

**1989 - 1991  
GALVESTON  
COLLEGE  
CATALOG**

---

Galveston College is an accredited member of  
The Southern Association of Colleges and Schools  
Texas Association of Colleges and Universities  
National League for Nursing - A.D.N. Program.

---

**COVER PHOTO: SHOT LOOKING DOWN  
AT THE FLOOR OF  
GALVESTON COLLEGE'S  
GREENHOUSE. THE  
COLLEGE OFFERS AN  
ASSOCIATE'S DEGREE  
IN LANDSCAPE AND  
ORNAMENTAL  
HORTICULTURE.**

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

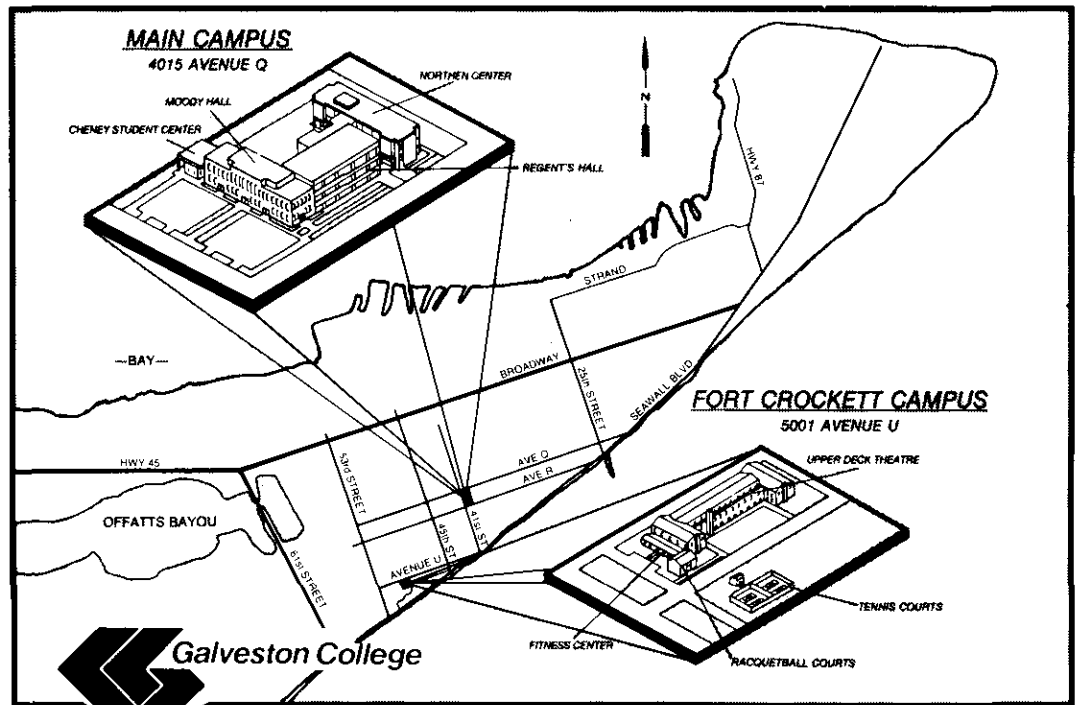
**GALVESTON  
 COLLEGE  
 LOCATIONS**

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

REACH ALL COLLEGE OFFICES BY CALLING

**(409) 763-6551**

**COLLEGE  
 MAP**



---

**TABLE OF CONTENTS**


---

College Locations/Map	2
Board of Regents	4
President's Message	7
Academic Calendars	8
College Organization	15
General Information	22
History of the College	23
Mission Statement and Goals	25
The Foundation of Galveston College, Inc.	25
Administrative Interpretation and Change	32
Admission Policies and Procedures	34
General Admissions	35
Registration	36
Tuition and Fees	37
Academic Standards	42
Credit for Courses	43
Credit by Examination	43
Grading System	48
Graduation Procedures	53
Student Development Services	56
Counseling	57
Minority Affairs and Special Services	57
Financial Aid	58
Veterans Information	64
Student Activities	65
Student Rights and Responsibilities	68
Educational Programs	74
Business and Community Education	75
Health Occupations	85
Humanities	99
Mathematics and Sciences	99
Social Sciences	103
Cooperative Education	106
Skills Enrichment Center	107
Televised Instruction	107
Course Descriptions	108
Index	156

**TABLE OF CONTENTS**
**NON-DISCRIMINATION POLICY**

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

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

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

**NON-DISCRIMINATION POLICY**

**THE BOARD  
OF  
REGENTS**



**STEVEN H. STUBBS**

*Steven H. Stubbs is President and Chief Executive Officer of Securities Management & Research, Inc. SM&R is a subsidiary of the American National Insurance Company. He currently serves as Chairman of the Galveston Community College District Board of Regents.*

**JANICE D. STANTON**

*Janice D. Stanton is the College Coordinator for Jobs For Progress - Operation SER. Active on the Board since 1983, she is the immediate past Secretary of the governing body and now serves as Vice Chairman.*



**JOSE M. GUERRERO**

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

**THE BOARD  
OF  
REGENTS**



**ROBERT H. ALBRIGHT**

*Robert H. Albright is a local businessman in Galveston. He was elected to his Board position in 1983.*



**ROLAND L. BASSETT**

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



**DR. PAUL J. CUNNINGHAM**

*Paul J. Cunningham, M.D. is a general surgeon with Galveston Surgical Group Associates. Active on the Board since 1978, he is the immediate past Chairman of the governing board.*

## THE BOARD OF REGENTS



### L.D. EDWARDS

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

### F.A. "ANDY" ODOM

*Andy Odom is President of United States National Bank in Galveston. He was appointed to the Board in 1988.*



### DR. ROSE G. SCHNEIDER

*Rose G. Schneider, Ph.D. is a research professor of Pediatrics and Human Genetics at The University of Texas Medical Branch in Galveston. She was instrumental in the formation of Galveston College and has served as an elected regent of the Community College District since the College opened its doors in 1967. In 1980-82, Dr. Schneider was elected to serve as Chairman of the governing board.*



### DR. JOHN E. PICKELMAN

*John E. Pickelman, Ph.D. was appointed President of Galveston College in the Fall of 1983. In 1989 he was named President-Elect of the Texas Association of Colleges and Universities.*

---

### PRESIDENT'S MESSAGE

### THE PRESIDENT'S MESSAGE

I am pleased to extend a warm welcome to you as a student of Galveston College. The pages that follow in this 1989-91 Catalog indicate a strong commitment to quality higher education through our people and our programs. On the very surface of that commitment is a special dimension of caring that the faculty and staff offer to our students.

Galveston College has reached many milestones and achieved much in recent years in terms of new programs, community development, enrollment increases and expansion of campus facilities. Any number of accomplishments cannot compare to our single most important purpose of making a difference in the life of the individual student.

As a community college, Galveston College provides a wide range of learning experiences for many individuals. These include the coursework of the freshman and sophomore years leading to the bachelor's degree at a four-year college or university; occupational training for individuals desiring to attain new skills for a new job; retraining of workers who need additional skills in technical fields; avocational courses which contribute to special learning interests; and recreational and cultural activities which contribute to a person's total enrichment.

We hope that your learning experience at Galveston College will lead to a lifetime of growth and development. My door is always open and I welcome the opportunity to assist you.

Best wishes,

John E. Pickelman  
President

# ACADEMIC CALENDAR





**FALL SEMESTER CALENDAR,  
1989**

Pre-Enrollment Counseling, Placement Testing and Academic Advising <b>June-July-August</b>	Late Registration Ends (1:00 p.m.) <b>September 8</b>
Priority Registration (Ends at 7:00 p.m. on August 16) <b>August 15-16</b>	Mid-Semester <b>October 27</b>
Orientation (Required for all new students) <b>August 9</b>	Last Day to File for Fall Graduation <b>November 1</b>
Issue Registration Permits <b>August 15-16</b>	Last Day to Submit AWF <b>November 3</b>
Registration <b>August 26, August 28-31</b>	College and Career Information Night <b>November 13</b>
Faculty Workshop/In-Service (No Registration) <b>September 1</b>	Last Day to Drop or Totally Withdraw <b>November 13</b>
Labor Day Holiday <b>September 4</b>	Thanksgiving Holidays (Classes Dismiss at 2:00 p.m. on November 22) <b>November 23-24</b>
Classes Begin <b>September 5</b>	Classes Resume <b>November 27</b>
Late Registration & Schedule Changes (Classes may be added) <b>September 5-8</b>	Final Examinations <b>December 18,19,20,21</b>
	Grades Due by 11:00 a.m. in Admissions Office <b>December 22</b>
	Semester Ends (noon) <b>December 22</b>

**1989-91  
ACADEMIC  
CALENDARS**

1989 FALL

**SPRING SEMESTER CALENDAR,  
1990**

Pre-Enrollment Counseling, Placement Testing and Academic Advising <b>Beginning December 1</b>	Late Registration Continues & Schedule Changes (Classes may be added) <b>January 16-19</b>
Orientation (Required for all new students) <b>December 11</b>	Late Registration Ends (1:00 p.m.) <b>January 19</b>
Priority Registration (Ends at 7:00 p.m. on December 20) <b>December 19-20</b>	Faculty Development Day (No Classes) <b>February 16</b>
Issue Registration Permits <b>December 19-20 and January 2-5</b>	Last Day to File for Spring Graduation <b>March 1</b>
Faculty Workshop/In-Service (No Registration) <b>January 8</b>	Mid-Semester <b>March 9</b>
Registration <b>January 9-11</b>	Mid-Semester Holidays (No Classes) <b>March 12-16</b>
Late Registration (9:00 a.m. to 2:00 p.m.) <b>January 12</b>	Classes Resume <b>March 19</b>
Martin Luther King Holiday <b>January 15</b>	Last Day to Submit AWF <b>March 30</b>
Classes Begin <b>January 16</b>	Last Day to Drop or Totally Withdraw <b>April 9</b>
	Good Friday (No Classes) <b>April 13</b>
	Classes Resume <b>April 16</b>

1990 SPRING

**1989-91  
ACADEMIC  
CALENDARS**

1990 SUMMER I

Final Examinations  
**May 10,11,14,15**

Grades Due by 1:00 p.m. in Admissions  
Office  
**May 16**

Semester Ends  
**May 16**

Commencement Exercise  
**May 18**

**SUMMER I SEMESTER  
CALENDAR, 1990**

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

Orientation for Summer Semesters  
**April 26**

Pre-Enrollment Counseling, Placement  
Testing and Academic Advising  
**Beginning April 2**

Priority Registration for SSI and SSII  
**May 9-10**

Memorial Day Holiday  
**May 28**

Registration  
**May 30-31**

Late Registration (9:00 a.m. to 2:00 p.m.)  
**June 1**

Classes Begin  
**June 4**

Late Registration Continues & Schedule  
Changes (Classes may be added)  
**June 4-5**

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

Last Day to Drop or Totally Withdraw  
(First Six Weeks)  
**June 25**

Independence Day Holiday (No Classes)  
**July 4**

Final Examinations (First Six Weeks)  
**July 11**

Grades Due by 1:00 p.m. in Admissions  
Office (First Six Weeks)

**July 12**

Semester Ends  
**July 12**

Last Day to Submit AWF (Nine Weeks)  
**July 5**

Last Day to Drop or Totally Withdraw  
(Nine Weeks)

**July 16**

Final Examinations (Nine Weeks)  
**August 1**

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

**August 2**

Semester Ends (Nine Weeks)  
**August 2**

Last Day to Submit AWF (Twelve Weeks)  
**July 26**

Last Day to Drop or Totally Withdraw  
(Twelve Weeks)

**August 6**

Final Examinations (Twelve Weeks)  
**August 22**

Grades Due by 1:00 p.m. in Admissions  
Office (Twelve Weeks)

**August 23**

Semester Ends (Twelve Weeks)  
**August 23**

1990 SUMMER II

**SUMMER II SEMESTER  
CALENDAR, 1990**

*(Six Weeks)*

Pre-Enrollment Counseling, Placement  
Testing and Academic Advising  
**Beginning April 2**

Priority Registration  
**May 9, 10**

Registration  
**July 11, 12**

Classes Begin  
**July 16**

Late Registration & Schedule Changes  
(Classes may be added)  
**July 16-17**

Last Day to Submit AWF  
**July 26**

Last Day to Drop or Totally Withdraw  
**August 6**

Final Examinations  
**August 22**

Grades Due by 1:00 p.m. in Admissions  
Office

**August 23**

Semester Ends  
**August 23**

**FALL SEMESTER CALENDAR,  
1990**

Pre-Enrollment Counseling, Placement Testing and Academic Advising <b>June-July-August</b>	Mid-Semester <b>October 26</b>
Priority Registration (Ends at 7:00 p.m. on August 22) <b>August 21-22</b>	Last Day to File for Fall Graduation <b>November 1</b>
Issue Registration Permits <b>August 21-22</b>	Last Day to Submit AWF <b>November 2</b>
Orientation (Required for all new students) <b>August 15</b>	College and Career Information Night <b>TBA</b>
Faculty Workshop/In-Service (No Registration) <b>August 27</b>	Last Day to Drop or Totally Withdraw <b>November 12</b>
Registration <b>August 28-30</b>	Thanksgiving Holidays (Classes Dismiss at 2:00 p.m. on November 21) <b>November 22-23</b>
Labor Day Holiday <b>September 3</b>	Classes Resume <b>November 26</b>
Classes Begin <b>September 4</b>	Final Examinations <b>December 17,18,19,20</b>
Late Registration & Schedule Changes (Classes may be added) <b>September 4-7</b>	Grades Due by 11:00 a.m. in Admissions Office <b>December 21</b>
Late Registration Ends (1:00 p.m.) <b>September 7</b>	Semester Ends (noon) <b>December 21</b>

**1989-91  
ACADEMIC  
CALENDARS**

1990 FALL

**SPRING SEMESTER CALENDAR,  
1991**

Pre-Enrollment Counseling, Placement Testing and Academic Advising <b>Beginning December 1</b>	Late Registration Continues & Schedule Changes (Classes may be added) <b>January 15-18</b>
Orientation (Required for all new students) <b>December 9</b>	Late Registration Ends (1:00 p.m.) <b>January 18</b>
Priority Registration (Ends at 7:00 p.m. on December 19) <b>December 18-19</b>	Faculty Development Day (No Classes) <b>February 22</b>
Issue Registration Permits <b>December 18,19 and January 2-4</b>	Last Day to File for Spring Graduation <b>March 1</b>
Faculty Workshop/In-Service (No Registration) <b>January 7</b>	Mid-Semester <b>March 8</b>
Registration <b>January 8-10</b>	Mid-Semester Holidays (No Classes) <b>March 25-29</b>
Late Registration (9:00 a.m. to 2:00 p.m.) <b>January 11</b>	Classes Resume <b>April 1</b>
Martin Luther King Holiday <b>January 14</b>	Last Day to Submit AFW <b>March 22</b>
Classes Begin <b>January 15</b>	Last Day to Drop or Totally Withdraw <b>April 8</b>
	Final Examinations <b>May 9,10,13,1</b>

1991 SPRING

**1989-91  
ACADEMIC  
CALENDARS**

**1991 SUMMER I**

Grades Due by 1:00 p.m. in Admissions  
Office  
**May 15**  
Semester Ends  
**May 15**  
Commencement Exercise  
**May 17**

**SUMMER I SEMESTER  
CALENDAR, 1991**

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

Pre-Enrollment Counseling, Placement Testing and Academic Advising <b>Beginning April 1</b>	Semester Ends (First Six Weeks) <b>July 11</b>
Priority Registration for SSI and SSII <b>May 8-9</b>	Last Day to Submit AWF (Nine Weeks) <b>July 3</b>
Memorial Day Holiday <b>May 27</b>	Last Day to Drop or Totally Withdraw (Nine Weeks) <b>July 15</b>
Registration <b>May 29-30</b>	Final Examinations (Nine Weeks) <b>July 31</b>
Late Registration (9:00 a.m. to 2:00 p.m.) <b>May 31</b>	Grades (Nine Weeks) Due by 1:00 p.m. in Admissions Office <b>August 1</b>
Classes Begin <b>June 3</b>	Semester Ends (Nine Weeks) <b>August 1</b>
Late Registration Continue & Schedule Changes (Classes may be added) <b>June 3-4</b>	Last Day to Submit AWF (Twelve Weeks) <b>July 25</b>
Last Day to Submit AWF (First Six Weeks) <b>June 13</b>	Last Day to Drop or Totally Withdraw (Twelve Weeks) <b>August 5</b>
Last Day to Drop or Totally Withdraw (First Six Weeks) <b>June 24</b>	Final Examinations (Twelve Weeks) <b>August 21</b>
Independence Day Holiday (No Classes) <b>July 4</b>	Grades (Twelve Weeks) Due by 1:00 p.m. in Admissions Office <b>August 22</b>
Final Examinations (First Six Weeks) <b>July 10</b>	Semester Ends (Twelve Weeks) <b>August 22</b>
Grades (First Six Weeks) Due by 1:00 p.m. in Admissions Office <b>July 11</b>	

**SUMMER II SEMESTER  
CALENDAR, 1991**

*(Six Weeks)*

**1991 SUMMER II**

Pre-Enrollment Counseling, Placement Testing and Academic Advising <b>Beginning April 1</b>	Last Day to Submit AWF <b>July 25</b>
Priority Registration <b>May 8-9</b>	Last Day to Drop or Totally Withdraw <b>August 5</b>
Registration <b>July 10-11</b>	Final Examinations <b>August 21</b>
Classes Begin <b>July 15</b>	Grades Due by 1:00 p.m. in Admissions Office <b>August 22</b>
Late Registration & Schedule Changes (Classes may be added) <b>July 15-16</b>	Semester Ends <b>August 22</b>

**\*COLLEGE HOLIDAYS  
1989-1990**

Labor Day  
September 4, 1989

Thanksgiving (Classes Dismiss at 2:00 p.m. on November 22)  
November 23-24, 1989

Christmas - Semester Break  
December 22, 1989 (noon)-January 1, 1990  
(College offices open January 2, 1990)

Martin Luther King Day  
January 15, 1990

Mid-Semester Holidays  
March 12-16, 1990

Good Friday  
April 13, 1990

Memorial Day  
May 28, 1990

Independence Day Holiday  
July 4, 1990

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

**1989-91  
ACADEMIC  
CALENDARS**

COLLEGE  
HOLIDAYS

**\*COLLEGE HOLIDAYS  
1990-1991**

Labor Day  
September 3, 1990

Thanksgiving (Classes dismiss at 2:00 p.m. on November 21)  
November 22-23, 1990

Christmas - Semester Break  
December 21, 1990 (noon)-January 12, 1991  
(College offices open January 2, 1991)

Martin Luther King Day  
January 14, 1991

Mid-Semester Holidays  
March 25-29, 1991

Memorial Day  
May 27, 1991

Independence Day Holiday  
July 4, 1991

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

CALENDAR  
REFERENCE

**1989**

<b>JANUARY 1989</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>APRIL 1989</b> S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	<b>JULY 1989</b> S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	<b>OCTOBER 1989</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>FEBRUARY 1989</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	<b>MAY 1989</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>AUGUST 1989</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>NOVEMBER 1989</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>MARCH 1989</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>JUNE 1989</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>SEPTEMBER 1989</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>DECEMBER 1989</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

**1990**

<b>JANUARY 1990</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>APRIL 1990</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>JULY 1990</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>OCTOBER 1990</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>FEBRUARY 1990</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	<b>MAY 1990</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>AUGUST 1990</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>NOVEMBER 1990</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>MARCH 1990</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>JUNE 1990</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>SEPTEMBER 1990</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	<b>DECEMBER 1990</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29

**1991**

<b>JANUARY 1991</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>APRIL 1991</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>JULY 1991</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>OCTOBER 1991</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>FEBRUARY 1991</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	<b>MAY 1991</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>AUGUST 1991</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>NOVEMBER 1991</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>MARCH 1991</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>JUNE 1991</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	<b>SEPTEMBER 1991</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>DECEMBER 1991</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

# COLLEGE ORGANIZATION



---

**BOARD OF REGENTS**


---

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

---

**ADMINISTRATION**


---

**JOHN E. PICKELMAN**, *President*  
 B.A., Albion College  
 M.A., University of Missouri at Kansas City  
 Ph.D., The University of Texas at Austin

**MARC A. NIGLIAZZO**, *Vice President and Dean of Instruction*  
 B.A., The University of Texas at Austin  
 M.A., Texas A & M University  
 Ph.D., University of New Mexico

**C.B. RATHBURN**, *Vice President for Administrative Services*  
 A.A., Gulf Coast Community College  
 B.A., Huntingdon College  
 Ph.D., University of Florida

**VACANT**, *Vice President and Dean of Student Development Services*

---

**ADMINISTRATIVE STAFF**


---

**ROBERT ARNETT**, *Director of Physical Plant*

**DWIGHT COURTNEY**, *Assistant Dean of Instruction, Business & Community Education*  
 B.A., University of Southwestern Louisiana  
 M.Ed., Prairie View A & M University

**ED CROWLEY**, *Assistant Director of Computer Services for Instructional Support*  
 B.A., Eastern Illinois University  
 B.S., Southern Illinois University

**ALVIN LOUIS DENMON**, *Coordinator of Evening Services*  
 B.S. Texas A & I University  
 M.S. Texas A & I University  
 Ed.D. Texas Southern University

**PATRICK DEROUEN**, *Programmer Analyst*  
 B.S., McNeese State University  
 M.Ed., McNeese State University

**HAZEL ELLIS**, *Technical Services Librarian*  
 B.S., Lourdes College  
 M.L.S., University of the Philippines  
 M.L.S., University of North Texas

**GAYNELLE HAYES**, *Assistant Dean of Counseling*  
 B.A., Lamar University  
 M.Ed., University of Houston  
 Ed.D., Nova University

**JOSEPH E. HUFF, III**, *Director of Public Affairs*  
 B.A., Emory and Henry College

**MALCOLM HUNTER**, *Director of the Galveston Small Business Development Center*  
 B.B.A., Texas Christian University  
 M.B.A., University of Houston at Clear Lake

**THELTON KILE**, *Director of Computer Services*  
 B.A., Northwestern State University  
 M.Ed., McNeese State University

**ELDRIGE LANGLAIS**, *Director of Training, Community Education*

**ALICE McCREERY**, *Community Education Program Director*  
 A.E.S., Galveston College  
 A.A.S., Galveston College

**DOYLE MIMS**, *Comptroller and Associate Vice President for Administrative Services*  
 A.A., San Jacinto College  
 B.B.A., Southwest Texas State University  
 Graduate Study, University of Houston at Clear Lake

**SYED MOIZ**, *Assistant Dean of Instruction, Mathematics and Sciences*  
 B.S., Osmania University  
 M.S., University of Houston  
 M.S., Clarkson College of Technology  
 Doctoral Study, University of Houston

**GENE MOORE**, *Dean of Admissions and Student Records*  
 B.S., Texas Lutheran College  
 M.Ed., Southwest Texas State University  
 Graduate Study, University of Houston, University of Miami

**KAREN NICHOLS**, *Reference Librarian*  
 B.S., Lamar University  
 M.S., Lamar University  
 M.L.S., North Texas State University

**MARTHA OBURN**, *Director of Research, Planning and Development*  
 B.A., Iowa State University  
 M.Ed., Harvard University

**MICHAEL RAMSEY**, *Assistant Dean of Financial Aid*  
 B.S., Ohio University  
 M.Ed., Ohio University  
 Graduate Study, Northern Arizona University at Flagstaff

**JOAN I. SAMUELSON**, *Community Education Coordinator*

**STANLEY SAPP**, *Community Education Coordinator*

**COLLEGE ORGANIZATION**

REGENTS
---------

ADMINISTRATION
----------------

## COLLEGE ORGANIZATION

ADMINISTRATION
----------------

**NANCY STEWART**, *Assistant Dean of Instruction, Health Occupations*

B.S.N., Marquette University  
M.S.N., University of Wisconsin - Milwaukee

**SANDRA W. TOMLINSON**, *Assistant Dean of Instruction, Humanities*

B.A., Texas Tech University  
M.A., Texas Tech University  
Ph.D., The University of Texas at Austin

**VACANT** *Director of Placement Services*

**JESSE L. VAUGHAN, JR.**, *Programmer Analyst*

B.S., University of Houston  
M.S., University of Southern California  
Graduate Study, University of Houston

**JOHN VAUGHN**, *Accountant*

B.S., Nicholls State University

**FRANK J. WETTA**, *Assistant Dean of Instruction, Social Sciences*

B.S., St. Louis University  
M.A., St. Louis University  
Ph.D., Louisiana State University

**THELMA WHITE**, *Director of Minority Affairs, Special Services and Student Activities*

R.N. Diploma, St. Mary's School of Nursing  
B.S., University of Houston  
M.S., University of Houston at Clear Lake  
Graduate Study, University of Houston

**GARY WILSON**, *Assistant Dean of Library and Media Services*

B.A., Texas Wesleyan College  
M.A., North Texas State University  
M.L.S., North Texas State University  
Ph.D., North Texas State University

**LANG WINDSOR**, *Director of Personnel Services and Employee Relations*

B.B.A., Armstrong State College  
Graduate Study, University of Houston at Clear Lake



---

**FACULTY EMERITI**


---

**RUTH BENDER**, *Professor and Dean*

*Emerita, Nursing*

**JACK ROOF**, *Professor Emeritus, Chemistry*

**ALICE VAN BORSSUM**, *Professor Emerita,*  
*Reading*

---

**FACULTY**


---

**KLAUS ADAM**, *Assistant Professor of*  
*Chemistry*

B.S., St. Edwards University

M.S., Texas A & M University

Ph.D., Texas A & M University

**JERALD L. BASEL**, *R.R.T., R.C.P.,*

*Assistant Professor, Respiratory Care*

A.A., Washtenaw Community College

B.S., Ferris State University

M.A., Michigan State University

Doctoral Study, Nova University

**DEBORAH BASTIEN**, *Instructor of*

*Associate Degree Nursing*

LVN, Gogebic Community College

ADN, Galveston College

B.S.N., University of Texas Medical

Branch at Galveston

M.S.N., Texas Women's University

**JAMES A. BELLI**, *M.D., Medical Director,*

*Radiation Therapy Technology*

M.D., Marquette University School of  
Medicine

M.S., Marquette University

B.S., Marquette University

**MICHAEL BERBERICH**, *Instructor of*

*English*

B.A., University of Notre Dame

M.A., University of Nevada

**MARIONETTE BEYAH**, *Instructor of Office*

*Technology*

B.S., Delaware State College

**FRANCES BURFORD**, *Assistant Professor*  
*of Mathematics*

B.A., George Washington University

M.S., State University of New York

Graduate Study, New York University  
and Union College

**JAMES BUTTS**, *Associate Professor of*

*Physical Education*

B.S., Ithaca College

M.A., University of Arizona

Ed.D., Texas A & M University

**JUNE CANTIERI**, *R.N., Instructor of*

*Vocational Nursing*

Diploma, Moose Jaw Union Hospital,  
Canada

B.S.N., University of Texas Medical

Branch at Galveston

Graduate Study, The University of

Texas Medical Branch at Galveston

**HENRY J. CAVAZOS**, *Professor of*

*Radiologic Health Sciences*

B.S., The University of Texas at Austin

M.S., University of Houston at Clear

Lake

Doctoral Study, The University of

Texas Medical Branch at Galveston

**AUDREY CHADWICK**, *R.N., Instructor of*  
*Associate Degree Nursing*

Diploma in Nursing, Charity Hospital

A.A., College of the Mainland

B.S.N., University of Texas Medical

Branch at Galveston

M.S.N., Texas Woman's University at

Houston

**CHINWEI HELEN CHOW**, *Instructor of*

*Radiation Therapy Technology*

B.S., National Cheng-Kung University

M.S., University of Kentucky

**DIANE CIAMPOLILLO**, *Instructor of*

*Culinary Arts*

A.A., Hudson Valley Community

College

A.A.S. Galveston College

**HENRY CITTONE**, *Assistant Professor of*

*Hotel/Restaurant Management*

B.A., College Saint Michel, Turkey

Certified Hotel Administrator

**JOHN CLASON**, *Associate Professor of*

*Biology*

B.S., Texas A & M University

M.Ed., Texas A & M University

Doctoral Study, Texas A & M

University

**JOHN CLYBURN**, *Professor of Economics,*

*Government and History*

B.A., The University of Texas

M.A., University of Houston

Graduate Study, University of Texas

and University of Houston

**MARY A. COCHRAN**, *Counselor*

B.S., University of Southwestern

Louisiana

M.S., University of Houston at Clear

Lake

Graduate Study, Texas A & M

University

**BARRY COMÉAUX**, *Assistant Professor of*

*Horticulture*

B.S., University of Southwestern

Louisiana

M.S., Iowa State University

Ph.D., North Carolina State University

**JOSEPH CONTI**, *Assistant Professor of*

*Psychology*

B.S., University of Houston

M.Ed., University of Houston

**HENRY CORKE**, *Professor of Computer*

*Science, Mathematics and Physical Sciences*

B.S., University of Houston

M.S., University of Houston

Ph.D., University of Houston

**WILLIAM COZART**, *Professor of English*

B.A., The University of Texas at

Austin

M.A., Harvard University

Ph.D., Harvard University

**W. MAURY DARST**, *Professor of History*

B.A., Stephen F. Austin University

M.A., Stephen F. Austin University

Graduate Study, Texas Tech University

and University of Houston at Clear

Lake

**COLLEGE  
ORGANIZATION**

FACULTY
---------

## COLLEGE ORGANIZATION

### FACULTY

- MARTHA DENMAN**, *Associate Professor of Fine Arts*  
B.A., East Texas State University  
M.F.A., Texas Woman's University
- MARIA ELIAZ**, *Assistant Professor of Office Technology*  
B.B.A., University of Houston  
Graduate Study, University of Houston at Clear Lake
- BELINDA ESCAMILLA, R.T. (R)**, *Assistant Professor of Radiologic Technology*  
A.A.S., Galveston College  
B.S., The University of Texas Medical Branch at Galveston  
Graduate Study, University of Houston at Clear Lake
- RUTH GARCIA**, *Instructor of Associate Degree Nursing*  
B.S.N., University of Houston  
M.S.N., Texas Woman's University  
Ed.D., Nova University
- PHILLIP HARRIS**, *Associate Professor of Business Administration/Accounting*  
B.B.A., Tulane University  
M.B.A., University of Mississippi  
C.P.A.
- KELLY HEJTMANCIK**, *Professor of Biology*  
B.S., Southwest Texas State University  
M.S., Trinity University  
Ph.D., The University of Texas Medical Branch at Galveston
- FRED HENRY**, *Counselor*  
B.A., Prairie View A & M University  
M.Ed., Prairie View A & M University
- SARAH HERMES**, *Associate Professor of Physical Education*  
A.A., Lee College  
B.S., The University of Texas at Austin  
M.Ed., Sam Houston State University  
Graduate Study, University of Houston
- BILLIE HOSKINS**, *Associate Professor of Sociology*  
B.S., Southern University  
M.S., Iowa State University
- JERI JAQUIS, R.N.C.**, *Instructor of Associate Degree Nursing*  
B.S.N., Grand View College at Des Moines, Iowa  
M.S.N., University of Texas Medical Branch at Galveston
- BESSIE JOHNSON**, *Assistant Professor of Reading*  
B.A., Wiley College  
M.Ed., Texas Southern University
- ELIZABETH JOHNSON**, *Instructor of Biology*  
B.S., Marquette University  
M.S., University of Houston
- MICHAEL KIRKLAND**, *Assistant Professor, Speech and Drama*  
B.A., California State University at Fullerton  
M.F.A., University of Southern Mississippi
- DEBORAH KÜHLMANN**, *Assistant Professor of English*  
B.A., Texas Christian University  
M.A., University of Arkansas  
Ph.D., Texas Christian University
- T. RANDALL LANKFORD**, *Professor of Biology*  
B.S., Texas A & I University  
M.S., Sam Houston State University  
Doctoral Study, East Texas State University
- CONNIE LAYTON, R.N., P.N.P.**, *Instructor of Associate Degree Nursing*  
LVN, Galveston College  
B.S.N., University of Texas Medical Branch at Galveston  
M.S.N., University of Texas Medical Branch at Galveston
- WILLIAM G. LITZMANN**, *Associate Professor of Mathematics*  
B.S., University of Houston  
M.A., Louisiana State University  
Doctoral Study, East Texas State University
- BRONIA MICHEJENKO**, *Instructor of Associate Degree Nursing*  
B.S.N., The University of Texas Medical Branch at Galveston  
Graduate Study, The University of Texas Medical Branch at Galveston
- BETTE MICHEL**, *Assistant Coordinator, Vocational Nursing Program*  
BS.N., University of Texas at San Antonio  
M.S.N., University of Texas at San Antonio
- SYED MOIZ**, *Professor of Mathematics and Physical Science*  
B.S., Osmania University  
M.S., University of Houston at University Park  
M.S., Clarkson College of Technology  
Doctoral Study, University of Houston at University Park
- KEITH R. MOMII, R.R.T., R.C.P.**, *Assistant Professor of Clinical Education in Respiratory Care*  
B.A., University of Colorado  
M.A., Pepperdine University  
M.M.Sc., Emory University
- STEPHEN MOZARA, JR.**, *Associate Professor of Psychology*  
B.A., North Texas State University  
M.A., North Texas State University
- JAMES NEWELL**, *Professor of Psychology*  
B.A., University of Colorado  
M.A., North Texas State University  
Ph.D., North Texas State University
- JO ANNE NIEHAUS**, *Instructor of Associate Degree Nursing*  
B.S.N., South Dakota State University  
M.S.N., University of Texas Medical Branch School of Nursing

**MARC A. NIGLIAZZO**, *Professor of English*

B.A., The University of Texas at Austin

M.A., Texas A & M University  
Ph.D., University of New Mexico

**MARTIN L. NUSYNOWITZ, M.D.**,  
*Medical Director, Nuclear Medicine Technology*

M.D., State University of New York  
B.S., New York University

**FEMI ONABAJO**, *Assistant Professor of Computer Science Technology*

B.S., Texas Southern University  
M.S., University of Houston at Clear Lake

Doctoral Study, University of Houston

**LARRY PATTON**, *Professor of Music*

B.M., Trinity University  
M.M.Ed., Texas Christian University  
Ed.D., Nova University

**PEG REITER**, *Assistant Professor of Associate Degree Nursing*

B.S.N., Catholic University of America  
M.S.N., Rush University

**RITA RICHARDSON, R.T. (T)**, *Instructor, Radiation Therapy*

Technology and Radiation Therapy Dosimetry

A.A.S., Galveston College

**JOHN RIMAR**, *Assistant Professor of Mathematics and Computer Science*

B.S., Texas Tech University  
M.S., Texas Tech University

**RUSSELL H. ROSS, R.R.T., R.C.P.**,  
*Instructor in Respiratory Care*

B.S., State University of New York  
M.S., Southwest Texas State University

**DELBERT RUSSELL, R.T.(R)**, *Assistant Professor, Radiologic Technology and Special Procedures Technology*

B.S., Morehead State University  
M.S., The University of Texas Medical Branch

**MELVYN H. SCHREIBER, M.D.**, *Medical Director, Radiologic Technology*

M.D., The University of Texas Medical Branch at Galveston

B.S., The University of Texas at Austin

**SUSAN SHEA**, *Instructor of Associate Degree Nursing*

B.S.N., St. Louis University  
M.S.N., Texas Women's University

**ANNIE SIMMONS**, *Associate Professor of Reading*

B.A., North Texas State University  
M.Ed., North Texas State University

**NANCY STEWART**, *Assistant Professor of Associate Degree Nursing*

B.S.N., Marquette University  
M.S.N., University of Wisconsin/  
Milwaukee

**JOHN STOVALL**, *Associate Professor of Fine Arts*

B.F.A., The University of Texas at Austin

M.F.A., The University of Texas at Austin

Skowhegan School of Painting and Sculpture

**CLAUDIA STRAUB**, *Instructor of Associate Degree Nursing*

A.A.S., Galveston College

B.S.N., The University of Texas School of Nursing at Galveston

M.S.N., Graduate School of Biomedical Sciences, The University of Texas Medical Branch at Galveston

