICE OCCUPATIONS

The Department of Office Occupations offers two programs: Secretarial and General Office. The first year in each of these programs concentrates on the basic business skills that are needed by an office worker. The second year offers an advanced program, including accounting, personal development and office simulation.

The office simulation allows the student to experience a real office situation under the close supervision of an office manager. Since the students are rotated in various office positions, the student is able to determine the kind of office work for which he or she is best suited. The student is also able to use the skills attained in other business courses while acquiring additional skills in office procedures.

Graduates of these two programs have unlimited job opportunities in the local community and have proven to be highly successful in their careers.

SECRETARIAL PROGRAM

FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Bus. Comm. 131	3	Bus. Corr. 232	3
Bus. Math. 133	3	Bus. Math. 134	3
Shorthand 141	4	Office Machines 131	3
Typewriting 142	4	Shorthand 132	3
English 131	3	Government 233	3
	17		15

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Office Simulation 291	9	Office Simulation 292	9
Accounting 141	4	Accounting 142	4
Personal Dev. 231	3	Shorthand 231	3
	16		16

Total Semester Credit Hours in Program 64

GENERAL OFFICE PROGRAM

FIRST YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Bus. Comm. 131	3	Bus. Corr. 232	3
Bus. Math. 133	3	Bus. Math. 134	3
* Typewriting 141 or 142	4	Office Machines 131	3
English 131	3	Typewriting 142 or	
** Elective	3	**Elective	3 or 4
	16	Government 233	3
			15 or 16

SECOND YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
Office Simulation 291	9	Office Simulation 292	9
Accounting 141	4	Accounting 142	4
Personal Dev. 231	3	**Elective	3
	16		16

Total Semester Credit Hours in Program 63 or 64

* Students who can type 35 w.p.m. or more within a 5-error limit may substitute Typewriting 142 for Typewriting 141.

**Electives are subject to approval by the Chairperson of the Department of Office Occupations.

CURRICULA FOR CERTIFICATE PROGRAMS

The following curricula are designed for an intensive program leading to a Certificate of Proficiency in their respective areas and immediate employment in these areas.

Generally, no deviation is allowed within the prescribed program. All students are *required* to counsel with the departmental chairperson prior to enrollment in these programs.

INDUSTRIAL ELECTRONICS

(6241)

(Two Semester Certificate Program)

(960 Contact Hours)

Program Objectives

To prepare entry level industrial electronics servicemen. Because of the Marine industry the emphasis will be on Marine communication equipment. The Federal Communications Commission Second Class license will be an objective of the program.

Program Content

The program will include class and laboratory work in all phases of installation trouble-shooting, repair and alignment of Marine Communications equipment, Marine navigational aids, Microwave communications equipment and industrial control equipment. Special test equipment, and required mathematics will also be taught.

UNIT	COURSE
I.	Related Instruction
II.	Basic Electricity and Electronics
III.	Basic Circuits
IV.	Television Systems
V.	Marine Communications and Navigational Aids
VI.	Industrial Control Systems
VII.	Microwave Communication Systems

INDUSTRIAL ENGINE MECHANICS

(6423)

(Two Semester Certificate Program)

(960 contact hours)

Applicants should contact Galveston College counselors for admission.

The Industrial Engine Mechanics program is to train entry level industrial engine mechanics to assist the journeyman level mechanic in maintenance, repair, fuel system check, tune up and engine installations.

The program will include classroom and shop experiences in all phases of repair work on both gasoline and diesel engines used to power mobile, stationary, marine, and similar equipment units. Instruction and practice to be provided in diagnosis of malfunction; disassembly of engines and examination of parts; measuring and replacing parts; checking, timing, and replacing ignition and fuel systems, oil and water pumps, generators, governors, controls and auxiliary units. The uses of technical manuals, of a variety of hand and power tools, and of testing and diagnostic equipment also are studied. (7002)

UNIT	COURSE
I.	Related Instruction
II.	Internal Combustion Engines
III.	Engine Block Assemblies
IV.	Cylinder Heads
V.	Ignition and Electrical Systems
VI.	Fuel Systems
VII.	Lubrication Systems
VIII.	Cooling Systems
IX.	Auxiliary Units
X.	Engine Repair and Trouble Shooting

MINI-COURSE IN CLERICAL OCCUPATIONS

(5823)

Three-month Certificate Program) (360 Contact Hours)

Applicants interested in the program should contact a Galveston College counselor as enrollment in this special program is limited. A general clerical test is required.

The program is open to students with an interest in the clerical field who possess basic communication and arithmetic skills, and who can progress and profit from the course.

Classroom instruction will include typewriting, office machines, dictation, transcription, duplicating equipment, filing, office procedures, telephone techniques, and a working knowledge of the magnetic tape selectric typewriter. Each student is encouraged to attain as much skill and knowledge as possible to prepare them for employment.

Classes meet from 9 a.m. to 3:45 daily for 12 weeks. New quarters begin on September 1, December 1, March 1, and June 1.

UNIT	COURSE
I.	Typewriting
II.	Office Machines
III.	Machine Transcription
IV.	Office Procedures
V.	Shorthand Dictation and Transcription
VI.	Magnetic Tape Selectric Typewriter

OFFSET PRINTING

(6238)

(One Year Certificate Program)

First Semester	Credit Hours	Second Semester	Credit Hours
Printing 141	4	Printing 118	1
Printing 132	3	Printing 135	3
Printing 133	3	Printing 136	3
Printing 124	2	Printing 137	3
English 131	<u>3</u>	Business Math. 133	<u>3</u>
	15		16

FIRST SUMMER SESSION

Printing 261 6

SECOND SUMMER SESSION

Printing 262 6

Total Semester Credit Hours in Program. 43

NURSE ASSISTANT

(7822)

(One Semester Certificate Program)

(480 Contact Hours)

This program prepares qualified men and women to give effective nursing care to selected patients, to make and report observations, and to carry out routine aspects of ward management. Classroom teaching is centered around modern concepts of health, functional relationships within a hospital, fundamentals of effective inter-personal relations, and nursing procedures related to daily needs of patients and to common therapeutic measures. Clinical experiences provide opportunities for applying classroom learnings to practice in the hospital setting, and introduce the student to possible specialty areas.

UNIT	COURSE
I.	Introduction to Role of Nurse Assistant
II.	Understanding Effects of Illness
III.	Making Observations on Patients
IV.	Safety Measures in Cure of the Sick
V.	Measures to Promote the Patient's Comfort
VI.	Measures Related to the Patient's Illness
VII.	Specialized Nurse Assistant Activities
VIII.	Becoming a Hospital Employee

You must maintain a "C" average to successfully complete the Nurse Assistant Program or to receive the certificate.

REFRIGERATION MECHANICS

(7221)

(Two Semester Certificate Program)

(960 contact hours)

Applicants should contact Galveston College counselors for admission.

The *Refrigeration Mechanic* installs, maintains and repairs refrigeration equipment; overhauls and repairs pumps, compressors, piping and other equipment used in refrigeration systems; inspects and examines the various parts which comprise the system to detect leaks and other faults; disassembles various parts, such as valves, springs, brushes and connections to note their condition; installs new piping, packing, valves, and pipe couplings to stop leaks; uses hand tools such as wrenches, pliers, and pipe cutting and/or threading tools. (7002)

UNIT	COURSE
I.	Related Instruction
II.	Methods of Refrigeration
III.	Refrigerants
IV.	Using Pressure Instruments and Charts
V.	Motors and Motor Controls
VI.	Servicing Refrigeration Systems

RESPIRATORY ASSISTANT

(8025)

(One Semester Certificate Program)

(480 Contact Hours)

Enrollment Capacity: 20

The course will provide basic technical information to make the student a safe respiratory aide to work under supervision in the areas of instruction taught. It is anticipated that the student will be employable at a basic level in hospitals' Respiratory Therapy departments.

Respiratory assistants are involved primarily in cleaning, disinfecting, sterilizing and checking equipment and inventory processing. They may perform only limited patient care in administering gas therapy, aerosol therapy, and IPPB. In addition, they may be called upon to perform some clerical duties.

CONTENT OUTLINE:

- I. Introduction*
- II. Terminology*
- III. Respiratory Therapy Equipment*
- IV. Cleaning and sterilization of equipment*
- V. Safety Regulations of compressed gas therapy; storage, transport and distribution of gases.*
- VI. Regulation of gas therapy — Devices used.*
- VII. Methods and techniques of oxygen and gas therapy — Employment of equipment.*
- III. Humidity and aerosol therapy.*
- IX. Nursing procedures; how to read a hospital chart; find doctor's orders, nurses's notes and charting aseptic technique review.*
- X. Principles of intermittent positive pressure therapy and alternate methods.*
- XI. Physical Therapy — Adjunct of Pulmonary Therapy*

SOCIAL CARE SPECIALIST

(7825)

(One Semester Certificate Program)

(480 contact hours)

The Social Care Specialist is to provide training at the certificate level giving individuals the skills to organize and teach activities. The term "activities" includes crafts, individual and group recreation and social events. A knowledge of growth and development will allow them to tailor the activity program to their particular clients needs in nursing homes, centers for the mentally retarded and other agencies of a similar nature.

Students satisfactorily completing the program may also choose to continue his education in the Associated Health Occupations Community Health Worker or Occupational Therapy Assistant study tracks, or seek employment.

UNIT	COURSE
I.	Orientation
II.	Team Approach to Activities
III.	Medical Terminology
IV.	Growth and Development
V.	Recreation and Media
VI.	Basic Management
VII.	Health and First Aid
VIII.	Community Volunteers
IX.	Reality Orientation
X.	Approach to Teaching
XI.	Communications
XII.	Clinical

UNIT CLERK

(7823)

(One Semester Certificate Program)

(480 Contact Hours)

This program trains qualified men and women to perform clerical skills in support of a nursing unit to relieve professional personnel of routine clerical duties. Classroom teaching, which will include approximately 50% of the instruction, and clinical experience, which will include approximately 50% of the instruction, will develop beginning skills in interpersonal and interdepartmental communications; beginning skills in the clerical phase of patient care; beginning skills in assisting the head nurse and/or her delegate in the clerical phase of nursing service personnel management; beginning skills in transcribing medical orders; beginning skills in recognizing and reporting pertinent matters regarding changes in nursing care which come to the unit clerk's attention through unit management; the ability to inform unit manager or area manager of unusual occurrences or difficulties; the ability to maintain inventory of supplies and equipment. Clinical experiences provide opportunities for applying classroom learnings to practice in the hospital setting, and introduce the student to possible specialty areas.

UNIT	COURSE
I.	Orientation
II.	Theory of Unit Management
III.	Communications
IV.	Legal Aspects for Health Care Workers
V.	Medical Terminology
VI.	Clerk's Role in Emergencies
VII.	Infection Control
VIII.	Daily Routines
Clinical Experience	
IX.	The Patient's Medical Record
X.	Mechanics of Charting
XI.	Coordination with Other Service Departments
XII.	Transcribing Orders

VOCATIONAL NURSING

(7821)

(One Year Program)

APPROVED BY THE STATE BOARD OF
VOCATIONAL NURSE EXAMINERS

(Meets Certificate of Completion Requirements. All policies and procedures comply with the Texas State Board of Vocational Nurse Examiners regulations as stated in the policy manual.)

The Vocational Nursing Program is a twelve (12) month program which prepares the mature person with skills of nursing that will enable her to function effectively in giving bedside nursing care under the direct supervision of a registered nurse (R.N.), medical doctor (M.D.), or doctor of dental surgery (D.D.S.). Upon successful completion of the program the student will be awarded a certificate of graduation. The student will then be eligible to write the State Board Examination. During the program of courses the student must, at all times, maintain grades acceptable to the licensing board of Texas.* After successfully passing the examination, the graduate receives her license as a Licensed Vocational Nurse of Texas.

*Classroom instruction and clinical experience is provided Monday through Friday of each week. Working weeks will not exceed forty hours.

COURSES IN VOCATIONAL NURSING PROGRAM

- Personal and Vocational Adjustments** *20 class hours*
Introduction to nursing; nursing ethics; legal aspects; personal hygiene and grooming. (6101)
- Mental Health:** *10 class hours*
Basic principles of positive mental health; elementary human behavior; psychological growth and development. (6101)
- Mental Illness: (Psychiatric Nursing)** *10 class hours*
Aspects of emotional behavior due to illness, environment or religious belief; introduction to functional and organic mental illness.
- Disease Control and Prevention:** *30 class hours*
Basic microbiology for understanding importance of maintaining cleanliness and disinfection in relation to prevention of disease, disease control and community resources.
- Vocational Nursing Skills:** *210 class hours*
Basic nursing principles applicatory to good nursing; nursing procedures and skills for institutionalized care; procedures and improvisation of equipment for home care. Techniques and methods of drug and food administration.
- First Aid:** *10 class hours*
Standard Red Cross First Aid.
- Pharmacology:** *40 class hours*
Calculation of drugs, introduction to the basic classification of drugs such as antibiotics, etc.
- Nutrition:** *20 class hours*
Introduction to basic normal nutrition and nutrients required for maintaining health. Introduction to basic hospital diets.
- Body Structure and Function:** *70 class hours*
Simple basic anatomy and physiology as a background for nursing skills and other subject matter.

Normal Growth and Development:*10 class hours*

Basic aspects of growth and development from infancy through childhood, adolescence and early adulthood.

Geriatrics:*10 class hours*

Normal physical debilitation due to aging process.