**SANDRA W. TOMLINSON** *Professor of English*

B.A., Texas Tech University

M.A., Texas Tech University

Ph.D., The University of Texas at Austin

**ZENOBIA VERNER**, *Professor of English*

A.B., University of Northern Colorado

M.A., Sul Ross State University

Ed.D., Texas Tech University

**M. THERON WADDELL**, *Professor of Government*

B.S., University of Texas at Austin

M.A., University of Texas at Austin

Doctoral Study, University of Texas at Austin

**DAVID WAY**, *Associate Professor of Business Administration*

B.S., Georgia Tech University

M.B.A., Lehigh University

Doctoral Study, University of Houston

**FRANK J. WETTA**, *Professor of History*

B.S. St. Louis University

M.A. St. Louis University

Ph.D. Louisiana State University

**CHERYL WILLIS**, *Professor of Office Technology*

B.B.A., Texas Christian University

M.Ed., Texas A & M University

Ph.D., University of Florida

**DIANE WILSON**, *Assistant Professor of Computer Science*

B.A. Graceland College

M.A. Ball State University

**MARILYN WOLF**, *Assistant Professor of English*

B.A., University of Dallas

M.A., University of Dallas

**SIDNEY YOUNG**, *Professor of Government and English; Telecourse Coordinator*

B.S., Stephen F. Austin State University

M.A., Stephen F. Austin State University

Doctoral Study, Texas A & M University and Texas Tech University

## COLLEGE ORGANIZATION

FACULTY
---------

**COLLEGE  
ORGANIZATION**

FACULTY

**SHARON ZILL, R.N.**, *Instructor of  
Associate Degree Nursing*  
B.S.N., University of Illinois  
B.A.C.C.Y., (Bachelor of Accountancy)  
University of Houston  
M.S., University of Houston at Clear  
Lake  
M.S.N.,  
Doctoral Candidate, University of  
Texas Health Science Center at  
Houston

---

**CLASSIFIED STAFF**


---

YVONNE ASHTON, *Secretary to the Assistant Dean, Mathematics and Sciences*  
 ANTHONY BARNES, *Office Technology Coordinator*  
 A.A.S., Galveston College  
 PAMELA BAZAMAN, *Secretary to the Assistant Dean, Humanities*  
 LISA BEAUDO, *Assistant to the Assistant Dean of Financial Aid*  
 A.A., Kilgore College  
 B.A., The University of Texas at Austin  
 ROSA LINDA BENAVIDES, *Financial Aid/Placement Clerk*  
 MABLE BLANKS, *Secretary to the Director, Skills Enrichment Center*  
 A.A.S., Galveston College  
 JUAN CANTU, *Custodian*  
 LEE CARTER, *Administrative Assistant to the President and Secretary to the Board of Regents*  
 PATRICIA S. CLASON, *Administrative Assistant to the Vice President and Dean of Instruction*  
 SHIRLEY CROOKSHANK, *Personnel Assistant*  
 A.A.S., Peralta Junior College  
 LUIS CUELLAR, *Lead Groundskeeper*  
 KATRINA DAL SANTO, *College Bookstore Manager*  
 B.S., Lamar University  
 CAROLYN DELAWARE, *Secretary to the Assistant Dean, Business & Community Education*  
 LORINE DEVRIES, *Library Assistant*  
 JOE ENRIQUEZ, JR., *Custodial Supervisor*  
 DELORES FLORENCE, *Library and Media Services Assistant*  
 A.A.S., Galveston College  
 TOMMYE FRANK, *Custodian*  
 JESSE GALLARDO, JR., *Building Services Coordinator*  
 JOSE GARCIA, *Building Services Coordinator*  
 GLORIA GARZA, *Recorder*  
 PETER GIRVIN, *Technical Director, Upper Deck Theatre*  
 B.F.A., NC School of Arts  
 MARTIN GONZALEZ, *Assistant Snack Bar Manager*  
 Certificate, U.S. Army Cooking School  
 WILMA GROGAN, *Snack Bar Manager*  
 JOYCE GUYEWSKI, *PBX Operator/Mail Room Attendant*  
 HERBERT HARDY, *Custodian*  
 ARCELIA HERNANDEZ, *Accounting Assistant*  
 RICHARD HERNANDEZ, *Custodian*  
 CHARLOTTE HICKEY, *Payroll Clerk*  
 LEA ELLEN HUMPHRIES, *Public Affairs Assistant I*  
 A.A.S., Galveston College  
 MAMIE JOHNSTON, *Accounting Clerk*

DAVID JONES, *Custodian*  
 JIM JONES, *Equipment Operator*  
 VIVIAN JUST, *Executive Secretary to the Associate Vice President for Administrative Services*  
 LINDA KELLEY, *Recorder*  
 A.A.S., Galveston College  
 FRANCES KOENITZER, *Secretary to the Assistant Dean, Health Occupations*  
 ARTHUR LOPEZ, *Coordinator of Auxiliary Services*  
 A.A.S., Galveston College  
 CYNTHIA MANN, *Secretary to the Assistant Dean, Social Sciences*  
 DIANE MCCORMICK, *Computer Operator and Support Specialist*  
 CHARLES MILLS, *Custodian*  
 PEGGY MIRANDA, *Executive Secretary to the Vice President and Dean of Student Development Services*  
 DIANE MORRIS, *PBX Operator/Mail Room Attendant*  
 NITA NORRIS, *Coordinating Secretary, Community Education*  
 SYLVIA OJEDA, *Media Technician*  
 JOSE ORTIZ, *Groundskeeper*  
 JOANN PALOMO, *Secretary to the Assistant Dean, Counseling*  
 JANNY REVILLA, *Executive Secretary to the Vice President for Administrative Services*  
 REBECCA ROARK, *Recorder*  
 MARLA RUSSELL, *Business Manager, Upper Deck Theatre*  
 KATHY GRAMENZ, *Assistant Manager, College Bookstore*  
 KENNETH SHELTON, *Custodian*  
 M. LAVERNE SMITH, *Accounts Payable Clerk*  
 KATHY STEPHENSON, *Secretary, Small Business Development Center*  
 NORMA STUBBS, *Secretary to the Assistant Dean, Library and Media Services*  
 A.A., Alvin Community College  
 B.S., University of Houston  
 CAROLYN SUNSERI, *Publications Coordinator*  
 A.A.S. Galveston College  
 ROBERT TAYLOR, *Media Specialist*  
 A.E.S., Galveston College  
 JOELLEN WILKE, *Recorder*  
 A.A., Wharton County Junior College  
 LAWRENCE YNIGEZ, *Custodian*

## COLLEGE ORGANIZATION

**CLASSIFIED STAFF**

# GENERAL INFORMATION

## We take pride in Galveston College

The Association of Galveston College graduates continues its unrelenting efforts to support the college through recent years.

## GC, council to hold programs on issues

GALVESTON — Galveston College and the Galveston Chapter of the World Affairs Council have announced plans to co-sponsor programs focusing on international issues.

## Isle college continues to boast high enrollment figures

GALVESTON — The Galveston Chapter of the American Guild of Musicians will present the "Isle Chorale" in concert at the college's Fort Crockett Campus for the spring semester.

## Galveston College offers unique classes

GALVESTON — Eight unique classes will be offered to the island community beginning in 1975 through Galveston College's Continuing Education Division. Painting and drawing will be offered from Jan. 25-April 2, 9 a.m.-12 p.m. at the college's Fort Crockett Campus, room 105.

## Two local colleges decide to be 'partners in progress'

Isle college receives funds for scholarship

GC financial aid available

## GC's accreditation extended 10 years

GC enrollment highest ever

## GC opens new art and fitness center

GALVESTON — Galveston College continues to expand its instructional facilities with a new art and physical fitness center located at the college's Fort Crockett campus, providing both day and evening programs that will meet the needs of the island community.

The art facility is in the south basement, and contains laboratories for classes in jewelry making, metal smithing, photography and printmaking.

Introductory courses in jewelry metal smithing involve the study of metals, their properties, techniques for their use, and the tools and processes involved in

metal smithing and jewelry construction.

Advanced classes in this area will deal more with individual expression.

"We are the only college within a 50-mile radius that offers metal smithing and jewelry construction in an academic setting," said Diane Faikenhagen, instructor for these classes.

Photography courses, to be taught by Van Edwards, offer instruction from the introductory level to development of personal style.

Photography I will introduce basic photographic technique and process, while Photography II deals with further exploration of

potentials for black and white expression and an introduction to color.

"Photography," said Edwards, "appeals to us because of its immediacy and realism and for the artistic interpretation it allows individuals. Our photography courses (are designed) to help the individual develop a personal style of picture-taking by encouraging students to become visually articulate."

Printmaking I and II will acquaint students with printmaking processes including woodcutting, etching and engraving. The more advanced courses in this area will serve as a continuation of Printmaking I with opportunities for

specialization and experimentation in the various processes.

Eric Ridel, who will lead Printmaking instruction, said "The whole idea behind printmaking is the production of multiple images utilizing the various processes with emphasis on experimentation."

In addition, classes in drawing art history, painting, ceramics design and life drawing will be held in the new art center.

Ceramics I offers students an introduction to basic ceramic techniques such as the potter's wheel, studies of processes including glazing and firing methods.

## 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.

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

During the 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 nursing assistant.

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

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

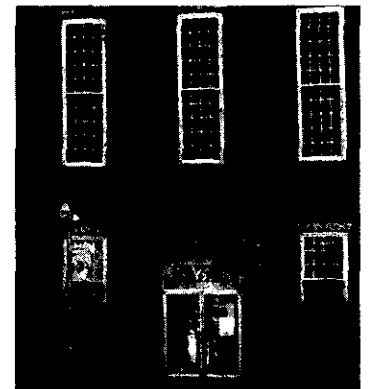
During this latest period, the College inaugurated several contract services beginning with offset printing instruction to Ball High School students, acquired a 5.2 acre portion of the old Fort Crockett military installation, initiated concurrent enrollment agreements with city high schools, and attained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

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

The second floor of the Shearn Moody Plaza was opened for selected

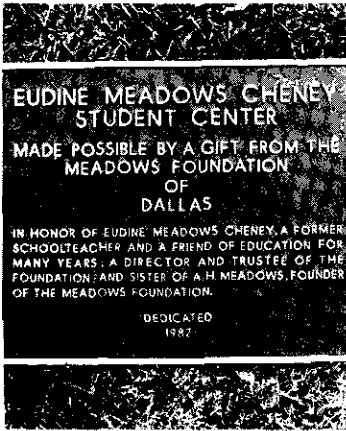
## GENERAL INFORMATION

### HISTORY



## GENERAL INFORMATION

### HISTORY



programs in September 1981. This facility accommodated the following programs: mid-management, mini-course in clerical occupations, nurse assistant, surgical technology, unit clerk and vocational nursing. In addition, photography, metals and printmaking were taught on this campus.

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

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

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

The Fall of 1984 marked the beginning of the College's new hotel/restaurant management curriculum which

received an overwhelming response from the hospitality industry in Galveston and interested students. During the same period, an expanded emphasis was put on Adult/Continuing Education to offer a multitude of courses for community interests and individual development.

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

In the years since its 1987 twentieth anniversary celebration Galveston College has enjoyed progress and expansion in programs, facilities and student enrollment. The College has introduced new degree programs in Horticulture Fast Food Service, Criminal Justice and the Microcomputer Applications among others. In 1989 the completion of Regents Hall and the renovation of Moody Hall enhances the service and educational environment for over 2,000 credit and 3,000 non-credit students anticipated each semester of the new decade.





## **GALVESTON COLLEGE MISSION STATEMENT**

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

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

## **GOALS**

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

## **VI. Physical Resources**

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

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

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

## **GLOSSARY OF TERMS**

- Add:** To enroll to additional course(s) after regular registration.
- Admission:** Formal application and acceptance as a student.
- Academic advisor:** A member of the College staff who assists students in planning appropriate academic programs.
- Audit:** On a space available basis, permission to audit a course may be granted by an Assistant Dean. Such permission allows the audit student to listen and observe, but not complete assignments, enter into class discussions, or take part in laboratory work unless agreed to by the instructor. A student may not change from audit to credit status after

## **GENERAL INFORMATION**

MISSION

FOUNDATION

GLOSSARY

## GENERAL INFORMATION

### GLOSSARY

the census date. Full tuition and fees will be charged and these students will receive a grade of Audit. No college credit is granted.

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

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

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

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

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

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

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

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

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

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

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

**GPA:** Grade Point Average.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## FACILITIES

### MOODY HALL

Moody Hall is a three-story brick building facing Avenue Q. It was the College's first permanent building and houses administrative, student services and faculty offices.

### REGENTS HALL

Regents Hall is the newest addition to the Galveston College Main Campus. Its modern amenities provide a quality setting for the college library, health sciences and computer sciences classrooms and laboratories.

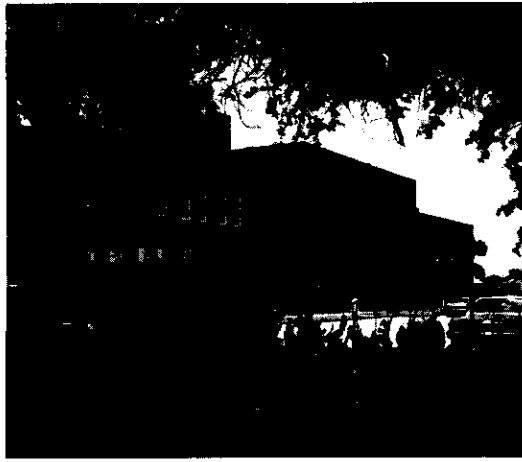
### LIBRARY

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

The David Glenn Hunt Memorial Library in Regents Hall provides card catalogues and book collections which are arranged according to the Library of Congress Classification scheme. Periodicals and newspapers, with back issues on open shelves and on microforms, are available for the users. The Library has a book collection of over 37,000 volumes and 350 periodicals. The medicated software collection includes video tapes, motion pictures, filmstrips, audio tapes, microforms, and slides. Special subject collections include Texana, Galveston History, and health occupations materials.

There is no general reference area. Instead, referenced materials are intershelved with the general book collection. In addition to an open, well-organized and accessible collection, the Library provides other services including reference assistance, group and individual orientations, preparation of subject lists and bibliographies, and an inter-library loan system covering the other academic libraries in the area.

Copying machines for students and teachers are available at a nominal fee. All materials copied are subject to the copyright law (Title 17, U.S. Code). Campus facilities also provide typewriters for student use free of charge. Additionally, the Library has a Career Center, a group study room, and computers. The Library provides Galveston College with a broad range of services which support students, faculty, and staff.



An ID card provides students with borrowing privileges and allows them to use the Library. The ID card must be left at the circulation desk when borrowing reserve and audiovisual materials. Most materials are borrowed for three weeks. Renewals may be requested. Damaged, mutilated, late or lost materials will be subject to fines and/or replacement costs. Official records and grades will be held until obligations are cleared at the end of each term.

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

### BOOKSTORE

For the convenience of the student body the Galveston College Bookstore is located on the first floor of Moody Hall.

Required textbooks and supplemental study aids are available, as well as school supplies and the college variety items and gifts.

The Bookstore accepts cash, checks, Visa, Master Card, and Financial Aid vouchers for all transactions. A valid State of Texas I.D. is required for checks, Visa and Master Card transactions.

To expediate service during the registration rush, have a readable copy of your schedule available. Store personnel are on hand to assure you get the correct books. Both new and used books are available.

### Refund Policy

The Bookstore refund policy requires a **receipt** to be presented for a **full** refund. Full refunds are made within the first twelve class days of the Fall and Spring semesters and the first five class days of the Summer semesters. Thereafter, full refunds are given within three days of purchase. **EXCEPTION:** No refunds are made on items purchased the week prior to or the week of final exams.

## GENERAL INFORMATION

### FACILITIES

## GENERAL INFORMATION

### FACILITIES

**ALL NEW BOOKS MUST BE IN NEW CONDITION FOR THE FULL REFUND** - Students must not mark in books until they have been to class, or they are sure the class has not been cancelled, and that they have the correct books.

#### Buy Back

The Bookstore buys back books year around: prices are determined by need and whether or not the book has been adopted for the upcoming semester.

#### MARY MOODY NORTHEN CENTER

Mary Moody Northen Center is a three-story building of red brick and glass. It houses many of the Technical-Vocational and General Academic classes, multi-purpose classrooms, and the Skills Enrichment Center. The building faces north on the campus. Avenue R is directly south of the building.

#### SKILLS ENRICHMENT CENTER

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

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

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

#### EUDINE MEADOWS CHENEY STUDENT CENTER

The Eudine Meadows Cheney Student Center is located east of Moody Hall on the main campus. It houses a snack bar, a student lounge with television, the Student Government office, a small conference room, restrooms, and the Office of the Vice President and Dean, Student Development Services.



**Student Center Rules and Regulations:**

1. The Student Center will normally be open during the dates regularly scheduled classes are in session as outlined in the Galveston College Calendar.
2. All students using the Center are expected to help keep it clean. The furnishings should be cared for by the students. Children should not be left unattended in the Center.
3. Behavior specifically prohibited on College-owned or College-controlled property includes disorderly conduct, gambling, illegal possession of, distribution of, or being under the influence of drugs or narcotics.
4. All personnel using the Student Center are subject to all rules, regulations and policies of Galveston College.
5. Students may be requested to show ID cards at any time.
6. Students or visitors who fail to take proper care of the facilities, equipment or furniture in the Student Center or whose conduct is improper will be subject to disciplinary action and may be requested to leave the facility.

**FORT CROCKETT**

Fort Crockett is a three-story tan masonry building located at 5001 Avenue U. It houses administrative and faculty offices, multi-purpose classrooms, the television studio, and the Theatre.

The Galveston College Community Theatre, the Upper Deck, is located on the third floor of the Fort Crockett building. A full-time student may pick up a complimentary season ticket within the first two weeks of a semester. Students failing to pick up tickets during that time will be required to pay the general admission fee.

**FITNESS CENTER**

The Fitness Center is located in the north portion of the Fort Crockett building. The Center houses an activity room, weight training area, and shower facilities. Racquetball courts are located directly west of the facility. The Fitness Center is available for use by students, faculty or special guests with valid ID cards free of charge when classes are not scheduled. Reservations may be made by calling 744-2457.

**Fitness Center Rules and Regulations:**

Galveston College Fitness Center facilities are for the use and enjoyment of Galveston College students who are asked to assist the College in operation and maintenance of the facilities by complying with the following rules and regulations:

1. Individuals must sign in at the registration desk.
2. No food or drinks are allowed in the racquetball courts, weight room, or activity room.
3. All bicycles are kept on racks in the designated area.
4. Proper attire is required for various activities.
5. The use of tobacco in any form is prohibited in the Physical Education facilities.

The following rules and regulations apply specifically to the racquetball courts:

1. Courts are for handball, racquetball, or wallyball only.
2. Proper court shoes are required.
3. All racquets must have bumper guards.
4. Eye guards are recommended.
5. No chewing gum or tobacco allowed in courts.
6. No spitting on floors or walls.
7. Hitting walls with racquet should be avoided.

**GENERAL INFORMATION****FACILITIES**

## GENERAL INFORMATION

### FACILITIES

8. Valuables should not be left unattended. The College is not responsible for articles lost or stolen. Articles should not be left outside the courts.

**Tennis Courts at Fort Crockett:** The primary use of the tennis courts is to fulfill the instructional needs of the College. When instructional needs have been met, maximum use of the courts will be afforded to the public at no cost. Operational procedures will be maintained by the administration. The following rules and regulations govern the use of the courts:

1. The courts will be open to tennis players only.
2. Tennis shoes must be worn.
3. Bicycles, roller skates, state boards or other types of vehicles will not be allowed.
4. Glass containers will not be allowed.
5. Play will be limited to 1 1/2 hours if other players are waiting. A court may not be used for individual practices if others are waiting to use the courts.

The College also offers classes at the municipal golf course, YMCA, and the Galveston Boat Club.

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

**First Aid Facilities:** The First Aid Room is located on the second floor of the Mary Moody Northern Center. To obtain entry, you must notify Student Development Services during the normal daytime hours or the evening supervisor during the normal evening hours. In the event of serious illness or severe injury, the family and/or family doctor and/or hospital will be notified by the supervising personnel. Commercial first aid kits are kept in SC-100, the Humanities Office and the Minority Affairs Office on the Main campus, and in the Fitness Center at the Fort Crockett campus.

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

**Phones:** There are pay phones in the east stairway and west stairway of

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

**Lost and Found:** Personal items, articles or books left in the classrooms, etc. should be turned into the lost and found department (M-146), the mail-information room. All persons wishing information on lost or found items should contact M-146.

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

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

**Drinking, Eating and Smoking:** There will be no eating or drinking in classrooms. The use or possession of intoxicating beverages or drugs is prohibited in buildings and all other public campus areas. Cigarette smoking is not permitted inside classrooms or buildings. Designated smoking areas include the TV Room in the Cheney Student Center, the external stairwells of the Northern building, and the breezeways at Fort Crockett.

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

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

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

**Parking Regulations:** Speed limit on the College campus is 10 miles per hour. All parking spaces at Galveston College are clearly marked by yellow paint lines on the pavement. Parking is not permitted other than in spaces described below:

### SPECIAL

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

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

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

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

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

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

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

Inquiries concerning parking rules and regulations or violations may be made at the Business Office — M-122.

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

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

Any other emergency announcements of cancellations and/or of reopening of the College activities will be made on the following radio stations:

- Galveston .. KGBC (1540 AM on the dial)
- KILE (1400 AM on the dial)
- Brazosport/Freeport.....KBRZ
- (1460 AM on the dial)

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

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

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

- Austin..... KLBJ (590 AM on the dial)
- College Station ..... WTAW
- (1150 AM on the dial)
- Dallas..... WFAA (570 AM on the dial)
- Fort Worth.. WBAP (820 AM on the dial)
- Houston ..... KPRC (950 AM on the dial)
- KTRH (740 AM on the dial)
- San Antonio.....WOAI
- (1200 AM on the dial)

- KTBC — TV Channel 7
- KTRK — TV Channel 13
- KPRC — TV Channel 12
- KHOU — TV Channel 11
- KMOL — TV Channel 14

**Equal Educational and Employment Opportunity Policy**

Galveston College is committed to providing equal educational and employment opportunity regardless of sex, marital or parental status, race, color, religion, age, national origin, or handicap. The District provides equal opportunity in accord with federal and state laws. Equal educational opportunity includes admission, recruitment, extra-curricular programs and activities, access to course offerings, counseling and testing, financial aid, employment, health and insurance services, and athletics. Existing administrative procedures of the College are used to handle student grievances. When a student believes a condition of the College is unfair or discriminatory, the student can appeal to the administrator in charge of that area. Appeals to high administrative authority are considered on the merits of the case.

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

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

**GENERAL INFORMATION**

SPECIAL

## GENERAL INFORMATION

SPECIAL

DISCLAIMER

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

### Student Consumer Information Services

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

### Alcohol and Drug Abuse Education Program

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

The Alcohol and Drug Abuse Education Program is designed to provide an institution-wide program to aid students, faculty and staff. The major emphasis is focused on education and prevention activities. Assistance is also provided to students and employees through meaningful and helpful referral services in local community agencies. For more information contact the Director of Minority Affairs and Special Services.

### The Causeway College

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

- Automotive Mechanic Technology
- Child Development
- Diesel Mechanics
- Drafting and Design Technology

- Electrical Construction Technology
- Graphic Arts
- Thermal Technology
- Welding Technology

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

### Administrative Interpretation and Change

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

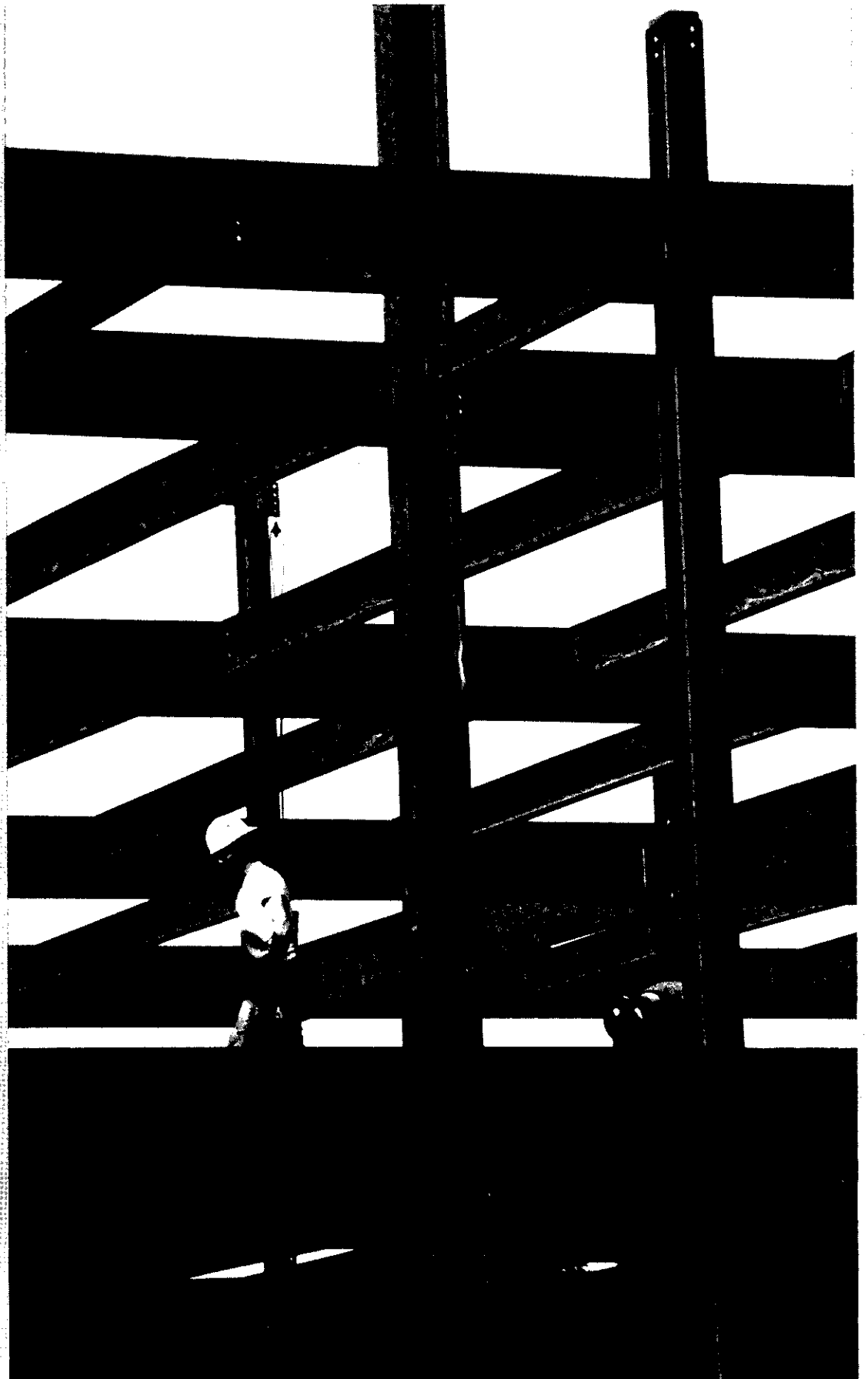
Galveston College does not guarantee that courses listed in this catalog will be offered in any given term or year, or on a specific campus. Registration for a particular course, section of a course, or, in some cases, a program may be limited by the College. Galveston College reserves the right to cancel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





# ADMISSION POLICIES

## CREDIT COURSES



## GENERAL ADMISSIONS

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

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

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

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

- \* Credit for college hours will not be granted until the student has successfully completed all high school graduation requirements and a high school transcript documenting graduation is submitted to the Admissions Office. (Approval may be requested by the student for dual credit.)
- \* While attending Galveston College, the student will be expected to adhere to all policies of the College.

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

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

## ADDITIONAL ADMISSIONS REQUIREMENTS FOR OCCUPATIONAL/ TECHNICAL PROGRAMS WHICH HAVE LICENSING AND/OR ACCREDITING AGENCY REQUIREMENTS.

Because licensing and/or accrediting agencies periodically change their requirements, Galveston College may have to change both admissions and curricula in these special programs. Therefore, a student taking preparatory courses for entry into one of these fields may have to change plans to meet any new requirements. The College cannot guarantee "future entrance requirements" for these programs. For admissions requirements to specific occupational/ technical programs, please refer to the sections of this catalog devoted to a description of each instructional division.

## ASSESSMENT, PLACEMENT, AND TASP REQUIREMENTS

Before enrolling in credit courses at Galveston College, new students must take the ASSET examination to determine their proficiency in Reading, Writing and Mathematics. Results of the examination will determine their eligibility for placement in college-level courses. Low scores will restrict a student's course selection.

Only the following new students are exempt from formal assessment and placement:

1. Transfer or degree holding students having completed or received credit for the equivalent of ENG 1301 (to satisfy English and Reading requirements) and MTH 1301 (to satisfy Mathematics requirements if completed within the last five years) with a grade of "C" or higher. Evidence of course completion must be verified on an official transcript.
2. Students receiving special permission from an appropriate Assistant Dean, or a faculty advisor designated by an Assistant Dean, to take courses in a single discipline.

In addition, new students enrolling in Fall 1989 and thereafter, who have not completed at least three credit hours of college level work acceptable to the enrolling institution prior to Fall of 1989, must participate in the Texas Academic Skills Program (TASP) as required by state law.

A comprehensive brochure on assessment and placement, and TASP requirements at Galveston College is available upon request from the Counseling Center.

## ADMISSION POLICIES AND PROCEDURES

GENERAL ADMISSION

## ADMISSION POLICIES AND PROCEDURES

### GENERAL ADMISSION

## ADMISSIONS PROCEDURE

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

- (a) Obtain application forms from the Admissions Office.
- (b) Return completed forms to the Admissions Office.
- (c) Arrange for official transcripts from all schools (high school and colleges) attended to be sent to the Admissions Office. Returning students who have not attended Galveston College within the last 5 years may be required to again furnish official copies of coursework at other schools attended.
- (d) Submit appropriate placement test scores.
- (e) Arrange a counseling interview prior to formal registration.

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 FORM. THIS FORM WILL BE COMPLETED IN THE ADMISSIONS OFFICE.

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

## RESIDENT CLASSIFICATION STUDENT RESPONSIBILITY

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

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

## INTERNATIONAL STUDENTS

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

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

## PERSONAL INFORMATION

1. **Change of Address:** Any student with a change of mailing address and/or place of residence must notify the Admissions Office as soon as possible.
2. **Change of Name:** The listing of a student's name at Galveston College is originally recorded from the admission application. A legal document confirming change of name must be submitted to the Admissions Office before a change will be affected.

## REGISTRATION

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

## TUITION AND FEES

### General Information

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

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

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

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

## ADMISSION POLICIES AND PROCEDURES

TUITION

### TUITION

No. of Semester Hours	Residents of Texas	Non-Resident of Texas
1	\$ 25.00	\$200.00
2	25.00	200.00
3	25.00	200.00
4	25.00	200.00
5	25.00	200.00
6	25.00	200.00
7	28.00	200.00
8	32.00	200.00
9	36.00	200.00
10	40.00	200.00
11	44.00	220.00
12	48.00	240.00
13	52.00	260.00
14	56.00	280.00
15	60.00	300.00
16	64.00	320.00
17	68.00	340.00
18	72.00	360.00
19	76.00	380.00
20	80.00	400.00
21	84.00	420.00
22	88.00	440.00

### Galveston College Lab Fees

ART 1307 .....10.00	ART 1308 .....10.00	ART 2301 .....10.00	ART 2302 .....10.00
ART 2303 .....10.00	ART 2304 .....10.00	ART 2307 .....10.00	ART 2308 .....10.00
ART 2309 .....10.00	ART 2310 .....10.00	ART 2313 .....10.00	ART 2314 .....10.00
BIO 1401 .....16.00	BIO 1402 .....16.00	BIO 1403 .....16.00	BIO 1404 .....16.00
BIO 1408 .....16.00	BIO 2300 .....16.00	BIO 2405 .....16.00	
CHM 1401 .....16.00	CHM 1402 .....16.00	CHM 1403 .....16.00	CHM 1404 .....16.00
CHM 2403 .....16.00	CHM 2404 .....16.00		
CSC 1301 ..... 8.00	CSC 1302 ..... 8.00	CSC 1401 .....16.00	CSC 1402 .....16.00
CSC 2401 .....16.00	CSC 2403 .....16.00	CSC 1404 .....16.00	CSC 1405 .....16.00
CST 2202 .....16.00	CST 2203 .....16.00	CST 2204 .....16.00	CST 2205 .....16.00
CST 2401 .....16.00	CST 2402 .....16.00	CST 2403 .....16.00	CST 2404 .....16.00
CST 2408 .....16.00			CST 2405 .....16.00

FEES

## ADMISSION POLICIES AND PROCEDURES

FEES
------

FFS 1301.....24.00	FFS 1302.....24.00		
FPM 1304 .....24.00	FPM 2301 .....24.00	FPM 2303 .....24.00	FPM 2304 .....24.00
FRN 1401 ..... 5.00	FRN 1402 ..... 5.00		
GRM 1401 ..... 5.00	GRM 1402 ..... 5.00		
HOR 1301.....16.00	HOR 1302.....16.00	HOR 1303.....16.00	HOR 1404.....16.00
HOR 2301.....16.00	HOR 2302.....16.00	HOR 2402.....16.00	HOR 2403.....16.00
HOR 2404.....16.00	HOR 2405.....16.00		
MRT 1302.....10.00	MRT 1303 .....10.00	MRT 1304.....10.00	MRT 1401 .....24.00
MRT 2201.....10.00	MRT 2401 .....24.00		
MUS 1121.....30.00	MUS 1122.....30.00	MUS 1123.....30.00	MUS 1124.....30.00
MUS 1125.....30.00	MUS 1126.....30.00	MUS 1221.....60.00	MUS 1222.....60.00
MUS 1223..... 60.00	MUS 1224.....60.00	MUS 1225.....60.00	MUS 1226.....60.00
MUS 2121.....30.00	MUS 2122.....30.00	MUS 2123.....30.00	MUS 2124.....30.00
MUS 2223.....60.00	MUS 2224.....60.00	MUS 2225.....60.00	MUS 2226.....60.00
NUR 1503..... 8.00	NUR 1601.....24.00	NUR 1602.....16.00	NUR 2502.....16.00
NUR 2601.....16.00	NUR 2604.....16.00	NUR 2605.....16.00	
OFT 1101.....10.00	OFT 1102.....10.00	OFT 1103.....10.00	OFT 1104.....10.00
OFT 1205.....15.00	OFT 1206.....15.00	OFT 1400.....20.00	OFT 1401.....20.00
OFT 1402.....24.00	OFT 1403.....20.00	OFT 2400.....20.00	OFT 2401.....24.00
OFT 2402.....24.00	OFT 2403.....24.00	OFT 2404.....24.00	
PED 2301.....10.00	PED 2304.....10.00	PED 1100.....10.00	PED 1101.....10.00
PED 1105.....10.00	PED 1110.....24.00	PED 1115.....20.00	PED 1120.....24.00
PED 1108.....20.00	PED 1130.....10.00	PED 1135.....10.00	PED 1140.....10.00
PED 1125.....10.00	PED 1150.....10.00	PED 1155.....20.00	PED 1160.....24.00
PED 1145.....10.00	PED 1170.....10.00	PED 1175.....10.00	PED 1180.....10.00
PED 1165.....10.00	PED 1190.....10.00	PED 1195.....20.00	
PED 1185.....10.00			
PHY 2401 ..... 8.00	PHY 2402 ..... 8.00	PHY 2403 ..... 8.00	PHY 2404 ..... 8.00
PHY 2405 ..... 8.00			
RDT 1206 .....16.00	RDT 1207 .....16.00		
REC 1205.....16.00	REC 1402.....16.00	REC 2404.....16.00	REC 2607.....16.00
SPN 1401..... 5.00	SPN 1402..... 8.00		
SUT 1001..... 5.00	SUT 1003..... 5.00	SUT 1008.....10.00	SUT 1010.....10.00
TLV 1301..... 5.00	TLV 1302..... 5.00	TLV 1304..... 5.00	TLV 1403..... 5.00
TLV 1404..... 5.00	TLV 2301..... 5.00	TLV 2302..... 5.00	TLV 2303..... 5.00

Building use Fee — \$8.00 per semester credit hour.

Health Fee — \$12.00 per semester for all students in health related programs.

Identification Card Fee — \$2.00

Insurance Fee — Charged for all students in health related programs. \$12.50 for those students starting in the Fall semester, \$10.50 for those students starting in the Spring semester.

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

### CERTIFICATE PROGRAMS

#### Licensed Vocational Nursing

##### Resident

	Tuition	Lab Fee	Other Fees	Total
Spring	\$60.00	\$16.00	\$159.50	\$135.50
Summer	40.00	16.00	95.00	151.00
Fall	60.00	16.00	169.50	145.50

##### Non Resident

Spring	\$300.00	\$16.00	\$159.50	\$475.50
Summer	200.00	16.00	95.00	311.00
Fall	300.00	16.00	169.50	485.50

**ADMISSION  
POLICIES  
AND  
PROCEDURES**

**FEEES**

**Community Education**

Tuition and fees for Community Education courses depend largely upon:

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

**Bad Checks**

A \$5.00 charge will be made by the College for each returned check, plus additional fees will be charged by any collection agency the College assigns to collect.