Medical-Surgical Nursing:*100 class hours*

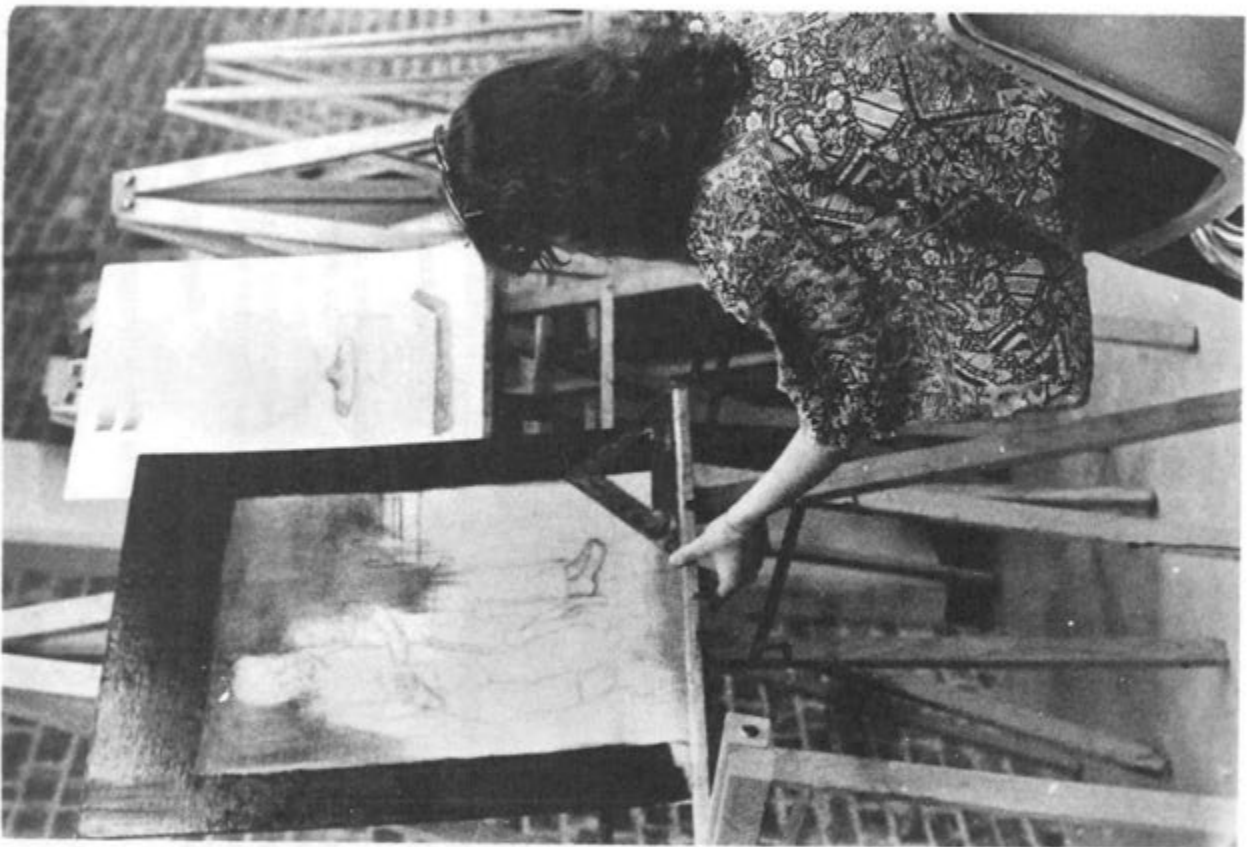
Conditions of illness requiring medical and/or surgical treatment care of aged. Supportive care inclusive of physical, emotional, and spiritual needs. Incorporation of specific drug and diet therapy in formal teaching and clinical experience. Correlation of mental hygienic principles to supportive care of emotional disturbances.

Maternity and Newborn Nursing:*40 class hours*

Normal obstetrics; pregnancy through labor and delivery to postpartum inclusive of complications specific to obstetrics and disease conditions affecting course of obstetrics. Supportive care, including physical, emotional, and spiritual needs. Effects of drugs and diet on mother and child during pregnancy and after birth. Immediate care of newborn; characteristics of newborn; complications in the newborn relative to pregnancy, labor and delivery. Congenital abnormalities, birth injuries and nursing care.

Pediatric Nursing:*30 class hours*

Childhood diseases and diseases specific to children. Effect of disease on normal growth and development. Nursing care in these conditions.



CONTINUING EDUCATION PROGRAM

The basic objective of the program is to make the educational resources of the college available to the general public. This objective is accomplished through the development of non-credit courses in response to existing needs and interests within the community.

Any person or persons wishing to have a course developed for a particular purpose should contact the Director of Continuing Education. If it can be determined that sufficient interest exists and if a qualified instructor can be secured, a course will be developed, provided adequate facilities are available.

Continuing Education courses address themselves to both vocational and avocational subject and skill areas. The courses are normally less than semester-length and are scheduled to begin at various times during the year.

TYPICAL COURSES AND PROGRAMS:

- Conversational Spanish
- Conversational French
- English as a Second Language
- Business English and Correspondence
- Effective Business and Public Speaking
- Speed Reading*
- Indexing the Mind (Memory Training Seminar)
- Fundamentals of Real Estate (101, 102, 103)
- Income Tax Seminar
- CLU Insurance Parts I through X
- General Insurance Seminars
- Fire and Casualty Insurance
- Patent and Copyright Law
- Law and Banking
- Principles of Bank Operations
- Family Law
- Parliamentary Procedures
- Management Seminars
- Bookkeeping for the Individual or Small Business*
- Typewriting
- Shorthand
- Great Decisions Discussion Group
- History of Galveston Island
- Techniques of Individual Instructors
- Child Development
- Ocean Transport Since World War II

Galveston County Sheriff's Department
Drafting and Blueprint Reading
Offset Printing I and II
Beginning Radio and Television Servicing
Radio and Television Repair I and II
Oil Painting
Home Decorating
Community Choir
Fire Protection
Burglary Protection
Shoplifting Protection
Financial Management
Texas Penal Code
Advanced Tune-Up
Metric Arithmetic
Medical Terminology
Basic Medical Electronics Maintenance
Refrigeration, Heating, and Air-Conditioning
Automotive Air-Conditioning
Basic Sewing
Intermediate Clothing Construction
Insurance Problems Related to Financial Loans Institutions
Personal Tailoring
Basic Tune-Up
Beginning Guitar
Essentials of Management
Basic Motorcycle Maintenance
Galveston in the Civil War
EMT - 1, II
Para-medical Training I, II, III, IV
Emergency Care Attendant
Spanish for Health Services
Gasoline Engine Mechanics I, II
Law Enforcement Basic Certification I, II, III, IV

REGISTRATION FOR NON-CREDIT CLASSIFICATION

There are two options available to persons whose aspirations are other than the accumulation of college credit. These options are as follows: (1) Enrolling on a non-credit basis in courses that normally carry college credit, and, (2) enrolling in Continuing Education courses.

To enroll under Option 1, persons register during the regular registration period as specified in this catalog and are assessed fees and tuition costs as if registering for credit. The intent of enrolling on a non-credit basis must be stated at the time of registration and becomes final upon the close of registration.

Since Continuing Education courses begin at different times during the semester, there is no specified registration period for persons choosing Option 2. Registration fees for Continuing Education courses are determined by a number of factors; therefore, there is variation among the fees charged for courses offered.

There are no stated requirements to be fulfilled by persons wishing to enroll on a non-credit basis. The application for admission is not required, nor are transcripts, ACT scores, and other related data.

RECOGNITION OF WORK COMPLETED

Persons enrolled on a non-credit basis under Option 1 do not receive grades or transcripts for work completed.

Certificates are awarded to persons satisfactorily fulfilling the requirements of individual Continuing Education courses.

The Continuing Education Division of the College will plan new courses, programs, or seminars with business, industry, and individuals and groups in the community. The College will constantly endeavor to meet educational needs of the community and will develop special programs in response to demands.

All questions concerning Continuing Education programs should be directed to the office of the Director of Continuing Education, Galveston College, 4015 Avenue Q, 763-6551, Ex. 252 or 253.

COURSE DESCRIPTIONS

ACCOUNTING

ACCOUNTING 141 — Office Accounting I (3-3) Credit: 4.

Prerequisite: Business Mathematics 134, and Office Machines 131, or equivalent, or permission of instructor. Formerly SACC 231, formerly SACC 243. Lab Fee: \$5.00

An introductory course to provide the clerical, mid-management, and secretarial student with a knowledge of bookkeeping procedures which may be encountered in the business world. A study is made of accounting for cash, personal service enterprises, merchandise, notes and interest, the accrual basis of accounting applied to a retail business, payroll accounting, periodic summaries, and adjusting and closing accounts at the end of accounting period. (5824)

ACCOUNTING 142 — Office Accounting II (3-3) Credit: 4.

Prerequisite: Accounting 141, or equivalent, or permission of instructor. Lab Fee: \$5.00

A continuation of Office Accounting I, with attention given to single proprietorships, partnerships and corporate types of business organizations. The fundamentals of data processing systems and procedures, as applied to accounting, are included. (5824)

ACCOUNTING 241 — Principles of Accounting I

(3-3) Credit: 4.

Prerequisite: None. Lab Fee: \$5.00

Basic structure of accounting, including fundamental accounting relationships, ledger, and trial balance; accounting cycle for a service enterprise, accounting cycle for a merchandising enterprise, notes, deferrals and accruals; receivables, inventory and plant assets; accounting systems and concepts. (050201)

ACCOUNTING 242 — Principles of Accounting II

(3-3) Credit: 4.

Prerequisite: Accounting 241. Lab Fee: \$5.00

Accounting procedures and practices applicable to partnerships and corporations; departmentalized accounting; introduction to cost systems and budgetary control; decision-making through analysis and interpretation of financial statements. (050201)

ANTHROPOLOGY

ANTHROPOLOGY 131—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. (220201)

A R T

FINE ARTS 130 – Fine Arts Seminar (1-2) Credit: 3.

Prerequisite: None.

A team taught survey course covering the areas of art, music and speech-drama. Each segment will involve the student in a practical application representing the three areas. The art portion will concentrate on mediums demonstrating the basic principles of line, color, space, and forms common to visual arts. The music portion will develop the students perception of "sound" and "time" in music utilizing jazz, rock, opera, non-western, and traditional classical. The speech-drama portion presents a wide spectrum of dramatic experiences involving the related fields of motion pictures and television. (100091)

ART 131–Drawing Media I (2-4) Credit: 3.

Prerequisite: None. Lab Fee: \$2.00

Drawing of various subject matter in media of charcoal, pencil, crayon, pen, scratch board, and brushwork. (100208) Formerly Fundamentals of Graphic Arts.

ART 132–Drawing Media II (2-4) Credit: 3.

Prerequisite: Art 131. Lab Fee: \$2.00

Increasingly advanced techniques and broader concepts in media of Art 131, plus addition of wash and other water media. (100208) Formerly Fundamentals of Painting.

ART 133 – Ceramics I (0-6) Credit: 3

Prerequisite: None Lab Fee: \$2.00

Introduction to ceramic processes. Basic materials and techniques. Hand building, use of bisque forms, glazing and firing procedures, and introduction to the use of the potter's wheel. (100901)

ART 134 – Ceramics II (0-6) Credit:3

Prerequisite: Art 133 Lab Fee: \$2.00

A continuation of Art 133. (100901)

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

Prerequisite: None.

Chronological study of development of visual art styles from ancient times to seventeenth century. Lectures, slides, films, discussion. (100302)

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

Prerequisite: None.

Chronological study of development of visual arts styles from seventeenth century to present. Lectures, slides, films, discussion. (100302)

ART 137 — Art Metals I (0-6) Credit: 3

Prerequisite: None Lab Fee: \$2.00

Basic techniques in jewelry construction. Lapidary and metal work. (100909)

ART 138 — Art Metals II (0-6) Credit: 3

Prerequisite: Art 137 Lab Fee: \$2.00

A continuation of Art 137. (100909)

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

Prerequisite: Art 132. Lab Fee: \$2.00

Emphasis upon design; includes the fundamentals of line, shape, space, texture, color, form and arrangement. (100201)

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

Prerequisite: Art 231. Lab Fee: \$2.00

Continuation of Design I with emphasis upon two and three dimensional concepts. (100201)

ART 233 — Sculpture I (0-6) Credit: 3

Prerequisite: Art 132 Lab Fee: \$2.00

Experiences in sculpture in stone, metal, clay, wood, and plaster with emphasis on expression in three dimensional form in space. (100213)

- ART 234 — Sculpture II** (0-6) Credit: 3
Prerequisite: Art 233 Lab Fee: \$2.00
A continuation of Art 233. (100213)
- ART 235—Oil Painting I** (0-6) Credit: 3.
Prerequisite: Art 132 Lab Fee: \$2.00
Studio techniques of the use of oil colors in painting. (100209)
- ART 236—Oil Painting II** (0-6) Credit: 3.
Prerequisite: Art 235 Lab Fee: \$2.00
The use of oil painting in expression, unrestricted as well as subject matter. (100209)
- ART 237 — Photography I** (0-6) Credit: 3
Prerequisite: None Lab Fee: \$2.00
A study is made of fundamental lighting, posing, camera techniques, composition, processing and printing relating to all studio shooting. (100214)
- ART 238 — Photography II** (0-6) Credit: 3
Prerequisite: Art 237 Lab Fee: \$2.00
A continuation of Art 237. (100214)
- ART 239 — Graphics** (0-6) Credit: 3
Prerequisite: Art 131 Recommended Lab Fee: \$2.00
Experimentation with the line etching for various approaches, line or value. Lithography, relief printing and intaglio will be emphasized. (100207)

ASSOCIATED HEALTH OCCUPATIONS

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

Prerequisite: None.

Introduction to patient care and therapeutic attitudes in actual clinical setting during an introductory clinical clerkship. Students rotate through selected clinical areas with emphases placed on orientation and introduction to unique theories, concepts, and work sampling in fundamental procedures specific to occupational practice. (8035)

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

Prerequisite: AHO 132-141 or acceptance by AHO Admissions Committee.

Fundamentals of interpersonal and group relationships; introduction to concepts, medical procedures and techniques as related to Associated Health Occupations. (8035)

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

Prerequisite: None. Lab Fee: \$5.00

Introduction to health occupations, professions and allied health disciplines. Overview of ethical, legal and professional responsibilities. Related medical terminology and the history of medicine. (8035)

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

Prerequisite: AHO 132-141. Lab Fee: \$5.00

Introduction to concepts of psycho-social aspects of illness; study of related medical terminology; study of diseases and disabilities as related to Associated Health Occupations. (8035)

AHO 155—Applied Health Concepts in Practice (2-16) Credit: 5.

Prerequisite: AHO 134-143 and acceptance by Clinical Admissions Committee. Lab Fee: \$8.00

Assignment to the student's area of clinical interest including instruction in specialized concepts and theory, supervised application of procedures and techniques, and individual student development of basic technical skills. (Formerly AHO 135) (8035)

AHO 232—Special Problems and Techniques (3-0) Credit: 3.

Prerequisite: AHO 241-242 and acceptance by Clinical Admissions Committee. Lab Fee: \$8.00

Individual clinical or preceptor assignments for directed experience and/or instruction in specialized procedures unique to selected health occupations. (8035)

AHO 241—Interdisciplinary Health Concepts (2-8) Credit: 4.

Prerequisite: AHO 155 and acceptance by Clinical Admissions Committee. Lab Fee: \$8.00

A combination of lectures and practicum in the student's chosen area of specialization; instruction in specialized concepts and theory; supervised application of procedures and techniques; individual student development of basic technical skills. (Formerly AHO 221) (8035)

AHO 242—Advanced Application—Health Concepts and Practices (2-8) Credit: 4.

Prerequisite: AHO 155 and acceptance by Clinical Admissions Committee. Lab Fee: \$8.00

Assignment to the student's area of clinical interest for supervised application of techniques and individual student development of intermediate skills. (Formerly AHO 231) (8035)

AHO 243—Advanced Application—Health Concepts and Practices (2-8) Credit: 4.

Prerequisite: AHO 241-242 and acceptance by Clinical Admissions Committee. Lab Fee: \$8.00

Assignment to the student's area of clinical interest including specialized instruction in advanced concepts and theory, independent application of technical skills with professional consultation or supervision, and responsible participation as a member of the health team. (Formerly AHO 223) (8035)

AHO 244—Advanced Interdisciplinary Health Concepts (2-8) Credit: 4.

Prerequisite: AHO 241-242 and acceptance by Clinical Admissions Committee. Lab Fee: \$8.00

Assignment to the student's area of interest for advanced instruction in highly unique procedures or techniques essential to meet standards of selected health occupations. (Formerly AHO 234) (8035)

AHO 256—Applied Health Concepts in Practice I
(2-16) Credit: 5.

Prerequisite: AHO 243-244 and acceptance by Clinical Admissions Committee.
Lab Fee: \$8.00

Assignment to the student's area of clinical interest for additional instruction or supervision in highly unique procedures or techniques essential to meet standards of selected health occupations. (Formerly AHO 236) (8035)

AHO 267—Applied Health Concepts in Practice II
(2-16) Credit: 6.

Prerequisite: AHO 256 and acceptance by Clinical Admissions Committee.
Lab Fee: \$8.00

Assignment to the student's area of clinical interest for additional instruction or supervision in highly unique procedures or techniques essential to meet standards of selected health occupations. (8035)

AHO 268—Applied Health Concepts in Practice III
(0-35) Credit: 6.

Prerequisite: AHO 267 and acceptance by Clinical Admissions Committee.
Lab Fee: \$8.00

Continuation of AHO 267. (8035)

BANKING

BANKING 111—Planning Management Development (2-0) Credit: 1.

Prerequisite: None

This middle management seminar is designed to assist bank officers who are responsible for the planning, recruiting, and development of bank management personnel. Cases and outside readings are used in this seminar. It can be presented as a brief, intense workshop or as a twelve-session seminar. (5626)

BANKING 115—Loss Prevention (1-0) Credit: 1.

Prerequisite: None.

This seminar focuses on check cashing, check swindles, bank holdups, and security procedures. (5626)

BANKING 118—Bank Management by Objectives (1-0) Credit: 1.

Prerequisite: None.

This middle management seminar is designed to assist bank officers in learning how to translate bank problems into realistic goals, for the individual and the bank, through the management-by-objectives system. Cases and outside readings are used in this seminar. It can be presented as a brief, intense workshop or as an eight-session seminar. (5626)

BANKING 121—Orientation to Banking (2-0) Credit: 2.

Prerequisite: None.

This course is designed to combine **Selling Bank Services** and **The Starter Series**. Designed for tellers and new-accounts personnel, it is directed toward meeting customer needs in regard to checking accounts, saving services, loans to individuals, safe deposit boxes, and other services. It also includes an orientation of new employees in regard to developing an acceptable personal image and discover their place in Banking. (5626)

BANKING 122—Loan and Discount (2-0) Credit: 2.

Prerequisite: None.

This seminar teaches bank employees the essential facts about promissory notes, including calculating interest and discounting commercial paper; guaranties; general collateral agreements; examining and processing documents accompanying notes secured by stocks, bonds, and savings account passbooks, and the concepts of attachment, perfection, priority, default, and foreclosure. (5626)

BANKING 131—Principles of Bank Operations (3-0) Credit: 3.

Prerequisite: None.

This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his chosen profession in a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement. (5626)

BANKING 132—Money and Banking (3-0) Credit: 3.

Prerequisite: None.

This course stresses the practical aspects of money and banking and emphasizes the basic monetary theory needs by the banking student to apply his knowledge to his particular job. Historical treatment has been kept to a minimum. Emphasis is also placed on such problems as economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios. (5626)

BANKING 133—Credit Administration (3-0) Credit: 3.

Prerequisite: None.

This course, directed toward the executive level, concerns itself partly with a statement and a discussion of factors influencing and determining loan policy. Methods of credit investigation and analysis, credit techniques, specific credit problems, and regular, as well as unusual types of loans are discussed. (5626)

BANKING 134—Bank Letters and Reports (3-0) Credit: 3.

Prerequisite: None.

This course is designed for those bank officers, supervisors, and employees who dictate or review correspondence. Since bank letters are actually public relations documents, all persons should be familiar not only with the mechanical forms of bank letters but also with the psychological principles that help the letter writer achieve best results. The course reviews letter forms, emphasizes fundamental principles underlying modern correspondence, and examines different kinds of bank letters. (5626)

BANKING 135—Savings and Time Deposit Banking (3-0) Credit: 3.

Prerequisite: None.

This course reflects recognition of the fact that a knowledge of the historical development of savings institutions and an awareness of the basic economic function of the saving process are necessary to an understanding of the current operations and policies of these institutions. It begins with a review of the economics of the savings process in order to clarify important differences between financial savings by individuals or organizations and real saving that appear as capital formation. Different types of financial savings are reviewed in order to describe the system of financial flows of income to capital investment. (5626)

BANKING 139—Federal Regulations in Banking (3-0) Credit: 3.

Prerequisite: None

Acquaint the prospective banking student and employee with existing regulations in banking as prescribed by the federal government. (5626)

BANKING 231—Bank Investments (3-0) Credit: 3.

Prerequisite: None.

Because the bank's needs for primary reserves and loanable funds limit the funds available for investment, this course describes the nature of such funds and how their uses are determined. It also analyzes the primary and secondary reserve needs of commercial banks, the sources of reserves, and their random and cyclical fluctuations, showing the influence of these factors on investment policy. This analysis is followed by a study of yield changes as they affect a bank's long-term holdings. (5626)

BANKING 232—Bank Management (3-0) Credit: 3.

Prerequisite: None.

This course is based on the second edition of the text that presents new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge of bank management. Since case study is becoming well established as an effective management learning technique, this text also introduces the use of cases as a new element. (5626)

BANKING 233—Trust Functions and Services (3-0) Credit: 3.

Prerequisite: None.

This new course presents a complete picture of the services rendered by institutions engaged in trust business. Providing an introduction to the services and duties involved in trust operations, the course is intended for all bankers, not only those who are engaged in trust business. It endeavors to keep clear the distinction between business and legal aspects of trust functions. (5626)

BANKING 234—Installment Credit (3-0) Credit: 3.

Prerequisite: None.

In this course, the techniques of installment lending are presented concisely. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Each phase of a bank's installment credit operation should be carefully scrutinized to be certain that the most efficient methods are employed, for only through an efficient operation can a bank maximize its profits on this particular kind of credit. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending. (5626)

BANKING 235—Analyzing Financial Statements (3-0) Credit: 3.

Prerequisite: None.

A fourth edition of the textbook is used for this course and is organized into two main sections: Characteristics of Financial Statements and Financial Statement Analysis. The first section serves as a useful review of basic accounting principles for those students who have studied accounting. For those who have not, this section provides the minimum accounting background necessary for profitable study of financial statement analysis. (5626)

BANKING 236—Financing Business Enterprise (3-0) Credit: 3.

Prerequisite: None.

Stress is placed on the difference between lending and investing, and on the fact that investing in a corporation and financing a corporation are different aspects of the same subject. In this course, the material is presented from the viewpoint of the corporate treasurer who must safeguard the financial future of his corporation. (5626)

BANKING 238—International Banking (3-0) Credit: 3.

Prerequisite: None.

The second edition of this text is an introduction to a vast field for those working in international departments, as well as for those involved in the domestic activities of their banks. The essential objective of this course is to present the basic framework and fundamentals of international banking, how money is transferred from one country to another, how trade is financed, what the international agencies are and how they supplement the work of commercial banks, and how money is changed from one currency to another. (5626)

BANKING 239—Law and Banking

(3-0) Credit: 3.

Prerequisite: None.

An introduction to basic American law, presenting the rules of law which underlie banking. Topics include jurisprudence, the court system and civil procedure, contracts, quasicontracts, property, torts and crimes, agencies, partnerships, corporations, sales of personal property, commercial paper, bank deposits and collections, documents of title, and secured transactions. Emphasis is on the Uniform Commercial Code. (5626)



BIOLOGY

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

Prerequisite: None.

A preparatory course for students deficient in high school biology. Highly recommended for students planning to take Biology 133 or Biology 136. (042001)

BIOLOGY 111—General Biology Laboratory (0-3) Credit: 1.

Prerequisite: Currently enrolled in Biology 131 or consent of instructor.

Lab Fee: \$8.00

Laboratory is correlated with lecture to allow students to observe biological phenomena and to stimulate scientific thought and inquiry. (040101)

BIOLOGY 112—General Biology Laboratory (0-3) Credit: 1.

Prerequisite: Biology 111 and concurrently enrolled in Biology 132, or consent of instructor. Lab Fee: \$8.00

Continuation of Biology 111. (040101)

BIOLOGY 113—Anatomy and Physiology Laboratory
(0-2) Credit: 1.

Prerequisite: Concurrently enrolled in Biology 133 or consent of instructor

Lab Fee: \$8.00

Laboratory adjunct to Biology 133. (041001)

BIOLOGY 114—Anatomy and Physiology Laboratory
(0-2) Credit: 1.

Prerequisite: Biology 113 and concurrently enrolled in Biology 134, or consent of instructor. Lab Fee: \$8.00

Laboratory adjunct to Biology 134. (041001)

BIOLOGY 116—Integrated Sciences I Laboratory
(0-2) Credit: 1.

Prerequisite: Concurrently enrolled in Biology 136 or consent of instructor.

Lab Fee: \$8.00

Laboratory adjunct to Biology 136, with emphasis placed on the observation and recognition of subject discussed in Biology 136. (040152)

BIOLOGY 117—Integrated Sciences II Laboratory (0-2) Credit: 1.

*Prerequisite: Concurrently enrolled in Biology 137 or consent of instructor.
Lab Fee: \$8.00*

Continuation of Biology 116. (040152)

BIOLOGY 118—Integrated Sciences III Laboratory (0-2) Credit: 1.

*Prerequisite: Biology 117 and concurrently enrolled in Biology 138, or
consent of instructor. Lab Fee: \$8.00*

Continuation of Biology 116 and 117. (040152)

BIOLOGY 1191 — Introduction to Natural Sciences I Laboratory (0-3) Credit: 1

*Prerequisite: Enrolled in Introduction to Natural Sciences I
Lab Fee: \$8.00*

Laboratory adjunct to Introduction to Natural Science I. Designed to allow students to observe phenomena which illustrate biologic principle. (040091)

BIOLOGY 1192 — Introduction to Natural Sciences II Laboratory (0-3) Credit: 1

*Prerequisite: Bio. 1391, 1191, and enrolled in Bio. 1392.
Lab Fee: \$8.00*

Continuation of Biology 1191. (040091)

BIOLOGY 131—General Biology (3-0) Credit: 3.

Prerequisite: ACT composite score of 14 and credit for high school Chemistry or Physical Science 032.

Molecular biology, cellular biology, energy relationships of plants and animals and the anatomy and physiology of man. (040101)

BIOLOGY 132—General Biology (3-0) Credit: 3.

Prerequisite: Biology 131 or consent of instructor.

Anatomy and physiology of man. Reproduction and genetics. Origin and variety of life and environment. (040101)

BIOLOGY 133—Anatomy and Physiology (3-0) Credit: 3.

Prerequisite: Admittance to AHO or ADN programs, 14 ACT Score or consent of instructor. or Biology 031.

The study of the structure and function of man with respect to the major body system. Body systems included are skeletal, muscular, circulatory, respiratory, digestive, excretory, and reproductive. (041001)

BIOLOGY 134—Anatomy and Physiology (3-0) Credit: 3.

Prerequisite: Biology 133 or consent of instructor.

Continuation of Biology 133. (041001)

BIOLOGY 135—Nutrition in Health and Disease

(3-0) Credit: 3.

The principles of nutrition: food selection and quality of nutrients in normal and therapeutic diets (130601)

BIOLOGY 136—Integrated Sciences I (3-0) Credit: 3.

Prerequisite: Admittance to ADN program, 15 ACT Score or consent of instructor. or Biology 031.

An integrated basic course combining Anatomy and Physiology, Microbiology and Chemistry. The course is organized on a three semester basis and course material includes chemical basis of life, development and structure of cells, basic microbiology, the cellular complexity of man, sensory perception, contractility, growth and energy needs, regulation of internal environment, mechanisms of protection, and continuity of life in man. (040152)

BIOLOGY 137—Integrated Sciences II. (3-0) Credit: 3.

Prerequisite: Biology 136 or consent of instructor.

Continuation of Biology 136. (040152)

BIOLOGY 138—Integrated Sciences III (3-0) Credit: 3.

Prerequisite: Biology 137 or consent of instructor.

Continuation of Biology 136 and 137. (040152)

Provide students who do not plan to major in science with a general knowledge of the basic biological principles as they apply to plants, animals, and humans. Includes consideration of man's role on earth and the changing environment. (040091)

BIOLOGY 1392 — Introduction to Natural Sciences II

(3-0) Credit: 3

Prerequisite: Biology 1391

Continuation of Biology 1391. (040091)

BIOLOGY 215 — Microbiology Laboratory (0-2) Credit: 1

Prerequisite: Concurrent enrollment in Biology 235. Lab Fee: \$8.00

Laboratory adjunct to Biology 235. (041101)

BIOLOGY 235 — Microbiology (3-0) Credit: 3

Prerequisite: Biology 131 or 133.

Principles of microbiology; historic concepts; survey of the nature and activities of micro-organisms. (041101)

BUSINESS ADMINISTRATION

BUSINESS ADMINISTRATION 131—Introduction to Business (3-0) Credit: 3.

Prerequisite: None.

Designed to acquaint the student with the modern business world and the career opportunities it offers. Provides an overview of business operation. Includes analysis of specialized fields within business organization, including organization, methods of operation, forms of ownership, business functions, and problems of management. (050101)

BUSINESS ADMINISTRATION 231—Business Law (3-0) Credit: 3.

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

History and role of law in modern business and society; legal institutions and reasoning; framework of basic legal principles; application of basic principles of contract and property law. Acceptable as transfer credit at some schools. Check with counselor before enrollment. (050103)

BUSINESS ADMINISTRATION 235—Introduction to Computer Science (3-0) Credit: 3.

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

Basic principles of source data automation, system analysis and digital computation. Study of number systems, algorithms, flow charts, hardware, coding systems, languages, communications, timesharing and applications. (070301)

BUSINESS COMMUNICATIONS

BUSINESS COMMUNICATIONS 131—Introduction to Business Communications (3-0) Credit: 3.