**Refund Policy**

1. College Credit and Certificate Program Courses

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

**Fall and Spring Semesters**

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

**Summer Semesters**

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

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

**Regular Session**

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

**Summer Session**

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

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

2. Community Education Courses

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

B. All refund requests and questions will be handled by the Admissions Office.

**Financial Obligations**

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

**Student Activity Fees**

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

**Professional & Personal Liability Insurance for Health Related Majors**

In October of 1972 the Board of Regents of The University of Texas System announced that effective in the Fall Semester of 1972, all " . . . allied health and nursing students will be required prior to official registration to show evidence of professional liability (malpractice) insurance coverage in a minimum amount determined by the chief administrative officer of that

## **ADMISSION POLICIES AND PROCEDURES**

<b>FEES</b>
-------------

component . . . " As Galveston College uses the facilities of The University of Texas Medical Branch, our students in the health related fields come under this ruling.

The minimum amount of coverage acceptable to UTMB is \$200,000/\$600,000. Galveston College will provide a Blanket Student Liability Insurance Program for a \$12.50 premium for those starting in the Fall Semester and \$10.50 for those starting in the Spring semester. New "health-related majors" will be assessed this fee as a part of the registration procedures.

Students may have their own individual policies if they wish, but a copy of such a policy or other adequate proof of insurance must be provided to the College at the time of registration. Such a policy must have a minimum of \$200.00/\$600.00 coverage.

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

### **Transcripts**

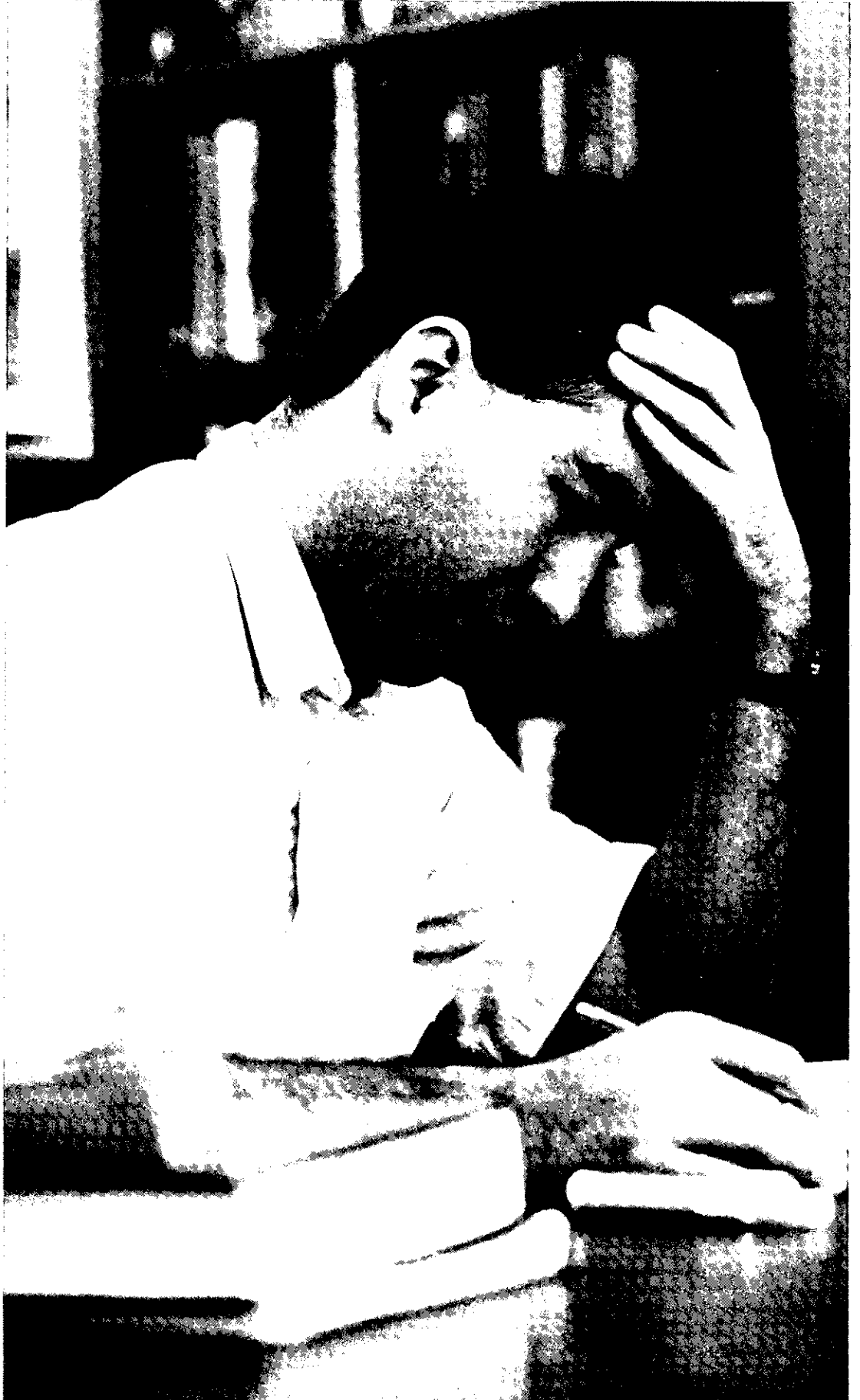
All requests for transcripts must be made in writing by the student either by completing the request form in the Admissions Office or by letter. No requests can be taken over the telephone. The first transcript is furnished free of charge. Additional copies thereafter may be obtained at a cost of \$2.00 each. Allow 2-4 days for processing transcript requests.

Students with an outstanding debt to Galveston College will not be issued a transcript until the indebtedness is cleared by the Business Office.





# ACADEMIC STANDARDS



## **CREDIT FOR COURSES**

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

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

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

## **CREDIT BY EXAMINATION**

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

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

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

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

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

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

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

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

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

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

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

## **ACADEMIC STANDARDS**

### **CREDIT**

## ACADEMIC STANDARDS

### CREDIT

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

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

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

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

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

CLEP Achievement Test	Minimum Score	Course	Semester Hrs.	Grade
General Biology	60	BIO 1401-1402	8	A
General Biology	55	BIO 1401-1402	8	B
American Government	54	GOV 2301	3	A
American Government	50	GOV 2301	3	B
General Psychology	65	PSY 1301	3	A
General Psychology	55	PSY 1301	3	B
Intro. to Sociology	64	SOC 1301	3	A
Intro. to Sociology	59	SOC 1301	3	B
American History	60	HIS 1301	3	A
American History	54	HIS 1301	3	B
English Composition or Freshman English	55*	ENG 1301	3	A
English Composition or Freshman English	50*	ENG 1301	3	B

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

CLEP Achievement Test	Minimum Score	Course	Semester Hrs.	Grade
Introductory Accounting	60	ACT 1401	4	A
Introductory Accounting	55	ACT 1401	4	B
Intro. Micro-Marco Eco.	60	ECO 2301 & 2302	6	A
		ECO 2301 & 2302		
Intro. Micro-Macro Eco.	54	2302	6	B
General Chemistry	65	CHM 1402	4	A
General Chemistry	50	CHM 1401	4	B
College Algebra	60	MTH 1301	3	A
College Algebra	55	MTH 1301	3	B
Trigonometry	60	MTH 1302	3	A
Trigonometry	55	MTH 1302	3	B
Calculus with Elem. Functions	60	MTH 1409	4	A
Calculus with Elem. Functions	55	MTH 1409	4	B

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

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

## ACADEMIC STANDARDS

APP Achievement Test	Minimum Score	Course	Semester Hrs.	Grade
Biology	4	BIO 1401-1402	8	A
Biology	3	BIO 1401-1402	8	B
American History	4	HIS 1301	3	A
American History	3	HIS 1301	3	B
Spanish	4	SPN 1401 & 1402	8	A
Spanish	3	SPN 1401 & 1402	8	B
French	4	FRN 1401 & 1402	8	A
French	3	FRN 1401 & 1402	8	B
Language & Comp.	5*	ENG 1301	3	A
Language & Comp.	4*	ENG 1301	3	B

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

Chemistry	4	CHM 1401 & 1402	8	A
Chemistry	3	CHM 1401 & 1402	8	B
Calculus AB	4	MTH 1409	4	A
Calculus AB	3	MTH 1409	4	B
Calculus BC	4	MTH 2401	4	A
Calculus BC	3	MTH 2401	4	B
Physics Form B	4	PHY 2401 & 2402	8	A
Physics Form B	3	PHY 2401 & 2402	8	B

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

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

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

## ACADEMIC STANDARDS

### GENERAL INFORMATION

#### EXPLANATION OF THE COURSE NUMBER SYSTEM

The courses offered by Galveston College carry a three letter prefix and a four-digit number (for example, MUS 1301 for a course in Music and PED 1101 for a course in Physical Education).

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

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

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

#### CLASSIFICATION OF STUDENTS

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

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

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

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

Full-time student:

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

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

Part-time student:

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

#### COURSE LOAD

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

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

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

#### CLASS ATTENDANCE

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

Any student who has missed 10% of the total clock hours of

instruction, not excused by the instructor, will be withdrawn from class by the instructor with a grade of "AWF" or "AWN" (for developmental courses only).

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

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

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

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

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

---

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

---

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

---

### **EXAMINATIONS**

---

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

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

---

### **SCHOLASTIC INTEGRITY**

---

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

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

---

### **STUDENT RECORDS**

---

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

A brief summary of this policy is as follows:

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

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

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

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

The following categories of information in the student records are considered Directory Information and may be released to the general public without the written consent of the student. A student may request that all or any part of the Directory Information be withheld from the public by making WRITTEN REQUEST to the Admissions Office during

## **ACADEMIC STANDARDS**

### **GENERAL INFORMATION**

## ACADEMIC STANDARDS

### GENERAL INFORMATION

the FIRST 12 CLASS DAYS of a Fall or Spring semester or the FIRST 4 DAYS of a Summer semester. This request will apply only to the current enrollment period. The following is included as Directory Information:

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

### GRADING SYSTEM

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

The grading system for Vocational Nursing is different (See Course Syllabus).

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

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

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

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

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



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

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

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

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

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

### ADMINISTRATIVE WITHDRAWAL

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

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

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

**Withdrawal from College:** Any student withdrawing from the College

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

### GRADE POINT AVERAGE (GPA)

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

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

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

Courses	Grade	Grade Points
BIO 1403	A	16
ENG 1301	B	9
HIS 1301	B	9
SPH 1301	C	6
PSY 1301	D	3
PED 1115	F	0

Total Credit Hours: 17

Total Grade Points: 43

$$43 \div 17 = 2.52$$

### Cumulative Grade Point Average

The cumulative grade point average is based upon all of the student's work taken at Galveston College.

## ACADEMIC STANDARDS

GENERAL  
INFORMATION

GRADE POINT  
AVERAGE

## ACADEMIC STANDARDS

### ACADEMIC PROBATION

However, when courses are repeated only the most recent grade will be used to calculate grade points and semester hours.

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

### Academic Probation and Suspension

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

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

Students who have been placed on academic probation and who fail to meet the grade point requirements in the next semester hours attempted will be suspended for one long-term semester or the combined summer terms, as applicable. **VETERANS SHALL BE REPORTED TO THE VA AS MAKING UNSATISFACTORY PROGRESS AND WILL NOT BE CERTIFIED UNTIL PROBATION HAS BEEN REMOVED.**

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

A student who has been suspended twice from any college must obtain special permission to enter Galveston College. Such permission may be granted by the Vice President and Dean of Student Development Services.

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).

### GRADE POINT REQUIREMENTS

**TABLE 1  
GRADE POINT REQUIREMENTS**

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

## GRADE APPEAL

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

## GRADE REPORTS

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

---

## HONOR STUDENTS

---

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

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

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

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

## ACADEMIC STANDARDS

<p>GRADE APPEAL/ REPORTS</p>
----------------------------------

<p>HONOR STUDENT</p>
----------------------

## ACADEMIC STANDARDS

### DEGREE PLANS

#### DEGREE

Galveston College offers three degree plans: 1) Associate of Arts, 2) Associate of Science, and 3) Associate of Applied Science. 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, terminal programs which may require one semester to one year of study, i.e. Surgical Technology). Galveston College now offers

Post-Associate degree programs in Computerized Tomography Technology, Magnetic Resonance Imaging, Special Procedure Technology, and Radiation Dosimetry. For specific programs granting the Certification of Graduation, please refer to the sections of this catalog devoted to a description of each instructional division.

The basic requirements for each of the three degree plans offered at Galveston College are described below:

<i>Associate of Arts</i>			
<i>Category</i>	<i>Course Selection</i>	<i>Min Hrs</i>	
<i>a. Communications</i>	<i>ENG 1301 and 1302</i>	<i>6</i>	
	<i>SPH 1301, 1305, 1306 or 2308</i>	<i>3</i>	
<i>b. Science/Mathematics</i>	<i>Courses to be selected from Natural Science, Mathematics or Computer Science</i>	<i>9</i>	
<i>c. Social Science</i>	<i>HIS 1301, 1302 or 2303</i>	<i>6</i>	
	<i>GOV 2301 and 2303</i>	<i>6</i>	
<i>d. Behavioral Science</i>	<i>A course to be selected from Anthropology, Psychology, or Sociology</i>	<i>3</i>	
<i>e. Humanities</i>	<i>Sophomore English (Literature)</i>	<i>3</i>	
	<i>Courses to be selected from Art, Drama, English (Literature), Foreign Languages, Humanities, Philosophy, or Music</i>	<i>9</i>	
<i>f. Physical Education</i>	<i>To be selected from available activity courses</i>	<i>2</i>	
<i>g. Electives</i>	<i>Other courses to be selected by student to total a minimum of 60 hrs for the degree</i>	<i>13</i>	
		<i>60</i>	

<i>Associate of Science</i>			
<i>Category</i>	<i>Course Selection</i>	<i>Min Hrs</i>	
<i>a. Communications</i>	<i>ENG 1301 and 1302</i>	<i>6</i>	
	<i>SPH 1301, 1305, 1306 or 2308</i>	<i>3</i>	
<i>b. Science/Mathematics</i>	<i>Courses to be selected from Natural Science, Mathematics and Computer Science, with at least one course from each</i>	<i>20</i>	
<i>c. Social Science</i>	<i>HIS 1301, 1302, or 2303</i>	<i>6</i>	
	<i>GOV 2301 and 2303</i>	<i>6</i>	
<i>d. Behavioral Science</i>	<i>A course to be selected from Anthropology, Psychology, or Sociology</i>	<i>3</i>	
<i>e. Humanities</i>	<i>Sophomore English</i>	<i>3</i>	
	<i>A course to be selected from Art, Drama, English, Foreign Languages, Humanities, Philosophy, or Music</i>	<i>3</i>	
<i>f. Physical Education</i>	<i>To be selected from available activity courses</i>	<i>2</i>	
<i>g. Electives</i>	<i>Other courses to be selected by student to total a minimum of 60 hrs for the degree</i>	<i>8</i>	
		<i>60</i>	

NOTE: Alternative course choices within an academic category and elective choices should be selected with the assistance of a Galveston College counselor or faculty advisor. Students planning to transfer may have to select specific courses to meet the requirements of the transfer institution.

#### *Associate of Applied Science*

The Associate of Applied Science Degree is awarded to students who successfully complete an approved curriculum for a two-year occupational program. For specific programs, please refer to the sections of this catalog devoted to a description of each instructional division.

## **PHYSICAL EDUCATION REQUIREMENTS**

A student is *exempt* from the physical education requirements under the following conditions:

1. If the student is a veteran of the armed forces.
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.

An *excess* of 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 Dean of Admissions.

### **REQUIREMENTS FOR GRADUATION**

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

The last 18 semester hours prior to graduation must be completed in residence at Galveston College. Exceptions may be considered and granted by mutual consent of the Vice President and Dean of Student Development Services and the Vice President and Dean of Instruction. A minimum grade point average of 2.0 ("C") is required on all course work applying toward a degree and/or a certificate. **DEVELOPMENTAL COURSES MAY NOT BE APPLIED TOWARD DEGREES.**

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

### **GRADUATION PROCEDURES** Filing for Degree or Certificate

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

1. Applications for the granting of a degree or certificate should be filed in the Admissions Office prior to the published deadlines -

#### **Filing Deadlines for Graduation**

Fall - November 1

Spring - March 1

Summer - During **first week** of the semester

2. An application for graduation form and an instruction sheet should be picked up in the Admissions Office. An up-to-date degree plan should be prepared by a counselor. The degree plan should be attached with the application form along with the receipt of payment and returned to the Admissions Office.
3. Students may apply for graduation under existing catalog requirements or under the catalog requirements in effect when entering Galveston College (exception: Associate Degree Nursing, Radiography, Radiation Therapy Technology and Nuclear Medicine Technology students must apply under existing catalog requirements in effect when officially accepted and enrolled in those programs).
4. **All GRADUATING STUDENTS MUST ATTEND THE GRADUATION EXERCISE unless specifically excused IN WRITING** by the Dean of Admissions and Student Records. There is one formal graduation exercise held at the end of the Spring semester. Fall and Summer graduates are encouraged to participate and should request special instructions regarding participation from the Admissions Office. There is a \$5.00 fee to cover the costs of processing and mailing diplomas for students unable to participate or pick up diplomas.
5. A graduation fee of \$10.00 will be charged to help cover the degree, expense of graduation exercise and expense of a reception. An additional late fee of \$10.00 will be charged to students who do not file by the deadline.
6. Cap and gown, nursing pins, invitations, etc. will be ordered through the Bookstore.
7. Eligible nursing students will pay NCLEX-RN and licensure fee to the Nursing Office.
8. Graduation fees are not refundable. Students who fail to qualify for graduation must reapply (Steps 1 - 5) and pay appropriate graduation fees as above.

## **ACADEMIC STANDARDS**

REQUIREMENTS

PROCEDURES

---

**GRADUATION WITH HONORS**

---

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

**ACADEMIC  
STANDARDS**

HONORS
--------



# STUDENT DEVELOPMENT SERVICES





## **STUDENT DEVELOPMENT SERVICES**

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

### **COUNSELING SERVICES**

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

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

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

The Counseling Office is located in Moody Hall.

### **OFFICE OF PLACEMENT SERVICES**

The main purpose of the Office of Placement Services is to develop job opportunities for Galveston College students and alumni. The Office posts

employment opportunities on the Placement Bulletin Board located in Moody Hall and provides referral information to qualified candidates who have applied to receive placement assistance from the College.

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

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

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

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

### **OFFICE OF MINORITY AFFAIRS AND SPECIAL SERVICES**

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

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

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

Physically handicapped students are requested to notify the Director of

## **STUDENT DEVELOPMENT SERVICES**

COUNSELING

STUDENT EMPLOYMENT

SPECIAL SERVICES



## STUDENT DEVELOPMENT SERVICES

SPECIAL SERVICES

FACULTY  
ADVISORY

FINANCIAL AID



Minority Affairs and Special Services regarding any assistance they will need in class.

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

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

### **FACULTY AIDVORSY SYSTEM**

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

## **FINANCIAL AID**

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

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

Eligibility Requirements: To be eligible for financial assistance, a student must 1) meet entrance requirements; 2) be accepted for enrollment in an eligible program, or if presently enrolled be making satisfactory academic progress in an eligible program; 3) not be in default on any state or federal government loan; 4) not owe a refund on a grant previously received for attendance at any institution; 5) be enrolled for a minimum of 6 semester credit hours in an academic program; and 6) must have a completed file in the Financial Aid Office.

Selective Service Requirement: Students who are born after December 31, 1959, and who are required under the Military Selective Service Act to register for the draft, are required to file a statement of compliance. Failure to comply constitutes ineligibility to receive any grants, loans, or work assistance under Title IV of the Higher Education Act of 1965 as amended.

Application Procedure: Each student requesting consideration for financial assistance must:

1. Make sure all Galveston College entrance requirements have been met and academic transcripts are on file in the Admissions Office. Please check with the Counselor's Office regarding test(s) you may be required to take.
2. Complete and file appropriate need analysis form as provided by the Financial Aid Office of Galveston College. Application must be made every year.
3. Request that a financial aid transcript be submitted to the Financial Aid Office from each college you have attended (other than Galveston College), even if you did not receive financial aid. Financial aid transcript forms are available in the Financial Aid Office.

4. Submit a copy of your degree plan/ educational objective to the Financial Aid Office.

5. Complete Galveston College Financial Aid Office institutional application and sign a Statement of Educational Purpose/ Registration Compliance. Be prepared, upon request, to show documentation that you are registered with the Selective Service, if applicable.

6. Submit signed income tax return (IRS 1040, 1040A, 1040EZ, not W-2), non-taxable income verification and other documentation if requested for verification.

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

### ***TYPES OF FINANCIAL AID***

#### **Stafford Student Loans:**

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

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

The federal government charges an origination fee on each loan in addition to an insurance premium charged on the loan by the lender. These charges will be

deducted from the proceeds of the loan before it is disbursed to the student.

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

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

#### **Pell Grant:**

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

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

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

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

## ***STUDENT DEVELOPMENT SERVICES***

FINANCIAL AID

TYPES

## STUDENT DEVELOPMENT SERVICES

FINANCIAL AID

TYPES

### Texas Public Educational Grant (TPEG):

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

### State Student Incentive Grant (SSIG):

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

### College Work-Study

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

### Bureau of Indian Affairs:

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

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

### Vocational Rehabilitation:

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

Texas Rehabilitation Commission  
6000 Broadway  
Galveston, Texas 77550

### Veterans Benefits Program

The Veterans Benefits Program is coordinated by the Veterans Affairs Assistant in the Admissions Office of the College. Services of this office include counseling the veteran concerning benefits. When testing indicates that a veteran should enroll in developmental courses such as reading, writing, or math, the student may pursue these courses with no charge to his benefits. Tutoring services are also available to the veteran who is having learning difficulties in one or more subjects. The veteran student should be aware of some of the Veterans Administration guidelines. Violation of these guidelines causes complications in receiving monthly benefits or loss of those benefits.

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

FEDERAL-STATE

	PROGRAM	ELIGIBILITY CRITERIA	VALUE	HOW TO APPLY
EMPLOYMENT LOANS	Texas Guaranteed Student Loans (TGSL)	Enrolled at least half-time and established financial need. Must receive loan counseling.	\$2625 maximum per year, 8% interest with repayment beginning 6 months after ceasing to be at least half-time. After four years in repayment, interest increases to 10%.	Applications available in the Financial Aid Office.
	College Work Study (CWSP)  Pell Grant (formerly Basic Grant/ BEOG)	Enrolled at least half-time and established financial need.  *Enrolled at least half-time and established financial need.	Currently \$3.35 per hour  Depends on school cost, family income, enrollment status and degree of need. Students must submit student's Aid Report to College.	File an application for Federal Student Aid (AFSA). Forms available in the Financial Aid Office.
GRANTS	Supplemental Educational Opportunity Grant (SEOG)	Enrolled at least half-time and established financial need.	\$100 to \$400 per year at Galveston College. SEOG Awards go to the most needy students.	
	State Student Incentive Grant (SSIG)	At least half-time, established financial need.	Up to \$400 per year at Galveston College. Awards go to the most needy students.	
	Texas Public Education Grant (TPEG)	At least half-time, established financial need.	\$200 to \$400 per year at Galveston College. Awards go to the most needy students.	
OTHER AID	Short-Term Loan	At least half-time, and in good standing.	Tuition, Fees and Books. Limited by funds available each semester.	Application forms available in the Financial Aid Office.
	Scholarships (Private Donors)	(See Scholarships)	Tuition, Fees and Books	

\* Students who enroll less than half-time and have maximum need as determined by the Pell Grant Program may receive Pell.

## STUDENT DEVELOPMENT SERVICES

FINANCIAL AID

CHART

### **ACADEMIC STANDARDS FOR STUDENTS RECEIVING VA EDUCATIONAL BENEFITS**

placed on academic probation for the succeeding semester. If a student makes the G.P. requirements on the current work attempted, but has not achieved the required cumulative G.P., he will be allowed to continue on probation for one more semester.

#### **SATISFACTORY PROGRESS**

A student who is receiving V.A. educational benefits must meet the grade point requirements listed on Table I on page 63 in the Galveston College catalog.

#### **UNSATISFACTORY PROGRESS**

A student who fails to achieve the required cumulative G.P. at the end of the second consecutive probationary period, shall be reported to the VA as making unsatisfactory progress and will not be certified until probation has been removed.

#### **PROBATION**

Students who fail to maintain the grade point requirements shall be

## STUDENT DEVELOPMENT SERVICES

### FINANCIAL AID

## PROGRESS POLICY FOR CERTIFICATE PROGRAMS

### SATISFACTORY PROGRESS

A student who is receiving VA educational benefits must maintain a cumulative GPA of 2.00 to be considered making satisfactory progress.

### PROBATION

Students who fail to achieve a cumulative GPA of 2.00 (for those **certified classes only** by mid semester shall be placed on probation for the remainder of the semester. If the student makes the GPA requirements on the current work attempted for the remainder of the semester, but does not meet the G.P. requirements for the entire semester, he will be allowed to continue on probation for one more semester.

### UNSATISFACTORY PROGRESS

A student who fails to achieve the required cumulative GPA at the end of the second consecutive probationary period, shall be reported to the VA as making unsatisfactory progress and will not be certified until probation has been removed.

### Hazelwood Act:

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

### Institutional Scholarships:

Departmental scholarships are offered to qualified students in the following disciplines: speech, drama, music. Students interested in these scholarships should contact the Assistant Dean for information concerning the process and the criteria on which they are awarded. Amounts vary to an amount equivalent to, but not to exceed, tuition, fees, and books.

### Scholarships From Private Donors:

Various individuals, civic clubs and organizations have provided funds to

assist Galveston College students who want to further their education. Students must complete a Scholarship Application in the Financial Aid Office and should plan to enroll as a FULL-TIME student. Awards vary from \$100 to \$250 per year, depending upon the corpus of the various scholarship funds. Application deadlines are August 31 for Fall and December 1 for Spring. The Galveston College Scholarship Committee will review all applications and select recipients for the following scholarships:

Sister Mary Agnesita  
Claire Singleton Craft  
Laura Mae Elrod  
Professional Secretaries International  
(Bea Helman)  
Ingrid Greenwood  
Lambdin Scholarship  
Dr. John McGivney  
Margaret L. Mills  
George P. Mitchell  
Jean Morgan Memorial  
Mr. and Mrs. Jesse Murillo  
Noon Optimist Club  
Mary Pattinson Memorial  
Galveston College Faculty Council  
Scholarship  
Management Development Program  
Scholarship  
Galveston Attractions Association  
Galveston Restaurant Association  
Galveston Hotel-Motel Association

### Scholarship for Theatre Majors:

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

### Short-Term Loans:

Short-term loans are available to employed applicants for tuition, fees, and books. Applicants must contribute 15% of the total costs and the maximum loan is \$250 for a 30 day loan period. Emergency loans are available to students who document they are unable to receive assistance from at least two agencies.

## STATE TUITION EXEMPTION PROGRAMS:

### Mature Citizen Students:

All United States Citizens who are residents of Galveston Community College District who have attained the age of 65 years are entitled to attend any class held by Galveston College for credit on a "seats available" basis without paying tuition or any laboratory fees except Individual Instruction Fees (when applicable) and without paying any Special

Fees except those listed hereafter (when applicable): Health Insurance; Professional and Personal Liability Insurance and testing fees.

## Outside Aid Sources

### *Veterans Administration Educational Benefits:*

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

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

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

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

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

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

## ACADEMIC PROGRESS REQUIREMENTS

### SPECIFIC MEASURES OF SATISFACTORY ACADEMIC PROGRESS

"Satisfactory Academic Progress" is defined as completion of certificate or degree requirements within time limits outlined below; completion of a specific portion of the courses for which financial aid was received; and maintenance of a cumulative grade point average as outlined in the Galveston College catalog.

- (a) FULL-TIME students (enrolled for 12 or more hours) **must** remain enrolled in, and receive credit for, at least nine hours during a long semester.
- (b) THREE-QUARTER TIME students (enrolled for 9, 10, or 11 hours) **must** remain enrolled in, and receive credit for, at least six hours during a long semester.
- (c) ONE-HALF TIME students (enrolled for 6, 7, or 8 hours) **must** remain enrolled in, and receive credit for, at least three hours during a long semester.
- (d) During a summer semester for all programs except Pell, a part-time student is a student who is taking less than 6 hours. For financial aid eligibility, these students must enroll in and complete at least three semester hours. Enrollment in 6 semester hours or more during a summer semester is considered full-time. These students must also complete 3 semester hours.
- (e) For the Pell Grant: students must take at least 6, 7, or 8 semester hours during any semester to qualify as a half-time student, 9, 10, or 11 hours for three-quarter time, and 12 or more hours for full-time.

Credits earned and G.P.A. will be reviewed at the end of each semester. NOTE—The following shall be considered as credits earned. "A" through "D" grades and noncredit remedial courses in which a student receives a "CR" evaluation. The following shall NOT be considered as credits earned: "F" grades; "SP" grades; "I" incompletes; "W" or "AWF" withdrawals and noncredit remedial courses in which an evaluation of "NC" is received.

A student who does not meet the standards of satisfactory progress at the close of a semester will initially be placed on probation. Students who receive all F's, W's, AWF's, SP's, I's, or NC's or a combination of these will be SUSPENDED

## STUDENT DEVELOPMENT SERVICES

GENERAL INFORMATION

## STUDENT DEVELOPMENT SERVICES

### GENERAL INFORMATION

WITHOUT A PROBATION PERIOD and cannot receive financial aid. A student on probation may receive financial aid. At the close of a probationary semester, if a student does not meet the standards of satisfactory progress they will be suspended from eligibility and cannot receive financial aid. Transfer students with poor performance at previous schools, as indicated by their G.P.A. and course completion rate, will be placed on financial aid probation upon enrollment at Galveston College.

Some students must maintain progress as specified by their major department. Failure to maintain satisfactory progress, or complete withdrawal, will cancel eligibility for further financial aid, unless the student is counseled and re-establishes satisfactory progress through the department.

### REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

To be removed from Financial Aid Suspension, a student must enroll and successfully complete a minimum of 6 semester hours on his degree plan.

### APPEALS PROCEDURES FOR REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

Circumstances that may warrant exceptions include, but are not limited to (1) extended medical confinement; (2) other absences beyond the student's control; and (3) serious illness or death of a member of the student's immediate family. To be considered for an exemption, the student must make a written appeal to the Director of Financial Aid.

A student who appeals financial aid suspension and presents a written request to the Financial Aid Director, will have his/her appeal reviewed by a Financial Aid and Scholarship Committee. The student will receive a written response to the appeal. The Committee reserves the right to call a student to appear before the Committee for clarification of the written appeal.

### TRANSFER STUDENTS

Transfer hours will be evaluated for satisfactory progress purposes to determine remedial courses taken and in determining the total number of hours accepted toward a Certificate or Associate Degree at Galveston College.

### TIME LIMIT OF FINANCIAL AID ELIGIBILITY

A student may receive 7 full-time semesters or equivalent of aid in a degree program or 84 semester hours which ever occurs first. Students in an eligible certificate program may receive 5 full-time semesters or equivalent of 60 semester hours of aid which ever occurs first. Two part-time semesters are equivalent to one full-time semester. Students exceeding these limits will be classified as failing to make satisfactory academic progress and will lose Financial Aid eligibility at Galveston College.

### FOREIGN STUDENTS

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

### VETERANS INFORMATION

Veterans who wish to apply for educational benefits should see the Veterans Affairs Assistant in the Admissions Office prior to the time of registration. Although Galveston College does very few advance certificates, most necessary paperwork can be completed prior to registration.

As Galveston College submits advance certifications on an exceptional basis as opposed to the rule, the veteran is responsible for payment of all fees, tuition, and books at the time of registration.

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

Special Classification of Students for Veterans Purposes:

*Fall and Spring Semesters:*

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

*Summer Semesters:*

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



## SERVICEMEN'S OPPORTUNITY COLLEGE

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

## STUDENT ACTIVITIES

### Purposes and General Information

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

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

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

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

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

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

**Student Government:** The purpose of the student government is to 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 Student Senate consists of an elected Executive Council and an appointed Advisory Council. Copies of the Student Government Constitution are available in the Student Senate office and the Office of the Vice President and Dean, Student Development Services. The President of the Senate serves as an ex-officio member of the Galveston College Board of Regents.

**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 due to its members.

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

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

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

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

**Delta Psi Omega:** This club was established in May of 1976. It is an honorary fraternity whose membership is

## STUDENT DEVELOPMENT SERVICES

### STUDENT ORGANIZATIONS



## STUDENT DEVELOPMENT SERVICES

### STUDENT ORGANIZATIONS

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 contributes to the theatre activities of the Upper Deck Theatre, plans social activities and arranges field trips. Students who are not involved with the theatre other than as an audience may join THE UPPER DECK THEATRE CLUB. This organization, formed in 1984, will join the members of Delta Psi Omega field trips and may volunteer to aid the UPPER DECK THEATRE BOARD by doing various in-house duties on a nightly or per-show basis.

**Galveston College Hotel Sales & Marketing International Association:** This organization was established in the Spring of 1987. The purpose of the student chapter is to acquaint its members with the basic concepts and philosophies of sales and marketing in the hospitality industry. The association meets monthly and dues are charged.

**Galveston College Metalsmith's Club:** This club was organized in February of 1984. The purpose of this organization is to further the advancement of the art of metalsmithing through the education of its members, fostering public knowledge and appreciation of the art of metalsmithing through sponsorship of educational activities and promoting cooperation among metalsmiths at Galveston College and the community. Meetings are held monthly with no dues.

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

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

**Music Club:** This club was organized in the spring semester of 1979. It is open to all Galveston College students interested in music. The club members attend live musical events and there are informal opportunities for people who enjoy music to share ideas and experiences.

**Nuclear Medicine Technology Club:** This club was organized in February of 1984. The purpose of this organization is to promote professionalism as a health care team; enhance comradery; encourage

involvement in professional endeavors; and stimulate an appreciation for all health care disciplines. Meetings are held biweekly and dues are charged.

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

**Photography Forum:** This organization was established in the Spring of 1987 to promote interest and education of photography in the community of Galveston. Meetings are held monthly with no dues.

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

The purpose of the club is to unite individuals with a common interest and to acquaint them with available career opportunities. The club provides opportunities for competition in a number of athletic events as well as provides a variety of outdoor educational opportunities. The club owns canoes and explores the waterways of the state.

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

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

**Society of Surf Enthusiasts:** This organization was established in the Spring of 1987 to promote surfing as a worthy sport for college students. Members of the organization subscribe to the National Scholastic Surfing Association aims and objectives, have called meetings, and charge dues.

**Student Nurses Association:** The Student Nurses Association was established in February, 1968, and is an officially recognized organization. It is composed of students in the Associate Degree Nursing Program classified as active members and pre-Nursing students classified as associate members. The

organization seeks to assume responsibility for contributing to nursing education in order to provide for the highest quality health care, to provide programs representative of fundamental and current professional interests and concerns and aid in the development of the whole person, his professional role, and his responsibility for the health care of people in all walks of life. Dues-paying members in the Galveston College Student Nurses Association are recognized as members of the Texas Student Nurses Association and the National Student Nurses Association.

**Zeta Alpha Rho:** This organization, established in March of 1982 is composed of dedicated Radiography students and is devoted to the furthering of Radiologic education. These students are actively involved in local and state Radiological societies and professional activities. Zeta Alpha Rho promotes leadership, community activity and citizenship. Meetings are held monthly.

## ***STUDENT DEVELOPMENT SERVICES***

STUDENT ORGANIZATIONS
--------------------------

# STUDENT RIGHTS AND RESPONSIBILITIES



## STUDENT RIGHTS AND RESPONSIBILITIES

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

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

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

### A. Freedom of Expression

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

Whether expressing themselves as individual or in organized groups, members of the college community are expected to conduct themselves responsibly, according to law, and to respect the basic educational goals of the college. Accordingly, the college insists that free express not violate the

rights of others. Disruption of the educational process and functions of the college, or violation of law, would constitute such a violation.

### B. Freedom of Access

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

### C. Freedom of Association

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

### D. Academic Rights of Students

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

### E. Student Records

Student records are maintained for the benefit of the student. They are used to promote the instruction, career development, guidance, and educational progress of the student. In accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended, the student has access to specific information contained in his or her official records as specified by that act. Student records may be released to other persons, agencies, or institutions with a demonstrated interest in the student

## STUDENT RIGHTS AND RESPONSIBILITIES



## STUDENT RIGHTS AND RESPONSIBILITIES



only if a written release has been signed by the student. College staff shall have access to student records when there is a demonstrated educational interest in the student.

### F. Standards of Conduct

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

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

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

furnishing of alcoholic beverages on campus property or student organization supervised functions, except as provided by rules and procedures of Galveston College.

11. Possession, consumption, being perceptibly under the influence or furnishing of any narcotic or dangerous drugs except when use or possession is lawfully prescribed by an authorized medical doctor or dentist.
12. Unauthorized use of college funds, equipment and supplies (including falsely representing oneself as an agent of the college) incurring debts and entering into contract on behalf of the college.
13. Failure to be responsible for financial obligations to the college, including failure to repay loans and deferred payment agreements. (Issuing dishonored checks to the college.)
14. Violations of published college regulations, including those related to entry and use of college facilities, the rules in this section, and any other regulations which may be enacted with this document.

### G. Disciplinary Procedures

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

1. The Vice President and Dean of Student Development Services shall receive, investigate and notify the student in writing of allegations of misconduct. The student shall be requested to meet with the Vice President and Dean of Student Development Services to determine whether disciplinary action is required. Notice of the conference will be given to the student two days prior to the scheduled appointment. The student may present any explanations, defenses, and/or mitigation of his/her conduct at the time of the conference.
2. If, after this conference, the Vice President and Dean of Student Development Services recommends disciplinary action, he/she shall notify the student of the findings and conclusions made as a result of the investigation, the sanctions recommended, and the option the student has to either

accept the discipline recommended or request a hearing before the Student Status Committee.

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

#### H. Sanctions

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

1. Censure: A written warning by the Vice President and Dean of Student Development Services.
2. Disciplinary Probation: Probationary status for a specified period of time.
3. Suspension: Forbidden to attend classes for the remainder of the term, but permitted to register for the following term.
4. Expulsion: Termination of student status.
5. Restitution: Reimbursement for damage to or misappropriation of property.

#### I. Summary Suspension

Summary suspension may be used to protect the school from clear and present danger of disorder or threat to safety of students or staff and/or property. A suspended student is not to occupy any portion of the campus. Summary suspension shall be for the purpose of investigations of the event or events in which the student or students were allegedly involved.

---

### **STUDENT GRIEVANCE PROCEDURES**

---

The purpose of the student grievance procedure is to assist the students who have a complaint arising from conditions, practices, working relationships, decisions, actions, or inactions, of Galveston College and its employees to resolve the complaint. The grievance policy is designed to assist a student or group of students by outlining steps which must be taken in filing a grievance.

Students are encouraged to resolve grievance informally through the employee directly involved and use the formal student grievance procedures as a last resort. The Vice President and Dean of Student Development Services may be contacted for advice and assistance in filling out the necessary forms or for help in meeting with employees for informal resolution. Student Grievance Packets may be picked up from the Vice President and Dean of Student Development Services.

#### A. Scope of Grievance Procedures

1. If a student has a question, problem, charge or complaint arising from conditions, practices, working relationships, decisions, actions or inactions by Galveston College or by its employees, the aggrieved is required to attempt to resolve the grievance with the appropriate persons prior to filing for relief with the Student Status Committee. The appeal route for student complaints is through normal organizational channels except that they will be referred to the Vice President and Dean of Student Development Services prior to reaching the President.
2. Student/faculty grievances must be attempted to be resolved with the faculty member first. If resolution can not be reached, they will be referred to the appropriate Assistant Dean for a conference.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

**STUDENT GRIEVANCE**

## STUDENT RIGHTS AND RESPONSIBILITIES

### STUDENT GRIEVANCE

3. Student/supervisor or administrator grievances must be attempted to be resolved with the supervisor or administrator involved first. If resolution can not be reached, it will be referred to the next level administrator or to the appropriate Vice President.
  4. Prior to the conference with the Assistant Dean, supervisor, administrator, the student shall submit a written complaint that includes a statement of the complaint written with sufficient clarity to enable the parties to understand the issues presented, any evidence to support the complaint, the solution sought, the student's signature, and the date of the conference with the faculty member.
  5. When the grievance or complaint reaches the Vice President and Dean of Student Development Services, an informal hearing will be scheduled of all parties involved to review and resolve the complaint. If the grievance is not resolved at the Vice President and Dean of Student Development Services level to the satisfaction of the aggrieved, the Vice President and Dean will schedule a formal hearing with the Student Status Committee to be held within ten days of the informal hearing.
- B. Preliminary Investigation**
1. The Student Status Committee Chair will designate a member of the Committee to investigate the complaint and prepare a file containing information pertinent to the complaint.
  2. If the Committee recommends dismissal of the complaint, it shall make its recommendations known to the President in writing, and the President shall render a decision and inform the grievant. A dismissal shall be appealable.
- C. Hearings**
1. At formal hearings, each party will have these rights:
    - a. To call and examine witnesses,
    - b. To introduce exhibits,
    - c. To cross-examine opposing witnesses on any matter relevant to the issues, even though that matter was not covered in the direct examination,
    - d. To request that the hearing be open to the public,
    - e. To impeach any witness regardless of which party called the witness,
    - f. To rebut evidence against him/her.
  2. If a party does not testify in his/her own behalf, he/she may be called and examined as if under cross-examination.
  3. The parties may be advised or represented by legal counsel, but legal counsel may not speak or ask questions in a party's behalf.
  4. If the grievant is unable to effectively present his/her own case for reasons acceptable to the Student Status Committee, the grievant may choose to have his/her case presented by another person, who will not be a lawyer.
  5. Hearings need not be conducted according to technical rules to evidence and witnesses. Proceedings will be as simple and informal as possible.
- D. Committee Recommendations**
1. The Committee will submit a report of its deliberations and recommendations to the President within five (5) working days after the conclusion of the hearing.
  2. The report will include a copy of the grievant's written complaint; a supplemental statement of issues by the Committee, if necessary, and a summary of facts determined by the Committee through its investigation and hearing.
  3. The recommendation will include whether the President should find that there was a violation, misinterpretation or misapplication of College policies and regulations or an abuse or discretion, and possible action(s) to be taken.
  4. The President will notify the student of his/her decision in writing within fifteen (15) calendar days of receiving the Student Status Committee recommendations.
  5. If the outcome of the President's decision is not to the student's satisfaction, the student may submit to the President, in writing and within ten (10) days, a request to have a hearing before the Board of Regents of Galveston College.
  6. The College President shall inform the student of the date, time, and place of the hearing. The Board Chair shall establish a reasonable time limit for the student's



complaint presentation and take whatever action it deems appropriate.

7. The decision of the Board of Regents shall be by affirmative vote of a majority of its members.
8. When the Board of Regents determines that the facts involved in the appeal have been fully developed, it shall render a final decision at the conclusion of the hearing, or it may defer its decision for a reasonable time in order to deliberate or study the matter before reaching a decision. Such deliberation and study may be conducted in executive session, but the appealing party and his counsel shall have the right to be present when the Board of Regents makes its final decision on the appeal, and if the appealing party has requested a public hearing such a final decision shall be made in public meeting.
9. When the final decision on the appeal has been reached by the Board of Regents, that decision shall be reduced to writing, together with a statement of the ultimate fact or facts found by the Board of Regents, and a true copy thereof, certified by the Secretary of the Board of Regents, shall promptly be forwarded by registered mail by the Chairman of the Board of Regents to the appealing party and the President of the College. If such decision is adverse to the appealing party, that party shall be notified in the letter transmitting such decision of his right to seek judicial determination of his rights in relation thereto.

#### **STUDENT-FACULTY CLASSROOM**

**RELATIONSHIP:** The student-teacher relationship is a very delicate one and normally should be treated as one adult to another in face-to-face dealing. However, any disruptive influences exhibited by a student in a classroom may be cause for his being barred from further attendance in the class. This is strictly a determination by the teacher and good judgment should be exercised in this action. When, in the teacher's judgment, it becomes necessary to bar a student from further class attendance, the facts of the situation should be reported to the Vice President and Dean, Student Development Services for possible investigation or disciplinary action. Normally, the College expects such difficulties to be handled by the instructor without resort to such measures.

**STUDENT STATUS COMMITTEE:** The Student Status Committee consists of faculty members, professional staff members, one student, and the Vice President and Dean, Student Development Services. This appeal board may consider cases dealing with student discipline, residential status, academic suspension, admission and other general student policies. Generally, the committee will not consider a grade appeal (see section on "Grade Appeal" in this catalog) as that is an area of departmental policy and individual teacher's evaluation of a student's work. A student may file a written appeal to the committee on a form available from the Office of the Vice President and Dean, Student Development Services. The appeal form must be filed by the student with the Vice President and Dean, Student Development Services prior to the regularly scheduled meeting of the committee. The Student Status Committee regularly meets during the late registration periods if there are appeals to be heard.

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

#### **SUMMONS TO ADMINISTRATIVE**

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

## **STUDENT RIGHTS AND RESPONSIBILITIES**

CLASSROOM  
RELATIONSHIP

STUDENT STATUS  
COMMITTEE

HAZING

SUMMONS

# EDUCATIONAL PROGRAMS



**DIVISION OF BUSINESS  
AND COMMUNITY  
EDUCATION**

**BUSINESS**

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

**PROGRAMS OF STUDY**

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

- Business Administration
- Medical Management

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

- Accounting
- Banking and Finance
- Food Service Management/  
Culinary Arts
- General Secretarial
- General Secretarial  
(Medical Secretary Option)
- Hotel/Restaurant Management
- Management Development
- Medical Record Technology

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

**CERTIFICATE PROGRAMS**

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

- Clerk Typist
- Fast Food Service  
Management
- Food and Beverage  
Management
- Food Preparation Training
- Hospitality Sales and  
Marketing Management
- Medical Transcriptionist
- Real Estate Management

**ACCOUNTING  
(Degree Program)**

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

The program in accounting prepares students to assume a professional position in that field with a curriculum designed to follow the accounting laws and rules of the Texas Board of Accountancy, as preparation for the CPA examination.

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

**FIRST YEAR**

<b>First Semester</b>		
Course	Description	Credit Hours
ACT 2401	Principles of Accounting I	4
ECO 2301	Principles of Economics: Macroeconomics	3
ENG 1301	College Composition	3
MGT 2301	Human Behavior and Motivation	3
MTH 1304	Finite Business Mathematics	3
		<u>16</u>
<b>Second Semester</b>		
ACT 2402	Principles of Accounting II	4
BAD 2301	Business Law	3
MGT 1302	Supervision and Human Resource Management	3
ECO 2302	Principles of Economics: Microeconomics	3
ENG 1302	Composition and Rhetoric	3
		<u>16</u>

**EDUCATIONAL  
PROGRAMS**

BUSINESS

PROGRAMS OF  
STUDY

CERTIFICATES

ACCOUNTING

## EDUCATIONAL PROGRAMS

ACCOUNTING

BANKING AND FINANCE

BUSINESS ADMINISTRATION



### SECOND YEAR

First Semester		
ACE 2401	Accounting Cooperative Work Experience and Seminar I	4
ACT 2304	Intermediate Accounting I	3
ACT 2306	Federal Income Tax I	3
ACT 2308	Cost Accounting	3
ACT 2310	Computerized Accounting Applications	3
		16

Second Semester		
ACT 2309	Accounting Information Systems	3
ACT 2305	Intermediate Accounting II	3
ACT 2307	Federal Income Tax II	3
ACT 2409	Auditing	4
MGT 2308	Principles of Marketing	3
		16

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

### BANKING AND FINANCE (Degree Program)

The A.A.S. degree program in Banking and Finance provides students with basic competency in banking and financial institution operations. The curriculum is also coordinated with the local Chapter of the American Institute of Banking to allow students to successfully complete required coursework for a diploma.

#### FIRST YEAR

First Semester		
Course	Description	Credit Hours
ACT 2401	Principles of Accounting I	4
ECO 2301	Principles of Economics: Macroeconomics	3
ENG 1301	College Composition	3
MGT 2301	Human Behavior and Motivation	3
MTH 1304	Finite Business Mathematics	3
		16

Second Semester		
ACT 2402	Principles of Accounting II	4
BAD 2301	Business Law	3
CSC 1402	Microcomputer Systems and Their Applications	4
ECO 2302	Principles of Economics: Microeconomics	3
ENG 1302	Composition and Rhetoric	3
		12

#### SECOND YEAR

First Semester		
ACT 2304	Intermediate Accounting I	3
BFC 2401	Banking and Finance Cooperative Education I	4
BNK 1301	Principles of Bank Operations	3
BNK 1302	Money and Banking	3
FIN 2301	Principles of Finance	3
SPH 1305	Business and Professional Speaking	3
		19

Second Semester		
BNK 1304	Consumer Lending	3
BNK 2305	Analyzing Financial Statements	3
BNK 2306	Financing Business Enterprise	3
FIN 2302	Credit and Collections	3
FIN 2304	Investments	3
		15
TOTAL SEMESTER CREDIT HOURS IN PROGRAM ..... 67		

### BUSINESS ADMINISTRATION (Degree Program)

The program of study for the Associate of Arts and Associate Science Degree parallel the first two years required for the Bachelor of Arts and Bachelor of Science degrees at senior colleges and universities. However, because degree requirements sometimes vary among colleges and universities, students should select courses with the assistance of a Galveston College counselor or faculty advisor. General degree requirements are listed on page 52. One suggested program of study for Business Administration follows:

### BUSINESS ADMINISTRATION (A.S.)

#### FIRST YEAR

Course	Description	Credit Hours
ENG 1301	College Composition	3
HIS 1301	United States History to 1877	3
PSY 1301	Introduction to Psychology	3
MTH 1304	Finite Business Mathematics	3
BIO 1401	General Biology I	3
or		
CHM 1401	General Chemistry I (Activity)	4
PED		1
		17

Second Semester		
ENG 1302	Composition and Rhetoric	3
HIS 1302	United States History from 1877	3
or		
HIS 2303	History of Texas	3
MTH 1305*	Analysis for Business Decisions	3
BIO 1402	General Biology II	3
or		
CHM 1402	General Chemistry II	4
SOC 1301	Introduction to Sociology	3
PED	(Activity)	1
		17

#### SECOND YEAR

First Semester		
ACT 2401	Principles of Accounting I	4
ECO 2301	Principles of Economics I	3
ENG 2302	Survey of British Literature I	3
or		
ENG 2304	Masterpieces of World Literature I	3
or		
ENG 2306	Introduction to Literature: The Short Story and Novel	3
GOV 2301	Federal Government	3
CSC 1301	Introductory Computing	3
		16

**Second Semester**

ACT 2402	Principles of Accounting II	4
SPH 1305	Business and Professional Speaking	3
ENG 2302	Survey of British Literature II	
or		
ENG 2305	Masterpieces of World Literature II	
or		
ENG 2307	Introduction to Literature: Drama and Poetry	3
ECO 2302	Principles of Economics II: Microeconomics	3
GOV 2303	Texas Government	3
		<u>16</u>
TOTAL SEMESTER CREDIT HOURS IN PROGRAM .....		66

\*See a Galveston College counselor for mathematics requirements at selected college/university. (The University of Houston at Clear Lake will accept MTH 1301 or 1305.)

**FOOD SERVICE MANAGEMENT/  
CULINARY ARTS  
(Degree Program)**

In the tradition of the world's finest haute cuisines, the culinary arts student will receive practical culinary training and develop expertise in food handling, preparation, restaurant management, and service.

Typical positions for which graduates may qualify are: Assistant Chef, Managing Chef, Stewart Chef, Working Chef, Assistant Pastry Chef, Assistant Garde Manger, Banquet Chef, Vegetable Cook, Broiler Cook, Fry Cook, and Restaurant Assistant Manager.

**FIRST YEAR**

Course	Description	Credit Hours
ACT 2401	Principles of Accounting I	4
ENG 1301	College Composition	3
FSM 1301	Introduction to Restaurants and Food Service	3
HRM 1303	Health and Safety in the Hospitality Industry	3
MGT 1301	Introduction to Management	3
PSY 1301	Introduction to Psychology	3
		<u>19</u>

**Second Semester**

CSC 1402	Microcomputer Systems and Their Applications	4
ENG 1302	Composition and Rhetoric	3
FCE 1401	Food Service Management Cooperative Education I	4
FPM 1304	Food Preparation Management I: Hot Food	3
FSM 1303	Hospitality Management Law	3
HRM 2403	Principles of Hospitality Accounting	4
		<u>21</u>

**SECOND YEAR**

**First Semester**

FCE 2401	Food Service Management Cooperative Education II	4
FPM 2301	Food Preparation Management II: Baking	3
FSM 2302	Restaurant Purchasing and Inventory Control	3
FSM	Approved Elective*	3
GOV 2301	Federal Government	3
MGT 2301	Human Behavior and Motivation	3
		<u>19</u>

**Second Semester**

FCE 2402	Food Service and Management Cooperative Education III	4
FPM 2303	Food Preparation Management III: Garde Manger and Pantry	3
FPM 2304	Food Service Management IV: Banquets and Catering	3
FSM 2305	Restaurant Merchandising	3
SPH 1305	Business and Professional Speaking	3
		<u>16</u>

TOTAL SEMESTER CREDIT HOURS IN PROGRAM .....	75
--	----

\*Approved Electives: FFS 1301, FSM 2307, FBM 1302, MGT 1302, and MGT 2306.

**GENERAL SECRETARIAL  
(Degree Program)**

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

**FIRST YEAR**

Course	Description	Credit Hours
MGT 1301	Introduction to Management	3
OFT 1305	Business English	3
OFT 1401	Intermediate Typewriting II**	4
OFT 1403	Business Mathematics and Calculating Machines	4
PSY 1301	Introduction to Psychology	3
		<u>17</u>

**Second Semester**

ACT 1401	Elementary Accounting	4
ENG 1301	College Composition	3
MTH 1300	Intermediate Algebra	
or		
MTH 1301	College Algebra	3
OFT 1402	Principles of Information Processing	4
SPH 1305	Business and Professional Speaking	3
		<u>17</u>

**EDUCATIONAL PROGRAMS**

**BUSINESS ADMINISTRATION**

**FOOD SERVICE MANAGEMENT**

**GENERAL SECRETARIAL**



**EDUCATIONAL PROGRAMS**

**GENERAL SECRETARIAL**

**SECOND YEAR**

<b>First Semester</b>		
ENG 1302	Composition and Rhetoric	3
OCE 2401	Office Technology Cooperative Education I	4
OFT 2401	Information Processing Applications	4
OFT 2403	Speedwriting	
or		
OFT 2404	Corporate Electronic Publishing Systems	4
		<u>15</u>
<b>Second Semester</b>		
OFT 2301	Business Communications	3
OCE 2402	Office Technology Cooperative Education II	
or		
OFT 2302	Office Automation	4/3
OFT 2400	Office Procedures	4
OFT 2402	Advanced Information Processing Applications	4
		<u>14/15</u>
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>		<b>63/64</b>

\*MEDICAL SECRETARY OPTION: Students may substitute BIO 1403 for MTH 1300 or MTH 1301; MRT 1301, MRT 1401, and MRT 2401 for OCE 2402, OFT 2402, and OFT 2403/2404.  
 \*\*Requires prerequisite of OFT 1400 - Beginning Typewriting.

**HOTEL/ RESTAURANT**



**HOTEL/RESTAURANT MANAGEMENT (Degree Program)**

This A.A.S. degree program prepares students for mid-management positions in the hotel/restaurant industry, with emphasis on both lodging and food. Graduates of this program are prepared for employment as assistant managers, office managers, auditors, dining room managers, or assistant sales managers, and they may advance to executive positions.

Galveston College's Hotel/Restaurant Management program is designed to serve persons currently employed in the hospitality industry who are seeking advancement, persons desiring a career change for a more rewarding future, and recent high school graduates in need of training and education to enter the hospitality job market. An articulation agreement with the Conrad Hilton School of Hotel/Restaurant Management at the University of Houston has been developed which may lead to a baccalaureate degree.

**FIRST YEAR**

<b>Course</b>	<b>Description</b>	<b>Credit Hours</b>
ENG 1301	College Composition	3
HRM 1301	Introduction to the Hospitality Industry	3
HRM 1303	Health and Safety in the Hospitality Industry	3
PSY 1301	Introduction to Psychology	3
MTH 1300	Intermediate Algebra	
or		
MTH 1301	College Algebra	3
		<u>15</u>
<b>Second Semester</b>		
BAD 2301	Business Law	
or		
MGT 2301	Human Behavior and Motivation	3
CSC 1402	Microcomputer Systems and Their Applications	4
ENG 1302	Composition and Rhetoric	3
HRM 1302	Lodging Management	3
MGT 1302	Personnel Administration	3
		<u>16</u>

**SECOND YEAR**

<b>First Semester</b>		
ACT 2401	Principles of Accounting I	4
FBM 1301	Food and Beverage Management	3
FPM 1304	Food Preparation Management I: Hot Food	3
GOV 2303	Texas Government	3
HCE 2401	Hotel/Restaurant Cooperative Education I	4
HRM 2301	Facilities Management	3
		<u>20</u>
<b>Second Semester</b>		
FBM 1302	Food and Beverage Control	3
FPM	Food Preparation Management III: Garde Manger and Pantry	3
FSM 2307	The Management of Service	3
HCE 2402	Hotel/Restaurant Cooperative Education II	4
HRM 2302	Sales and Marketing Principles for the Tourism and Hospitality Industries	3
HRM 2403	Hospitality Accounting	4
		<u>20</u>
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>		<b>71</b>

**MANAGEMENT DEVELOPMENT**  
(Degree Program)

**MEDICAL MANAGEMENT**  
(Pending Approval)

This A.A.S. degree program offers practical course instruction preparing students for management career opportunities in business and industry. The program offers also current entry level or middle managers the opportunity to further develop their managerial skills for their present position or career advancement.

This program of study for the Associate of Science parallels the first two years for the baccalaureate degree in Health Care Administration at The University of Texas Medical Branch at Galveston, School of Allied Health Sciences. This program is offered in association with U.T.M.B. as a 2+2 program.

**FIRST YEAR**

**FIRST YEAR**

First Semester		
Course	Description	Credit Hours
OFT 1403	Business Mathematics and Calculating Machines	4
ENG 1301	College Composition	3
MGT 1301	Introduction to Management	3
PSY 1301	Introduction to Psychology	3
SPH 1301	Beginning Public Speaking	3
or		
SPH 1305	Business and Professional Speaking	3
		<u>16</u>

First Semester		
Course	Description	Credit Hours
ENG 1301	College Composition	3
BIO 1403	Anatomy and Physiology I	4
PSY 1301	Introduction to Psychology	3
MTH 1301	College Algebra	3
or		
MTH 1304	Finite Business Mathematics	3
HIS 1301	United States History to 1877	3
		<u>16</u>

Second Semester		
Course	Description	Credit Hours
CSC 1301	Introductory Computing	3
ENG 1302	Composition and Rhetoric	3
MGT 1302	Personnel Administration	3
MGT 2301	Human Behavior and Motivation	3
ECO 2301	Principles of Economics I: Macroeconomics	3
Elective	Approved by Assistant Dean, Business Division*	3
		<u>18</u>

Second Semester		
Course	Description	Credit Hours
ENG 1302	Composition and Rhetoric	3
BIO 1404	Anatomy and Physiology II	4
SOC 1301	Introduction to Sociology	3
HIS 1302	United States History from 1877	3
ACT 2401	Principles of Accounting I	4
		<u>17</u>

**SECOND YEAR**

**SECOND YEAR**

First Semester		
Course	Description	Credit Hours
ACT 2401	Principles of Accounting I	4
BAD 2301	Business Law	3
MGT 2302	Organizational Communication	3
MGT 2311	Computer Based Management Decision Making	3
MGT 2308	Principles of Marketing	3
Elective	Approved by Assistant Dean, Business Division*	3
		<u>19</u>

First Semester		
Course	Description	Credit Hours
GOV 2303	Texas Government	3
MRT 1301	Medical Terminology	3
SPH 1301	Beginning Public Speaking	3
or		
SPH 1305	Business and Professional Speaking	3
CSC 1402	Microcomputer Systems and Their Applications	4
PSY 2307	Applied Psychology	3
		<u>16</u>

Second Semester		
Course	Description	Credit Hours
ACT 2402	Principles of Accounting II	4
GOV 2303	Texas Government	3
MGT 2307	Financial Management	3
MGT 2310	Strategic Planning	3
Elective	Approved by Assistant Dean, Business Division*	3
Elective	Approved by Assistant Dean, Business Division*	3
		<u>19</u>

Second Semester		
Course	Description	Credit Hours
GOV 2301	Federal Government	3
MGT 2312	Medical Office Management	3
ACT 2309	Accounting Information Systems	3
BAD 2301	Business Law	3
MGT 2310	Strategic Planning	3
		<u>15</u>

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

TOTAL SEMESTER HOURS IN PROGRAM.....64

\*Approved electives must be management related.

**EDUCATIONAL PROGRAMS**

MANAGEMENT DEVELOPMENT

MEDICAL MANAGEMENT

**EDUCATIONAL PROGRAMS**

**MEDICAL RECORD TECHNOLOGY**

**CERTIFICATE**

**CLERK TYPIST**

**MEDICAL RECORD TECHNOLOGY  
(Degree Program)**

A medical record is a permanent document giving a complete account of a person's illness or injury and the medical services rendered while in a health care facility. Medical Record Technicians are trained to compile, analyze, and prepare health information needed by the patient, physician, hospital, or external agencies. Students learn to maintain and use a variety of health indexes, special registries, and storage and retrieval systems, as well as how to control the usage and release of health information. This program is offered in association with The University of Texas Medical Branch at Galveston, School of Allied Health Sciences. Accreditation of the program will be sought through CAHEA/AMRA by Spring 1991. (A grade of "C" must be maintained in all coursework applying toward this degree.)

**FIRST YEAR**

Course	Summer Session Description	Credit Hours
OFT 1401	Intermediate Typewriting	4
MRT 1301	Medical Terminology	3
		<u>7</u>

**First Semester**

BIO 1403	Anatomy and Physiology I	4
ENG 1301	College Composition	3
MRT 1300	Introduction to Medical Record Science	3
MRT 1302	The Health Record	3
OFT 1402	Principles of Information Processing	4
		<u>17</u>

**Second Semester**

BIO 1404	Anatomy and Physiology II	4
ENG 1302	Composition and Rhetoric	3
MRT 1102	Clinical Practicum I	1
MRT 1103	Medical Record Law	1
MRT 1303	Health Information Processing	3
MRT 1304	Classification Systems	3
		<u>15</u>

**SECOND YEAR**

**First Semester**

MGT 1301	Introduction to Management	3
MRT 1401	Fundamentals of Medical Transcription	4
MRT 2101	Clinical Practicum II	1
MRT 2201	Health Care Statistics	2
MRT 2301	Pathophysiology	3
MRT 2302	Quality Assurance Systems	3
		<u>16</u>

Second Semester		
GOV 2301	Federal Government	3
MGT 1302	Personnel Administration	3
MRT 2102	Clinical Practicum III	1
MRT 2401	Advanced Medical Transcription	
or		
OFT 2401	Information Processing Applications	4
SPH 1305	Business and Professional Speaking	<u>3</u>
		14
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>		<b>69</b>

**CERTIFICATE PROGRAMS**

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

**CLERK TYPIST  
(Certificate Program)**

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

**FIRST YEAR**

Course	First Semester Description	Credit Hours
MGT 1301	Introduction to Management	3
OFT 1305	Business English	3
OFT 1401	Intermediate Typewriting	4
OFT 1403	Business Mathematics and Calculating Machines	4
HUD 0301	Planning and Job Search	<u>3</u>
		17

**Second Semester**

ACT 1401	Elementary Accounting	4
OFT 1402	Principles of Information Processing	4
OFT 2301	Business Communications	3
OFT 2400	Office Procedures	<u>4</u>
		15

<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>		<b>32</b>
---	--	-----------



**FAST FOOD SERVICE  
MANAGEMENT  
(Certificate Program)**

Within the food service industry, Fast Food Management opportunities are abundant. This two semester certificate program offers students the opportunity to complete theoretical coursework as well as cooperative education internships with local businesses in the field.

First Semester		
Course	Description	Credit Hours
FCE 1401	Food Service Management Cooperative Education I	4
FFS 1301	Fast Food Service Management I	3
Elective	*Approved FFS Elective	3
MGT 1301	Introduction to Management	3
PSY 1301	Introduction to Psychology	3
Second Semester		
FCE 2401	Food Service Management Cooperative Education II	4
FFS 1302	Fast Food Service Management II	3
FSM 2302	Restaurant Purchasing and Inventory Control	3
MGT 1302	Personnel Administration	3
MGT 2301	Human Behavior and Motivation	3
		<u>3</u>
TOTAL SEMESTER CREDIT HOURS IN PROGRAM .....		16

\*Approved Electives: BUS 1403, SPH 1301, SPH 1305, MGT 2306, HDV 1301 (non-credit).

**FOOD AND BEVERAGE  
MANAGEMENT  
(Certificate Program)**

Food and Beverage Management offers some of the most unique challenges in the hotel industry. This two semester certificate program has been developed for individuals wanting to learn how to manage the food and beverage operations of hotels and restaurants. The program covers every aspect of food and beverage operations.

First Semester		
Courses	Description	Credit Hours
FBM 1301	Food and Beverage Management	3
FPM 1304	Food Preparation Training I - Hot Foods	3
HRM 1301	Introduction to the Hospitality Industry	3
HRM 1303	Health and Safety in the Hospitality Industry	3
MGT 1302	Personnel Administration	3
		<u>3</u>
		15

Second Semester		
FBM 1302	Food and Beverage Controls	3
FPM 2303	Food Preparation Training III - Garde Manger and Pantry	3
FSM 2302	Restaurant Purchasing and Inventory Control	3
HCE 2401	Hospitality Cooperative Education I	4
HSM 1302	Convention Management and Service	3
		<u>3</u>
		16
TOTAL SEMESTER CREDIT HOURS IN PROGRAM .....		31

**FOOD PREPARATION  
(Certificate Program)**

The Food Preparation program offers a one semester orientation in four basic areas of culinary preparation. All courses in the program can be applied toward an A.A.S. in Food Service Management/Culinary Arts. The required curriculum for completion of the Food Preparation Program includes:

Course	Description	Credit Hours
FPM 1304	Food Preparation Management I - Hot Food	3
FPM 2301	Food Preparation Management II - Baking	3
FPM 2303	Food Preparation Management III - Garde Manger and Pantry	3
FPM 2304	Food Preparation Management IV - Banquets and Catering	3
FSM 1301	Introduction to Restaurant and Food Management	3
		<u>3</u>
		15

**EDUCATIONAL  
PROGRAMS**

FAST FOOD SERVICE MANAGEMENT

FOOD/BEVERAGE MANAGEMENT

FOOD PREPARATION



## EDUCATIONAL PROGRAMS

HOSPITALITY  
MANAGEMENT

MEDICAL  
TRANSCRIPTIONIST

REAL ESTATE

### HOSPITALITY SALES AND MARKETING MANAGEMENT (Certificate Program)

The 1980's have shown a great demand for professional Hospitality Sales and Marketing Managers. This program has been developed to provide professionally trained sales and marketing executives. Individuals completing this program will have developed advanced competencies in sales and marketing experience, education, and service.

#### ADMISSIONS PREREQUISITE:

A student must meet at least one of the following prerequisites for admission to this certificate program:

1. Minimum of one year management experience in the hospitality industry.
2. Previous working experience in the sales, marketing, or other business related field, other than the hospitality industry.
3. An Associate or Advanced Degree.
4. 12 hours completed in Management Development Program
5. Previous working experience in a sales and marketing office of the hospitality industry.

First Semester		
Courses	Description	Credit Hours
ENG 1301	College Composition	3
HSM 1301	Hospitality Promotions	3
HRM 1301	Introduction to the Hospitality Industry	3
MCE 1401	Hospitality Sales and Marketing Cooperative Education I	4
SPH 1305	Business and Professional Speaking	3
		<u>16</u>
Second Semester		
BUS 2301	Business Communications	3
HRM 1302	Lodging Management	3
HRM 2302	Sales and Marketing Principles	3
HSM 1302	Convention Management and Service	3
MCE 1402	Hospitality Sales and Marketing Cooperative Education II	4
MGT 1302	Personnel Administration	3
		<u>19</u>
TOTAL SEMESTER CREDIT HOURS IN PROGRAM .....		35

### MEDICAL TRANSCRIPTIONIST (Certificate Program)

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

Summer Semester		
Course	Description	Credit Hours
MRT 1301	Medical Terminology	3
OFT 1401	Intermediate Typewriting	4
		<u>7</u>
Fall Semester		
BIO 1403	Anatomy and Physiology I	4
MRT 1401	Fundamentals of Medical Transcription	4
OFT 1402	Principles of Information Processing	4
		<u>12</u>
Spring Semester		
MRT 2401	Advanced Medical Transcription	4
OFT 1305	Business English	3
OFT 2400	Office Procedures	4
		<u>11</u>

TOTAL SEMESTER CREDIT HOURS IN PROGRAM .....30

### REAL ESTATE MANAGEMENT (Certificate Program)

This program prepares students for Real Estate Sales licensure and Real Estate Brokers licensure. In addition, the program provides basic training in management and communications necessary for success in the industry.

First Semester		
Course	Description	Credit Hours
REM 1301	Principles of Real Estate	3
REM 1302	Real Estate Finance	
or		
REM 1305	Real Estate Mathematics	3
REM 1303	Real Estate Marketing	3
PSY 1301	Introduction to Psychology	
or		
ENG 1301	College Composition	3
		<u>12</u>
Second Semester		
REM 2301	Real Estate Appraisal	3
REM 2302	Real Estate Law	3
SPH 1301	Beginning Public Speaking	
or		
SPH 1305	Business and Professional Speaking	3
CSC 1402	Microcomputer Systems and Their Applications	4
		<u>13</u>

TOTAL SEMESTER CREDIT HOURS IN PROGRAM .....25

## COMMUNITY EDUCATION

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

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

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

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

### PROGRAM AREAS

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

#### Vocational/Training Programs

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

that specifically meet company objectives of quality, format, schedule, and cost. The training may be held at Galveston College, off-campus facilities of the company's facility.

#### Small Business Development Center

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

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

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

#### Adult Education Program

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

#### General Interest/Leisure Learning

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

## EDUCATIONAL PROGRAMS

COMMUNITY ED

PROGRAM AREAS

## EDUCATIONAL PROGRAMS

COMMUNITY ED

PROGRAM AREAS

### ENTRANCE REQUIREMENT

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

### REGISTRATION

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

### COST OF CLASSES

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

### CERTIFICATION

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

### COMMUNITY EDUCATION SCHEDULE OF CLASSES

A special schedule of Community Education classes is published in the fall, spring and summer. Each schedule contains a list of classes to be offered and a detailed description of the classes. Schedules will be mailed upon request.

### AVAILABLE COURSES

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

#### Adult Vocational/Training Programs

Air Conditioning and Refrigeration

Bookkeeping

- Beginning

- Small Business

- Computerized

Basic Sign Language for Workers with the Deaf

Building Maintenance

Clerical Skills

- Secretarial Procedure

- Beginning Typing

- Computer Keyboarding

- Intermediate Typing

- Personal Typing

- Word Processing

Computer

- Data Entry

- Programming Languages

- Electronic Spreadsheets

- Data Base/File Management

- Desk Top Management

- Introduction to Personal Computers

- Word Processing

Basic Firefighter Certification

CPR Instructor

Emergency Care Attendant

Emergency Medical Technician

EMT - Special Skills

Spanish for Health Services

Small Appliance Repair

Small Business Management

Small Business Taxes

Security Guard Training

Writing Business Letters

Real Estate

- Fair Housing

- Appraising

- Brokerage

- Finance

- Investment

- Law

- Marketing

- Property Management

## General Interest/Leisure Learning

Antiques: From A to Z  
Art  
Bridge  
Bird Watching  
Acting  
Gemology  
Genealogy  
Dog Obedience  
Home Horticulture  
Home Repair  
Home Beautification  
Interior Design  
Quilting  
Energy Efficient Land  
Photography  
Assertiveness  
Stress Management  
Time Management  
Speed Management  
Managing Your Money  
Conversational Spanish  
Accelerated Spanish  
Computer Programming for Youth  
Reading Improvement for Children  
Home Video Cameras  
Shakespeare  
Salt Water Fishing  
Exercise for Fitness  
Tennis  
Dancing  
Golf  
Karate  
Walking  
Yoga  
Cajun Cooking  
Cake Finishing  
Creole Cooking  
Southwestern Cuisine  
Homemade Soups  
Stir Fry Cooking  
Variety of Chicken Dishes  
Variety of Fish Dishes  
Defensive Driving  
Pinecone Wreath  
Straw Wreath and Gift Wrap  
Children's Theatre Creative Clay

## DIVISION OF HEALTH OCCUPATIONS

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

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

### PROGRAMS OF STUDY

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

Associate Degree Nursing  
Nuclear Medicine  
Radiation Therapy Technology  
Radiographic Technology  
Respiratory Care

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

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

## EDUCATIONAL PROGRAMS

COMMUNITY ED

HEALTH  
OCCUPATIONS

PROGRAMS OF  
STUDY

## EDUCATIONAL PROGRAMS

### ASSOCIATE DEGREE NURSING

## ASSOCIATE DEGREE NURSING

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

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

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 patients/clients. The graduate, using the problem-solving process, applies knowledge from biophysical, social and nursing sciences in planning and effecting such nursing care.