Prerequisite: None.

Intensive study and application in business and technical vocabulary and spelling mastery. Practice in oral communication; development of listening, note taking, studying, and remembering skills. (051423)

BUSINESS COMMUNICATIONS 232—Business Correspondence (3-0) Credit: 3.

Prerequisite: English 131, or permission of instructor.

Writing business letters and reports; organizing and composing acceptable business communications in accordance with current business writing practices. (051423)

BUSINESS MATHEMATICS

BUSINESS MATHEMATICS 133—Business Mathematics I (3-0) Credit: 3

Prerequisite: None.

A study is made of fundamental mathematical processes, fractions, decimals, percentage in business, business equations, and simple interest. (170112)

BUSINESS MATHEMATICS 134—Business Mathematics II (3-0) Credit: 3.

Prerequisite: Business Mathematics 133, or equivalent, or permission of instructor.

Compound interest, annuities, insurance, payrolls and taxes, depreciation, financial statements, statistics and graphs, stocks and bonds. (170112)

CHEMISTRY

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

Prerequisite: High School Chemistry or Physical Science 032, or consent of instructor. Lab Fee \$8.00

Principles and methods of inorganic chemistry; nature of matter; description and structure of atoms, molecules, and chemical bonds; laws governing the gaseous, liquid and solid states and changes of state; properties of solutions and dispersion; kinetics and equilibria of reactions. (190502)

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

Prerequisite: Chemistry 141. Lab Fee: \$8.00

Application of the principles and methods of inorganic chemistry to the elements and their compounds; hydrogen, oxygen and water; alkali metals, alkaline-earth metals, transition elements, elements of Groups III, IV, V and VI; halogens; introductions to organic chemistry and radioactivity. (190502)

CHEMISTRY 143—Fundamentals of Chemistry (3-3) Credit: 4

Prerequisite: Math 042 or 2 years of high school algebra or 15 or above on ACT in Mathematics part or consent of instructor. Lab Fee: \$8.00

A comprehensive study of the principles and laws of chemistry, with emphasis on structure of matter, the periodic table, and behavior of solutions; introduction to equilibrium, colloids, and nuclear chemistry. Designed primarily for students in the health occupations. (190501).

CHEMISTRY 144—Introduction to Organic and Physiological Chemistry Lab Fee: \$8.00 (3-3) Credit: 4

Prerequisite: Chemistry 143 or 141

Elementary organic chemistry, both aliphatic and aromatic; introduction to the chemistry of carbohydrates, proteins, fats, blood, urine, vitamins, and hormones. A continuation of Chemistry 143, designed primarily for students in the health occupations. (190501).

CHEMISTRY 241—Quantitative Analysis (3-5) Credit: 4.

Prerequisite: Chemistry 142. Lab Fee: \$8.00

Theory and practice of analytical chemistry. Theory and problems deal with stoichiometry, equilibrium, oxidation-reduction, potentiometry and electrochemical methods. Laboratory experiments emphasize volumetric and gravimetric techniques. (190901)

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

Prerequisite: Chemistry 142. Lab Fee: \$8.00

Principles of organic chemistry. Structure, nomenclature, occurrence and physical properties of organic compounds. Chemical bonds and stereochemistry in organic compounds. Introduction to organic reactions. (190701)

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

Prerequisite: Chemistry 243. Lab Fee: \$8.00

Organic reactions; elaboration of fundamentals learned in Chemistry 243 through treatment of chemistry of nature and biological products, petroleum, polymers and other important materials. (190701)

COMMUNICATIONS

COMM. 031 — Reading Skills (0-3) Credit: 3

Prerequisite: None

A special remedial course designed to review the basic principles of word attack skills, analyzing word structure with emphasis on blends, diphthongs, vowel and consonant sounds. A grade of "SP" will be received if course is to be repeated. (150091)

COMM. 032 — Reading Improvement (0-3) Credit: 3

Prerequisite: None

A basic developmental reading program designed to improve reading efficiency with emphasis on reading and study skills, comprehension and vocabulary. A grade of "SP" (Satisfactory Progress) will be received if course is to be repeated. (150091)

COMM. 043 — Developmental Reading for International Students (3-2) Credit: 4

Prerequisite: See admission requirement for international students. Suggested for students with less than 500 TOEFL or 85 Michigan Test scores. If grade is less than "C" student must repeat course.

A course using varied instructional techniques designed to help students improve their proficiency in reading comprehension, rate, word recognition and vocabulary development necessary to pursue college level academic work. (150091)

COMM. 044 — Developmental Reading for International Students (3-2) Credit: 4

Prerequisite: Comm. 043

A continuation of Communications 043. (150091)

COOPERATIVE EDUCATION

COOPERATIVE EDUCATION 141 (0-20) Credit: 4.

Prerequisite: Approval of Director of Cooperative Education

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. (089950)

COOPERATIVE EDUCATION 241 (0-20) Credit: 4.

Prerequisite: Approval of Director of Cooperative Education.

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. (089950)

COOPERATIVE EDUCATION 242 (0-20) Credit: 4.

Prerequisite: Approval of Director of Cooperative Education.

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 long-term employment considerations, including analysis of employee benefits, involvement in labor organizations, social security, insurance needs, retirement and a continuation of career development and evaluation. (089950)

DRAFTING

DRAFTING 120—Basic Technical Research (1-2) Credit: 2.

Prerequisite: None. Lab Fee: \$2.00

A course designed to acquaint the draftsman, engineer, technician, tradesman, or secretary with available catalogs, books, literature, and research sources. Also, study will include a review of vocabulary used in the engineering and architectural fields. (8622)

DRAFTING 121—Sketching and Blueprint Reading I (1-2) Credit: 2.

Prerequisite: None. Lab Fee: \$2.00

A basic course in the reading of mechanical blueprints, along with freehand sketching of simple objects. Primarily for persons employed in mechanical, pipefitting, and related occupations. (8622)

DRAFTING 123—Sketching and Blueprint Reading II Plans and Maps (1-2) Credit: 2.

Prerequisite: None. Lab Fee: \$2.00

The study of house plans and small building plans, topographical and road maps, along with basic sketching. Primarily for persons employed in architectural, engineering, construction, and finance, as well as policemen, firemen, and business and industrial managers. (8622)

DRAFTING 124—Sketching and Blueprint Reading III Special Industrial Application (1-2) Credit: 2. (i.e., Industrial Engine Mechanics, Refrigeration Mechanics, etc.)

Prerequisite: None. Lab Fee: \$2.00

The study of blueprints as related to the refrigeration and air conditioning fields, along with basic sketching. (8622)

DRAFTING 132—Machine Drafting (3-3) Credit: 3.

Prerequisite: Engineering 161. Lab Fee: \$2.00

Theory and practice in the preparation of detail assembly drawings of industrial machinery. Includes a study of fasteners, tolerances, cams and gears, and other design characteristics. (8622)

DRAFTING 134—Pipe Drafting (3-3) Credit: 3.

Prerequisite: Engineering 161 Lab Fee: \$2.00

A study of pipe and fittings, designs, symbols and specifications; sizing, process lines, process systems. Practice in the preparation of drawings of flow diagrams, vessels, heat exchangers, pumps, instruments, compressors, and mechanical equipment. (8622)

DRAFTING 135—Lettering (2-4) Credit: 3.

Prerequisite: None. Lab Fee: \$2.00

A study in the fundamentals of lettering with pencil, pen, leroy, wrico, and other mechanical lettering devices; brush, and transfer type as applies to engineering, drafting, and architecture. (8622)

DRAFTING 136—Charts and Graphs (2-4) Credit: 3.

Prerequisite: None. Lab Fee: \$2.00

Study and preparation of illustrations for business charts, graphs, presentations of information in a visual media. (8622)

DRAFTING 231—Structural Drafting (3-3) Credit: 3.

Prerequisite: Engineering 161 Lab Fee: \$2.00

Theory and practice in the design and development of details and specifications of industrial structures, including wood, steel, pipe and concrete. (8622)

DRAFTING 234—Map Drafting (3-3) Credit: 3.

Prerequisite: Engineering 161 Lab Fee: \$2.00

Plotting surveyor's notes, plot plans and plats, plan and profile drawing, contours, and well locations. (8622)

DRAFTING 235—Technical Illustration (3-3) Credit: 3.

Prerequisite: Engineering 161 Lab Fee: \$2.00

Problems in orthographic isometric, perspective, sections, and exploded illustrations. Use of illustration aids. Shading and Airbrush techniques. (8622)

DRAFTING 237—Freehand Sketching I (2-4) Credit: 3.

Prerequisite: None. Lab Fee: \$2.00

Working in pencil, pen, brush to train the eye and hand in visual recording without the aid of mechanical devices. (8622)

DRAFTING 238—Freehand Sketching II (2-4) Credit: 3.

Prerequisite: Drafting 237, or approval of instructor Lab Fee: \$2.00

A continuation of Drafting 237. (8622)

DRAFTING 242—Special Problems (2-6) Credit: 4.

Prerequisite: Approval of instructor Lab Fee: \$2.00

A course providing the student with an opportunity to develop additional experience and skills in one of the required drafting fields or to explore an additional specialized field. (8622)

DRAFTING 245—Architecture I (2-6) Credit: 4.

Prerequisite: Engineering 161 Lab Fee: \$2.00

A study in wood and masonry construction, residential plans, design, working drawings, standards, and building codes. (Formerly Drafting 241) (8622)

DRAFTING 246—Architecture II (2-6) Credit: 4.

Prerequisite: Drafting 245 Lab Fee: \$2.00

A continuation of Drafting 245. Study in commercial design. (8622)

DRAMA

DRAMA 111, 112, 211, 212—Rehearsal and Performance (0-3) Credit: 1.

Prerequisite: None.

For the student who participates in Galveston College Community productions. Crew, house, costume, wardrobe, properties, lighting experience, as well as leads, bits, walk-ons. Credit to be granted on a point system (100703)

DRAMA 130—Introduction to Theatre (3-0) Credit: 3.

Prerequisite: None.

This course is designed for the student who has a limited theatrical experience of knowledge of the theatre, as well as for the student who is not a theatre major but is desirous of developing an appreciation and understanding of the theatre arts. Emphasis will be placed on types of plays, styles of plays, and discussion of theatre practices in the technical areas. (100701)

DRAMA 131—Basic Production Techniques (3-0) Credit: 3.

Prerequisite: None.

This course is designed to acquaint the student with the basic concepts of stagecraft and stage management. Participation in the Galveston College Community Theatre productions is a requirement. (100703)

DRAMA 136—Beginning Acting I (2-3) Credit: 3

Prerequisite: None

Emphasis is placed on the elementary training of the student actor beginning with basic stage movement, vocal and physical development through pantomime, improvisation, and scenes in the classroom laboratory. Participation in one production (or student recital) is a requirement. (100706)

DRAMA 137—Beginning Acting II (2-3) Credit: 3

Prerequisite: None

This course is an extension of Drama 136 with the emphasis placed on expanding characterization, ensemble acting and performance techniques. (100706)

DRAMA 236—Advanced Acting I

(2-3) Credit: 3

Prerequisite: None

The study of characterization of individual roles and group rehearsal of scenes; styles of acting; and dialect. Application of these principles will be accomplished through a Galveston College theatre production. (100707)

DRAMA 237—Advanced Acting II

(2-3) Credit 3

Prerequisite: Drama 236 or permission of the instructor.

An advanced classroom laboratory in which the fundamentals are used to develop characterization and style of acting within a framework of theatre craftsmanship. Participation in one production (or student recital) is a requirement. (100707)

ECONOMICS

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

Prerequisite: Sophomore standing or consent of instructor.

A study of the principles of economics. The factors of production and the concepts of distribution as these factors and concepts are related to our highly industrial economy; wages, interest, rent, profit, consumption, saving, investment, and the business cycle, national income, and fiscal policy. (220401)

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

Prerequisite: Economics 231 or consent of instructor.

A continuation of a study of the principles of economics, of production and of distribution; the fundamentals of supply and demand; labor, capital, natural resources, international trade, economic growth and current economic problems. (220401)

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

Prerequisite: None.

Introduction to Economics is designed for students majoring in areas other than economics or business administration. Emphasis is placed on the American free enterprise system and the understanding of national economic policies and their objectives. (220402)

Electronics

(88)

(8824)

ELT 141—D.C. Circuits (3-4) Credit: 4.

Prerequisite: None.

Lab Fee: \$5.00

A study of current flow and direct current circuits. The course presents work with magnetic circuits and introduces time varying currents. (8824)

ELT 142—A.C. Circuits (3-4) Credit: 4.

Prerequisite: ELT 141 or concurrent enrollment. Lab Fee: \$5.00

A continuation of Electronics 141 (D.C.), emphasizing A.C. circuit theory and both A.C. and D.C. network theorems. This course provides the background needed to analyze complex networks with both active and passive elements present. (8824)

ELT 143—Electronic Devices (3-4) Credit: 4.

Prerequisite: ELT 142.

Lab Fee: \$5.00

A study of electronic devices, their functions, nomenclature and characteristics. Both tube and solid state characteristics are covered. (8824)

ELT 144—Electronic Amplifiers (3-4) Credit: 4.

Prerequisite: ELT 143 or concurrent enrollment. Lab Fee: \$5.00

A continuation of the study of electronic devices, amplifiers; both transistor and tube type are covered, with emphasis on methods of analysis and design. (8824)

ELT 245—Instrument and Measurement (3-4) Credit: 4.

Prerequisite: ELT 144.

Lab Fee: \$5.00

A course connected with the accuracy of measurements; how instruments work, proper use of instruments and calibration techniques. (8824)

ELT 246—Communications Circuits (3-4) Credit: 4.

Prerequisite: ELT 245 or concurrent enrollment. Lab Fee: \$5.00

A continuation of the electronic amplifiers covering class C power amplifiers, oscillators, modulation, small signal tuned amplifiers, and detector circuits. The use of transistors and communications circuits and the underlying principles of operation of the various classes of circuits. (8824)

ELT 247—Introduction to Computers (3-4) Credit: 4.

Prerequisite: ELT 245 or ELT 246. Lab Fee: \$5.00

A course that employs principles of almost all previous technical courses as it familiarizes the student with both analog and digital computers. Emphasis is placed on principles of operation and on circuitry used in computers. (8824)

ELT 248—Control Circuits and Systems (3-4) Credit: 4.

Prerequisite: ELT 247 or concurrent enrollment. Lab Fee: \$5.00

An investigation of various control circuits, commonly employed in industry. A variety of methods of systems analysis are used to predict the performance of mock and complete system using various controls. (8824)

ELT 249—Electronic Design and Fabrication (3-4) Credit: 4.