The nursing curriculum is organized around four basic concepts or ideas:

1. Man as a holistic being
2. Basic needs of man as patient/client
3. Health-illness as a dynamic state
4. Nursing process as deliberative action

Students are scheduled to begin their program in the summer and must complete all courses in the curriculum to meet requirements to take the National Council Licensure Examination-Registered Nurse. Previous college credits may apply to the program.

### Brazosport Cooperative Program

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

### Cooperating Clinical Facilities

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

## ADMISSIONS

### All Admissions:

1. Submit a completed personal health history form furnished by the Admissions Office. Requested follow-up physical examinations will be at student expense. Enrolled students will submit yearly updated health surveillance data. Any follow-up physical examinations resulting from this update will be at student expense.
2. Consult with the Assistant Dean of Health Occupations prior to admission to the program if previously convicted of a crime other than minor traffic violations or if ever hospitalized or treated for mental illness and/or chemical dependency.
3. Show evidence of current proficiency in Basic Cardiac Support (CPR) at program entry.
4. Show evidence of satisfactory completion of high school chemistry, or the equivalent within five years of entry into the program.
5. Show evidence of having received a high school diploma or G.E.D.

### Standard Admissions:

1. Have appropriate test scores which permit enrollment in college level courses. See Placement Test Requirements for English, Reading, and Mathematics on pages 44 and 45 of the current catalog for specific scores.
  2. Meet the prerequisites stated for courses required in the curriculum.
  3. Meet Academic Progression Requirements of the Associate Degree Nursing Program on general education courses if such have been taken during previous college enrollment.
- NOTE: Students who have not submitted an application to the program by the end of June will be admitted to the program on a space available basis.

### Alternate Admissions:

1. If scores are below the limits adopted by Galveston College as satisfactory achievement of admission to college level courses, complete the requirements to remedy the deficiency.
2. Complete the prerequisites stated for courses required in the curriculum as necessary.
3. Have a G.P.A. of 2.5 or better on 14 hours of general education courses required for the degree to include a minimum of 8 semester hours of science. No more than one science repeat is allowed.

## Procedure After Admission:

Successful applicants will be informed by mail of acceptance to the program. All entering students will be required to attend a Departmental Orientation for new students. All new students will be notified by mail of the dates and times of the scheduled orientation sessions.

The college does not maintain a "waiting list" from one year to another. Applicants who wish to reactivate their file should notify Admissions in writing to be sure that they have a current application and updated file.

## Advanced Placement:

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

## Application Deadline:

Applications for admission to the Associate Degree Nursing Program will be accepted in the Admissions Office beginning September 15 and will close on March 15. Applications will be received through the March 15 deadline or until the class is filled.

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

Students enrolled in developmental or academic courses or completing other admissions requirements should have a Pre-ADN plan on file in the Counseling Office. Only students who have completed all admissions requirements for the program will be placed on the applicant list in the Admissions Office.

It is the student's responsibility to see that his/her name is placed on the applicant's list in accordance with the deadline.

## ASSOCIATE DEGREE NURSING

### Degree Program

#### FIRST YEAR

Course	Summer Session Description	Credit Hours
ENG 1301	College Composition	3
PSY 1301	Introduction to Psychology	3
		<u>6</u>

Fall Semester		
Course	Description	Credit Hours
NUR 1601	Introduction to Nursing	6
BIO 1403	Anatomy and Physiology I	4
SOC 1301	Introduction to Sociology	3
PSY 2301	Child Growth and Development	3
		<u>16</u>

Spring Semester		
Course	Description	Credit Hours
NUR 1602	Nursing Care of Adults with Medical Surgical Problems I	6
BIO 1404	Anatomy and Physiology II	4
BIO 2405	Microbiology	4
ENG 1302	Composition and Rhetoric	3
		<u>17</u>

#### SECOND YEAR

Summer Session		
Course	Description	Credit Hours
NUR 1503	Nursing Care of Patients with Impaired Interpersonal Relationships	5
COV 2303	Texas Government	3
		<u>8</u>

Fall Semester		
Course	Description	Credit Hours
NUR 2103	Nursing Seminar	1
NUR 2502	Nursing Care of Adults with Medical Surgical Problems III	5
NUR 2601	Nursing Care of Adults with Medical Surgical Problems II	6
		<u>12</u>

Spring Session		
Course	Description	Credit Hours
NUR 2604	Nursing Care of the Childbearing Family	6
NUR 2605	Nursing Care of Children	6
		<u>12</u>

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

## ACADEMIC PROGRESSION REQUIREMENTS

### Grading System and Repetition of Courses

The curriculum of the nursing program is based on sequential learning; therefore, a student must have a grade of "C" or better in both nursing and science courses in order to progress to the next sequence of courses. All nursing and sciences courses must be completed in sequence and within a period of five years. Students earning less than a grade of "C" in one nursing and one science course, who are otherwise in good standing in the program, are eligible to

## EDUCATIONAL PROGRAMS

ASSOCIATE  
DEGREE  
NURSING



## EDUCATIONAL PROGRAMS

ASSOCIATE  
DEGREE  
NURSING

repeat these courses. A final grade of at least a "C" is required in all repeated courses in order to progress in the program. A nursing or a science course failed may be repeated only once. Failure in either the laboratory portion or the theory portion of a nursing course will result in failure of the entire course.

### Withdrawal Requiring Application for Readmission

Students withdrawing from the nursing program who wish to be considered for readmission must submit a written request to the Assistant Dean of the Health Occupations Division. A student in good academic standing is eligible to reenter the program the following year pending the availability of space. A student who remains out of the program for more than one year will be considered for readmission on an individual basis. Students dismissed from the program for academic failure who desire to be readmitted to the program will be reviewed by the Admissions and Progression Committee. Students seeking readmission through the Admissions and Progression Committee should obtain specific information regarding the waiver process through the Health Occupations Division Office.

### Transfer of Credit from Another Nursing Program

Students desiring to transfer into the nursing program from another school will be considered on an individual

basis. Information on the transfer credit process may be obtained through the Health Occupations Division Office.

### Professional Liability Insurance

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

### Student Health Insurance

Students accepted into the nursing program are expected have their own health insurance coverage.

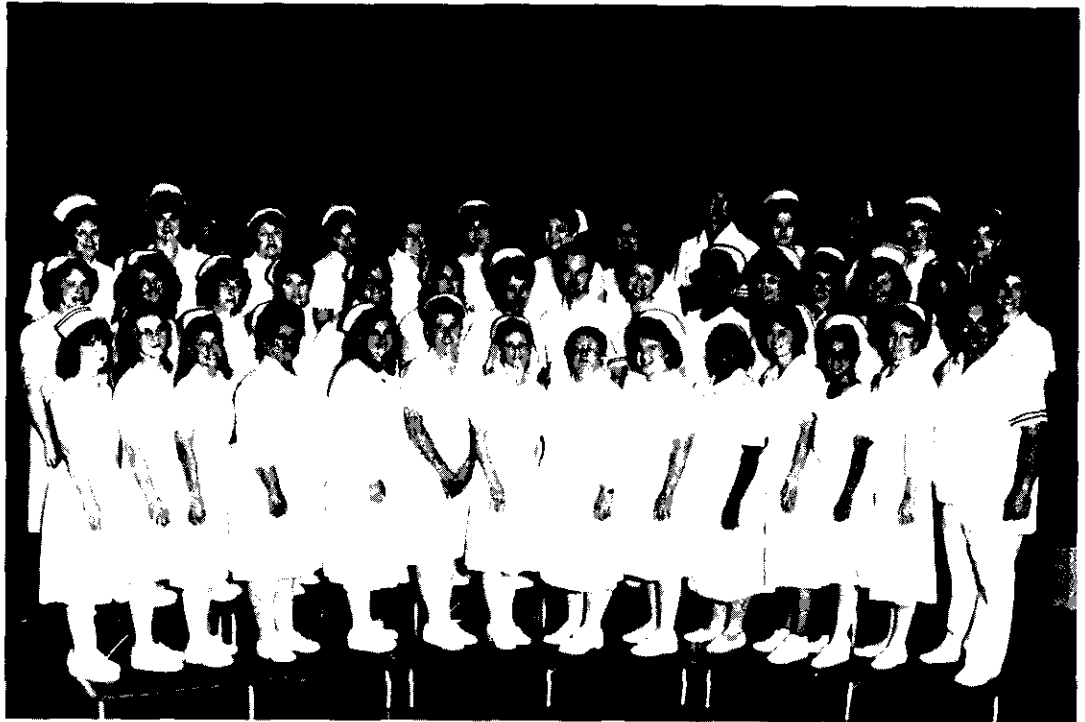
### Other Expenses

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

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

### Nursing Student Organization

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





## RADIOLOGIC HEALTH SCIENCES

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

The Radiologic Health Science programs are divided into two categories—associate degree programs and certificate programs. The Radiologic Health Science programs that lead to an Associate in Applied Science degree are in Nuclear Medicine Technology, Radiation Therapy Technology and Radiography. The Radiologic Health Science programs that lead to a certificate of completion are in computerized Tomography, Dosimetry, Magnetic Resonance Imaging and Special Procedures. These are advanced programs which require satisfactory completion of one of the associate degree programs as a prerequisite.

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

## NUCLEAR MEDICINE TECHNOLOGY

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

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

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

Students enroll in the Nuclear Medicine Technology program in the fall and must complete twenty-four months of study with laboratory experience to meet eligibility requirements to take the Nuclear Medicine Technology Certification Board examination in September of the year of

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

### Admission

#### All Admissions:

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

#### Alternative Admissions:

1. Have appropriate test scores which permit enrollment in college level courses. See Placement Test Requirements for English, Reading and Mathematics on pages 44 and 45 of the current catalog for specific scores.
2. Meet the prerequisites stated for courses required in the curriculum.
3. Have completed one year of high school biology. Additional courses in the natural and physical sciences are recommended. Only those courses where the student earned a grade of "C" or better will be considered in fulfilling this requirement.
4. Have a cumulative grade point average of 2.0 on a 4.0 scale for all previous college coursework.

#### Alternative Admissions:

1. If scores are below the limits adopted by Galveston College as satisfactory achievement of admission to college level courses, complete the requirements to remedy the deficiency.
2. Complete the prerequisites stated for courses required in the curriculum as necessary.
3. Those applicants who are registered in Radiography, Medical Technology or Nursing and/or possess a Bachelor's or Associate degree in a science, may not be required to take an aptitude test. This decision will rest with the Program Director upon recommendation of the Galveston College Counseling Office. These applicants will be notified of the decision after the personal interview.
4. Where exceptional circumstances necessitate variations from normal admission requirements, applicants are referred to the Program Director. If it is determined that the request is reasonable, an exception may be authorized.

## EDUCATIONAL PROGRAMS

RADIOLOGIC  
HEALTH  
SCIENCES

NUCLEAR  
MEDICINE  
TECHNOLOGY

**EDUCATIONAL PROGRAMS**

NUCLEAR MEDICINE TECHNOLOGY

RADIATION THERAPY TECHNOLOGY

**Transfer Admissions:**

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

**NUCLEAR MEDICINE TECHNOLOGY**  
(Degree Program)

**Progression Requirements:**

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

**FIRST YEAR**

<b>Fall Semester</b>		
<b>Course</b>	<b>Description</b>	<b>Credit</b>
NMT 1101	Nuclear Medicine Clinical Practicum I	1
NMT 1301	Nuclear Medicine Methodology I	3
RHS 1202	Radiological Physics I	2
RHS 1301	Introduction to Radiologic Health Sciences	3
RHS 1303	Data Analysis	3
RHS 1306	Patient Care and Ethics	3
		15
<b>Spring Semester</b>		
BIO 1403	Anatomy and Physiology I	4
NMT 1102	Nuclear Medicine Practicum II	1
NMT 1201	Radiopharmacology	2
NMT 1302	Nuclear Medicine Methodology II	3
NMT 1303	Nuclear Medicine Instrumentation	3
RHS 1305	Radiological Physics II	3
		16
<b>Summer Semester I</b>		
ENG 1301	College Composition	3
PSY 1301	Introduction to Psychology	
or		
PSY 2303	Psychology of Personality	
or		
SOC 1301	Introduction to Sociology	3
GOV 2303	Texas Government	
		6
<b>Summer Semester II</b>		
ENG 1302	Composition and Rhetoric	3
		3

**SECOND YEAR**

<b>Fall Semester</b>		
BIO 1404	Anatomy and Physiology II	4
NMT 2301	Nuclear Medicine Methodology III	3
NMT 2601	Nuclear Medicine Clinical Practicum III	6
		13
<b>Spring Semester</b>		
NMT 2302	Nuclear Medicine Methodology IV	3
NMT 2602	Nuclear Medicine Clinical Practicum IV	6
RHS 2302	Radiation Biology	3
		12
<b>Summer Semester I</b>		
NMT 2303	Nuclear Medicine Methodology V	3
NMT 2304	Nuclear Medicine Clinical Practicum V	3
		6
TOTAL SEMESTER CREDIT HOURS IN PROGRAM .....		71

**RADIATION THERAPY TECHNOLOGY**

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

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

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

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

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

### Admission

#### All Admissions:

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

#### Standard Admissions:

1. Have appropriate test scores which permit enrollment in college level courses. See Placement Test Requirements for English, Reading and Mathematics on pages 44 and 45 of the current catalog for specific scores.
2. Meet the prerequisites stated for courses required in the curriculum.
3. Have completed one year of high school biology. Additional courses in the natural and physical sciences are recommended. Only those courses where the student earned a grade of "C" or better will be considered in fulfilling this requirement.
4. Have a cumulative grade point average of 2.0 on a 4.0 scale for all previous college coursework.

#### Alternative Admissions:

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

#### Transfer Curriculum:

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

## RADIATION THERAPY TECHNOLOGY (Degree Program)

### Progression Requirements

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

#### FIRST YEAR

		Fall Semester	Credits
BIO	1403	Anatomy and Physiology I	4
RHS	1202	Radiological Physics I	2
RHS	1301	Introduction to Radiologic Health Sciences	3
RHS	1303	Data Analysis	3
RHS	1306	Patient Care and Ethics	3
			<u>15</u>

		Spring Semester	Credits
BIO	1404	Anatomy and Physiology II	4
ENG	1301	College Composition	3
RHS	1305	Radiological Physics II	3
RTT	1201	Intermediate Technical Skills I	2
RTT	1301	Instrumentation and Methodology	3
			<u>15</u>

		Summer Semester I	Credits
RTT	1202	Intermediate Technical Skills II	2
			<u>2</u>

		Summer Semester II	Credits
ENG	1302	Composition and Rhetoric	3
PSY	1301	Introduction to Psychology	
		or	
PSY	2303	Psychology of Personality	
		or	
SOC	1301	Introduction to Sociology	3
		or	
GOV	2303	Texas Government	
			<u>6</u>

#### SECOND YEAR

		Fall Semester	Credits
RTT	2301	Dosimetry I	3
RTT	2304	Oncology I	3
RTT	2601	Advanced Technical Skills I	6
			<u>12</u>

		Spring Semester	Credits
RHS	2302	Radiation Biology	2
RTT	2305	Oncology II	3
RTT	2302	Dosimetry II	3
RTT	2602	Advanced Technical Skills II	6
			<u>15</u>

		Summer Semesters	Credits
RTT	1103	Radiation Therapy Technology Seminar	1
RTT	2603	Advanced Technical Skills III	6
			<u>7</u>

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

## EDUCATIONAL PROGRAMS

RADIATION  
THERAPY  
TECHNOLOGY

## EDUCATIONAL PROGRAMS

### RADIOGRAPHIC TECHNOLOGY

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

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

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

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

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

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

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

#### RADIOGRAPHIC TECHNOLOGY ADMISSION REQUIREMENTS

##### All Admissions

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

##### Standard Admissions

- 1) Have appropriate test scores which permit enrollment in college level courses. See Placement Test Requirements for English, Reading and Mathematics on pages 44 and 45 of the current catalog for specific scores.
- 2) Meet the prerequisites stated for courses required in the curriculum.
- 3) Have completed one year of high school biology. Additional courses in the natural and physical sciences are recommended. Only those courses where the student earned a grade of "C" or better will be considered in fulfilling this requirement.
- 4) Have a cumulative grade point average of 2.0 on a 4.0 scale for all previous college coursework.

##### Alternative Admissions

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

##### Transfer Admissions

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

#### RADIOGRAPHIC TECHNOLOGY (Degree Program)

##### Progression Requirements:

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

##### FIRST YEAR

		Fall Semester	Credit
Course	Description		
RDT 1201	Hospital Externship I		2
RDT 1304	Radiographic Positioning I		3
RHS 1203	Radiologic Equipment, Processes, and Exposure Principles		2
RHS 1301	Introduction to Radiologic Health Sciences		3
RHS 1303	Data Analysis		3
RHS 1306	Patient Care and Ethics		3
			<u>16</u>

<b>Spring Semester</b>		
BIO 1403	Anatomy and Physiology I	4
ENG 1301	College Composition	3
RDT 1305	Hospital Externship II	3
RDT 1307	Radiographic Positioning II	3
		<hr/> 13
<b>Summer Semester</b>		
RDT 1206	Radiographic Techniques and Exposure	2
RDT 1207	Positioning II	2
RDT 1308	Hospital Externship III	3
RDT 2200	Quality Assurance	2
		<hr/> 9

**SECOND YEAR**

<b>Fall Semester</b>		
BIO 1404	Anatomy and Physiology II	4
ENG 1302	Composition and Rhetoric	3
RDT 2303	Hospital Externship IV	3
RDT 2202	Pathology	2
RHS 1202	Radiological Physics I	2
		<hr/> 14

<b>Spring Semester</b>		
GOV 2303	Texas Government	
or		
PSY 1301	Introduction to Psychology	
or		
PSY 2303	Psychology of Personality	
or		
SOC 1301	Introduction to Sociology	3
RDT 2201	Trauma Radiography	2
RDT 2305	Radiographic Special Procedures	3
RDT 2304	Hospital Externship V	3
RHS 2302	Radiation Biology	3
		<hr/> 14

<b>Summer Semester</b>		
RDT 2302	Hospital Externship VI	3
RDT 2306	Radiologic Technology Seminar	3
		<hr/> 6

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

**RESPIRATORY CARE**

The Program in Respiratory Care offers students extensive exposure to the theoretical as well as the experiential aspects involved in the delivery of respiratory care to the patient with cardiorespiratory disease. Graduates of this program are trained to assume patient care responsibilities in all aspects of respiratory care.

This program is **non-traditional** in nature, and is designed to offer a means whereby currently employed respiratory care practitioners may be able to complete a therapist-level training program without relinquishing their concurrent employment status. The program is directed toward three specific groups: 1) individuals previously and currently employed in respiratory care but without any previous, formal education in this profession; 2) individuals who have successfully completed a one-year technician training program and desire to

continue their education, but who are unable to enroll in a traditional program for this purpose; and 3) individuals who have had difficulty in successfully completing credentialing examinations following graduation from another program. In addition, consideration may be given to candidates who do not meet the education or previous work requirements, but who are currently employed in respiratory care.

The Program in Respiratory Care is based on the use of extensive learning modules for the majority of the non-clinical courses, with proficiency in clinical courses verified through evaluation on the UTMB campus. This component is designed to be self-paced, with all students being required to successfully complete precourse equivalency examinations in order to accelerate in a given area, as well as post-module examinations in order to satisfactorily complete courses in which pre-course equivalency was not adequately displayed. Students are allowed up to four years to complete all requirements.

In addition to the structured learning modules, seminars are available for the student to have direct and individualized instruction and evaluation.

The Program in Respiratory Care is nationally accredited by the Committee on Allied Health Education and Accreditation, in cooperation with the Joint Review Committee for Respiratory Therapy Education. Upon completion of this program, graduates are eligible to take the National Certification and Advanced Practitioner examinations administered by the National Board for Respiratory Care, Inc. In addition, graduates are also eligible for the Respiratory Care Practitioner Certification Examination administered by the Texas Department of Health (State licensing requirement).

**RESPIRATORY CARE  
ADMISSION REQUIREMENTS**

**All Admissions:**

1. Applicants must submit a physical examination form from a physician if under continuing care for any health problem.
2. Applicants must consult with the Respiratory Care Program Director prior to admission to the program if previously convicted of a crime, other than minor traffic violations.

**EDUCATIONAL  
PROGRAMS**

RADIOGRAPHIC  
TECHNOLOGY

RESPIRATORY  
CARE

## EDUCATIONAL PROGRAMS

### RESPIRATORY CARE



#### Standard Admissions:

1. Applicant must have appropriate test scores which permit enrollment in college level courses. See "Placement Test Requirements for English, Reading and Mathematics" on pages 44 and 45 of the current catalog for specific scores.

2. Applicant must meet the prerequisites stated for courses required in the curriculum.

3. Applicant must have completed high school biology or chemistry, if without previous college coursework in these areas.

4. Applicant must: a) have successfully completed a one-year respiratory care technician program, **OR** b) have previously completed 2,000 hours of clinical respiratory care experience (approximately one year of full-time work).

NOTE: Individuals not meeting the above education or experience requirements but who are currently employed in Respiratory Care should contact the Respiratory Care Program Director for additional admissions information.

5. Applicant must be currently employed in respiratory care a minimum of 19 hours per week.

6. Applicant must have submitted a Clinical Assessment Form, documenting previous experience as specified.

7. Applicant must show evidence of current proficiency in Basic Cardiac Life Support (CPR) prior to beginning any clinical evaluation coursework.

8. Applicants accepted into the program must successfully complete an introductory college Algebra course with a minimum grade of "C" or have demonstrated proficiency on the Galveston College MTH 0303 Placement Test prior to completion of the program. Applicants who do not achieve the minimum placement test score levels for Math may be required to complete MTH 0303 prior to formal acceptance into this program. In all cases, accepted applicants are **STRONGLY** encouraged to satisfy this course requirement in the early part of this program in order to facilitate successful completion of subsequent coursework.

#### Alternative Admissions:

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

2. An applicant may be granted an exemption for placement testing and/or remedial work if a significant amount of college-level coursework has previously been completed satisfactorily. See

"Assessment and Placement" on page 35 for additional information in this area, and discuss this directly with the Respiratory Care Program Director.

3. Complete the prerequisites stated for courses required in the curriculum, as necessary.

#### Transfer Admissions:

1. Applicants who have completed a one-year Respiratory Care Technician Program from a formally accredited college or university may receive transfer credit for certain courses in this program. This transfer credit would be granted following demonstration of proficiency through the use of pre-course equivalency testing.

2. Applicants interested in transfer credit are asked to discuss this directly with the Respiratory Care Program Director.

### RESPIRATORY CARE (Degree Program)

#### Progression Requirements:

Courses in this component are arranged by blocks, with the requirement that each preceding block be completed successfully before continuing on to the next block or group of courses. Successful completion includes the attainment of a specified minimum score on pre-course equivalency examinations.

In addition, any program or equivalent college course taken prior to admission to the program must be completed with a grade of "C" or better to be accepted for program credit.

Course	Description	Credit Hours
<b>BLOCK #1</b>		
BIO 1403	Anatomy and Physiology I	4*
REC 1201	Introduction to Respiratory Care	2
REC 1402	Clinical Respiratory Care I	4 **
REC 1403	Orientation to Respiratory Care Science	4
REC 1504	Respiratory Care Techniques I	5
<b>BLOCK #2</b>		
BIO 1404	Anatomy and Physiology II	4*
REC 1205	Clinical Respiratory Care II	2**
REC 1306	Cardiopulmonary Physiology	3
REC 1507	Respiratory Care Techniques II	5
<b>BLOCK #3</b>		
BIO 2405	Microbiology	4*
REC 1308	Respiratory Care Techniques III	3
REC 1309	Neonatal and Pediatric Respiratory Care	3

<b>BLOCK #4</b>		
ENG 1301	College Composition	3**
REC 2301	Cardiopulmonary Pharmacology	3
REC 2402	Cardiopulmonary Pathophysiology	4
REC 2403	Advanced Respiratory Care Techniques I	4
REC 2404	Clinical Respiratory Care III	4+ +

<b>BLOCK #5</b>		
ENG 1302	Composition and Rhetoric	3**
PSY 1301	Introduction to Psychology	3**
REC 2305	Respiratory Care Review	3
REC 2406	Advanced Respiratory Care Techniques II	4
REC 2607	Clinical Respiratory Care IV	6+ +

TOTAL SEMESTER CREDIT HOURS IN PROGRAM .....80

\* These courses are not available for completion via the non-traditional, self-paced method. They must be completed either at Galveston College or at another institution in which the equivalent courses are available and transferable to meet these specific course requirements. It is strongly encouraged that these courses be completed in the blocked sequence as shown, in order to best facilitate successful completion of the respiratory therapy course content.

\*\* These courses are also not available for completion via the non-traditional, self-paced method. They must be completed either at Galveston College or at another institution in which the equivalent courses are available and transferable to meet these specific course requirements. Though these courses are listed in the last two blocks of courses to be completed in this program, they may be taken at any time during the program.

+ + These clinical courses are structured differently than other respiratory care courses. Students are required to spend a certain amount of time at the UTMB campus in order for the evaluation of clinical proficiency to occur. This evaluation will be conducted by the Respiratory Care Program faculty at various points during the student's period of enrollment and may involve weekend evaluation sessions and/or some weekday involvement, depending upon the clinical proficiency displayed. Clinical evaluation sessions/courses will be arranged in a sequential manner as identified in the curriculum, in order to most effectively utilize previously acquired skills and information from specified courses.

## CERTIFICATE PROGRAM

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

- COMPUTERIZED TOMOGRAPHY TECHNOLOGY
- MAGNETIC RESONANCE IMAGING SPECIAL PROCEDURE TECHNOLOGY
- RADIATION DOSIMETRY

### General Procedures for all Programs

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

### Computerized Tomography Technology

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

### Magnetic Resonance Imaging

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

### Special Procedure Technology

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

## EDUCATIONAL PROGRAMS

RESPIRATORY CARE

HEALTH OCCUPATION

CERTIFICATES

**EDUCATIONAL PROGRAMS**

**COMPUTERIZED TOMOGRAPHY**

**MAGNETIC RESONANCE IMAGING**

**Radiation Dosimetry**

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

**COMPUTERIZED TOMOGRAPHY TECHNOLOGY**  
(Certificate Program)

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

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

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

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

Course	Description	Credit Hours
RHS 3201	Tomographic Anatomy	2
CTT 3301	Computerized Tomography Instrumentation and Methodology	3
CTT 3501	Computerized Tomography Clinical Applications I	5
CTT 3502	Computerized Tomography Clinical Applications II*	5
		<u>15</u>

TOTAL SEMESTER HOURS  
IN PROGRAM .....15

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

**MAGNETIC RESONANCE IMAGING**

(Certificate Program)

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

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

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

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

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

TOTAL SEMESTER HOURS  
IN PROGRAM .....17

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



**SPECIAL PROCEDURE  
TECHNOLOGY  
(Certificate Program)**

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

TOTAL SEMESTER HOURS  
IN PROGRAM .....24

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

**RADIATION THERAPY  
DOSIMETRY  
(Certificate Program)**

Course	Description	Credit Hours
RHS 3201	Tomographic Anatomy	2
RTD 3301	Instrumentation and Methodology in Dosimetry	3
RTD 3501	Clinical Applications in Dosimetry I	5
RTD 3502	Clinical Applications in Dosimetry II*	5
		<u>15</u>

TOTAL SEMESTER HOURS  
IN PROGRAM .....15

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

NOTE: Students must finish the program within one calendar year of enrollment date. Upon completion of the curriculum, graduates will be awarded a certificate of completion by Galveston College.

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

**Vocational Nursing**

**ALL ADMISSIONS:**

1. Dated application for admission to Galveston College on file in the Admissions Office.
2. 17 years of age or older.
3. High school diploma or GED.
4. Report of a physical examination or completion of a student health appraisal with required follow-up on file.
5. Evidence of current proficiency in Basic Life Support (CPR-level C) prior to beginning of clinical practice.
6. Consult with Program Director if there is a record of conviction for a crime or hospitalization or treatment for mental illness or chemical dependency.
7. Test scores which permit enrollment in college level courses. Test scores must be no more than 5 years old.
8. Satisfactorily complete 9 credit hours of general academic courses from the approved list with a minimum gpa of 2.0 on the 9 credit hours. The 9 credit hours are to be selected from these courses:

Bio 1305, Bio 1404, Bio 2405, CSC 1301, Eng 1301, Gov 2303, His 1301, His 1302, Hum 1301, Psy 1301, Psy 1304 and Sc 1301.

"C" is the minimum acceptable grade for science courses. Each science course may be repeated one time. Bio 1403/1404 may be substituted for VNR 1400. Bio 2405 may be substituted for VNR 1200.

**ALTERNATIVE ADMISSIONS**

The "Alternative" category refers to prospective students who score below the test scores adopted by Galveston College as satisfactory for enrollment in college level courses.

1. Meet admission requirements as stated above.
2. Satisfactorily complete designated remedial level courses.
3. Satisfactorily complete 9 hours credit hours of general academic courses from the approved list with a minimum gpa of 2.0 on the 9 credit hours. The 9 credit hours are to be selected from these courses:

Bio 1305, Bio 1404, Bio 2405, CSC 1301, Eng 1301, Gov 2303, His 1301, His 1302, Hum 1301, Psy 1301, Psy 1304 and Soc 1301.

**EDUCATIONAL  
PROGRAMS**

SPECIAL  
PROCEDURE  
TECHNOLOGY

RADIATION  
THERAPY  
DOSIMETRY

VOCATIONAL  
NURSING

## EDUCATIONAL PROGRAMS

### VOCATIONAL NURSING

"C" is the minimum acceptable grade for science courses. Each science course may be repeated one time. Bio 1403/1404 may be substituted for VNR 1400. Bio 2405 may be substituted for VNR 1200.

### TRANSFER ADMISSIONS

The "Transfer" category refers to prospective students who desire to enter Galveston College Vocational Nursing Program after taking courses at another College or University. Admission of transfer students is based upon an individual review of previous course work and space available.

- a. Meet admission requirement as stated above.
- b. Official transcripts of all previous college level credits on file in the Admissions Office
- c. Letter of good standing submitted directly from Director/Dean of previous nursing program. (only for students who have been previously enrolled in a nursing program.)

### RE-ENTRY ADMISSIONS:

The category refers to students who are admitted to the Vocational Nursing Program, leave prior to completion and apply to return to the program. Readmission is based upon an individual review of the student's record and space-available.

- a. Meet admission requirements as stated above
- b. Meet with Director/Ass't Coordinator, if requested

\*Completion of admission requirements does not automatically entitle a student to enroll in VNR prefix courses.

### APPLICATION DEADLINE

Applications for admission to the Vocational Nursing Program will be accepted in the Admissions Office beginning September 15 and will close on March 15. Applications will be received until the March 15 deadline or until the class is filled.

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

Student enrolled in developmental or academic courses or

completing other admissions requirements should have a Pre-VNR plan on file in the Counseling Office. Only students who have completed all admissions requirements for the program will be placed on the applicant list in the Admissions Office.

It is the student's responsibility to see that his/her name is placed on the applicant's list in accordance with the deadlines.

### VOCATIONAL NURSING (Certificate Program)

#### Prerequisite General Education Courses

Course	Description	Credit
ENG 1301	College Composition	3
BIO 1305	Nutrition	3
BIO 1403	Anatomy and Physiology I	4
BIO 1404	Anatomy and Physiology II	4
BIO 2405	Microbiology	4
HUM 1301	Introduction to Humanities	3
PSY 1301	Introduction to Psychology	3
PSY 1304	Behavior Modification	3
SOC 1301	Introduction to Sociology	3
CSC 1301	Introductory Computing	3
GOV 2303	Texas Government	3
HIS 1301	U. S. History to 1877	3
HIS 1302	U. S. History from 1877	3

Nine (9) credit hours from the above list of general education courses must be completed as a prerequisite for eligibility to be admitted into the Licensed Vocational Nursing Program. A "C" is the minimum acceptable grade for science courses. Each science course may be repeated one time. BIO 1403/1404/2405 will count toward satisfaction of general education prerequisite and will also substitute for VNR 1400 (BIO 1403/1404)\* and VNR 1200 (BIO 2405).

\*Both BIO 1403 and BIO 1404 must be completed for this substitution.

#### Program Curriculum

Course	First Semester	
	Description	Credit
VNR 1201	Pharmacology	2
VNR 1202	Nutrition and Diet Therapy	2
VNR 1301	Professional/Personal Development in Vocational Nursing	3
VNR 1400	General Anatomy and Physiology for Vocational Nursing	4
VNR 1601	Fundamentals of Vocational Nursing	6
		<hr/> 17
Second Semester		
VNR 1200	Basic Microbiology for Vocational Nursing	2
VNR 1302	Maternal Child Health Nursing	3
VNR 1701	Medical/Surgical Nursing I	7
		<hr/> 12
Summer Semester		
VNR 1303	Child Health Nursing	3
VNR 1901	Medical/Surgical Nursing II	9
		<hr/> 12

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

## **DIVISION OF HUMANITIES**

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

Students especially interested in the visual arts will find a wide range of opportunities in drawing, ceramics, jewelry and metalsmithing, painting, photography, and printmaking. Courses are offered at both beginning and intermediate levels. Those interested in music may choose from both applied and theoretical courses, finding performance opportunities within the Galveston Chorale. Drama and speech courses stress both fundamentals and advanced techniques, along with the unique opportunity to participate in productions of the College's Upper Deck Theatre. This cooperative effort between Galveston College and community volunteers creates a professional atmosphere for student actors and technicians who work alongside an array of professionals during the preparation and production of at least five major performances each year.

Instruction in English and reading ranges from college-preparatory work for the student who must strengthen basic skills before attempting college-level writing and reading assignments, to the standard freshman composition sequence and a broad selection of courses in literature. English honors courses are offered on a periodic basis. Foreign language instruction is offered in Spanish, German, and French. Students seeking instruction in modern media will find an opportunity to work in a well-equipped television studio while gaining experience in media production and the opportunity to work on a student newspaper while studying journalism.

### **PROGRAMS OF STUDY**

Within the Division of Humanities, students may pursue an Associate of Arts (A.A.) or an Associate of Science (A.S.) degree with concentration in one of the following areas:

- |                 |             |
|-----------------|-------------|
| English         | Speech      |
| Music           | Mass Media  |
| Performing Arts | Visual Arts |

Programs of study for the Associate of Arts and Associate of Science degrees parallel the first two years required for Bachelor of Arts and Bachelor of Science degrees at senior colleges and universities. However, because degree

requirements sometimes vary among colleges and universities, students should select courses with the assistance of Galveston College counselor or faculty advisor. General degree requirements are listed on page 52; detailed programs of study may be obtained from the Counseling Office.

## **DIVISION OF MATHEMATICS AND SCIENCES**

Courses taught within the Division of Mathematics and Sciences include the traditional disciplines of biology, chemistry, mathematics, and physics, along with computer science, computer science technology (microcomputers), and horticulture. Courses within the division often provide core support for programs in health sciences, medicine, and engineering, but a concentration of work toward an associate degree or certificate in a discipline from within the division is also possible.

The newest degree programs within the division are in horticulture and in microcomputer applications. Both programs are designed to prepare students for immediate employment in the workforce, but each offers a high degree of transferability should a student completing one of the programs choose to pursue a bachelor's degree. The horticulture program takes a very practical approach to instruction, employing a great deal of field work. The microcomputer program is supported by a well-equipped microcomputer laboratory.

For students who need assistance in developing college-level skills, the division offers developmental courses, including Study Skills for Biology and a range of developmental mathematics. Also available is a Mathematics and Science Clinic in the Skills Enrichment Center at no cost to Galveston College students which is staffed by full-time instructors who volunteer to assist students in chemistry, computer science, mathematics and physics.