Prerequisite: ELT 248 or concurrent enrollment. Lab Fee: \$8.00

A course directed toward teaching proper chassis layout and equipment arrangement, (packaging), and toward building a function electronic unit of some kind. Modern printed circuit layout and fabrication are covered. (8824)

ENGINEERING

ENGINEERING 131—Engineering Graphics (3-3) Credit: 3.

Prerequisite: None. Lab Fee: \$2.00

A basic course in the principles of Technical Drawing as required to express ideas graphically. Instruction includes use of instruments and drafting equipment, lettering, geometric construction, and orthographic projection. (090103)

ENGINEERING 132—Engineering Graphics (3-3) Credit: 3.

Prerequisite: Engineering 131, or equivalent. Lab Fee: \$2.00

A continuation of Engineering 131. Instruction includes orthographic projection, sections, auxiliary views, revolutions, dimensioning, isometric projection, intersections and development. (8622)

ENGINEERING 133—Engineering Design (3-3) Credit: 3.

Prerequisite: Engineering 161, or Engineering 131 and 132, or approval of instructor. Lab Fee: \$2.00

Design process, including needs analysis, feasibility, criteria, synthesis, model analysis, economics, graphics, optimization, and communication. (8622)

ENGINEERING 161—Engineering Graphics (3-9) Credit: 6.

Prerequisite: None. Lab Fee: \$2.00

A basic course in the principles of technical drawing as required to express ideas graphically. Instruction includes lettering, geometric construction, sections, auxiliary views, revolutions, dimensioning, isometric projection, oblique projection, intersections and development, and the proper use of drafting equipment. Study will touch on blueprint reading, print reduction, and manufacturing processes as they relate to drafting. (8622)

ENGLISH

ENGLISH 031 — Sentence Building (3-0) Credit: 3

Prerequisite: None

Basic English grammar, including vocabulary and dictionary studies; basic English sentence structure; basic English syntactical transformations and their usage in sentence building. (150092)

ENGLISH 041 — Basic Written English for International Students (3-2) Credit: 4

Prerequisite: TOEFL 400 or Michigan 60

Basic English grammar, with emphasis as a second language for international students, including vocabulary and dictionary studies, basic English sentence structure; basic English syntactical transformations and their use in sentence building. (150801)

ENGLISH 042 — Basic Composition for International Students (3-2) Credit: 4

Prerequisite: English 041

Basic English composition, including production of grammatically, mechanically, idiomatically standard English sentences; drill in the skills of transition, development, and organization and their use in essay building. (150801)

ENGLISH 131 — Basic Composition (1-2) Credit: 3

Prerequisite: 16 or above on English ACT or pass departmental test.

Essay-building; writing the impromptu theme; basic organizational patterns; kinds and treatments of writing, with emphasis on description, narration, and exposition. (150102)

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

Prerequisite: English 131 or the equivalent.

Logical analysis; reading and writing argumentative and critical essays; summarization; writing the research paper. (150102)

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

Prerequisite: English 132 or the equivalent.

A survey of English literature with selections from Old English, Middle English, The Renaissance, The Seventeenth Century, and The Eighteenth Century; historical background for each period; literary terms; close reading of the text. (150201)

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

Prerequisite: English 132 or the equivalent.

A continuation of English 231. Selections from The Romantic Period, The Victorian Period, and The Modern Period; historical background for each period; literary terms; close reading of the text. (150201)

ENGLISH 233—Technical Report Writing (3-0) Credit: 3.

Prerequisite: English 132 or the equivalent.

Reading and writing technical reports; practical English for the technical writer; basic techniques in technical writing; writing procedural instructions. (150702)

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

Prerequisite: English 132 or the equivalent.

A study of the masterpieces of the western world from ancient times through the renaissance; selections from Homer; the Greek tragedians, Plato, Virgil, Dante, Chaucer, and Shakespeare; emphasis on epic, tragedy, and narrative forms. (150306)

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

Prerequisite: English 132 or the equivalent.

A continuation of English 234; selections from the neo-classical to the modern age including works by Milton, Racine, Voltaire, Goethe, French and Russian novelists, and Kafka and Camus; emphasis on continental writers. (150306)

ENGLISH 236—Introduction to Literature: Biography, Short Story, Short Novel (3-0) Credit: 3.

Prerequisite: English 132 or the equivalent.

A study of biography, the short story, and the short novel as literary forms. Readings, chiefly modern, to develop skills required to read literary materials with most reward. (150301)

**ENGLISH 237—Introduction to Literature: Novel, Drama,
Poetry (3-0) Credit: 3.**

Prerequisite: English 236 or the equivalent.

A study of the novel, drama, and poetry as literary forms. Readings, chiefly modern, to develop skills required to read literary materials with most reward. (150301)

**ENGLISH 238 – Selected Studies in Literature: (Various Topics)
(3-0) Credit: 3**

Prerequisite: English 132 or the equivalent.

Intensive reading in single areas unified by period, genre, or theme to develop skills required to read literary materials with most reward. May be repeated for credit when topics change. (150307)

FIRE PROTECTION TECHNOLOGY

68
(6821)

FIRE 131—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. Formerly Fire 134. (6821)

FIRE 132—Industrial Fire Protection I (3-0) Credit: 3.

Prerequisite: None.

Specific concerns and safeguards related to business and industrial organizations. A study of industrial fire brigade organization and development, plant lay-out, 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)

FIRE 133—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. Formerly Fire 133. (6821)

FIRE 134—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. Formerly Fire 231. (6821)

FIRE 135—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)

FIRE 231—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. Formerly Fire 131. (6821)

FIRE 232—Fire and 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. Formerly Fire 234. (6821)

FIRE 233—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)

FIRE 234—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 communications 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. Formerly Fire 132. (6821)

FIRE 235—Hazardous Materials I (3-0) Credit: 3.

Prerequisite: None.

Study of chemical characteristics and behavior of various materials that burn or react violently related to storage, transportation, handling hazardous materials, i.e., flammable liquids, combustible solids, and gases. Emphasis on emergency situations and most favorable methods of handling fire fighting and control. (6821)

FIRE 236—Legal Aspects of Fire Protection (3-0) Credit: 3.

Prerequisite: An approved elective.

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)

FIRE 237—Fire Service Communications (3-0) Credit: 3.

Prerequisite: An approved elective.

The development of fire alarm systems, the various types of systems, installation, operation and testing of the most common systems; receiving, dispatching, and radio communication procedures; F.C.C. regulations, the fire alarm operations office, mutual aid systems, fire station communications and facilities, response and fire ground procedures, emergency operations, code and numbering systems, required records and reports; technological advances. (6821)

FIRE 238—Fire Safety Education (3-0) Credit: 3.

Prerequisite: An approved elective.

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)

FIRE 239—Fire Insurance Fundamentals (3-0) Credit: 3.

Prerequisite: An approved elective.

The relationships between fire defenses, fire losses and insurance rates are studied. Basic insurance principles, 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)

FIRE 241—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 man-power, 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. Formerly Fire 232. (6821)



FRENCH

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

Prerequisite: None. Lab Fee: \$5.00

Basic French grammar and pronunciation drills; emphasis on reading and conversation; introduction to French literature and culture. (110201)

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

Prerequisite: French 141. Lab Fee: \$5.00

Continued grammar drills with emphasis on written and oral composition; also a deeper study of French literature and culture. (110201)

FRENCH 241 — Intermediate French (3-2) Credit: 4.

Prerequisite: French 142 Lab Fee: \$5.00

Review of grammar; emphasis on French literature and composition. (110202)

FRENCH 242 — Intermediate French (3-2) Credit: 4.

Prerequisite: French 241 Lab Fee: \$5.00

Continued study of French grammar, literature and culture; oral and written composition. (110202)

GEOGRAPHY

GEOGRAPHY 231—General World Geography (3-0) Credit: 3.

Prerequisite: None.

A study of the various peoples in other parts of the world; the relationship of human activities to the physical environment; map making and map interpretation. (220603)

GOVERNMENT

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

Prerequisite: None.

Study of the government of the United States, its theory, principles and institutions. Political institutions and ideas, origins and development of the constitution, principles, political parties, legislative, executive and judicial branches, administration, financing, foreign relations and national defense. (220701)

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

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

Study of the government of the United States, its theory, principles and institutions. Political institutions and ideas, origins and development of the constitution, principles, political parties legislative, executive and judicial branches, administration, financing, foreign relations and national defense. This course assumes a grasp of the essentials of American government and placed greater emphasis on current political problems and/or the individual interests of the student. (220751)

GOVERNMENT 233—Survey of American and Texas Government and Constitutions (3-0) Credit: 3.

Prerequisite: None.

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

Study of the institutions of government and their functions from the local level to the national with particular emphasis on the city, county, and state governments. Examines in detail and on a comparative basis the United States and Texas Constitutions. (Formerly Survey of Government.) (220701)

GOVERNMENT 233H — Survey of American and Texas Government and Constitutions (0-3) Credit: 3.

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

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. Places a greater emphasis on current political problems and the individual interests of each student. (220751)

HISTORY

HISTORY 131—United States History to 1865 (3-0) Credit: 3.

Prerequisite: None.

A study of the political, economic, social and intellectual history of the United States from discovery of America to the end of the Civil War. (220501)

**HISTORY 131H — United States History to 1865
Honors Course (3-0) Credit: 3.**

Prerequisite: An average grade of "B" or better on approved high school course-work or consent of instructor. See counselor for further details.

A study of the political, economic, social, and intellectual history of the United States history from the discovery of America to the end of the Civil War, with special emphasis on individual and group projects. (220551)

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

Prerequisite: None.

A study of the political, economic, social and intellectual history of the United States from Reconstruction to the present day. (220501)

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

Prerequisite: A grade of "B" or better in History 131 or 131H or consent of instructor.

A study of the political, economic, social and intellectual history of the United States from reconstruction to the present day, with special emphasis on individual and group projects. (220551)

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

Prerequisite: None.

The political, economic, social and intellectual development of ancient, medieval and early modern civilizations; the ancient East, the contributions of Greece and Rome, the Church, feudalism, the commercial revolution, the Reformation and the early colonial movements. (220503)

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

Prerequisite: None.

The political, economic, social and intellectual developments of modern

Western civilization through the changes resulting from expansion and conflict with culture and civilizations native to Asia, Africa, and the New World; the development of nationalism, the industrial revolution, democracy, socialism and the conflicts of the twentieth century. (220503)

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

Prerequisite: None.

A survey of Texas history from colonization to the present day. Exploration and rivalry, Anglo-American colonization, relations with Mexico, the Texas Revolution, Texas as a republic, annexation, statehood, Civil War and reconstruction, and the political, social, economic and intellectual developments to the modern period. (220502)

HISTORY 234—MEXICAN AMERICAN HISTORY AND CULTURE (3-0) Credit: 3

Prerequisite: None

The historical, economic, social, cultural, and political development of the Mexican-American people with particular emphasis upon their contribution to American society. (221301)

HISTORY 235 — Afro-American History and Culture (3-0) Credit: 3

Prerequisite: None.

The historical, economic, social and cultural development of Afro-American people with particular emphasis upon their contribution to American society. (221101)

HUMAN DEVELOPMENT

H.D. 131 — Career and Educational Planning (3-0) Credit: 3

Prerequisite: None

Designed to assist the student to identify career interests, personal strengths, and to develop approaches to problem solving in relation to educational and career decision making. (200091)

HUMANITIES

HUMANITIES 131—The History and Literature of Ancient Judaism (3-0) Credit: 3

Prerequisite: None

A nonsectarian study of the history and literature of the Hebrew people from the earliest known period to the time of Christ. Emphasis will be placed upon the development of their social, political, and religious institutions and ideas. (151002)

HUMANITIES 132 — The History and Literature of Early Christianity. (3-0) Credit: 3

Prerequisite: None

A nonsectarian study of the history and literature of the Christian movement through the second century. The life of Christ, the beginning of the Christian Church, and the life and letters of Paul will be covered. (151002)

INDUSTRIAL ELECTRONICS

Industrial Electronics — 960 Contact Hours — See page 96

INDUSTRIAL ENGINE MECHANICS

Industrial Engine Mechanics — 960 Contact Hours. See Page 97.

Law Enforcement

LAW ENFORCEMENT 131—Introduction to Law Enforcement (3-0) Credit: 3

Prerequisite: None.

History, development and philosophy of law enforcement in a democratic society; introduction to agencies involved in the administration of criminal justice; career orientation. (7021)

LAW ENFORCEMENT 132—Police Organization and Administration (3-0) Credit: 3.

Prerequisite: None.

Principles of organization and management as applied to law enforcement agencies; introduction to concepts of organizational behavior. (7021)

LAW ENFORCEMENT 133—Police Role in Crime and Delinquency
(3-0) Credit: 3.

Prerequisite: None.

Study of deviant behavior and current criminological theories, with emphasis on police applications; crime prevention and the phenomena of crime as it relates to juveniles. (7021)

LAW ENFORCEMENT 134—Criminal Investigation
(3-0) Credit: 3.

Prerequisite: None.

Introduction to the fundamentals of criminal investigation, including theory and history, conduct at crime scenes, collection and preservation of evidence. (7021)

LAW ENFORCEMENT 135—Legal Aspects of Law Enforcement
(3-0) Credit: 3.

Prerequisite: None.

History and philosophy of modern criminal law, including the structure, definition and application of statutes and leading case law; the elements of crimes and penalties; general provisions of the Penal Code. (7021)

LAW ENFORCEMENT 231—Criminal Procedures and Evidence
(3-0) Credit: 3.

Prerequisite: None.

Introduction to the rules governing the admissibility of evidence and types of evidence; criminal procedure in various courts, review of the Texas Code of Criminal Procedure, including laws of arrest, search and seizure, and leading case law on each topic. (7021)

LAW ENFORCEMENT 232—Patrol Administration
(3-0) Credit: 3.

Prerequisite: None.

Basic philosophy and history of systems dealing with patrol functions, to study the principles of organization and function of the patrol operation and to relate these problems to current operational activities. In-depth study into operational analyses to give students an overview of the role of the patrol function in today's society. Patrol administrative problems are studied and analysis of alternate solutions made. (7021)

LAW ENFORCEMENT 233—Penology (3-0) Credit: 3.

Prerequisite: None.

Punishment, treatment and prevention of criminality. Sociological analysis of probation, parole and prison administration. (7021)

LAW ENFORCEMENT 234—Traffic Law (3-0) Credit: 3.

Prerequisite: None.

Knowledge of the basic principles of traffic control, traffic law enforcement and traffic court procedures in the context of Texas traffic laws. Emphasis is placed upon the need for a professional approach in dealing with traffic law violators, the police role in accident prevention and investigation, and the principles of education, enforcement and engineering; traffic supervision. (7021)

**LAW ENFORCEMENT 235—Police-Community Relations
(3-0) Credit: 3.**

Prerequisite: None.