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

### **PROGRAMS OF STUDY**

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

## **EDUCATIONAL PROGRAMS**

HUMANITIES

MATH AND SCIENCES

PROGRAMS OF STUDY



**EDUCATIONAL PROGRAMS**

HUMANITIES

MATH AND SCIENCES

PROGRAMS OF STUDY

HORTICULTURE

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

Programs of study for the Associate of Arts and Associate of Science degrees parallel the first two years required for Bachelor of Arts and Bachelor of Science degrees at senior colleges and universities. However, because degree requirements vary among colleges and universities, students should select courses with the assistance of a Galveston College counselor or faculty advisor. General degree requirements are listed on page 52; detailed programs of study may be obtained from the Counseling office.

The Division of Mathematics and Sciences also offers an Associate of Applied Science (A.A.S.) degree in the following areas:

- Landscape and Ornamental Horticulture
- Microcomputer Applications

In addition, certificate programs are now available in Landscape and Ornamental Horticulture and Microcomputer Applications. Most of the courses in the certificate programs can be applied toward an A.A.S. degree. Each of these programs is primarily intended to prepare students for immediate employment. Students desiring information on the transferability of courses within these programs to senior colleges or universities should see a Galveston College counselor or faculty advisor.

**Landscape and Ornamental Horticulture**  
(Degree Program)

The Landscaping of formal gardens and the cultivation of flowers are both ancient and honorable arts. The broad field of landscape and ornamental horticulture is presently increasing at a tremendous rate providing numerous employment opportunities. Commercial establishments developing more landscaped areas, highways and industrial buildings using more shrubs and bushes, civic enthusiasm for parks and playgrounds, and public awareness of the therapeutic and recreational value of landscapes and gardens all contribute to the need for trained people in this area. The A.S., A.A.S. and certificate programs are listed below:

**(A.S. Degree)**

**FIRST YEAR**

First Semester		Credit
Course	Description	
BIO 1408	General Biology	4
CHM 1401	General Chemistry I	4
ENG 1301	College Composition	3
HOR 1301	Horticulture Practice I	3
MTH 1301	College Algebra	3
PED	Activity Course	1
		<u>18</u>
Second Semester		Credit
Course	Description	
CHM 1402	General Chemistry II	4
CSC 1301	Introductory Computing	3
ENG 1302	Composition and Rhetoric	3
HOR 1302	Horticulture Practice II	3
HOR 1303	Landscape Trees, Vine and Shrubs	3
PED	Activity Course	1
		<u>17</u>



**SECOND YEAR**

<b>First Semester</b>		
GOV 2301	Federal Government	3
HIS 1301	United States History to 1877	3
HOR 1401	Landscape Plants I	4
HOR 2403	Landscape and Plant Protection	4
SPH 1301	Beginning Public Speaking	3
		<u>17</u>

<b>Second Semester</b>		
GOV 2303	Texas Government	3
HIS 1302	United States History from 1877	3
HOR 2302	Soil and Plant Nutrition	3
HOR 2402	Landscape Plants II	4
		<u>13</u>

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

**(A.A.S. Degree)**

**FIRST YEAR**

Course	Description	Credit Hours
BIO 1408	General Botany	4
ENG 1301	College Composition	3
HOR 1301	Horticulture Practice I	3
HOR 1401	Landscape Plants I	4
MGT 1301	Introduction to Management	3
		<u>17</u>

<b>Second Semester</b>		
CHM 1403	Fundamentals of Chemistry	4
ENG 1302	Composition and Rhetoric	3
HOR 1302	Horticulture Practice II	3
HOR 1303	Landscape Trees, Vines and Shrubs	3
HOR 2402	Landscape Plants II	4
		<u>17</u>

**SECOND YEAR**

<b>First Semester</b>		
HOR 2403	Landscape and Plant Protection	4
HOR 2404	Horticulture for Homescape	4
HOR 2409	Horticulture and Landscaping Cooperative Education I	4
SPH 1301	Beginning Public Speaking	3
		<u>15</u>

<b>Second Semester</b>		
GOV 2303	Texas Government	3
HOR 2301	Turf Grass Management	3
HOR 2302	Soil and Plant Nutrition	3
HOR 2405	Introduction to Residential Landscape Design	4
HOR 2410	Horticulture and Landscaping Cooperative Education II	4
		<u>17</u>

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

**MICROCOMPUTER APPLICATIONS**  
*(Degree Program)*

The advent and application of low cost, high-powered microcomputers has revolutionized the operations of business, industry, and other

organizations. Microcomputers are currently being used for word processing, decision making, instruction, research and a myriad of other applications.

Conservative estimates indicate that within four to five years more than 50% of business computing will be performed on microcomputers, thus creating a heavy demand for well-paid semiprofessionals with expertise in microcomputers.

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

**(A.A.S. Degree)**

**FIRST YEAR**

Course	Description	Credit
ENG 1301	College Composition	3
MTH 1300	Intermediate Algebra	3
CSC 1301	Introductory Computing	3
CSC 1402	Microcomputer Systems and Their Applications I	4
CSC 1404	PASCAL Programming***	4
		<u>17</u>

<b>Second Semester</b>		
ENG 1302	Composition and Rhetoric	3
MTH 1304	Finite Mathematics*	3
CSC 1305	Logic and Theory	3
CST 2404	Advanced PASCAL***	4
CST 2405	Microcomputer Systems and Their Applications II	4
		<u>17</u>

**SECOND YEAR**

<b>First Semester</b>		
ACT 1401	Elementary Accounting	4
ENG 2303	Technical Report Writing	3
CST 2403	Fundamentals of Hardware	4
CST 2409	Cooperative Education in Computers I**	4
		<u>15</u>

<b>Second Semester</b>		
GOV 2303	Texas Government	3
SPH 1305	Business and Professional Speaking	3
CST 2408	Operating Systems and Networking*	4
CST 2410	Cooperative Education in Computers II	4
		<u>14</u>

TOTAL SEMESTER HOURS IN PROGRAM ..63

\*Students desiring a more specific orientation toward business may choose to replace MTH 1304 with ACT 2401 (Principles of Accounting).

\*\*Students may replace either CST 2409 or CST 2410 requirement with CST 2205 (Special Topics in Computer Technology).

\*\*\*Students may choose to substitute CSC 1401 (Programming in BASIC Language) and CST 2402 (Advanced BASIC) for CSC 1404 and CSC 2404.

**EDUCATIONAL PROGRAMS**

**HORTICULTURE**



**MICROCOMPUTERS**

**EDUCATIONAL PROGRAMS**

**CERTIFICATES**

**EXIT POINT CERTIFICATION IN LANDSCAPE AND ORNAMENTAL HORTICULTURE**

A certificate program consisting of 2 semesters of coursework and participation in a cooperative education program is available in Landscape and Ornamental Horticulture. This program of study is designed to lead to certification as a Texas Certified Nurseryman licensed by the Texas Association of Nurserymen, and also as a private or commercial certified pesticide applicator through the Texas Department of Agriculture. The horticulture industry offers a wide variety of careers in nurseries, garden centers, landscape and maintenance (interior and exterior) firms, lawn care industry, golf courses, and parks and other areas. In addition, the curriculum also will assist local homeowners in maintaining and improving their individual landscapes, vegetable gardens, and fruits.

**Procedures for Enrollment in Program:**

- 1) Obtain application forms from the Registrar and return completed forms to that office.
- 2) Schedule an appointment with the program director or Assistant Dean, Mathematics and Sciences Division.
- 3) Complete RDG 0302 or the equivalent; complete or enroll in MTH 0300, and ENG 0302 or the equivalent.

**CURRICULUM**

<b>First Semester</b>		
Course	Description	Credits
HOR 1301	Horticulture Practice I	3
HOR 1401	Landscape Plants I	4
HOR 2301	Turf Grass Management	3
HOR 2409	Cooperative Education I	4
		14
<b>Second Semester</b>		
HOR 1303	Landscape Trees, Vines, and Shrubs	3
HOR 2403	Landscape Plant Protection	4
HOR 2404	Horticulture for Homescape	4
HOR 2410	Cooperative Education II	4
		15
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM .....</b>		<b>29</b>

**EXIT POINT CERTIFICATION IN MICROCOMPUTER APPLICATIONS**

<b>Fall Semester</b>		
Course	Description	Credit
ACT 1401	Elementary Accounting	4
CSC 1301	Introductory Computing	3
CSC 1402	Microcomputer Systems and Their Applications I	4
OFT 1400	Beginning Typing	4
		15
<b>Spring Semester</b>		
SPH 1305	Business and Professional Speaking	3
CST 2205	Special Topics in Computer Technology	2
CST 2405	Microcomputer Systems and Their Applications II	4
CST 2409	Cooperative Education in Computers I	4
		13
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM .....</b>		<b>28</b>



## DIVISION OF SOCIAL SCIENCES

This division of the College offers introductory survey courses in the fields of anthropology, criminal justice, economics, geography, government, history, psychology, social work, and sociology. These offerings include those disciplines basic to the associate degrees: the courses in history and government required by state law for all college graduates, and the foundation courses for most bachelor of arts and science degrees. In addition, the division offers vocational programs in fire protection technology for those seeking to advance their careers as firefighters.

The academic courses are the critical difference between simply being trained for a job and being educated for life. It is the mark of all truly educated men and women that they have developed a deeper understanding of the human condition in general and the meaning of their own lives in particular.

Plato, however, argued that we should develop the body as well as the mind: "The aspirant to learning must not limp in his industry, in the one half of him loving, in the other shunning, exercise. This happens when anyone is a lover of gymnastics and the labors of the body yet is not fond of learning or of listening or inquiring. And he too is weak whose interest is one-sided in the reverse way." Therefore, the Galveston College Fitness Center emphasizes health, sports, and recreational programs aimed at life-long learning and those skills essential for vigorous leisure-time activities. These programs include college credit courses in physical education or kinesiology.

### PROGRAMS OF STUDY

Within the Division of Social Sciences, a student may pursue an Associate of Arts (A.A.) degree with concentration in one of the following areas:

- |  |  |
|--|--|
| <p><b>Behavioral Sciences</b><br/>                 Anthropology<br/>                 Psychology<br/>                 Sociology<br/>                 Related Disciplines</p> <p><b>Physical Education and Recreation</b><br/>                 (Kinesiology)</p> | <p><b>Social Sciences</b><br/>                 Economics<br/>                 Geography<br/>                 Government<br/>                 History<br/>                 Related Disciplines</p> <p><b>Social Work</b><br/>                 Alcohol and Drug Abuse Counseling</p> |
|--|--|

The Associate of Arts programs parallel the first two years at senior colleges and universities. However, because degree requirements sometimes vary among colleges and universities, students should select transfer courses or programs with the assistance of a Galveston College counselor or faculty advisor. General requirements for the A.A. degree are listed on page 52.

The Associate of Applied Science (A.A.S.) degree is offered in:

- Criminal Justice
- Fire Protection Technology

In addition, a certification of completion is available in:

- Fire Protection Technology

The A.A.S. degree in Criminal Justice is a vocational program that transfers to those universities which offer undergraduate degrees in Criminal Justice. See a counselor for transfer information. The Fire Protection Technology A.A.S. degree and the Certificate of completion are occupational programs; they are not designed for college or university transfer. These two programs are aimed at those seeking a vocational education and career advancement in the fire protection service.

The specialized curricula and policies for the degrees in Criminal Justice, Fire Protection Technology (including the Certificate program), Physical Education and Recreation, and Social Work (Alcoholism and Drug Abuse Counseling) are listed as follows:

### CRIMINAL JUSTICE (Degree Program)

#### FIRST YEAR

Course	First Semester Description	Credit Hours
ENG 1301	College Composition	3
Natural Science	Mathematics or Computer Science	3 or 4
HIS 1301	U. S. History to 1877	3
CRJ 1301	Crime in America	3
PED	Activity Course	2
SOC 1301	Introduction to Sociology	
or		
PSY 1301	Introduction to Psychology	3
		17 or 18

Course	Second Semester Description	Credit Hours
ENG 1302	Composition and Rhetoric	3
Natural Science	Mathematics or Computer Science	3 or 4
CRJ 1302	Introduction to Criminal Justice	3
CRJ 1303	Fundamentals of Criminal Law	3
HIS 1302	United States History from 1877 or	
HIS 2303	History of Texas	3
Humanities	(Elective)	3
		18 or 19

## EDUCATIONAL PROGRAMS

SOCIAL SCIENCES

PROGRAMS OF STUDY

CRIMINAL JUSTICE

**EDUCATIONAL PROGRAMS**

**CRIMINAL JUSTICE**

**FIRE PROTECTION TECHNOLOGY**

**SECOND YEAR**

<b>First Semester</b>		
Sophomore	English Literature	3
GOV 2301	Federal Government	3
SPH 1301, 1305, 1306 or 2308	(Elective)	3
CRJ	Mathematics, or	3
Natural Science	Computer Science	3 or 4
CRJ 1305	The Courts and Criminal Procedure	3
		<u>18 or 19</u>

<b>Second Semester</b>		
CRJ	Elective	3
CRJ	Elective	3
GOV 2303	Texas Government	3
Humanities (Electives-2)	Elective	3
	Humanities Electives	3
		<u>15</u>

TOTAL SEMESTER CREDIT HOURS IN PROGRAM .....68 or 71

**FIRE PROTECTION TECHNOLOGY (Degree Program)**

**FIRST YEAR**

<b>First Semester</b>		
Course	Description	Sem
FIR 1301	Fundamentals of Fire Protection	3
FIR 1302	Industrial Fire Protection I	3
ENG 1301	College Composition	3
CHM 1403	Fundamentals of Chemistry	4
FIR 2303	Building Codes and Construction	3
Approved Elective	(Physical Education Activity Course)	1
		<u>17</u>

<b>Second Semester</b>		
FIR 1303	Fire Protection Systems	3
FIR 1304	Fire Prevention	3
FIR 1305	Industrial Fire Protection II	3
ENG 1302	Composition and Rhetoric	3
GOV 2303	Texas Government	3
Approved Elective	(Physical Education Activity Course)	1
		<u>16</u>

**SECOND YEAR**

<b>First Semester</b>		
FIR 2301	Fire Administration I	3
FIR 2302	Fire and Arson Investigation	3
CSC 1402	Microcomputer Systems and Their Applications (Fire)	4
Approved Elective		3
Approved Elective	(Physical Education Activity Course)	1
		<u>17</u>

<b>Second Semester</b>		
FIR 2304	Fire Administration II	3
FIR 2305	Hazardous Materials I	3
FIR 2401	Fire Fighting Strategy and Tactics	4
SPH 1301	Beginning Public Speaking	3
Approved Elective	(Physical Education Activity Course)	1
		<u>17</u>

TOTAL SEMESTER CREDIT HOURS:.....67

**FIRE PROTECTION TECHNOLOGY (Certificate Program)**

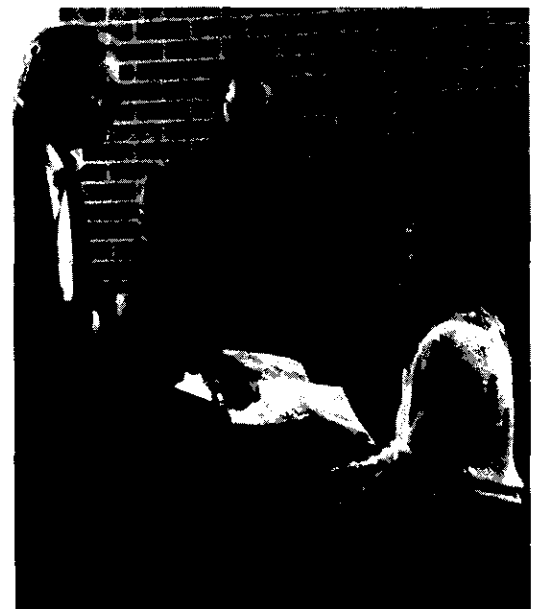
The program is an alternative to the Associate of Applied Science degree. It provides short-term training in the basics of fire protection technology; however, students must meet all placement test requirements as stated in the Galveston College catalog. Exceptionally low scores on the appropriate tests may limit or prevent a student's entry into the certificate program until required developmental courses are completed.

Those who successfully complete the required 34 hours of college-level course work will be awarded a Galveston College approved Certificate of Achievement in Fire Protection Technology. All courses in the certificate program may be applied toward an A.A.S. degree.

<b>First Semester</b>		
Subject	Description	Credit Hours
FIR 1301	Fundamentals of Fire Protection	3
FIR 1302	Industrial Fire Protection I	3
FIR 1303	Fire Protection Systems	3
FIR 1304	Fire Prevention	3
FIR 1305	Industrial Fire Protection II	3
		<u>15</u>

<b>Second Semester</b>		
FIR 2301	Fire Administration I	3
FIR 2302	Fire Arson Investigation	3
FIR 2303	Building Codes and Construction	3
FIR 2304	Fire Administration II	3
FIR 2305	Hazardous Materials I	3
FIR 2401	Fire Fighting Tactics and Strategy	4
		<u>19</u>

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





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

**FIRST YEAR**

First Semester		
Course	Description	Credit Hours
BIO 1403	Anatomy and Physiology I	4
ENG 1301	College Composition	3
HIS 1301	United States History to 1877	3
SPH 1301	Beginning Public Speaking	3
PED 1301	Foundation of Physical Education and Recreation	3
PED	Activity of Choice	<u>1</u>
		17

Second Semester		
Course	Description	Credit Hours
BIO 1404	Anatomy and Physiology II	4
ENG 1302	Composition and Rhetoric	3
HIS 1302	United States History from 1877	3
PSY 1301	Introduction to Psychology	3
or		
SOC 1301	Introduction to Sociology	3
MTH 1301	College Algebra	3
PED	Activity of Choice	<u>1</u>
		17

**SECOND YEAR**

First Semester		
Course	Description	Credit Hours
ENG	Sophomore English Literature of Choice	3
HUM 1301	Introduction to the Humanities	3
GOV 2301	Federal Government	3
CSC 1301	Introductory Computing	3
or		
CSC 1402	Microcomputer Systems and Their Applications	3 or 4
PED 2301	First Aid and Safety	3
PED	Activity of Choice	<u>1</u>
		16 or 17

Second Semester		
Course	Description	Credit Hours
ENG	Sophomore English Literature of Choice	3
GOV 2303	Texas Government	3
MUS 1301	Fundamentals of Music	3
PED 2301	First Aid and Safety	3
PED 2304	Physical Education for Elementary Schools	3
PED	Activity of Choice	<u>1</u>
		16

TOTAL SEMESTER CREDIT HOURS IN PROGRAM ..... 66 OR 67

**SOCIAL WORK: ALCOHOLISM AND DRUG ABUSE COUNSELING**  
(Degree Program)

**FIRST YEAR**

Fall Semester		
Course	Description	Credit Hours
BIO 1401	General Biology I	4
ENG 1301	College Composition	3
HIS 1301	United States History to 1877	3
PED	Activity Course	1
SOC 1301	Introduction to Sociology	3
SOC 1304	Current Issues in Sociology: Introduction to Alcoholism and Substance Abuse	<u>3</u>
		17

Spring Semester		
Course	Description	Credit Hours
BIO 1402	General Biology II	4
ENG 1302	Composition and Rhetoric	3
HIS 1302	United States History from 1877	3
PED	Activity Course	1
PSY 1301	Introduction to Psychology	3
SWK 1301	Social Work I: Introduction to Social Work	<u>3</u>
		17

**SECOND YEAR**

Fall Semester		
Course	Description	Credit Hours
BIO 1306	Nutrition and Substance Abuse	3
ENG	Sophomore Elective	3
GOV 2301	Federal Government	3
PSY 1304	Behavior Modification	3
SPH 1306	Interpersonal Communications	3
SWK 2301	Social Work II - Social Welfare as a Social Institution	<u>3</u>
		18

Spring Semester		
Course	Description	Credit Hours
GOV 2303	Texas Government	3
HUM 1301	Introduction to the Humanities	3
MTH 1300	Intermediate Algebra or	
or 1301	College Algebra	3
PSY 2301	Child Growth and Development	3
PSY 2308	Current Issues in Psychology: Behavioral Aspects of Substance Abuse	3
SOC 1303	Social Problems	<u>3</u>
		18

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

**EDUCATIONAL PROGRAMS**

PHYSICAL EDUCATION RECREATION

DRUG ABUSE COUNSELING

## EDUCATIONAL PROGRAMS

SPECIAL PROGRAMS

COOPERATIVE ED

## SOCIAL WORK PROGRAM

### OBJECTIVES

- I. To provide a two-year university parallel program in social work (with an emphasis on alcoholism and drug abuse counseling).
- II. To provide the basic introductory core curriculum leading to clinical and supervised work experience preparatory to taking the Texas Certification Board of Alcoholism and Drug Abuse Counselors certification examination.
- III. To increase the number of qualified alcoholism and drug abuse counselors as part of the local, state, and national efforts to minimize the impact of alcohol and drug related problems.

### Admission Requirements

1. Consult with the Assistant Dean, Social and Behavioral Sciences Division, prior to admission to the program.
2. Have appropriate test scores which permit enrollment in college-level courses or complete required non-credit developmental courses which permit enrollment in college-level courses.
3. Meet Academic Progression Requirements of the Associate Degree in Social Work program in sociology, psychology, social work or science courses if these courses have been taken during any previous college enrollment.
4. Students seeking special admission must receive permission of the Assistant Dean, Social and Behavioral Sciences Division.

### Progression Requirements

The quality of the program requires that the minimum acceptable grade in social work, science, sociology, and psychology courses be a "C". Students may repeat one social work, one science, one sociology, and one psychology course. A course dropped after the 12th class day will be considered a repeat. Additional repeats must have the permission of the Assistant Dean, Social and Behavioral Sciences Division. Students failing to maintain a G.P.A. of 2.0 or better must apply to the Assistant Dean for permission to continue in the program. Permission, if granted, will be probationary.

## SPECIAL INSTRUCTIONAL PROGRAMS

### COOPERATIVE EDUCATION

#### "Beyond the Classroom"

Cooperative Education at Galveston College is an educational program which supplements a student's classroom education with practical work experience and provides opportunities to gain additional skills which enhance the possibilities for obtaining employment in his/her chosen career.

Coop internships are temporary, full or part-time positions developed with employers which allow students to gain on-the-job experience through the Cooperative Education Program. These internships are arranged through a team effort on the part of employers and Galveston College faculty members, staff and students.

Cooperative Education offers a variety of benefits for Galveston College students who qualify for participation in the program.

1. Provides realistic learning experiences and on-the-job training in the real world.
2. Helps students develop work-related habits and attitudes, human relations and leadership skills, feelings of independence and self-confidence.
3. Provides specific skills training in a chosen occupation.
4. May provide a financial reward for the co-op experience.
5. Assists students with the transition from the school environment to employment and in making knowledgeable career choices.
6. Assures students regular employment more quickly upon completion of co-op programs.

Student must meet the requirements for participation in Cooperative Education and have the approval of the faculty/coordinator in their division of occupational major to enroll in Cooperative Education courses. The guidelines for acceptance into the Cooperative Education Program, in addition to approval by the specific program coordinator and the meeting of divisional prerequisites, require that a student:

1. File a two-year degree plan, or a one-year plan to obtain a certificate.
2. Begin his/her employment at an approved training station by the 12th class day or withdraw from the Coop course.

Since the educational goal of Cooperative Education is to provide experiences in the real world of work, the faculty and Coop staff will provide the student every possible assistance in securing an appropriate training site. However, the program is educational in focus and should not be confused with the work-study program or understood to be placement service.

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

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

### **SKILLS ENRICHMENT CENTER (SEC)**

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

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

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

### **TELEVISED INSTRUCTION**

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

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

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

## **EDUCATIONAL PROGRAMS**

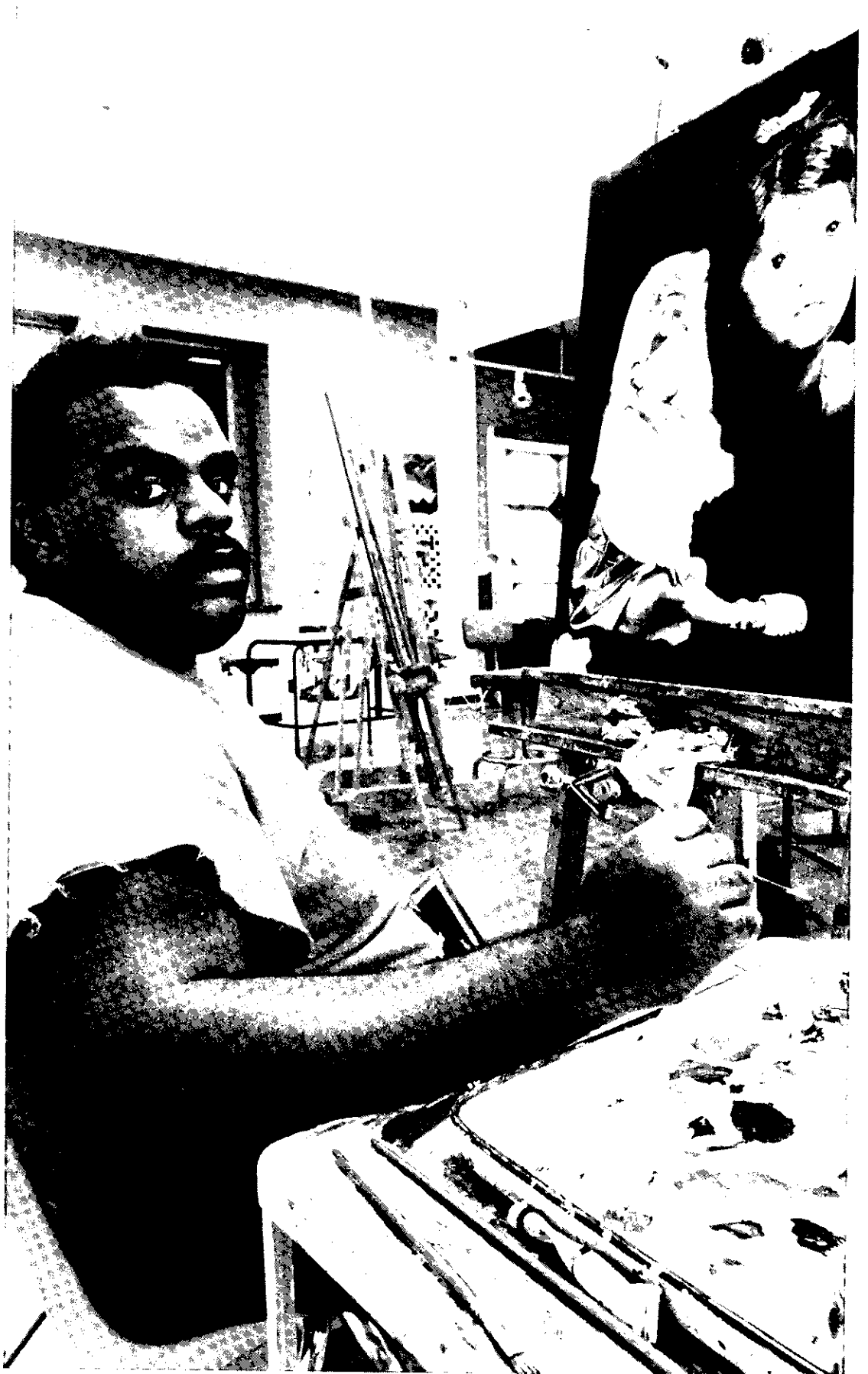
COOPERATIVE ED

SKILLS  
ENRICHMENT

TELECOURSES



# COURSE DESCRIPTIONS



## ACCOUNTING

### ACE 2401 ACCOUNTING COOPERATIVE WORK EXPERIENCE AND SEMINAR

(1-20) Credit: 4

Prerequisite: Enrollment in ACT A.A.S. Degree Program, and approval of the Assistant Dean, Business Division. Cooperative Education offers the student college credits for practical work experience related to career goals. Each student is assigned a coordinator to work with an employer and to set individual coop objectives related to job growth, personal development, problem-solving, routine duties, and future career aspirations. The Coop Coordinator will make on-site visits to assist the student in development and in coordinating coop objectives. Enrichment seminars conducted throughout the semester will assist the student's personal and career growth. (5821)

### ACT 1401 ELEMENTARY ACCOUNTING

(3-3) Credit: 4

Prerequisite: None.  
This is an introductory course providing the clerical, management and secretarial student with knowledge of bookkeeping procedures which may be encountered in personal service enterprises, merchandise, notes and interest, the accrual basis of accounting, periodic summaries, and adjusting and closing accounts at the end of an accounting period. After basic accounting knowledge has been acquired, students will have the opportunity to receive hands-on experience on a microcomputer applying the accounting principles. This course is not intended for transferability or accounting coursework at a 4-year college or university. (5821)

### ACT 2304 INTERMEDIATE ACCOUNTING I

(3-3) Credit: 3

Prerequisite: 2402.  
This course will provide the student with a knowledge of theoretical foundations, concepts, and principles underlying financial statements, current assets, current liabilities, property, plant, and equipment short-term investments, and present value analysis. (5821)

### ACT 2305 INTERMEDIATE ACCOUNTING II

(3-3) Credit: 3

Prerequisite: ACT 2304.  
This course is a continuation of concepts and principles underlying financial statements, intangible assets, long-term liabilities, corporate capital, analysis of financial statements, financial reporting and changing prices, other subjects such as long-term investment bonds, pensions, and leases. (5821)

### ACT 2306 FEDERAL INCOME TAX I

(3-0) Credit: 3

Prerequisite: ACT 2401 or consent of the Assistant Dean, Business Division.  
This course will provide an analysis of the Internal Revenue Code as it applies to individuals and sole proprietorships. Emphasis is placed on the determination of income and statutory deductions in order to arrive at the net taxable income. (5821)

### ACT 2307 FEDERAL INCOME TAX II

(3-0) Credit: 3

Prerequisite: ACT 2306.  
This course serves as an analysis of the principles, methods, and problems of distribution, and is a study of competition, pricing, promotion, inventory control, research, motivation, and inquiry into the market strategies and the interfacing of management policies. (5821)

### ACT 2308 COST ACCOUNTING

(3-0) Credit: 3

Prerequisite: ACT 2402.  
Students will learn the theory and practice of accounting for a manufacturing concern with detailed study of the measurement and control of material, labor, and factor overhead for the job order and process cost system. Budgets, variance analysis, standards costs, joint and by-products costing will be discussed. (5821)

### ACT 2309 ACCOUNTING INFORMATION SYSTEMS

(1-3) Credit: 3

Prerequisite: ACT 2402 or equivalent.  
Students will learn methods and procedures which provide accounting information for managerial planning and control. Emphasis will be placed on computerized accounting information systems. (5821)

**ACT - ART****ACT 2310 COMPUTERIZED ACCOUNTING APPLICATIONS****(1-3) Credit: 3**

Prerequisite: ACT 2402.

Computerized accounting for sole proprietorships, partnerships and corporations will be covered with emphasis on day-to-day transactions and financial statement preparation. (5821)

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

Prerequisite: ACT 1401 or equivalent, or consent of the Assistant Dean, Business Division.

This is an introductory accounting course with emphasis on the fundamentals of financial accounting. This course includes the basic structure of accounting, concepts and principles, the analysis of transactions, financial statement preparation and analysis, and equity accounting for sole proprietorships, partnerships, and corporations. (0602015125)

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

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

This is an introductory accounting course with emphasis on the fundamentals of managerial accounting. Included in the course are job order costs, process costs, and standards costs, cost control, cost behavior and cost allocation, cost/volume/profit analysis, budgeting, quantitative analysis for decision-making, present values and future values, and taxes and business decisions. (0602015125)

**ACT 2409 AUDITING****(3-3) Credit: 4**

Prerequisite: ACT 2402

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

**ANTHROPOLOGY****ANT 1301 INTRODUCTION TO ANTHROPOLOGY****(3-0) Credit: 3**

Prerequisite: None.

Principles of physical and cultural anthropology; analysis of the cultures of prehistoric and existing preliterate people; impact of modern western culture on preliterate societies. (4502015142)

**ART****ART 1301 DRAWING I****(2-4) Credit: 3**

Prerequisite: None.

A beginning course investigating a variety of media techniques and subjects, exploring visual and descriptive possibilities with consideration of drawing as a developmental process as well as an end in itself. (5007055230)

**ART 1302 DRAWING II****(2-4) Credit: 3**

Prerequisite: ART 1301

Expansion of Drawing I stressing the expressive and conceptual aspects of drawing. (5007055230)

**ART 1303 DESIGN I****(2-4) Credit: 3**

A study of the function of the basic visual elements (line, shape, texture, value, form) and their interaction within a 2-dimensional composition. (5007055130)

**ART 1304 DESIGN II****(2-4) Credit: 3**

Prerequisite: ART 1303.

Continuation of Design I with emphasis on two-and-three dimensional concepts. (5007055130)

**ART 1305 ART HISTORY I****(3-0) Credit: 3**

Prerequisite: None.

A study of the major movements of painting, sculpture, architecture, and the minor arts from prehistoric times to the 14th century. Lectures, slides, films, and discussion. (5007035230)

**ART 1306 ART HISTORY II****(3-0) Credit: 3**

Prerequisite: None.

A study of the major movements of painting, sculpture, architecture, and the minor arts from the 14th century to the present. Lectures, slides, films, discussion. (5007035230)

**ART 2301 CERAMICS I****(2-4) Credit: 3**

Prerequisite: None.

An introduction to basic ceramic processes including handbuilding, the potter's wheel and glazing. A wide variety of firing methods and temperatures will be explored, including primitive firing, low firing, low-fired salt, raku, stoneware, and porcelain. (5002025130)

**ART 2302 CERAMICS II****(2-4) Credit: 3**

Prerequisite: ART 2301.

A continuation of Ceramics I with opportunities to specialize in specific ceramic processes. Individual expression is stressed. (5002025130)

**ART 2303 SCULPTURE I****(2-4) Credit: 3**

Prerequisite: None.

An exploration of various sculptural approaches in a variety of media, including additive and subtractive techniques. (5007095130)

**ART 2304 SCULPTURE II****(2-4) Credit: 3**

Prerequisite: ART 2303.

A continuation of Sculpture I with emphasis on individual expression. (5007095130)

**ART 2305 PAINTING I****(2-4) Credit: 3**

Prerequisite: None.

Exploring the potentials of painting media with emphasis on color and composition. (5007085230)

**ART 2306 PAINTING II****(2-4) Credit: 3**

Prerequisite: ART 2305.

A continuation of Painting I with emphasis on individual expression. (5007085230)

**ART 2307 PHOTOGRAPHY I****(2-4) Credit: 3**

Prerequisite: None.

An introduction to basic photographic techniques, processes and potentials in black and white photography. (5006055130)

**ART 2308 PHOTOGRAPHY II****(2-4) Credit: 3**

Prerequisite: ART 2307.

A continuation of Photography I with further exploration of potentials of black and white photography. (5006055230)

**ART 2309 PRINTMAKING I****(2-4) Credit: 3**

Prerequisite: None.

Introduction to relief and intaglio printmaking processes, including woodcut, linoleumcut, collograph, etching, engraving, drypoint, and monotype. Experimentation with the various media is emphasized. (5007995130)

**ART 2310 PRINTMAKING II****(2-4) Credit: 3**

Prerequisite: ART 2309.

A continuation of Printmaking I with opportunities for specialization and experimentation in printmaking processes. (5007995130)

**ART 2311 JEWELRY/  
METALSMITHING I****(2-4) Credit: 3**

Prerequisite: None.

The study of metals, their properties, techniques, tools and processes involved in metalsmithing and jewelry construction. (5002065130)

**ART 2312 JEWELRY/  
METALSMITHING II****(2-4) Credit: 3**

Prerequisite: ART 2311.

Advanced study of Jewelry/Metalsmithing I with emphasis on individual expression. (5002065130)

**ART 2313 DRAWING III (Life Drawing I)****(2-4) Credit: 3**

Prerequisite: ART 1302 or consent of the Instructor. Previous drawing experience is required. A basic study of the human form with special attention to the proportion and distribution of the masses of the figure. (5007055330)

**ART 2314 DRAWING IV  
(Life Drawing II)****(2-4) Credit: 3**

Prerequisite: ART 2313.