The role of the individual officer in achieving and maintaining positive public response; inter-group relations and public information. (7021)

MANAGEMENT

MANAGEMENT 131—Introduction to Management (3-0) Credit: 3.

Prerequisite: None.

Introduction to the fundamentals of supervision. Personal adjustment, human relations and techniques applicable to middle-level management career objectives. (5621)

MANAGEMENT 132—Supervision and Personnel Administration (3-0) Credit: 3.

Prerequisite: None.

A study of the methods used in business and industry to select and develop middle-level managers. Employee evaluation, placement and follow-up in meeting organizational objectives. (5621)

MANAGEMENT 231—HUMAN RELATIONS IN MANAGEMENT

Prerequisite: None (3-0) Credit: 3

A study of internal and external human relations and their effects on the growth and success of all organizations, both public and private. This course seeks the why, what and the how of establishing and maintaining favorable public image in business and management. (5621)

(This course replaces Management 231—Public Relations and Marketing).

MANAGEMENT 232—Industrial Management (3-0) Credit: 3.

Prerequisite: None.

Designed to explore key concepts in production and service industries. Areas of study include standardization, specialization, plant location and layout, purchasing and labor-relations. Actual case studies are presented for analysis and decision-making. (5621)

MANAGEMENT 233—Retail Management (3-0) Credit: 3.

Prerequisite: None.

A study of supervisory problems in retail marketing, employee-retention, advertising media and market analysis. Extensive use of case studies and role-playing. (5621)

MANAGEMENT 234—SALESMANSHIP (3-0) Credit: 3

Prerequisite: None

A study of promotional techniques used in the sale of products and services, with major emphasis on personal selling at a retail and wholesale level. Course will focus on job opportunities in sales management. (5621)

MANAGEMENT 235—Hospitality Management (3-0) Credit: 3.

Prerequisite: Management 131 and 132, or consent of instructor.

Deals with personnel recruitment and turnover, training techniques and morale. Keyed to materials and concepts emphasized by national and state professional organizations, with special emphasis on case studies and role-playing. (5621)

**MANAGEMENT 113 and 114 – Management Seminar
(1-0) Credit: 1.**

Prerequisite: Consent of Instructor.

Encompasses student's on-the-job training and group discussions related to his work experience. Designed to bridge the gap between the theory of the classroom and application on-the-job. Meets one hour per week. (5621)

**MANAGEMENT 121 and 122 – Management Training
(0-20) Credit: 2.**

Prerequisite: Consent of Instructor.

On-the-job training and implementation under supervision of the employer in conjunction with the college coordinator of the skills, principles, and understanding obtained in the classroom. At least 20 laboratory hours a week. (5621)

**MANAGEMENT 213 and 214 – Management Seminar
(1-0) Credit: 1.**

Prerequisite: Management 113 and 114.

A continuation of Management 113 and 114.

**MANAGEMENT 221-222 – Management Training
(0-20) Credit: 2.**

Prerequisite: Management 121-122.

A continuation of Management 121 and 122. At least 20 laboratory hours a week. (5621)

M A T H E M A T I C S

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

Prerequisite: None.

A one-semester course covering the topics of high school algebra for the student who needs to review algebra before continuing college level mathematics. Topics are taken from exponents and radicals, factoring, fractions, linear equations, functions and quadratic equations. (170102). Formerly Math 032.

MATHEMATICS 042 — Basic Mathematics

(3-2) Credit: 4

5 Contact Hours Per Week

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. (170091) Formerly Math 011, 012, 013.

MATHEMATICS 134—Finite Business Mathematics

(3-0) Credit: 3.

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

An introduction to topics from college algebra from the finite point of view with numerous applications to business. The course stresses logic, probability theory, elementary decision theory and matrices. (170113)

MATHEMATICS 135—Analysis for Business Decisions

(3-0) Credit: 3.

Prerequisite: Mathematics 134 or consent of instructor.

An introduction to topics from analytic geometry and calculus as applied to business and economics. Maxima and minima of functions, non-linear curves, linear programming and difference equations. (170113)

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

Prerequisite: Mathematics 142 and 143, or consent of instructor.

Introductory concepts, the straight line, circle, conics, transformation of coordinates, curve sketching, polar coordinates, parametric equations and an introduction to three dimensions. (170109)

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

Prerequisite: Mathematics 138.

Limits, definition of the derivative, derivatives of algebraic functions, differentials, applications of derivatives, maxima and minima, the mean value theorem, introduction to integration, definite and indefinite integrals. (170110)

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

Prerequisite: Mathematics 041 or two years high school algebra.

An introduction to the basic concepts of modern algebra. Topics are taken from logic and set theory, the development of the number systems, relations, functions, equations, inequalities, determinants and matrices, probability and mathematical induction. (170108) Formerly Math 131.

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

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

SUGGESTED FOR SCIENCE, ENGINEERING, MATHEMATICS OR BUSINESS MAJORS.

Topics are taken from logarithms, the binomial theorem, mathematical induction, progressions, inequalities, systems of equations, determinants, permutations, combinations, probability, complex numbers, theory of equations and partial fractions. (170108) Formerly Math 133.

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

Prerequisite: Mathematics 141 or consent of instructor.

The trigonometric functions and their application, equations and identities; solution of the right triangle and oblique triangle; radian measure. (170104)

MATHEMATICS 144—Technical Mathematics I (3-2) Credit: 4.

Prerequisite: None.

SUGGESTED FOR STUDENTS REGISTERED IN TECHNICAL-VOCA-TIONAL PROGRAMS.

A course in Basic Algebra and the use of slide rule with problems applied to Technology. Topics will be taken from Basic Algebra, linear and quadratic equations, radicals, logarithms and exponentials. (9421)

MATHEMATICS 145—Technical Mathematics II

(3-2) Credit: 4.

Prerequisite: Math 144.

SUGGESTED FOR STUDENTS REGISTERED IN TECHNICAL–VOCATIONAL PROGRAMS.

A continuation of the study of algebra, trigonometric functions, graphs of trigonometric functions, solution of triangles, elementary identities as needed in Technical Math III. (9421)

MATHEMATICS 231—Calculus II

(3-0) Credit: 3.

Prerequisite: Mathematics 139

Differentiation and integration of transcendental functions, methods of integration for more complex functions, hyperbolic functions, an introduction to vectors and partial differentiation. (170110)

MATHEMATICS 232—Calculus III

(3-0) Credit: 3.

Prerequisite: Mathematics 231.

Partial differentiation, line integrals, multiple integrals, infinite series and differential equations. (170110)

MATHEMATICS 233—Mathematics for Elementary School

Teachers (3-0) Credit: 3.

Prerequisite: None.

Set theory, history of numeration, system of natural numbers, integers and rational numbers with emphasis on the fundamental algorithms of arithmetic. Designed for elementary education majors. (170117)

MATHEMATICS 234—Mathematics for Elementary School

Teachers (3-0) Credit: 3.

Prerequisite: Mathematics 233.

A continuation of Math 233 completing the real number system. Deductive and inductive proof. Metric geometry with emphasis on construction. Congruence relations, groups, rings, integral domains and fields. Introduction to function theory. (170117)

MATHEMATICS 235—Technical Mathematics III

(3-0) Credit: 3.

Prerequisite: Math 145.

SUGGESTED FOR STUDENTS REGISTERED IN TECHNICAL–VOCATIONAL PROGRAMS.

This course is to include the concepts of Analytical Geometry. Differential and Integral Calculus will be touched on with applications to technology. (9421)

MATHEMATICS 236 — Linear Algebra (3-0) Credit: 3

Prerequisite: Calculus II or permission of instructor.

Vector spaces, Linear transformation, Matrix algebra, determinants, products, systems of linear equations, products and Eigenvalues problems. (170115)

MUSIC

Applied Courses

Individual instruction will be offered in the following areas:

An A is added to each number to signify a music major and a B signifies a non-music major in the semester schedules.

MUSIC 111-112 — Applied Voice (100421) (0-1) Credit: 1.

MUSIC 113-114 — Applied Piano (100420) (0-1) Credit: 1.

MUSIC 117-118 — Applied Organ (100420) (0-1) Credit: 1.

MUSIC 1105-1106 — Applied Brass (100416) (0-1) Credit: 1.
(Trumpet, Trombone, French Horn, Tuba, Baritone, Sousaphone, and others)

MUSIC 1107-1108 — Applied Woodwinds (100419)
(0-1) Credit: 1.
(Flute, Oboe, Clarinet, Saxophone, Piccolo, and others)

MUSIC 1109-1110 — Applied Strings (100417) (0-1) Credit: 1.
(Violin, Viola, Cello, Bass, Harp, Guitar, and others)

Prerequisites: None — Except for Organ (prior keyboard experience is necessary). Courses to be taken in numerical sequence.

Individual Instruction Fee: \$30.00 per course

Each course requires memorization of literature and an oral jury at the end of the semester. May be taken for non-credit upon approval of instructor.

- MUSIC 121-122—Applied Voice (100421) (0-2) Credit: 2.
 MUSIC 123-124—Applied Piano (100420) (0-2) Credit: 2.
 MUSIC 127-128—Applied Organ (100420) (0-2) Credit: 2.
 MUSIC 1209-1210—Applied Strings (100417) (0-2) Credit: 2.
 (Violin, Viola, Cello, Bass, Harp
 Guitar, and others)

Prerequisite: None. Courses to be taken in numerical sequence.

Individual Instruction Fee: \$60.00 per course

A greater quantity of literature is to be studied and memorized.

- MUSIC 211-212—Applied Voice (100421) (0-1) Credit: 1.
 MUSIC 213-214—Applied Piano (100420) (0-1) Credit: 1.
 MUSIC 217-218—Applied Organ (100420) (0-1) Credit: 1.
 MUSIC 2109-2110—Applied Strings (100417) (0-1) Credit: 1.

Prerequisites: Two semesters of freshman level applied courses must be passed. Courses to be taken in numerical sequence.

Individual Instruction Fee: \$30.00 per course

An advanced degree of difficulty and greater quantity of new literature to be studied and memorized.

- MUSIC 221-222—Applied Voice (100421) (0-2) Credit: 2.
 MUSIC 223-224—Applied Piano (100420) (0-2) Credit: 2.
 MUSIC 227-228—Applied Organ (100420) (0-2) Credit: 2.
 MUSIC 2209-2210—Applied Strings (100417) (0-2) Credit: 2.

Individual Instruction Fee: \$60.00 per course

An advanced degree of difficulty and greater quantity of new literature to be studied and memorized.

Ensembles

MUSIC 115, 116, 215, 216—Instrumental Ensemble
(0-3) Credit: 1.

Prerequisite: None. Required of music majors. Others by audition.

Open to all instrumentalists. Group will vary from band to stage band to dance band to combo to orchestra as number and competence of players changes. Could be taken for non-credit upon approval of instructor. (100423) Formerly Music 1103, 2103—Concert Band; Music 1105, 2105—Stage Band. Formerly Music 1104, 2104—Concert Band; Music 1106, 2106—Stage Band.

MUSIC 1101, 1102, 2101, 2102—Choir (0-5) Credit: 1.

Prerequisite: None. Required of music majors. Others by audition.

Choral literature of all periods and styles rehearsed and performed in concert. Also performs for various campus and community functions. (100424)

MUSIC 1103, 1104, 2103, 2104—Opera Workshop
(0-3) Credit: 1.

Prerequisite: None. Required of music majors. Others by audition.

A course established to give the singing actor practical operatic experience in the performance of portions of or complete operas; study of integration of music, acting and staging an opera from a practical approach. (100407)

Academic Courses

MUSIC 231—Music Literature I (3-1) Credit: 3.

Prerequisite: None.

For the Music Major. A chronological study of musical styles from antiquity through the sixteenth century. Listening to recorded examples Attendance at local concerts required. Formerly Music 1303. (100602)

MUSIC 232—Music Literature II (3-1) Credit: 3.

Prerequisite: None.

A continuation of Music 131. From the seventeenth century to the present. Listening to recorded examples. Attendance at local concerts required. Formerly Music 1304. (100602)

MUSIC 141—Music Theory I (3-3) Credit: 4.

Prerequisite: None.

Elementary melodic patterns, sight singing, intervals; elementary rhythmic patterns, rhythmic reading; notation; simple triads in all keys, their inversions, simple cadences. Aural, written and key-board exercises integrated. (100401). Formerly Music 1401.

MUSIC 142—Music Theory II (3-3) Credit: 4.

Prerequisite: Music 141.

Intermediate sight singing, rhythmic reading; completion of triads and dominant seventh chords, their inversions. Melodic and harmonic dictation, all scales; beginning part writing. (100403). Formerly Music 1402.

MUSIC 241—Music Theory III (3-3) Credit: 4.

Prerequisite: Music 142

Advanced partwriting, keyboard, sightsinging and ear training. A continuation of the study of the fundamentals of music. **(100404)**

MUSIC 242—Music Theory IV (3-3) Credit: 4.

Prerequisite: Music 241

A continuation of materials covered in Music 241. (100404)

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

Prerequisite: None.

For the non-music major. Chronological survey of musical highlights from antiquity to the present. Listening to recorded examples. Attendance at local concerts required. (100601)

MUSIC 1302 – Basic Music for Elementary Education Majors (3-0) Credit: 3.

Prerequisite: None.

The study of fundamentals of music, including major and minor scales, rhythm, chords, sightreading, eartraining, conducting patterns, instrumental accompaniments, and selection of materials for the teacher in the self-contained classroom. (083201). Formerly Music 132.

NURSE ASSISTANT

Nurse Assistant (480 Clock Hours) — See Page 100.

NURSING — ASSOCIATE DEGREE

NURSING 161—Introduction to Nursing (3-9) Credit: 6.

Prerequisite: Admission into Associate Degree Nursing Program.

Lab Fee: \$8.00

Definition and responsibilities in Nursing; legal and spiritual aspects; nurses' role in the community; the patient as a person; the patient centered therapeutic environment; nursing care of the newly admitted patient; daily nursing care and support of the patient; basic nursing support for psychological needs; the patient's return to optimum health; the nurse's role in the care of the terminally ill patient; protecting the patient from injury or illness; nursing action in emergencies; pharmacology; nutrition; and mental health concepts. (8021)

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

Lab Fee: \$8.00

Application of scientific principles and practice in planning, effecting, and evaluating the nursing care of adult patients with health problems. Pharmacological, nutritional, and psychological concepts are integrated. (8021)

NURSING 153—Psychiatric Nursing (3-6) Credit: 5.