A continuation of ART 2313. A variety of drawing materials will be explored. (5007055230)

**ART**

---

**BANKING**


---

**BFC 2401 BANKING AND FINANCE  
COOPERATIVE EDUCATION**  
(1-20) Credit: 4

Prerequisite: Approval of the Assistant Dean, Business Division.  
Cooperative Education is a comprehensive treatment of internship-related activities with individualized learning objectives structured to relate the student's major field of study with the internship position. Regularly scheduled seminars concentrate on proper interviewing techniques, letters of application and resume writing, case study methods toward 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. (5626)

**BNK 1301 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 operational perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career and advancement. (5626)

**BNK 1302 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 needed by the banking student to apply knowledge to a 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)

**BNK 1304 CONSUMER LENDING**  
(3-0) Credit: 3

Prerequisite: None.  
This course is designed to provide an overview of the consumer credit operation and examines the role of consumer credit in overall banking operations. Emphasis is placed on improving the understanding of the consumer credit function within the bank more than as a how-to training program. (5226)

**BNK 2305 ANALYZING FINANCIAL  
STATEMENTS**  
(3-0) Credit: 3

Prerequisite: None.  
This course is organized into two main sections: Characteristics of Financial Statements and Financial Statements Analysis. The first section provides the minimum accounting background necessary for profitable study of financial statement analysis. (5626)

**BNK 2306 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)

---

**BIOLOGICAL SCIENCES**


---

**SSB 0301 STUDY SKILLS IN BIOLOGY**  
(3-0) Credit: 3

Prerequisite: None.  
Application of reading and writing skills as they apply to basic biological principles. Emphasis on reading comprehension, time management, and study skills for examination preparation. (3201035735)

**BIO 1305 NUTRITION**  
(3-0) Credit: 3

Prerequisite: High School biology or SSB 0301.  
Basic principles of nutrition in health and disease. The essentials of food selection and quality of nutrients in normal and therapeutic diets. (1905045133)

**BIO 1306 NUTRITION AND  
SUBSTANCE ABUSE**  
(3-0) Credit: 3

Prerequisite: BIO 1401 and 1402 with a grade of "C" or better in both courses.  
Basic principles of nutrition in health and disease. The essentials of food selection and quality of nutrients in normal and therapeutic diets. Emphasis on the pharmacological and toxicological effects of substance abuse. (This course is designed for students in the Alcoholism and Drug Abuse Counseling Program.) (1905045133)

**BNK - BIO**



**BIO 1401 GENERAL BIOLOGY I**  
(3-3) Credit: 4

Prerequisite: High School biology or SSB 0301.  
The first of a two semester sequence surveying basic biological principles—cell structure, fundamental cell processes, photosynthesis, cellular respiration, mitosis, meiosis, evolution, genetics, basic inorganic and biochemistry will be introduced. Anatomy and physiology, botany, ecology and an introductory survey of selected living organisms will also be covered. (2601015124)

**BIO 1402 GENERAL BIOLOGY II**  
(3-3) Credit: 4

Prerequisite: BIO 1401.  
The second of a two semester study of subjects described in BIO 1401. (2601015124)

**BIO 1403 ANATOMY AND PHYSIOLOGY I**  
(3-3) Credit: 4

Prerequisite: High School biology or SSB 0301, or equivalent.  
Introduction of the normal structure of the human body, its cells, organs, systems, and the functioning of these units. Major body systems to be studied include the skeletal, muscular, nervous and endocrine systems. Coordination of body systems for integral functioning will be stressed. This course serves as a foundation for students of Associate Degree Nursing, Allied Health disciplines, and physical education majors. (2607065124)

**BIO 1404 ANATOMY AND PHYSIOLOGY II**  
(3-3) Credit: 4

Prerequisite: BIO 1403.  
A continuation of BIO 1403 with emphasis on the circulatory, respiratory, digestive, excretory, and reproductive systems. (2607065124)

**BIO 1408 GENERAL BOTANY**  
(3-3) Credit: 4

Prerequisite: None.  
A general course in plant sciences including anatomy, ecology, morphology and physiology of plants. This course includes plant reproduction and typical life histories of the algae, bryophytes, tracheophytes, and spermatophytes as well as plant identification and distribution, and principles of elementary taxonomy. (2603015224)

**BIO 2300 ENVIRONMENTAL BIOLOGY**  
(3-3) Credit: 3

Prerequisite: BIO 1401 and BIO 1402 or consent of the Assistant Dean, Mathematics and Science Division.  
An introduction to basic ecological principles and techniques with emphasis on ecosystems. Aquatic and terrestrial communities will be studied with emphasis upon biotic interrelationships. The lab will combine experimental studies with field investigations (1 optional weekend field trip). (2606035124)

**BIO 2405 MICROBIOLOGY**  
(3-3) Credit: 4

Prerequisite: BIO 1401 or BIO 1403 or equivalent.  
Principles of microbiology including historical concepts, survey of nature and activities of microorganisms, host defense mechanisms, and prevention of diseases. Laboratory methods stress studies of pure cultures, the use of laboratory apparatus, staining, and identification of microbial populations in the environment. (2605015124)

---

**BUSINESS ADMINISTRATION**

---

**BAD 1301 INTRODUCTION TO BUSINESS**  
(3-0) Credit: 3

Prerequisite: None.  
This course is designed to acquaint the student with the modern business world and the opportunities it offers. The course includes an overview of the operation of a business. It includes a history of business in the U.S. including the current business environment. The course includes an analysis of the specialized fields within business organizations, including organizational structure, the need for business plans, decision making and operations management, forms of ownership and current management problems. (0604015125)

**BAD 2301 BUSINESS LAW**  
(3-0) Credit: 3

Prerequisite: Sophomore standing or consent of the Assistant Dean, Business Division.  
The student is introduced to the history and role of law in modern business and society. Emphasis is placed on legal institutions and reasoning, framework of basic legal principles and application of basic principles of contract and property law. It is acceptable as transfer credit at some schools. Check with a counselor before enrollment. (0601015125)

---

**CHEMISTRY**


---

**CHM 1401 GENERAL CHEMISTRY I****(3-3) Credit: 4**

Prerequisite: High School chemistry, MTH 0301 or consent of the Assistant Dean, Mathematics and Sciences Division. Principles and methods of inorganic chemistry; nature of matter; description and structure of atoms, molecules, and chemical bonds; laws governing the gaseous, liquid and solid states and changes of state; properties of solutions and dispersions; and a study of acids and bases. (4005015239)

**CHM 1402 GENERAL CHEMISTRY II****(3-3) Credit: 4**

Prerequisite: CHM 1401. Kinetics and equilibria of reactions; electrochemistry; thermochemistry; application of principles and methods of inorganic chemistry to the elements and the compounds; elements of Groups I, II, III, IV, V, VI, VII, transition, and rare-earth elements; introduction to organic chemistry and radioactivity. (4005015239)

**CHM 1403 FUNDAMENTALS OF CHEMISTRY****(3-3) Credit: 4**

Prerequisite: High School chemistry, MTH 0301, or consent of the Assistant Dean, Mathematics and Sciences Division. A comprehensive study of the principles and laws of chemistry, with emphasis on structure of matter, the periodic table, and the behavior of solutions; introductions to equilibrium and colloids. Designed primarily for students in technical vocational programs. (4005015139)

**CHM 1404 INTRODUCTION TO ORGANIC AND PHYSIOLOGICAL CHEMISTRY****(3-3) Credit: 4**

Prerequisite: CHM 1401 or CHM 1403. Credit may not be earned for both CHM 1402 and CHM 1404. Elementary organic chemistry, both aliphatic and aromatic; introduction to the chemistry of carbohydrates, proteins, fats, blood, urine, vitamins, hormones, metabolism, and nuclear chemistry. A continuation of CHM 1403, designed primarily for students in technical vocational programs. (4005015139)

**CHM 2403 ORGANIC CHEMISTRY I****(3-3) Credit: 4**

Prerequisite: CHM 1402. Principles of organic chemistry. Structure, nomenclature, occurrence and physical properties of organic compounds. Chemical bonds and stereo-chemistry in organic compounds. Introduction to organic reactions. (4005045239)

**CHM 2404 ORGANIC CHEMISTRY II****(3-3) Credit: 4**

Prerequisite: CHM 2403. Organic reactions; elaboration of fundamentals presented in CHM 2403 through treatment of chemistry of natural and biological products, petroleum, polymers and other important materials. (4005045239)

---

**COMPUTER SCIENCE**


---

**CSC 1301 INTRODUCTORY COMPUTING****(3-0) Credit: 3**

Prerequisite: None. Basic principles of computing. Input/output media. Computer software, numbering systems, flowcharting and programming. Applications of computers in business and industry. (1101015127)

**CSC 1302 FUNDAMENTALS OF COMPUTER SCIENCE****(3-0) Credit: 3**

Prerequisite: MTH 1300 or consent of the Assistant Dean, Mathematics and Sciences Division. An introductory course in Computer Science. Topics include: Computer Systems and operations, development of flowcharting and algorithms, number system and date representations, boolean algebra, simple date structures and programming in a structured language. (1102015227)

**CSC 1305 LOGIC AND THEORY****(3-0) Credit: 3**

Prerequisite: CSC 1301 or consent of the Assistant Dean, Mathematics and Sciences Division. This course covers the classic, symbolic and mathematical elements of logic and their relation to computers and data processing logic and theory. Emphasis is placed on logic development through program flowcharts and structure charts. (1102015127)

**CHM - CSC**

**CSC 1401 PROGRAMMING IN BASIC LANGUAGE**

**(3-3) Credit: 4**

Prerequisite: MTH 1300 or consent of the Assistant Dean, Mathematics and Science Division.

Introduction to a digital computer, fundamental programming concepts. A study of the BASIC programming language with applications and problem solving. (1103015127)

**CSC 1402 MICROCOMPUTER SYSTEMS AND THEIR APPLICATIONS**

**(3-3) Credit: 4**

Prerequisite: None.

An interactive hands-on approach to the study of microcomputer systems and their uses. Programming fundamentals of microcomputers, design, operation, and applications. (1101015227)

**CSC 1404 PASCAL PROGRAMMING**

**(3-3) Credit: 4**

Prerequisite: MTH 1300 or consent of the Assistant Dean, Mathematics and Sciences Division.

An introductory course in PASCAL programming, with applications and problem solving. This course will emphasize structured programming. (1102015227)

**CSC 1405 PROGRAMMING IN "C" LANGUAGE**

**(3-3) Credit: 4**

Prerequisite: CSC 1301 or consent of the Assistant Dean, Mathematics and Sciences Division.

An introductory course in C Programming with applications. This course will emphasize on top down problem solving techniques with several programming assignments. (1103015127)

**CSC 2401 SCIENTIFIC PROGRAMMING - FORTRAN**

**(3-3) Credit: 4**

Prerequisite: MTH 1301 or consent of the Assistant Dean, Mathematics and Science Division.

A course in the basic concepts and properties of algorithms for solution of numerical and nonnumerical problems. Solution of scientific and engineering problems using the FORTRAN language is emphasized. (1102015227)

**CSC 2403 COBOL PROGRAMMING**

**(3-3) Credit: 4**

Prerequisite: CSC 1301 or consent of the Assistant Dean, Mathematics and Science Division.

A course in the basic concepts of the Common Business Oriented Language (COBOL) programming with applications to the solution of business-oriented problems. (11030115127)

---

**COMPUTER SCIENCE TECHNOLOGY**

---

**CST 2202 ADVANCED CONCEPTS OF WORD PROCESSING**

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

Prerequisite: CSC 1402 or consent of the Assistant Dean, Mathematics and Sciences Division. Students cannot receive degree credit for this course and CST 2405.

This course explores advanced concepts used in word processing software packages. Topics include package comparisons of design, features and user friendliness. Advanced applications will be taught as a basis for comparisons. (6023 - Course will not be offered after Spring Semester 1990)

**CST 2203 ADVANCED CONCEPTS OF SPREADSHEETS**

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

Prerequisite: CSC 1402 or consent of the Assistant Dean, Mathematics and Sciences Division. Students cannot receive degree credit for this course and CST 2405.

This course explores advanced concepts used in spreadsheet software packages. Topics included are advanced features in spreadsheet management, graphics, information and database management, database-spreadsheet interaction, graphics analysis, and combinatorial probability. (6023 - Course will not be offered after Spring Semester 1990)

**CST 2204 ADVANCED CONCEPTS OF DATABASE**

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

Prerequisite: CSC 1402 or consent of the Assistant Dean, Mathematics and Sciences Division. Students cannot receive degree credit for this course and CST 2405.

The course explores advanced concepts used in database software packages. Topics include relational database management, applications programming for specific needs (both business and scientific) and formatting techniques. (6023 - Course will not be offered after Spring Semester 1990)

**CST 2205 SPECIAL TOPICS IN  
COMPUTER TECHNOLOGY****(2-1) Credit: 2**

Prerequisite: Consent of the Assistant Dean, Mathematics and Sciences Division. This course is designed to provide students with the latest developments in computer technology. Topics will be chosen from recent advances or special subject matter that is generally not covered in traditional computer courses. The course may be repeated with the approval of the Assistant Dean, Mathematics and Sciences Division. (6023)

**CST 2401 OPERATING SYSTEMS****(3-2) Credit: 4**

Prerequisite: CSC 1305. An introduction to functional components of a computerized operating system. Topics include system structure, hardware usage, processing levels, resource utilization, scheduling discussions, dispatching, multitasking, and file management. (6023 - Course will not be offered after Spring Semester 1990)

**CST 2402 ADVANCED BASIC****(3-2) Credit: 4**

Prerequisite: CSC 1401 or consent of the Assistant Dean, Mathematics and Sciences Division. This course provides advanced skills in programming techniques using the BASIC language. Topics included are creating and maintaining files, (both sequential and random), tables, lists, advanced search and sort techniques and both internal and external subroutine handling. (6021)

**CST 2403 FUNDAMENTALS OF  
HARDWARE****(3-2) Credit: 4**

Prerequisite: CSC 1305 and CSC 1401 or consent of the Assistant Dean, Mathematics and Sciences Division. An introduction to hardware fundamentals. Topics include constructing sample digital circuit design fundamentals, peripheral linkage design and interfaces. Operational characteristics of and implementation factors involving different computers and peripherals (graphic adapters, multifunction cards, auxiliary storage devices and alternative I/O devices). Optimal combinations of hardware and applications software in problem solving. (6023)

**CST 2404 ADVANCED PASCAL****(3-2) Credit: 4**

Prerequisite: CSC 1404 or consent of the Assistant Dean, Mathematics and Sciences Division.

The course provides advanced skills in programming using the PASCAL language. Topics included are file handling, link lists, stacks and queues, advanced search and sort techniques, and both internal and external subroutine handling. (6021)

**CST 2405 MICROCOMPUTER SYSTEMS  
AND THEIR  
APPLICATIONS II****(3-3) Credit: 4**

Prerequisite: CSC 1402 or consent of the Assistant Dean, Mathematics and Sciences. Students cannot receive degree credit for this course and CST 2202, CST 2203, CST 2204.

A continuation of Microcomputer Systems and Their Applications. The course will focus on advanced concepts, techniques, and applications of commercially available software packages (including Database and Spreadsheets) as applied to problem solving. (6023)

**CST 2408 OPERATING SYSTEMS AND  
NETWORKING****(3-3) Credit: 4**

Prerequisite: CSC 1305.

An introductory course in operating systems and computer networking. Topics include: different operating systems, single user, batch, multiprocessing, data communications, networking techniques, topology, design and implementation. (6021)

**CST 2409, 2410 COOPERATIVE  
EDUCATION IN  
COMPUTERS I, II****(1-20) Credit: 4**

Prerequisite: CSC 1305 and credit or concurrent enrollment in CST 2403.

A comprehensive treatment of internship-related activities with individualized learning objectives structured to relate the student's major field of study with the internship position. Students will learn how concepts taught in the classroom are applied at work. All work will be performed under the supervision of the College and the employer. (6023)

---

**COMPUTERIZED  
TOMOGRAPHY TECHNOLOGY**

---

**CTT 3301 CT INSTRUMENTATION  
AND METHODOLOGY**  
(3-0) Credit: 3

This course is designed to familiarize the student with the theory and application of computerized tomographic equipment and the basic principles of patient imaging techniques performed at a facility utilizing this equipment. (8033)

**CTT 3501 CT CLINICAL  
APPLICATIONS I**  
(0-16) Credit: 5

This course is designed to provide the student specialized instruction and experience in the performance of the various procedures normally found in a computerized tomography facility. Students are expected to become proficient in the performance of routine CT procedures. (8033)

**CTT 3502 CT CLINICAL  
APPLICATIONS II**  
(0-16) Credit: 5

A continuation of CTT 3501 - CT Clinical Applications I. (8033)

---

**CRIMINAL JUSTICE**

---

**CRJ 1301 CRIME IN AMERICA**  
(3-0) Credit: 3

Prerequisite: None.  
American crime problems in historical perspective; social and public factors affecting crime; impact and crime trends; social characteristics of specific crimes; prevention of crime. (Usually taught concurrently with SOC 2302. Credit can only be earned for one of these courses. See a counselor for registration information.) (7021)

**CRJ 1302 INTRODUCTION TO  
CRIMINAL JUSTICE**  
(3-0) Credit: 3

Prerequisite: None.  
History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; prosecution and defense; trial process; corrections. (7021)

**CRJ 1303 FUNDAMENTALS OF  
CRIMINAL LAW**  
(3-0) Credit: 3

Prerequisite: None.  
A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crimes and penalties using Texas statutes as illustrations; criminal responsibility. (7021)

**CRJ 1305 THE COURTS AND  
CRIMINAL PROCEDURE**  
(3-0) Credit: 3

Prerequisite: None.  
The judiciary in the criminal justice system; right to counsel; pre-trial release; grand juries; adjudication process; types and rules of evidence; sentencing. (7021)

**CRJ 2301 POLICE SYSTEMS AND  
PRACTICES**  
(3-0) Credit: 3

Prerequisite: None.  
The police profession; organization of law enforcement systems; the police role; police discretion, ethics; police-community interaction; current and future issues. (7021)

**CRJ 2302 CRIMINAL INVESTIGATION**  
(3-0) Credit: 3

Prerequisite: None.  
Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. (7021)

**CRJ 2304 LEGAL ASPECTS OF LAW  
ENFORCEMENT**  
(3-0) Credit: 3

Prerequisite: None.  
Police authority; responsibilities; constitutional restraints; laws of arrest, search and seizure; police liability. (7021)

**CRJ 2305 CORRECTIONAL SYSTEMS  
AND PRACTICES**  
(3-0) Credit: 3

Prerequisite: None.  
Corrections in the criminal justice system; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues. (7021)

**CRU 2306 COMMUNITY RESOURCES  
IN CORRECTIONS**  
(3-0) Credit: 3

Prerequisite: None.  
An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment. (7021)

**DRM - ENG**

---

**DRAMA**

---

**DRM 1101, 1102, 2101, 2102 REHEARSAL AND PERFORMANCE****(0-3) Credit: 1**

Prerequisite: None.

For the student who participates in Galveston College Upper Deck Theatre productions. Crew, house, costume, wardrobe, properties, lighting experience, as well as leads, bits, and walk-ons. Credit to be granted on a point system. (5005015230)

**DRM 1300 INTRODUCTION TO THEATRE****(3-0) Credit: 3**

Prerequisite: None.

This course is designed for theatre majors and for students who are not theatre majors but who want to develop an appreciation and understanding of the theatre arts. Emphasis will be placed on types and styles of plays and discussion of technical theatre practices. (5005015130)

**DRM 1301 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 Upper Deck Theatre productions is a requirement. (5005015330)

**DRM 1306 BEGINNING ACTING I****(2-2) Credit: 3**

Prerequisite: None.

Emphasis is placed on the elementary training of the student actor in the classroom laboratory beginning with basic stage movement, vocal and physical development through pantomime, improvisation, and scenes. Participation in one production (or student recital) is a requirement. (5005015730)

**DRM 1307 BEGINNING ACTING II****(2-2) Credit: 3**

Prerequisite: DRM 1306.

This course is an extension of DRM 1306 with an emphasis on expanding characterization, ensemble acting and performance techniques. This course is the same as SPH 1302. Credit for both courses may not be earned. (5005015730)

**DRM 2306 ADVANCED ACTING****(2-2) Credit: 3**

Prerequisite: DRM 1307.

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. (5005015730)

---

**ECONOMICS**

---

**ECO 2301 PRINCIPLES OF ECONOMICS: MACROECONOMICS****(3-0) Credit: 3**

Prerequisite: None.

A study of the principles of macroeconomics. The factors of production and the concepts of distribution as these factors and concepts are related to our highly industrial economy, wages, interest, rent, profit, consumption, saving, investment, the business cycle, national income, and fiscal policy. (4506015142)

**ECO 2302 PRINCIPLES OF ECONOMICS: MICROECONOMICS****(3-0) Credit: 3**

Prerequisite: ECO 2301 or consent of the Instructor.

A study of the principles of microeconomics, of production and of distribution; the fundamentals of supply and demand, labor, capital, natural resources, international trade, economic growth and current economic problems. (4506015142)

---

**ENGLISH**

---

**ENG 0301 INTRODUCTION TO WRITING SKILLS****(3-0) Credit: 3**

Prerequisite: None.

A pre-transfer level college course designed to help students develop the basic skills in grammar and composition required in the next pre-transfer level English course (ENG 0302). Students will be expected to pass an exit examination. (3201035635)

**ENG 0302 BASIC WRITING SKILLS****(3-0) Credit: 3**

A pre-transfer level college course designed to help students develop basic skills in grammar and composition required in transfer-level college courses. Students will be expected to pass an exit examination. (3201035635)

**ENG 1301 COLLEGE COMPOSITION****(3-0) Credit: 3**

In this course students will learn how to generate and organize ideas, focus appropriately on a topic, develop support for points, revise for improved logic and clarity, and edit for Standard American English. Some analysis of prose models. (2304015135)

**ENG 1302 COMPOSITION AND  
RHETORIC**

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

Prerequisite: ENG 1301 or the equivalent. A continuation of ENG 1301, with critical analysis of selected readings; writing analytical essays; learning to quote, summarize, paraphrase, and document; writing research projects. (2304015135)

**Sophomore literature courses do not have to be taken in a particular sequence. The second half of a survey course may be taken prior to the first half, or a student may choose to take any one course from a two-course survey. (2304015135)**

**ENG 2301 SURVEY OF BRITISH  
LITERATURE I**

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

Prerequisite: ENG 1302 or the equivalent. A survey of English literature with selections from old English, Middle English, the Renaissance, the Seventeenth Century, and the Eighteenth Century; may include historical background for each period; literary terms; close reading of the text. (2308015135)

**ENG 2302 SURVEY OF BRITISH  
LITERATURE II**

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

Prerequisite: ENG 1302 or the equivalent. A survey of British literature with selections from the Romantic Period, the Victorian Period, and the Modern Period; may include historical background for each period; literary terms; close reading of the text. (2308015135)

**ENG 2303 TECHNICAL REPORT  
WRITING**

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

Prerequisite: ENG 1302 or the equivalent. Writing technical reports, business letters, memos, resumes, and procedures; basic techniques in technical writing; practical English for the technical writer; making oral presentations. (2311015135)

**ENG 2304 MASTERPIECES OF WORLD  
LITERATURE I**

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

Prerequisite: ENG 1302 or the equivalent. A study of the masterpieces of the Western world from ancient times through the Renaissance; selections from Homer, the Greek tragedians, Plato, Virgil, Dante, Chaucer, and Shakespeare; emphasis on epic, tragedy, and narrative forms. (2303015235)

**ENG 2305 MASTERPIECES OF WORLD  
LITERATURE II**

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

Prerequisite: ENG 1302 or the equivalent. A study of the masterpieces of the Western world; selections from the neo-classical to the modern age, including works by Milton, Racine, Voltaire, Goethe, French and Russian novelists, Kafka and Camus; emphasis on continental writers. (2303015235)

**ENG 2306 INTRODUCTION TO  
LITERATURE: THE SHORT  
STORY AND NOVEL**

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

Prerequisite: ENG 1302 or the equivalent. A study of the short story, the novella, and the novel as literary forms. Readings, chiefly modern, to develop skills required to read literary materials. (2303015135)

**ENG 2307 INTRODUCTION TO  
LITERATURE: DRAMA AND  
POETRY**

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

Prerequisite: ENG 1302 or the equivalent. A study of drama and poetry as literary forms. Readings, chiefly modern, to develop skills required to read literary materials. (2303015135)

**ENG 2308 SELECTED STUDIES IN  
LITERATURE (VARIOUS  
TOPICS)**

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

Prerequisite: ENG 1302 or the equivalent. Intensive reading in single areas unified by period, genre, or theme to develop skills required to read literary materials. May be repeated for credit when topics change. (2303015335)

**ENG 2310 MASTERPIECES OF  
AMERICAN LITERATURE**

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

Prerequisite: ENG 1302 or the equivalent. Selected masterpieces by American essayists, poets, fiction writers and dramatists from colonial to modern times. May include historical and critical background; will include close readings of the texts. (2307015135)

---

## **FAST FOOD SERVICE MANAGEMENT**

---

### **FFS 1301 FAST FOOD SERVICE MANAGEMENT I**

(3-0) Credit: 3

Prerequisite: None.  
This is an introductory course of study in the fundamentals of fast food service management covering areas such as customer service, the operation of sanitation, quality control, floor control, image, acquisition of basic knowledge in equipment performance and troubleshooting. Emphasis is placed on the critical nature of fast food as a people business that is highly competitive. (5424)

### **FFS 1302 FAST FOOD MANAGEMENT II**

(3-0) Credit: 3

Prerequisite: FSM 1301.  
This is a continuation of the study of the fast food management industry with emphasis on sanitation, consistency, why fast food businesses succeed or fail, restaurant accounting, responsibilities of federal and state inspections with specific compliances needed. Field trips to various fast food businesses and topic lectures by leaders in the industry will be utilized. (5424)

---

## **FINANCE**

---

### **FIN 2301 PRINCIPLES OF FINANCE**

(3-0) Credit: 3

Prerequisite: None.  
This course provides an overview of the broad scope of the financial management discipline. Application of the basic principles of the financial operation of the profit-seeking firm is covered. (5626)

### **FIN 2302 CREDIT AND COLLECTIONS**

(3-0) Credit: 3

Prerequisite: None.  
This course is a study of management techniques such as credit files, statement spreading, credit analysis, loan quality control compliance, credit information exchange, and training methods. (5626)

### **FIN 2304 INVESTMENTS IN BANKING AND FINANCE**

(3-0) Credit: 3

Prerequisite: None.  
The student will be instructed in the theory and practices of investment services, covering the securities market, alternatives to securities investments, investment operations, techniques and practical applications, investment policies and portfolio management. (5626)

---

## **FIRE PROTECTION TECHNOLOGY**

---

### **FIR 1301 FUNDAMENTALS OF FIRE PROTECTION**

(3-0) Credit: 3

Prerequisite: None.  
History and philosophy of fire protection; review of statistics of loss of life and property by fire; introduction to agencies involved in fire protection; current legislative developments and career orientation; recruitment and training for fire departments; position classification and pay plans; employee organizations; a discussion of current related problems and review of expanding future fire protection problems. (6821)

### **FIR 1302 INDUSTRIAL FIRE PROTECTION I**

(3-0) Credit: 3

Prerequisite: None.  
Specific concerns and safeguard related to business and industrial organizations. A study of industrial fire brigade organization and development, plant layout, fire prevention programs, extinguishing factors and techniques, hazardous situations and prevention methods. Gaining cooperation between the public and private fire department organizations. Study of elementary industrial fire hazards in manufacturing plants. (6821)

### **FIR 1303 FIRE PROTECTION SYSTEMS**

(3-0) Credit: 3

Prerequisite: None.  
Study of the required standard for water supply; special hazards protection systems; automatic sprinklers and special extinguishing systems; automatic signaling and detection systems; rating organizations and underwriting agencies. (6821)

### **FIR 1304 FIRE PREVENTION**

(3-0) Credit: 3

Prerequisite: None.  
The objectives and views of inspections, fundamental principles, methods, techniques, and procedures of fire prevention administration. Fire prevention organization; public cooperation and image; recognition of fire hazards; insurance problems and legal aspects; development and implementation of systematic and deliberate inspection program. Survey of local, state and national codes pertaining to fire prevention and related technology; relationship between building inspection agencies and fire prevention organizations. Engineering as a solution to fire hazards. (Formerly Fire 231.) (6821)

**FFS - FIR**



**FIR 1305 INDUSTRIAL FIRE PROTECTION II**

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

Prerequisite: None  
Development of fire and safety organizations in industry; relation between private and public fire protection organizations; current trends, deficiencies and possible solutions for industrial fire problems; role of insurance and other special organizations; an in-depth study of specific industrial processes, equipment, facilities and work practices to understand the potential hazards and techniques to detect and control such hazards. Field trips to selected plants and demonstration of new techniques, equipment and innovations. (6821)

**FIR 2301 FIRE ADMINISTRATION I**

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

Prerequisite: None.  
An in-depth study of the organization and management as related to a fire department including budgeting, maintenance of records and reports, and management of fire department officers. Personnel administration and distribution of equipment and personnel and other related topics including relation to various government agencies to fire protection areas. Fire Service Leadership as viewed from the Company officer's position. (Formerly Fire 131.) (6821)

**FIR 2302 FIRE ARSON INVESTIGATION**

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

Prerequisite: None.  
A study of the detection of arson, investigation techniques, case histories, gathering and preserving of evidence; preparing for a court case; selected discussion of laws, decisions and opinions; kinds of arsonists, interrogation procedures, cooperation and coordination between fire fighters and arson investigators and other related topics. (Formerly Fire 234) (6821)

**FIR 2303 BUILDING CODES AND CONSTRUCTION**

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

Prerequisite: None.  
Fundamental consideration and exploration of building construction and design, with emphasis on fire resistance of building materials and assemblies, exposures, and related data focused on fire protection concerns; review of related statutory and suggested guidelines, both local and national in scope. Review of Model Building Codes and Life Safety Code. (6821)

**FIR 2304 FIRE ADMINISTRATION II**

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

Prerequisite: None.  
Study to include insurance rates and ratings, preparation of budgets, administration and organization of training in the fire department, city water requirements, fire alarm and communication systems, importance of public relations, report writing and record keeping; measurements of results, use of records to improve procedures, and other related topics; legal aspects relating to fire prevention and fire protection with stress on municipal and state agencies; design and construction of fire department buildings. (Formerly Fire 132.) (6821)

**FIR 2305 HAZARDOUS MATERIALS I**

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

Prerequisite: None.  
Study of chemical characteristics and behavior of various materials that burn or react violently to storage, transportation, handling hazardous materials, i.e., flammable liquids, combustible solids, and gases. Emphasis on emergency situations and most favorable methods of handling fire fighting and control. (6821)

**FIR 2306 LEGAL ASPECTS OF FIRE PROTECTION**  
**(Approved Elective)**

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

Prerequisite: None.  
A study of legal rights and duties, liability concerns and responsibilities of the fire department while carrying out their duties. Introduction and basic concepts of civil and criminal law, the Texas and Federal judicial structure, and cities' liability for acts of the fire department and fire prevention bureaus. An in-depth study of various cases concerning fire fighters, fire departments, and municipalities. (6821)

**FIR 2307 FIRE SERVICE COMMUNICATIONS**  
**(Approved Elective)**

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

Prerequisite: None.  
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)

**FIR 2308 FIRE SAFETY EDUCATION**  
(Approved Elective)

(3-0) Credit: 3

Prerequisite: None.

A survey of physical, chemical, and electrical hazards and their relationship to loss of property and/or life. Study of codes, laws, problems, and cases. Detailed examination and study of the physical and psychological variables related to the occurrence of casualties. Safe storage, transportation and handling techniques are stressed to eliminate or control potential risks. (6821)

**FIR 2309 FIRE INSURANCE**  
**FUNDAMENTALS**  
(Approved Elective)

(3-0) Credit: 3

Prerequisite: None.

The relationship between fire defenses, fire losses and insurance rates are studied. Basic insurance principals, fire loss experience, loss ratios, state regulations of fire insurance, key rate system, applying the I.S.O. grading schedule and other topics are stressed. Relationship of insurance to modern business; principles of property and casualty insurance contracts; corporate structure of insurance companies. (6821)

**FIR 2401 FIRE FIGHTING TACTICS**  
**AND STRATEGY**

(4-0) Credit: 4

Prerequisite: None.

Essential elements in analyzing the nature of fire and determining the requirements. Efficient and effective utilization of manpower, equipment and apparatus. Emphasis to be placed on pre-planning, study of conflagration problems, fire ground organization problem solving related to fire ground decision making and attack tactics and strategy. Use of Mutual Aid and large scale command problems. (Formerly Fire 232.) (6821)

---

**FOOD AND BEVERAGE**  
**MANAGEMENT**

---

**FBM 1301 FOOD AND BEVERAGE**  
**MANAGEMENT**

(3-0) Credit: 3

Prerequisite: HRM 1301, 1303 or consent of the Assistant Dean, Business Division. A basic understanding of the principles of food and beverage operations, food production management and services, menu planning, purchasing, storage, and food and beverage merchandising is provided. (5424)

**FBM 1302 FOOD AND BEVERAGE**  
**CONTROLS**

(3-0) Credit: 3

Prerequisite: FBM 1301 and HRM 1301 or consent of the Assistant Dean, Business Division.

This course covers the principles and procedures involved in an effective system of food, beverage, labor and sales income controls. It emphasizes the development and use of standards and the calculation of actual costs. (5424)

---

**FOOD PREPARATION**  
**MANAGEMENT**

---

**FPM 1304 FOOD PREPARATION**  
**MANAGEMENT I: HOT**  
**FOOD**

(1-4) Credit: 3

Prerequisite: None.

This covers the application of the basic cooking methods and theories on meats, poultry, fish and shellfish, vegetables, grains and pasta. The student is introduced to other regional applications. Included in the course is the formulation of recipe detail and cost cards as well as establishing food cost percentages and its importance. (6226)

**FPM 2301 FOOD PREPARATION**  
**MANAGEMENT II: BAKING**

(1-4) Credit: 3

Prerequisite: FSM 1301 or concurrent enrollment.

The student is introduced to the essentials of baking. Emphasis is placed on preparation and the handling of various doughs in the making of breads, rolls, croissants, cookies, and pies. Classical desserts; sponge cakes, custards, mousse, tarts, puff paste and danish is covered with emphasis on the proper handling of chocolate, cream and flavorings. (6226)

**FPM 2303 FOOD PREPARATION**  
**MANAGEMENT III: GARDE**  
**MANGER AND PANTRY**

(1-4) Credit: 3

Prerequisite: FSM 1301 or concurrent enrollment.

This course introduces the student to the preparation of all pantry items to include various sandwiches, salads, breakfast, lunch items; fruit and cheese presentations, and dressings. Emphasis is placed on garnishing, presentation mirrors for cold buffets, fruit and vegetable carving, and cold hors d'oeuvres. Eye appeal, color, texture, and flavor contrasts are utilized. (6226)

**FPM 2304 FOOD PREPARATION  
MANAGEMENT IV:  
BANQUETS AND CATERING  
(1-4) Credit: 3**

Prerequisite: FSM 1301 or concurrent enrollment.  
The student is introduced to the proper techniques of presenting a successful convention, meeting, banquet or catered affair. Included will be analysis of proper operation, pricing techniques, menu planning and training of staff. (6226)

---

**FOOD SERVICE MANAGEMENT/  
CULINARY ARTS**

---

**FCE 1401 FOOD SERVICE  
MANAGEMENT  
COOPERATIVE EDUCATION I  
(1-20) Credit: 4**

Prerequisite: Approval of the Assistant Dean, Business Division.  
Cooperative Education is a comprehensive treatment of internship-related activities with individualized learning objectives structured to relate the student's major field of study with the internship position. Regularly scheduled seminars concentrate on proper interviewing techniques, letters of application and resume writing, case study methods towards human relations and effective communications on the job, investigation of the career and work environment, and analysis of the chosen career, which includes appropriate curriculum requirements. (5424)

**FCE 2401 FOOD SERVICE  
MANAGEMENT  
COOPERATIVE  
EDUCATION II  
(1-20) Credit: 4**

Prerequisite: Approval of the Assistant Dean, Business Division.  
Cooperative Education II is a comprehensive treatment of internship-related activities with individualized learning objectives structured to relate the student's major field of study with the internship position. Regularly scheduled seminars concentrate on the development of a philosophy towards work, effective time management, value clarification, professional ethics and moral responsibilities encountered in the student's career choice. (5424)

**FCE 2402 FOOD SERVICE  
MANAGEMENT  
COOPERATIVE  
EDUCATION III  
(1-20) Credit: 4**

Prerequisite: Approval of the Assistant Dean, Business Division.  
Cooperative Education III is a comprehensive treatment of internship-related activities with individualized learning objectives structured to relate the student's major field of study with the internship position. Regularly scheduled seminars concentrate on long-term employment consideration, including analysis of employee benefits, involvement in labor organizations, social security, insurance needs, retirement and a continuation of career development and evaluation. (5424)

**FSM 1301 INTRODUCTION TO  
RESTAURANT AND FOOD  
MANAGEMENT  
(3-0) Credit: 3**

Prerequisite: None.  
The history and development of the hospitality industry is focused on food service management, restaurant culinary art, tourism management and the interrelationship among those components of the hospitality industry. (5424)

**FSM 1303 HOSPITALITY  
MANAGEMENT LAW  
(3-0) Credit: 3**

Prerequisite: FSM 1301, HRM 1301, or concurrent enrollment.  
This course provides an awareness of the rights and responsibilities that law grants to or imposes upon a hotel or restaurant, and illustrates the possible consequences of failure to satisfy legal obligations. (5424)

**FSM 2302 RESTAURANT PURCHASING  
AND INVENTORY CONTROL  
(3-0) Credit: 3**

Prerequisite: FSM 1301 or concurrent enrollment.  
The student is provided an analysis of restaurant and fast food industry techniques of control in recordkeeping, cash management, profit margin and inventory control. Emphasis is placed on the important contribution by the employee to profitability. Effective purchasing techniques are analyzed. (5424)

**FCE - FSM**

**FSM 2305 RESTAURANT  
MERCHANDISING****(3-0) Credit: 3**

Prerequisite: FSM 1301 or concurrent enrollment.