Lab Fee: \$8.00

Application of scientific principles and practice in planning, effecting, and evaluating the total nursing care of patients who have psychological or mental health problems. Pharmacological and nutritional concepts are integrated. (8021)

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

Lab Fee: \$8.00

Continuation of Nursing 162. (8021)

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

Lab Fee: \$8.00

Application of scientific principles and practice in planning, effecting, and evaluating the total nursing care of children from infancy through adolescence. Maintenance of health from infancy through adolescence implications of physical, emotional, and social development. Pharmacological, nutritional and psychological concepts are integrated. (8021)

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

Lab Fee: \$8.00

Application of scientific principles and practice in planning, effecting, and evaluating the total nursing care of mother and child during pregnancy, labor and delivery and the postpartum period. Maintenance of health during the childbearing years; family planning. Pharmacological, nutritional and psychological concepts are integrated. (8021)

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

Lab Fee: \$8.00

Application of scientific principles and practice in planning, effecting, and evaluating the total nursing care of adult patients with complicated medical or surgical problems. (8021)

NURSING 215—Nursing Seminar (1-0) Credit: 1.

Prerequisite: Candidate for Graduation.

History of nursing, trends in nursing, role of the registered technical nurse, opportunities in nursing. (8021)

NURSING — VOCATIONAL

Vocational Nursing Program — 1 Year Program — See Page 105

OFFICE OCCUPATIONS

OFFICE MACHINES 131—Office Machines I (3-0) Credit: 3.

Prerequisite: Business Mathematics 133, or permission of instructor.

Lab Fee: \$5.00

A working knowledge of the ten-key adding machine, the full-key adding machine, the printing calculator, the rotary calculator, and the electronic calculator. A laboratory-type course. (5824)

OFFICE MACHINES 132—Office Machines II (3-0) Credit: 3.

Prerequisite: Office Machines 131, or permission of instructor.

Lab Fee: \$5.00

Development of speed and accuracy at vocational level on all business machines. Practical application of theory to business problems in student's area of specialization by use of practice sets and projects. A laboratory-type course. (5824)

**MACHINE TRANSCRIPTION 231—Machine Transcription
(3-0) Credit: 3.**

Prerequisite: Typewriting 231, or equivalent, or permission of instructor.

Lab Fee: \$5.00

Production of mailable copy from information recorded on magnetic tapes and belts at the level of skill required for most business offices. Emphasis is placed on material in student's area of specialization. A laboratory-type course. (5824)

**OFFICE SIMULATION 291—Office Simulation I
(9-11) Credit: 9.**

Prerequisite: Sophomore standing or permission of Chairperson of Department. Lab Fee: \$8.00

Practical, realistic application of skills in entry level positions such as typist, file clerk, receptionist, or general office clerk, in a simulated office environment. Emphasis is upon individual initiative, creative thinking, and follow-through by the student. (5824)

**OFFICE SIMULATION 292—Office Simulation II
(9-11) Credit: 9.**

Prerequisite: Office Simulation 291. Lab Fee: \$8.00

Advanced application of skills in a simulated office environment. Continued performance in entry level positions, intermediary supervisory positions, and in advanced positions such as clerk-typist or secretary. (5824)

PERSONAL DEVELOPMENT 231 (3-0) Credit: 3.

Prerequisite: Sophomore standing or permission of Chairperson of Department.

A course designed to add balance to the secretarial-clerical curriculum; comprehensive coverage in the personality and grooming fields to help students develop the tasteful appearance, the attractive personality, and the social polish that are as necessary as good office skills for success in today's business world. (5824)

MINI COURSE AND CLERICAL OCCUPATIONS

**Mini-Course and Clerical Occupations — 360 Contact Hours
See Page 98.**

PHILOSOPHY

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

Prerequisite: None.

A survey course designed to acquaint the student with some of the fundamental problems in philosophy and with the methods used to deal with them. Some principal views, both ancient and modern, are examined as possible solutions. (150901)

PHILOSOPHY 231—Ancient and Medieval Philosophy (3-0) Credit: 3.

Prerequisite: Philosophy 131 or equivalent.

Historical development of western thought during the ancient and medieval periods. (150904)

PHILOSOPHY 232—Modern Philosophy (3-0) Credit: 3.

Prerequisite: Philosophy 131 or equivalent.

Historical development of western thought in the modern world. (150905)

PHYSICAL EDUCATION

Theory Courses

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

Prerequisite: None.

An orientation course in physical education aimed at providing prospective teachers and coaches of physical education with a general concept of the total physical education program. Course includes historic development, educational values, as well as personal and professional qualifications. (083501)

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

Prerequisite: None.

A course in current health problems pertinent to college level individuals. Emphasis is upon improved ways of living. This course is designed primarily for students majoring in physical education. (083708)

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

Prerequisite: None.

This course is designed for men and women who wish to qualify to teach the junior and standard Red Cross courses in first aid to the injured. Course content will include safety procedures for daily living. Upon successful completion of the course the American National Red Cross First Aid Instructor's Certificate will be issued. (083701)

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

Prerequisite: None.

Instructions in officiating football, basketball, volleyball, tennis and badminton. (083512)

Activities

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

PHYSICAL EDUCATION 1101-2101 — Archery and Badminton I and II (1-2) Credit: 1.

Prerequisite: None. Courses to be taken in numerical sequence or approval of department chairperson. Lab Fee: \$5.00

Archery and Badminton I consists of badminton instruction followed by archer instruction. History, safety rules and game etiquette will be included. Archery instruction will include the stance, the draw, and the release. Badminton instruction will include the serve, clears, drives, smashes, and drops. There will be lecture, demonstration and supervised practice. Archery and Badminton II will emphasize the refinement of skills, technique, and game strategy. The technique and procedure of tournament play will be included. (083521) (083522)

PHYSICAL EDUCATION 1102-2102 — Bowling I and II (1-2) Credit: 1.

Prerequisite: None. Courses to be taken in numerical sequence or approval of department chairperson.

Bowling I is designed for both the beginner and the advanced bowler. After a four-week instruction period, including the approach and technique of bowling, a class league will be formed. Students will receive experience in league etiquette, procedure and scoring. Bowling II will include supervised practice and participation in the skills of bowling. (083521) (083522)

**PHYSICAL EDUCATION 1104-1105-2104-2105 – Golf I, II,
III, and IV (1-2) Credit: 1.**

Prerequisite: None. Courses to be taken in numerical sequence or approval of department chairperson. Lab Fee: \$5.00

Golf I is designed to introduce golf to students and will include the history, etiquette, skills, rules, and safety of the game. Demonstrations and participation will include the grip, stance, swing, and use of various clubs. Golf II will include supervised practice, corrective and suggestive techniques for improvement of the individual student's golf game. Golf III is designed for the advanced golf student who could qualify to compete on the college level in golf tournaments. Emphasis will be placed on the proper use of the irons. Golf IV will include supervised practice with emphasis placed on the proper use of the woods. (083521) (083522)

PHYSICAL EDUCATION 1106 – Physical Education for Elementary School Teachers – Basic Skills (1-2) Credit: 1.

Prerequisite: None. Fee: \$5.00

A general orientation to physical education in the elementary school with specific instructions and participation in fundamental movements, basic skills, games, stunts, etc. (083504)

PHYSICAL EDUCATION 1107 – Physical Education for Elementary School Teachers – Rhythms (1-2) Credit: 1.

Prerequisite: None.

A general orientation to physical education in the elementary school with specific instruction and participation in fundamental movements, basic dance steps, movement exploration and creative rhythms. (083504)

**PHYSICAL EDUCATION 1109-2109 – Surfing I and II
(1-2) Credit: 1.**

Prerequisite: Must be able to pass a swimming test. Courses to be taken in numerical sequence or approval of department chairman.

Individual Instruction Fee: \$10.00

Surfing I is an introduction to surfing which will include surfing terms, selection and care of equipment. Basic techniques of paddling and standing will precede actual surfing. Surfing II is designed for the experienced surfer. Supervised practice with emphasis placed on corrective techniques. (083521) (083522)

**PHYSICAL EDUCATION 1110-1111-2110-2111 – Swimming
I, II, III and IV (1-2) Credit: 1.**

Prerequisite: None. Courses to be taken in numerical sequence or approval of department chairperson. Lab Fee: \$5.00

Swimming I includes demonstration, lectures and practice in the fundamental techniques of swimming, including breath control, prone float, back float, breast stroke and crawls. Swimming II is designed for the advanced swimmer and will include synchronized strokes, racing, games, and diving. Swimming III is a Standard Red Cross Senior Life Saving course. Upon successful completion of the course, the appropriate Red Cross Life Saving Certificate is issued. Swimming IV is designed for experienced swimmers only and will include distance swimming for strength and endurance. (083521) (083522)

**PHYSICAL EDUCATION 1112-2112 – Team Sports I and II
(1-2) Credit: 1.**

Prerequisite: None. Courses to be taken in numerical sequence or approval of department chairperson. Lab Fee: \$5.00

Team Sports I will include touch football, basketball, softball, and soccer for men. Activities taught in this course for women will include volleyball, softball, soccer, and basketball. Team Sports II is a continuation of Physical Education 1112. (083521) (083522)

**PHYSICAL EDUCATION 1113-2113 – Tennis I and II
(1-2) Credit: 1.**

Prerequisite: None. Courses to be taken in numerical sequence on approval of department chairperson. Lab Fee: \$5.00

Tennis I is an orientation course for beginning tennis players. Emphasis will be upon acquisition of basic skills, rules, and playing etiquette. Skills introduced will include the serve, the drive, and the volley. The course will include lectures, demonstrations and supervised practice. Tennis II is a continuation of Physical Education 1113. It is designed for the students who have mastered the basic skills. Emphasis will be upon the refinement of the skills and techniques, game strategy, and tournament play. (083521) (083522)

**PHYSICAL EDUCATION 1115-2115 – Tumbling and Trampoline I and II
(1-2) Credit: 1.**

Prerequisite: None. Courses to be taken in numerical sequence or approval of department chairperson. Lab Fee: \$5.00

Tumbling and Trampoline I presents techniques of tumbling and rebounding. Basic skills to be mastered are rolls, somersaults, twists, stunts,

springs, and manipulations of the body. Tumbling and Trampoline II is a continuation of Physical Education 1115. Emphasis will be on refinement of skills and techniques. (083521) (083522)

PHYSICAL EDUCATION 1116-2116 – Water Skiing I and II
(1-2) Credit: 1.

Prerequisite: Must be able to pass a swimming test. Courses to be taken in numerical sequence or approval of department chairperson.

Individual Instruction Fee: \$20.00

Water Skiing I introduces the student to water skiing and includes orientations, dry land drills, demonstrations and student participation in gliding over a water surface on one or two skis. Water Skiing II is a continuation of Physical Education 1116 and will include supervised practice and participation in the skills of water skiing. (083521) (083522)

PHYSICAL EDUCATION 1117-1118-2117-2118 – Weight Training I, II, III and IV
(1-2) Credit: 1.

Prerequisite: None. Courses to be taken in numerical sequence or approval of department chairperson. Lab Fee: \$5.00

Weight Training I is a program of exercise with weights to improve physical development and motor skills. The skills will include arm curl, arm press, rowing, squats, sit-ups, and dips. Weight Training II is a continuation of Physical Education 1117 with more emphasis placed on body improvement, energy and strength. A specially designed program will be created for the individual student. Weight Training III is a course for the student with some experience in weight training and body building exercise. The starting weight will be approximately seventy-five pounds and will progress to heavier weights. Weight Training IV is a continuation of Physical Education 2117 with emphasis placed on a study of muscle structure and corrective exercise. (083521) (083522)

PHYSICAL EDUCATION 1120 – Slimnastics (1-2) Credit: 1.

Prerequisite: None.

A course designed to develop figure control through exercise and diet. (083521)

PHYSICAL EDUCATION 1121-2121 – Varsity Basketball I and II
(1-2) Credit: 1.

Prerequisite: None. Courses to be taken in numerical sequence or approval of department chairperson.

Varsity Basketball I is designed for the skilled basketball player who

wishes to compete on a collegiate level. Emphasis will be placed on perfecting skills and techniques of the game. Varsity Basketball II is a continuation of Physical Education 1121 with emphasis on game strategy and the further development of skills and techniques. (083521) (083522)

**PHYSICAL EDUCATION 1122-2122 – Varsity Baseball I
and II (1-2) Credit: 1.**

Prerequisite: None. Courses to be taken in numerical sequence or approval of department chairperson.

Varsity Baseball I is designed for the skilled baseball player who wishes to compete on a collegiate level. Emphasis will be placed on perfecting skills and techniques of the game. Varsity Baseball II is a continuation of Physical Education 1122 with emphasis on game strategy and the further development of skills and techniques. (083521) (083522)

PHYSICAL EDUCATION 1123-1124-2123-2124 – Varsity Tennis I, II, III and IV (1-2) Credit: 1.

Prerequisite: None. Courses to be taken in numerical sequence or approval of department chairperson.

Varsity Tennis I is designed for the skilled tennis player who wishes to compete on a collegiate level. Emphasis will be placed on perfecting skills and techniques of the game. Varsity Tennis II is a continuation of Physical Education 1123 with emphasis on game strategy and the further development of skills and techniques. Varsity Tennis III is a continuation of Physical Education 1124. Varsity Tennis IV is a continuation of Physical Education 2123. (083521) (083522)

PHYSICAL EDUCATION 1125-1126-2125-2126 – Varsity Golf I, II, III and IV (1-2) Credit: 1.

Prerequisite: None. Courses to be taken in numerical sequence or approval of department chairperson.

Varsity Golf I is designed for the skilled golfer who wishes to compete on a collegiate level. Emphasis will be placed on perfecting skills and techniques of the game. Varsity Golf II is a continuation of Physical Education 1125 with emphasis on game strategy and the further development of skills and techniques. Varsity Golf III is a continuation of Physical Education 1126. Varsity Golf IV is a continuation of Physical Education 2125. (083521) (083522)

PHYSICAL EDUCATION 2107-2108 – Sailing I and II (1-2) Credit: 1.

*Prerequisite: Must be able to pass a swimming test. Courses to be taken in numerical sequence or approval of department chairperson.
Individual Instruction Fee: \$10.00*

Sailing I includes the fundamentals in rigging and securing small craft, introduction to nautical terms, care of equipment, and learning to sail. Sailing II will include supervised practice in the handling of a sailboat. Racing competition will also be included. (083521) (083522)

PHYSICAL EDUCATION 2120 – Skin and Scuba Diving
(1-2) Credit: 1.

Prerequisite: Must be able to pass a swimming test, or approval of department chairperson. **Individual Instruction Fee: \$15.00**

The course will include the fundamentals of skin diving and the use of scuba diving equipment. Basic skills include using the face mask, snorkel and fins; proper form for surface diving and doffing and donning of scuba equipment. Safety procedures will be stressed. (083522)

PHYSICAL SCIENCES

PHYSICAL SCIENCE 032—Introduction to Physical Sciences
(3-0) Credit: 3

Prerequisite: None

Introductory course for those without prior training in chemistry. Covers basics of atomic and molecular structure; acids, bases, and salts; aqueous solutions; chemical reactions, including oxidation and reduction; chemical and other types of energy; organic chemistry and biochemistry. (190091)

PHYSICAL SCIENCE 241—Physical Science for Health Occupations
(4-0) Credit: 4.

Prerequisite: College Algebra, Grade of B in Basic Algebra, two years of high school algebra or consent of instructor.

Theory of matter, structure of atoms and molecules, valence and bonding, oxidation and reduction, nature of acids and bases, heat and the states of matter. The atmosphere, its constituents, the gas laws, diffusion, and laminar and turbulent flow of fluids. (190101)

PHYSICS

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

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

Basic physics in the units of measurements, principles and application of mechanics, heat, sound, and electricity. (8824)

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

Prerequisite: PHY 141. Lab Fee: \$8.00

A study of wave motion generation transmission and detection of sound, light, illuminations, optics, and electricity. (8824)

PHYSICS 143—Contemporary Physics I (3-3) Credit: 4.

Prerequisite: Mathematics 013 or consent of instructor. Lab Fee: \$8.00

A course designed for liberal arts students. Selected topics in physics include: language of physics, dimensions, forces, momentum, energy, fields, electricity, waves, relativity, quantum theory, atoms and quanta, structure of matter, nuclear physics, astrophysics and cosmology. Laboratory experiments coincide with the physics topics. (190201)

PHYSICS 144—Contemporary Physics II (3-3) Credit: 4.

Prerequisite: Physics 143. Lab Fee: \$8.00

Continuation of Physics 143. (190201)

PHYSICS 231—Radiologic Physics I (3) Credit: 3.

Prerequisite: Mathematics 042

Matter, energy, basic electricity, AC and DC circuits, electrical devices, X-ray machine design and operation, X-rays and other radiation, production and interaction. Radiation protection. Formerly Physics 246. (6216)

This course is taken concurrently with AHO 155.

PHYSICS 232—Radiologic Physics II (3-0) Credit: 3.

Prerequisite: Physics 231 and AHO 155

Continuation of Physics 231. (6216)

This course is taken concurrently with AHO 241 and 242.

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

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

Force and motion, work, energy and power circular motion, momentum, vibratory motion, properties of solids and liquids, fluid mechanics, heat, sound and molecular theory of matter. (190201)

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

Prerequisite: Physics 241. Lab Fee: \$8.00

Continuation of Physics 241. Optics, reflection, refraction, interference, diffraction and polarization. Electric charges and fields, potential, capacitance, electric currents, magnetic fields and selected topics in Modern Physics. (190201)

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

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

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

Vectors, motion in one dimension, motion in a plane rotational, motion, oscillatory motion, work energy, power and momentum, conservation laws and applications—fluid mechanics—gravitation, heat. (092102)

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

Prerequisite: Physics 243. Lab Fee: \$8.00

Charge, electric field and potential, capacitance, dielectrics, resistance and inductance, electric circuits, magnetic field and induction, radiation. (090901)

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

Prerequisite: Physics 243. Lab Fee: \$8.00

Oscillations and waves with application to light and sound, interference, diffraction and polarization of waves. Selected topics in Modern Physics. (090901)

Offset Printing

PRINTING 118—Pricing and Estimating (1-0) Credit: 1.

Prerequisite: None.

This course is designed to acquaint the students with usual estimating and pricing practices used in the graphic arts industry. (6238)

PRINTING 124—Copy Preparation I (1-3) Credit: 2.

Prerequisite: None. Lab Fee: \$5.00

This course is the study of the basic operations of the Varsityper, Headliner, and IBM Composer. The student learns to select type, copyfit, justify, proofread, correct copy and to produce camera-ready copy. (6238)

PRINTING 132—Offset Press Operation I (1-6) Credit: 3.

Prerequisite: None. Lab Fee: \$5.00

This is a course in basic offset printing methods and applications. This course includes studies in terminology, papers and inks, offset duplicator operation including study of the feeder mechanism, feeder set-up and adjustment, delivery system, water and ink system, printing unit and maintenance. (6238)

PRINTING 133—Camera, Stripping and Platemaking I (2-4) Credit: 3.

Prerequisite: None. Lab Fee: \$5.00

This course is designed to give the student complete mastery of line and halftone negatives, a good knowledge of stripping, opaqueing, scribing and platemaking. (6238)

PRINTING 135—Offset Press Operation II (1-6) Credit: 3.

Prerequisite: Printing 132, or permission of instructor. Lab Fee: \$5.00

This course concentrates on the development of skill and understanding in the operation of an offset duplicator with emphasis on settings for various sizes and weights of paper, the use of pressroom tools, press problems and solutions as they pertain to papers and inks. Multiple color jobs will be produced in this course. (6238)

PRINTING 136—Camera, Stripping and Platemaking II (2-4) Credit: 3.

Prerequisite: Printing 133, or permission of instructor. Lab Fee: \$5.00

This course is a continuation of Printing 133 to provide additional laboratory experience in the use of the photo-offset camera. The student will also gain additional experience in advanced line work, principles of halftones, stripping of multiple forms and stripping and making multiple exposure plates. (6238)

PRINTING 137—Copy Preparation II (2-4) Credit : 3.

Prerequisite: Printing 124, or permission of instructor. Lab Fee: \$5.00

A continuation of Printing 124 is offered to provide additional laboratory experience. The students will be required to prepare camera-ready copy of letters, small flyers, tables, graphs, charts, reports, manuals and booklets. (6238)

PRINTING 141—Graphic Arts Orientation (3-3) Credit: 4.

Prerequisite: None. Lab Fee: \$5.00

This course offers the student an introduction to Graphic Arts with a general survey of various printing processes and their uses in industry. History of printing, the study of development, production and distribution of graphic materials, kinds of printing industries and printing terminology are included. It provides an introduction to all equipment and its inter-relations. (6238)

PRINTING 261—Production Projects and Problems (5-25) Credit: 6.

Prerequisites: Printing 141, 132, 133, 124, 118, 135, 136 and 137, or permission of instructor. Lab Fee: \$5.00

This problem course will provide the student an opportunity to develop the skills and use the knowledge acquired during the previous basic instruction with a more in-depth study of bindery methods. This program period will aid the student in determining the areas in which he excels. As a group, the students will participate in a major project. (6238)

PRINTING 262—Management and Supervision, Offset Department (5-25) Credit: 6.

Prerequisite: Printing 261, or permission of instructor. Lab Fee: \$5.00

A thorough study in supervision including personnel, responsibilities, paper and equipment purchasing and selection, safety measures, estimating and pricing, report writing, problem solving involving the use of all equipment. (6238)

PSYCHOLOGY

PSYCHOLOGY 131 – 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. (200101)

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

Prerequisite: Psychology 131.

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 economies and self-reinforcement. (200502)

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

Prerequisite: Psychology 131.

Human psychological development from birth to adulthood. The birth of the baby; from organism to person; the infant; the toddler; the preschool child, the middle years of childhood, adolescence; disturbances in development; the study of children. (200902)

PSYCHOLOGY 232 – Adult Development (3-0) Credit: 3.

Prerequisite: Psychology 131 and 231.

Physical changes and psychological development from the end of adolescence to senescence. (200951)

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

Prerequisite: Psychology 131.

A comparative approach which parallels the traditional intrapsychic, Medical Model theories with the more empirically based behavioral viewpoint. This approach considers the major variables affecting personality development, personality assessment, and behavior change techniques as related to abnormal behavior. (200503)

PSYCHOLOGY 234 – Statistical Methods in Psychology (3-0) Credit: 3.

Prerequisite: Psychology 131 or consent of instructor.

Measures of central tendency and variability; statistical inference; correlation and regression. (200701)

PSYCHOLOGY 235–Social Psychology (3-0) Credit: 3.

Prerequisite: Psychology 131

A study of the psychological principles responsible for man's interaction with others. Surveys the traditional and current topics of group behavior, conformity, attitudes and attitude change, aggression and violence. Some topics deal mainly with theoretical issues, while others are completely empirical. Covers all the major research areas. (200501)

REFRIGERATION MECHANICS

Refrigeration Mechanics – 960 Contact Hours – See Page 101.

S H O R T H A N D

SHORTHAND 132–Intermediate Shorthand (3-0) Credit: 3.

Prerequisite: Shorthand 141, or shorthand writing skill of 60 words per minute and typing skills of at least 40 words per minute. Lab Fee: \$5.00

Principles of Gregg Shorthand, Diamond Jubilee Series, word-building, phrasing, transcription skill, and sustained writing speed. Emphasis on spelling, punctuation, and grammar. A laboratory-type course. (5824)

SHORTHAND 141–Beginning Shorthand (3-3) Credit: 4.

Prerequisite: Typewriting 141, or permission of instructor. Formerly STHD 131. Lab Fee: \$5.00

Principles of Gregg Shorthand, Diamond Jubilee Series. Reading, writing, and transcribing shorthand outlines; mechanics of English. (5824)

SHORTHAND 231–Advanced Shorthand (3-0) Credit: 3.

Prerequisite: Shorthand 132, or shorthand writing skill of 80 words per minute and typing skill of at least 50 words per minute. Lab Fee: \$5.00

Shorthand skills required for stenographic work. Emphasis is upon rapid dictation and transcription; specialized dictation in medical, legal, technical, and bilingual. A laboratory-type course. (5824)

SOCIAL SCIENCE

SOCIAL SCIENCE 231—HUMAN SEXUALITY

(3-0) Credit: 3.

Prerequisite: None

Covers in substantive form the interdisciplinary field of human sexuality. Anatomical, physiological, psychological, anthropological, sociological, medical, legal, and artistic aspects of the subject are covered. (220811)

SOCIOLOGY

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

Prerequisite: None.

The study of human society, human behavior and personality as a product of group life, human ecology and population, social organization, socio-cultural change, and current social problems. (220801)

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

Prerequisite: Sociology 131 or consent of instructor.

Identification and analysis of contemporary social problems. A study of the criteria for evaluating problems of social planning and a study of conventional solutions to these problems. (220802)

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

Prerequisite: Psychology 131.

A study of the problems of courtship, mate selection, and marriage adjustments. (220809)

SPANISH

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

Prerequisite: None. Lab Fee: \$5.00

Fundamentals of grammar; basic vocabulary; pronunciation; conversation; reading of elementary texts; emphasis on development of audio-lingual skills. (110501)

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

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

A continuation of more advanced grammar; continued emphasis on the spoken language; acquisition of vocabulary and idioms; reading of short stories in Spanish; composition. (110501)

SPANISH 135—Communicating in Spanish for Health-Related Professions (3-0) Credit: 3

Prerequisite: None

Basic understanding of the health-related expressions, pronunciation and speech patterns in the Spanish language. Also presented in dual language. Easy fundamentals of basic Spanish grammar and idiomatic expressions necessary for the skills of hearing, reading, and writing Spanish. (110551)

SPANISH 241 – Intermediate Spanish (3-2) Credit: 4.

Prerequisite: Spanish 142 or equivalent. Lab Fee: \$5.00

Intensive review of grammar; reading of short stories and plays in Spanish; composition and oral reports based on a variety of topics. (110502)

SPANISH 242 – Intermediate Spanish (3-2) Credit: 4.

Prerequisite: Spanish 241 or equivalent. Lab Fee: \$5.00

Continuation of readings in Hispanic culture and civilization; completion of grammar review; composition and conversation. (110502)

SPEECH

SPEECH 111, 112, 211, 212—Forensics (0-3) Credit: 1.

Prerequisite: Approval of Instructor.

Laboratory course for students who participate extensively in forensic activities, including speech tournaments. (150604)

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

Prerequisite: None.

Fundamental speech principles; speech production—articulation and pronunciation; the attitudes and resources of the speaker; fundamentals of delivery; elements of speech preparation; the informative and persuasive use of language. (150501)

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

Prerequisite: Speech 131.

A study of the technique of effective oral reading. Attention is given to pitch, quality, pronunciation, and articulation. Includes a survey of the forensics areas of poetry reading and dramatic interpretation. (150502)

SPEECH 134—Phonetics (3-0) Credit: 3.

Prerequisite: None.

A study of the voice mechanism and the International Phonetic Alphabet in order that the student may gain a basic understanding of the principles of voice production, pronunciation, accent, and phonics. (150503)

SPEECH 135—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. (150603)

SPEECH 136—Interpersonal Communication (3-0) Credit: 3.

Prerequisite: None.

A course to introduce the student to the concept of communication as a process, to demonstrate the differences between one-way and two-way communication, and to stimulate the development of a working vocabulary of communication principles. (150623)

SPEECH 137—Argumentation and Debate (3-0) Credit: 3.

Prerequisite: None.

This course is planned to set forth the principles of argumentation, so that the debater will have the necessary background for the development of his own technique. It describes the analysis of the debate subject, gives the principles of logical argument, and suggests how the case may be presented most effectively. (150606)

TYPEWRITING

TYPEWRITING 130—Introduction to Typing (3-0) Credit: 3.

Prerequisite: None. Lab Fee: \$5.00

Touch typewriting. Learning basic skills involved in organizing and typing personal business letters, simple tabulations, forms, manuscripts and term papers, footnotes, bibliographies, reports for personal use. Designed for vocational-technical students other than Office Occupations majors. (5824)

TYPEWRITING 141—Beginning Typewriting (3-3) Credit: 4.

Prerequisite: None. Formerly TYP 131. Lab Fee: \$5.00

Intensive, comprehensive work in building basic skills for additional courses in advanced vocational typewriting. (5824)

TYPEWRITING 142—Intermediate Typewriting (3-3) Credit: 4.

Prerequisite: Typewriting 141, or typing skills of at least 35 words per minute. Lab Fee: \$5.00

Improvement of basic skills, typing of tabulations, business forms, business letters, technical papers and business reports, memorandums and rough drafts. Formerly Typing 132. (5824)

TYPEWRITING 231—Advanced Typewriting (3-0) Credit: 3.

Prerequisite: Typewriting 142, or typing skills of at least 45 words per minute. Lab Fee: \$5.00

Typing of statistical reports, legal documents, manuscripts, and other business reports from printed and rough draft copy. A laboratory-type course. (5824)

TYPEWRITING 232—Production Typewriting (3-0) Credit: 3.

Prerequisite: Typewriting 231, or typing skills of at least 50 words per minute. Lab Fee: \$5.00

Production of typewritten copy with exacting standards of speed and accuracy. Sustained effort required. Students may specialize in any of five areas (executive, legal, medical, technical, or bilingual). A laboratory-type course. (5824)