Promotion and effective marketing techniques needed to promote a successful food service establishment including interior decor; types and uniformity of service; food and beverage display, and menu and room styling are a part of this course. (5424)

**FSM 2306 FAST FOOD SERVICE  
MANAGEMENT**  
**(Approved Elective)****(3-0) Credit: 3**

Prerequisite: None.

This course explains basic background information about the fast food industry, kitchen operation, chain systems and procedures, fast food menu evaluation and planning personnel management training. (5424)

**FSM 2307 THE MANAGEMENT OF  
SERVICE****(Approved Elective)****(3-0) Credit: 3**

Prerequisite: None.

This course provides a basic understanding of the principles and applications of all aspects of various types of services; American, French, Russian (Banquet), and coffee shop. The class will cover the differences between each service as it applies to table setup, menu planning, customer service, preparation, and dining room setup as well as the aesthetic and style applied to each application. (5424)

---

**FRENCH**

---

**FRN 1401 BEGINNER'S FRENCH I****(4-0) Credit: 4**

Prerequisite: None.

Basic French grammar and pronunciation drills; emphasis on reading and conversation; introduction to French literature and culture. (1609015131)

**FRN 1402 BEGINNER'S FRENCH II****(4-0) Credit: 4**

Prerequisite: FRN 1401 or equivalent.

Continued grammar drills with emphasis on written and oral composition; also a deeper study of French literature and culture. (1609015131)

**FRN 2301 INTERMEDIATE FRENCH I****(3-0) Credit: 3**

Prerequisite: FRN 1402.

Review of grammar, emphasis on French literature and composition. (1609015231)

**FRN 2302 INTERMEDIATE FRENCH II****(3-0) Credit: 3**

Prerequisite: FRN 2301.

Continued study of French grammar, literature and culture; oral and written composition. (1609015231)

---

**GEOGRAPHY**

---

**GEO 2301 GENERAL WORLD  
GEOGRAPHY****(3-0) Credit: 3**

Prerequisite: None.

The development of geographical concepts, globes and maps; regional geography; place-name geography; relationship of human activities to the physical environment. (4507015342)

---

**GERMAN**

---

**GRM 1401 BEGINNER'S GERMAN I****(4-0) Credit: 4**

Prerequisite: None.

Fundamentals of grammar, pronunciation; basic vocabulary; reading of elementary texts; written and oral exercises designed to develop conversational ability. (1605015131)

**GRM 1402 BEGINNER'S GERMAN II****(4-0) Credit: 4**

Prerequisite: GRM 1401 or equivalent.

A continuation of GRM 1401. More advanced grammar, expanded vocabulary, more difficult readings. increased emphasis on conversational skills. (1605015131)

**GRM 2301 INTERMEDIATE GERMAN I****(3-0) Credit: 3**

Prerequisite: GRM 1402.

Introduction to German readings of average difficulty, principally short stories and selections from longer works. Review of grammar, composition and practice in conversation. Some scientific selections included in class readings. (1605015231)

**GRM 2302 INTERMEDIATE GERMAN II****(3-0) Credit: 3**

Prerequisite: GRM 2301.

A continuation of GRM 2301. More German readings of average difficulty, principally short stories and selections from longer works. Further review of grammar, composition and practice in conversation. More difficult conversational material. (1605015231)

**FSM - GRM**

---

## GOVERNMENT

---

### GOV 2301 FEDERAL GOVERNMENT (3-0) Credit: 3

Prerequisite: None.

Study of the government of the United States, its theory, principles and institutions. Political institutions and ideas, origins and development of the Constitution, principles, political parties, legislative, executive and judicial branches, administration, financing, foreign relations and national defense. (4510015142)

### GOV 2303 TEXAS GOVERNMENT (3-0) Credit: 3

Prerequisite: None

Study of the institutions of government and their functions from the local level to the national with particular emphasis on the city, county, and state governments. Examines in detail and on a comparative basis the United States and Texas Constitutions. (4510015142)

---

## HISTORY

---

### HIS 1301 UNITED STATES HISTORY TO 1877 (3-0) Credit: 3

Prerequisite: None.

A study of the political, economic, military, social and intellectual history of the United States from the discovery of America to the end of Reconstruction. (4508015142)

### HIS 1302 UNITED STATES HISTORY FROM 1877 (3-0) Credit: 3

Prerequisite: None.

A study of the political, economic, military, social and intellectual history of the United States from Reconstruction to the present day. (4508015142)

### HIS 2301 WESTERN CIVILIZATION I (3-0) Credit: 3

Prerequisite: None.

The political, economic, social and intellectual, development of ancient, medieval and early modern civilizations; the ancient East, the contributions of Greece and Rome, the Church, feudalism, the commercial revolution, the Reformation and the early colonial movements. (4508015342)

### HIS 2302 WESTERN CIVILIZATION II (3-0) Credit: 3

Prerequisite: None.

The political, economic, social and intellectual developments of modern Western civilization through the changes resulting from expansion and conflict with culture and civilizations native to Asia, Africa, and the New World; the development of nationalism, the industrial revolution, democracy, socialism and the conflicts of the twentieth century. (4508015342)

### HIS 2303 HISTORY OF TEXAS (3-0) Credit: 3

Prerequisite: None.

A survey of Texas history from Colonization to the present day. Exploration of rivalry, Anglo-American Colonization, relations with Mexico, the Texas Revolution, Texas as a republic, annexation, statehood, Civil War and Reconstruction, and the political, social, and economic developments to the modern period. (4508015242)

---

## HORTICULTURE

---

### HOR 1301 HORTICULTURE PRACTICE I (3-2) Credit: 3

Prerequisite: None.

A survey of the field of horticulture. Students are introduced to procedures and scientific principles used in horticulture including the use, growth and fruiting habits of horticulture plants as well as an introduction to plant propagation. (5026)

### HOR 1302 HORTICULTURE PRACTICE II (3-2) Credit: 3

Prerequisite: HOR 1301 or BIO 1408.

Study of the principles and practice of propagating commercially important ornamental plants, shrubs, vines, ground covers, trees, and fruits by sexual and asexual methods by handling and germinating seed; starting by cuttings, layers, bulbs, and other plant structures, buds and grafts. Physical, physiological, and environmental factors starting from seed and vegetative state will be emphasized. Greenhouse use, operation, and maintenance are surveyed for the propagation and production of ornamental plants. (5026)

**HOR 1303 LANDSCAPE TREES, VINES  
AND SHRUBS****(2-3) Credit: 3**

Prerequisite: HOR 1301 or BIO 1408.  
The course surveys the flora appropriate to the Texas environment. It includes identification, classification, characteristics, and landscape use of trees, shrubs, vines, ground cover, herbaceous and exotic plants. Laboratories include field trips. (5026)

**HOR 1401 LANDSCAPE PLANTS I****(2-3) Credit: 4**

Prerequisite: None.  
This course acquaints the student with basic trees, shrubs, grasses, perennials, and annuals suitable for landscaping the home grounds, churches, schools, and parks. Biological classification, plant characteristics, and best combinations are emphasized. (5026)

**HOR 2301 TURF GRASS  
MANAGEMENT****(2-2) Credit: 3**

Prerequisite: HOR 1301 and HOR 1401.  
This course surveys various commercially available grasses. Basic lawn and turf care will be covered; it includes seeding, sprigging, sodding, fertilization, insect and disease control. (5026)

**HOR 2302 SOIL AND PLANT  
NUTRITION****(3-2) Credit: 3**

Prerequisite: CHM 1403 or consent of the Assistant Dean, Mathematics and Science Division.  
Physical, chemical, and biological properties of the soil; influences on soil by climate, parent material, topography, time and micro-organisms; methods of evaluating soil and soil use; soil, water, plant and fertilizer relationships; fertilizer composition, manufacture, distribution and application techniques. (5026)

**HOR 2402 LANDSCAPE PLANTS II****(2-3) Credit: 4**

Prerequisite: HOR 1401.  
A study of installing, establishing, and maintaining a landscape project. Soil requirements, planting principles, and maintenance of ornamental plants will be emphasized. Job layout, equipment, and supervision, as well as irrigation systems, and selection and use of preventative maintenance programs for ground maintenance equipment are studied. (5026)

**HOR 2403 LANDSCAPE AND PLANT  
PROTECTION****(3-3) Credit: 4**

Prerequisite: BIO 1408 and CHM 1403.  
This course surveys the growth and development of insects and related arthropods; common diseases caused by bacteria, fungi, nematodes, and viruses; biology of weeds and their seeds. It also includes biological and chemical strategies for insect, disease, and weed control. (5026)

**HOR 2404 HORTICULTURE FOR  
HOMESCAPE****(3-3) Credit: 4**

Prerequisite: HOR 1301.  
This course surveys commonly planted varieties of fruit trees, berries, vegetables, and ornaments for the home environment. General care, ground preparation, culture, fertility, and production of fruits and vegetables will be stressed. Hobby greenhouse construction and maintenance will also be covered. (5026)

**HOR 2405 INTRODUCTION TO  
RESIDENTIAL LANDSCAPE  
DESIGN****(3-3) Credit: 4**

Prerequisite: HOR 1401 or consent of the Assistant Dean, Mathematics and Sciences Division.  
A survey of the basic principles of design as applied to residential landscaping along with fundamentals of landscaping small properties; space organization, planting plans, and maintenance features are emphasized. (5026)

**HOR 2409, 2410 HORTICULTURE AND  
LANDSCAPING  
COOPERATIVE  
EDUCATION I, II****(1-20) Credit: 4**

Prerequisite: Consent of the Assistant Dean, Mathematics and Sciences Division.  
A comprehensive treatment of internship-related activities with individualized learning objectives structured to relate the student's major field of study with the internship position. Students will apply the concepts learned in the classroom to work experience. All work will be performed under the supervision of the College and the employer. (5026)

## **HOTEL/RESTAURANT MANAGEMENT**

### **HCE 2401 HOTEL/RESTAURANT MANAGEMENT COOPERATIVE EDUCATION I**

**(1-20) Credit: 4**

Prerequisite: Approval of the Assistant Dean, Business Division.

Cooperative Education I is a comprehensive treatment of internship-related activities with individualized learning objectives structured to relate the student's major field of study with the internship position. Regularly scheduled seminars concentrate on the development of the philosophy towards work effective time management, value clarification, professional ethics and moral responsibilities encountered in the student's career choice. (5424)

### **HCE 2402 HOTEL/RESTAURANT MANAGEMENT COOPERATIVE EDUCATION II**

**(1-20) Credit: 4**

Prerequisite: Approval of Assistant Dean, Business Division.

Cooperative Education II is a comprehensive treatment of internship-related activities with individualized learning objectives structured to relate the student's major field of study with the internship position. Regularly scheduled seminars 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. (5424)

### **HRM 1301 INTRODUCTION TO THE HOSPITALITY INDUSTRY**

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

Prerequisite: None.

The history and development of the hospitality industry is focused on food, beverage, lodging, and tourism management and the interrelationships among those components of the hospitality industry. (5424)

### **HRM 1302 LODGING MANAGEMENT**

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

Prerequisite: HRM 1301 or consent of the Assistant Dean, Business Division.

This course is a study of the principles and procedures of rooms division management in lodging facilities such as hotels, motels, and hospitals. (5424)

### **HRM 1303 HEALTH AND SAFETY IN THE HOSPITALITY INDUSTRY**

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

Prerequisite: None.

The student will be introduced to an orientation to the economic, legal, and moral responsibilities of the hospitality manager. Case studies and role-playing activities are an integral part of the course. (5424)

### **HRM 1304 BEVERAGE MANAGEMENT AND MIXOLOGY**

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

Prerequisite: HRM 1301, or consent of the Assistant Dean, Business Division.

This course provides a basic understanding of the principles of beverage management and beverage services. Beverage costs, labor costs, beverage law, and purchasing and promotions will be reviewed. (5424)

### **HRM 2301 FACILITIES MANAGEMENT**

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

Prerequisite: None.

The student will learn management of a building's electrical, mechanical, fire, safety, and energy systems with emphasis on preventative maintenance, conservation, and emergency procedures. (5424)

### **HRM 2302 SALES AND MARKETING PRINCIPLES FOR THE TOURISM AND HOSPITALITY INDUSTRIES**

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

Prerequisite: HRM 1301, HRM 1303 or consent of the Assistant Dean, Business Division.

The student will be introduced to a study of the principles and procedures for effective marketing in the tourism and hospitality industries. An analysis of case studies describing successful sales approaches will provide the student ample opportunity to develop successful marketing skills. (5424)

**HRM 2403 PRINCIPLES OF  
HOSPITALITY  
ACCOUNTING**

**(3-3) Credit: 4**

Prerequisite: ACT 2401.

This course is a study of the accounting process as it applies to the hospitality industry. Included in the course is the adjustment of entries, closing entries, preparing financial statements, differentiation between an income statement for external users and income statements by department for management's use, liabilities and proprietorship, retained earnings, functions of accounting in the front office and night audit process, and accounting for sales in the major profit centers of a hospitality firm. (5424)

**HOSPITALITY SALES AND  
MARKETING MANAGEMENT**

**MCE 1401, 1402 HOSPITALITY SALES  
AND MARKETING  
MANAGEMENT  
COOPERATIVE  
EDUCATION I, II**

**(1-20) Credit: 4**

Prerequisite: Approval of the Assistant Dean, Business Division. Cooperative Education is a comprehensive treatment of internship-related activities with individualized learning objectives structured to relate the student's major field of study with the intership position. Regularly scheduled seminars concentrate on the development of a philosophy toward work, effective time management, value clarification, professional ethics and moral responsibilities encountered in the student's choice. (5425)

**HSM 1301 HOSPITALITY  
PROMOTIONS**

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

Prerequisite: None.

This course presents a practical understanding of the operating statement and precisely where, how, and why the sales effort fits into the total earnings and profit. It teaches how to measure and gauge accurately the precise worth of every type of business in advance. (5425)

**HSM 1302 CONVENTION  
MANAGEMENT AND  
SERVICE**

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

Prerequisite: HSM 1301 and HRM 1301. This course defines the scope and various segments of the convention market, explains what is required to meet individual needs, and most importantly, explores methods and techniques that lead to better service. (5425)

**HUMANITIES**

**HUM 1301 INTRODUCTION TO THE  
HUMANITIES**

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

Prerequisite: None.

A study that combines the disciplines of art, music, theatre, and literature to acquaint students with the cultural heritage of Western Civilization. (3004015142)

**JOURNALISM**

**JRN 1100 JOURNALISM WORKSHOP**

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

Prerequisite: None.

This course, which can be taken four times for credit, is open to students who wish to gain practical experience by working on the staff of a college publication. (0904015426)

**JRN 1301 NEWS GATHERING AND  
WRITING**

**(3-3) Credit: 3**

Prerequisite: None.

Fundamentals of writing and information gathering for the mass media; develops the student's news sense and judgement. Production of a student newspaper is included. (0901015226)

**JRN 1302 NEWS EDITING AND COPY  
READING**

**(3-3) Credit: 3**

Prerequisite: JRN 1301 or consent of Advisor.

A comprehensive study of copy editing for errors of fact and interpretation of English and newspaper style; headline writing; proof reading and page makeup are stressed. Production of a student newspaper is included. (0904015326)

**JRN 2301 NEWS REPORTING**

**(3-3) Credit: 3**

Prerequisite: JRN 1302 or consent of Advisor.

Advanced news gathering and writing with emphasis on advanced reporting techniques. Production of a student newspaper is included. (0901015326)

**JRN 2302 ADVANCED NEWS EDITING  
AND COPY READING**

**(3-3) Credit: 3**

Prerequisite: JRN 2301 or consent of the instructor.

Copy editing for rewriting and for errors of fact and interpretation; problems in headline writing and page makeup are stressed. Production of student newspaper is included. (0904015326)

**HRM - JRN**



---

## MAGNETIC RESONANCE IMAGING

---

### MRI 3201 MRI PHYSICS AND INSTRUMENTATION

(2-0) Credit: 2

This course is designed to familiarize the student with the concepts, theories, and equipment employed in Nuclear Magnetic Resonance (NMR). These principles will be expanded to describe NMR spectroscopy and Magnetic Resonance Imaging (MRI). Magnetism and the interaction of chemical elements of living matter in magnetic fields will also be emphasized. (8033)

### MRI 3302 MRI METHODOLOGY

(3-0) Credit: 3

This course is designed to familiarize the student with the use and application of magnetic resonance imaging equipment and the basic principles of patient imaging techniques performed at a facility utilizing this equipment. (8033)

### MRI 3501 MRI CLINICAL APPLICATIONS I

(0-16) Credit: 5

This course is designed to provide the student specialized instruction and experience in the performance of procedures normally found in a magnetic resonance imaging facility. Students will be expected to become proficient in the performance of routine MRI procedures. (8033)

### MRI 3502 MRI CLINICAL APPLICATIONS II

(0-16) Credit: 5

A continuation of MRI 3501 - MRI Clinical Applications I. (8033)

---

## MANAGEMENT DEVELOPMENT

---

### MGT 1301 INTRODUCTION TO MANAGEMENT

(3-0) Credit: 3

Prerequisite: None.

This course provides an overview of the management process and includes strategic planning, organizational behavior and development, leadership, strategic and management information systems as well as the need for functional and financial control. The course content covers all the major internal functions of a business including manufacturing, production, accounting and finance along with the management of human capital. Also included in the external environment to which a firm must adapt or respond in the development of its strategies including the world economy, competition, legal/political constraints, cultural and technological changes. (5621)

### MGT 1302 PERSONNEL ADMINISTRATION

(3-0) Credit: 3

Prerequisite: None.

This course provides an overview of activities within a business that include the management of people: selection, placement, training, management development, evaluation, motivation, compensation and benefit programs, labor relations and collective bargaining. This course is a comprehensive review of all laws (Section VII of the Civil Rights Act, EEOC, OSHA, etc.) that effect the hiring, firing or working conditions of employees. (5621)

### MGT 2301 HUMAN BEHAVIOR AND MOTIVATION

(3-0) Credit: 3

Prerequisite: PSY 1301.

This course addresses behavioral problems associated with innovation, resistance to change and the development of complex organizations and administrative processes. (5621)

### MGT 2302 ORGANIZATIONAL COMMUNICATIONS

(3-0) Credit: 3

Prerequisite: MGT 1301 or approval of the Assistant Dean, Business Division.

This course covers the organizational communications process, management theory and communication, effective listening and organizational barriers to communication, group dynamics and decision making, leadership and communications, the use of power, persuasion and negotiation as well as managing change and conflict. Case studies and role playing techniques are utilized. (5621)

### MGT 2303 RETAIL MANAGEMENT

(3-0) Credit: 3

Prerequisite: None.

This course provides a perspective on retail marketing from ancient bazaars to the formation of retailing giants as well as current takeovers and mergers within large retail department stores and grocery chains. A special emphasis is provided on the management of small retail operations. The course includes an appraisal of consumer behavior, market research, site selection, merchandise planning and layout, advertising and promotional strategies, scanners and their relationship to management and inventory control systems, pricing and customer service strategies. (5621)

MRI - MGT

**MGT 2304 Sales Management**  
(3-0) Credit: 3

Prerequisite: None.

This course focuses on selling as a profession and on the management of these professionals. Included are hiring and sales training techniques; product knowledge maintenance as well as a primary focus on the customer and his/her needs. Areas included are such sales functions as developing market and competitive intelligence, the types of purchase decisions made by retail, business and industrial customers, planning of sales calls, the cost effectiveness of such tools as telemarketing, telephone follow-ups vs. sales calls as well as the utilization of such developments in micro-electronics as cellular phones, electronic call reports and portable personal computers. (5621)

**MGT 2306 ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT**  
(3-0) Credit: 3

Prerequisite: MGT 1301 and MGT 1302 or consent of the Assistant Dean, Business Division.

This course provides an overview of management functions and their importance from the point of view of the small business owner or manager. The course covers entrepreneurship and risk taking as well as such basic functions as developing a strategic business plan, knowing your products, markets and customers, accounting and finance, financing sources, marketing-advertising-selling and promotion, production and distribution. Also included are different organizational forms and purchasing an existing business or franchise. Students learn to plan and make decisions in a start-up business utilizing a computer simulation. (5621)

**MGT 2307 FINANCIAL MANAGEMENT**  
(3-0) Credit: 3

Prerequisite: MGT 1301 and MGT 1302 or consent of the Assistant Dean, Business Division.

The student is introduced to the various financial aspects involved in management decision-making. The course includes financial statement analysis, budgeting, interpreting, variances, taxes, and inventory control. (5621)

**MGT 2308 PRINCIPLES OF MARKETING**  
(3-0) Credit: 3

Prerequisite: ECO 2301, MGT 1301 or BAD 1301 or consent of the Assistant Dean, Business Division.

This course provides an overview of the marketing function from both a company view and from a societal view. Topics include developing marketing plans and strategies including market research and the development of marketing information systems, new product innovations, improvements and products management, promotion—professional sales, advertising, sales promotion and product public relations, channels of distribution and distribution as well as the legal aspects of and constraints placed upon marketing including the FTC, FDA, Consumer Product Safety Commission, etc. (5621)

**MGT 2309 SPECIAL TOPICS IN MANAGEMENT**  
(3-0) Credit: 3

Prerequisite: Approval of the Assistant Dean, Business Division.

This course is designed to provide students with the latest developments in the management field. Topics chosen will be new or of an innovative format and will be by prior approval by the instructor. This course is an individualized study of special management topics through readings, and case studies. (5621)

**MGT 2310 STRATEGIC PLANNING**  
(3-0) Credit: 3

Prerequisite: MGT 1301 or consent of the Assistant Dean, Business Division.

This course covers the interrelationships of business planning from corporate to SBU (divisional) to functional (production, marketing) to the product, to activity (advertising, sales, production distribution) to personal (MBO) planning. The context of strategic planning is within strategic management systems (planning + implementation + control) and incorporates strategic information systems (technological, world economic, cultural, legal and public policy, competitive and internal management information systems). The emphasis is on the adaptive nature of planning and various quantitative forecasting techniques are also described. (5621)

**MGT 2311 COMPUTER BASED  
MANAGEMENT DECISION  
MAKING**

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

Prerequisite: MGT 1301 and CSC 1301 or consent of the Assistant Dean, Business Division.

This course is a study of principles and procedures used in the development of information systems to facilitate the management functions of planning, integrating, measuring and controlling. (5621)

**MGT 2404 MANAGEMENT  
DEVELOPMENT  
COOPERATIVE  
EDUCATION III**

**(1-20) Credit: 4**

Prerequisite: MGT 2403 and approval of the Assistant Dean, Business Division. Students will re-evaluate career objectives based on learning in MGT 2403, continue with previously established objectives, or establish new objectives that will assist in career development. Seminars will continue to be a valuable part of the program. (5621)

**MGT - MTH**

**MGT 2402 MANAGEMENT  
DEVELOPMENT  
COOPERATIVE  
EDUCATION I**

**(1-20) Credit: 4**

Prerequisite: Approval of the Assistant Dean, Business Division.

Cooperative Education I is a comprehensive treatment of internship related activities with individualized learning objectives structured to relate the student's major field of study with the internship position. Each student is assigned a coordinator to work with the student and employer to set individual coop objectives related to job growth, personal development, problem-solving, routine duties, and future career aspirations. The Coop Coordinator will make on-site visits to assist the student in developing and coordinating coop objectives. Enrichment seminars conducted throughout the semester will assist the student's personal career growth. (5621)

**MGT 2403 MANAGEMENT  
DEVELOPMENT  
COOPERATIVE  
EDUCATION II**

**(1-20) Credit: 4**

Prerequisite: MGT 2402 and approval of the Assistant Dean, Business Division. Students will re-evaluate career objectives based on learning in MGT 2402, continue with previously established objectives, or establish new objectives that will assist in career development. Seminars will continue to be a valuable part of the program. (5621)

---

**MATHEMATICS**

---

**MTH 0300 BASIC MATHEMATICS**

**(3-2) Credit: 3**

Prerequisite: None.

A one semester course designed for students who need to develop or review basic mathematics skills. Topics covered include operations with fractions and decimals, percent, ratio and proportion and their applications, conversion of units, basic geometry and working with formulas; construction and interpretation of graphs; scientific notation and selected topics from algebra. (3201045137)

**MTH 0301 MATHEMATICAL  
APPLICATIONS IN  
PHYSICAL SCIENCES**

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

Prerequisite: None.

An introductory course to acquaint students with the basic concepts of arithmetic and introductory algebra with the purpose of showing their application to problem solving in the physical sciences. Topics include scientific notation, conversion of units, density, atoms, molecules, compounds, percent composition, calculations involving empirical and molecular formulas, chemical equations, calculations involving excess and limiting reagent, solutions and pH. (3201045137)

**MTH 0303 INTRODUCTORY ALGEBRA**

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

Prerequisite: MTH 0300 or a score of 21 on ASSET mathematics subtest.

A one semester course covering the topics of high school algebra for the student who did not take algebra in high school or needs a review of basic algebraic concepts. Topics include signed numbers, laws of exponents, operations with polynomials and factoring, simple first degree equations and inequalities. Throughout the course emphasis will be placed on building operational skills. (3201045137)

**MTH 0305 PLANE GEOMETRY**  
(3-0) Credit: 3

Prerequisite: None.

A one semester course covering the topics of High School Geometry. Topics include sets; points; lines; planes and spaces; elementary theorems and proofs; construction and measurement of angles and segments, length; areas; volumes, congruencies. (3201045137)

**MTH 1300 INTERMEDIATE ALGEBRA**  
(3-0) Credit: 3

Prerequisite: MTH 0303 or a passing score on the divisional placement test or consent of the Assistant Dean, Mathematics and Sciences Division.

A brief review of basic algebra with emphasis on operational skills. Topics include factoring, rational exponents and radicals, fractions, inequalities, linear and quadratic equations, and graphing. (2701015237)

**MTH 1301 COLLEGE ALGEBRA**  
(3-1) Credit: 3

Prerequisite: A grade of "C" or better in MTH 1300 or a passing score on the divisional placement test or consent of the Assistant Dean, Mathematics and Sciences Division.

An introduction to the basic concepts of modern algebra. Topics are taken from set theory, the development of the number systems, relations, functions, equations, inequalities, determinants and matrices, probability, and mathematical induction. (2701015437)

**MTH 1302 PLANE TRIGONOMETRY**  
(3-0) Credit: 3

Prerequisite: A grade of "C" or better in MTH 1301 or consent of the Assistant Dean, Mathematics and Sciences Division. Trigonometric functions and their applications, trigonometric equations and identities, solving right and oblique triangles, radian measure. (2701015337)

**MTH 1304 FINITE BUSINESS MATHEMATICS**  
(3-0) Credit: 3

Prerequisite: A grade of "C" or better in MTH 1300 or two years high school algebra and a minimum score of 16 on the ACT mathematics subtest or consent of the Assistant Dean, Mathematics and Sciences Division.

An introduction to topics from college algebra from the finite point of view with applications to business. Topics include linear functions, linear programming, statistics, probability theory, elementary decision theory and matrices. (2701016737)

**MTH 1305 ANALYSIS FOR BUSINESS DECISIONS**  
(3-0) Credit: 3

Prerequisite: MTH 1304 or consent of the Assistant Dean, Mathematics and Sciences Division.

An introduction to topics from analytic geometry and calculus as applied to business and economics. Topics include maxima and minima of functions, non-linear curves, and difference equations. (2701016737)

**MTH 1406 PRECALCULUS MATHEMATICS**  
(4-0) Credit: 4

Prerequisite: MTH 1300 or its equivalent with a grade of "A", or High School Algebra and Trigonometry with ACT score greater than 20 on mathematics subtest or consent of the Assistant Dean, Mathematics and Sciences Division. A concise integrated treatment of the mathematical concepts necessary for calculus. Intended for students with good ability in mathematics. Elementary functions and their graphs, including polynomials, rational algebraic functions, exponential and logarithmic concepts, geometric and trigonometric functions, systems of equations and inequalities and sequences, series and probability. (2701015837)

**MTH 1409 CALCULUS WITH ANALYTIC GEOMETRY I**  
(3-2) Credit: 4

Prerequisite: A grade of "C" or better in MTH 1302 or MTH 1406, or consent of the Assistant Dean, Mathematics and Sciences Division.

Inequalities, introductory topics from analytic geometry, limits and definition of the derivative; derivative of algebraic and trigonometric functions, differentials, curve sketching, applications of derivatives, maxima and minima, the mean value theorem, introduction to integration, definite and indefinite integrals, basic applications of integration. (2701015937)

**MTH 2303 MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS I**  
(3-0) Credit: 3

Prerequisite: MTH 1301. Set theory, numeration, system of natural numbers, integers, rational and real numbers with emphasis on the fundamental algorithms of arithmetic and problem solving. Designed for elementary education majors. (2701015137)

**MTH 2304 MATHEMATICS FOR  
ELEMENTARY SCHOOL  
TEACHERS II**

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

Prerequisite: MTH 2303 or consent of the Assistant Dean, Mathematics and Sciences Division.

Informal geometry, measurements, graphing, networks, functions and relations, probability and statistics. Problem solving and development of deductive thinking is emphasized throughout the course. (2701015137)

**MTH 2306 LINEAR ALGEBRA**

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

Prerequisite: MTH 2401 or consent of the Assistant Dean, Mathematics and Sciences Division.

Vector spaces, linear transformations, matrix algebra, determinants, systems of linear equations, products and eigen-value problems. (2701016137)

**MTH 2307 DIFFERENTIAL EQUATIONS**

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

Prerequisite: MTH 2401 or consent of the Assistant Dean, Mathematics and Sciences Division.

Differential equations of the first order and degree. Linear differential equations of higher order and degree, solution and applications, solution using graphical and numerical methods, Laplace transforms, non-linear equations, series methods. (2701016037)

**MTH 2401 CALCULUS WITH ANALYTIC  
GEOMETRY II**

**(3-2) Credit: 4**

Prerequisite: MTH 1409 or consent of the Assistant Dean, Mathematics and Sciences Division.

Differentiation and integration of transcendental functions, methods of integration for more complex functions, indeterminate forms and improper integrals, applications of integration, conics, polar coordinates and parametric equations. (2701015937)

**MTH 2402 CALCULUS WITH ANALYTIC  
GEOMETRY III**

**(3-2) Credit: 4**

Prerequisite: MTH 2401 or consent of the Assistant Dean, Mathematics and Sciences Division.

Taylor polynomials, sequences, infinite series and power series, vectors in the plane and in space, vector functions, vector differentiation and integration, differentiation of functions of several variables, and multiple integrals. (2701015937)

**MEDICAL RECORD  
TECHNOLOGY**

**MRT 1102 CLINICAL PRACTICUM I**

**(0-5) Credit: 1**

Prerequisite: MRT 1300 and MRT 1302. Co-requisite: MRT 1103.

This course is designed to provide students with clinical learning experience related to basic skills in medical record science. Professional Practice Insurance required. (5827)

**MRT 1103 MEDICAL RECORD LAW**

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

Prerequisite: MRT 1302.

This course is designed to study the medical record as a legal document. (5827)

**MRT 1300 INTRODUCTION TO  
MEDICAL RECORD SCIENCE**

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

Prerequisite: None.

This course is designed to introduce the student to the medical record professional and the health care delivery system. (5827)

**MRT 1301 MEDICAL TERMINOLOGY**

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

Prerequisite: None.

This course is designed to be a study of the basic word elements as they relate to the medical record. Emphasis is on the analysis, correct usage, spelling, and pronunciation of medical terms. (5827)

**MRT 1302 THE HEALTH RECORD**

**(2-2) Credit: 3**

Prerequisite: MRT 1301 and BIO 1403. Co-requisite: MRT 1300.

This course will cover the history, content, and use of health records, as well as the analysis and evaluation of health records according to standards established by current law, regulations, and accrediting agencies. (5827)

**MRT 1303 HEALTH INFORMATION  
PROCESSING**

**(2-2) Credit: 3**

Prerequisite: MRT 1302 and OFT 1402.

This course is designed to cover maintenance and utilization of health record indexes, storage and retrieval systems, preparation of health data input for computer processing, maintenance of specialized registries, release of information, and performance of patient registration activities. (5827)

**MTH - MRT**

**MRT - MUS****MRT 1304 CLASSIFICATION SYSTEMS**  
(2-2) Credit: 3

Prerequisite: MRT 1301, BIO 1403.  
Co-requisite: MRT 1303 and BIO 1404.  
This course is designed to provide information and skills necessary to code and index patient care data using the most commonly required classification systems. (5827)

**MRT 1401 FUNDAMENTALS OF  
MEDICAL TRANSCRIPTION**  
(3-2) Credit: 4

Prerequisite: MRT 1301 and OFT 1401.  
This course includes transcription of medical reports and correspondence with emphasis on accurate medical terminology, proper formatting and application of editing procedures in the transcribing of medical documents. (5827)

**MRT 2101 CLINICAL PRACTICUM II**  
(0-5) Credit: 1

Prerequisite: MRT 1102, MRT 1302, and MRT 1304.  
Co-requisite: MRT 2201 and MRT 2302.  
This course is designed to provide clinical learning experiences related to health information systems and preparation of medical documents. Professional Practice Insurance required. (5827)

**MRT 2102 CLINICAL PRACTICUM III**  
(0-5) Credit: 1

Prerequisite: MRT 2101, and MRT 2301.  
This course is designed to provide clinical learning experiences related to classification systems and indexes, legal issues, health care statistics, and quality assurance. Professional Practice Insurance required. (5827)

**MRT 2201 HEALTH CARE STATISTICS**  
(1-2) Credit: 2

Prerequisite: MRT 1303.  
This course is designed to provide study in the collection and use of health statistics. (5827)

**MRT 2301 PATHOPHYSIOLOGY**  
(3-0) Credit: 3

Prerequisite: BIO 1404.  
This course is designed to provide study in the general principles of disease with emphasis on body systems, organs, and their diseases. (5827)

**MRT 2302 QUALITY ASSURANCE  
SYSTEMS**  
(3-0) Credit: 3

Prerequisite: MRT 1103. Co-requisite: MRT 2103.  
This course is designed to provide study in the evaluation and planning of health care programs, patient care evaluation, and utilization review. (5827)

**MRT 2303 SPECIAL TOPICS IN  
MEDICAL RECORD  
TECHNOLOGY**  
(3-0) Credit: 3

Prerequisite: None.  
Selected topics in medical record technology. (5827)

**MRT 2401 ADVANCED MEDICAL  
TRANSCRIPTION**  
(3-2) Credit: 4

Prerequisite: MRT 1401.  
Continuation of MRT 1401 with emphasis on increased levels of production. (5827)

---

**MUSIC**

---

**MUS 1211 MUSIC THEORY I**  
(2-1) Credit: 2

Prerequisite: None.  
Analysis and writing of elementary melodic and rhythmic patterns, notations, simple triads in all keys, and simple cadences. Written and keyboard exercises. (5009045130)

**MUS 1212 MUSIC THEORY II**  
(2-1) Credit: 2

Prerequisite: MUS 1211.  
Intermediate written and keyboard instructions to include completion of triads and dominant seventh chords and their inversions. (5009045130)

**MUS 1216 SIGHT SINGING AND EAR  
TRAINING I**  
(1-2) Credit: 2

Prerequisite: None.  
Elementary singing in tonal music in treble, bass, alto, and tenor clefs. Aural study (including dictation) of rhythm, melody and diatonic harmony. (5009036630)

**MUS 1217 SIGHT SINGING AND EAR  
TRAINING II**  
(1-2) Credit: 2

Prerequisite: MUS 1216.  
Intermediate singing in tonal music in treble, bass, and tenor clefs. Aural study (including dictation) of rhythm, melody, and diatonic harmony. A continuation of MUS 1216. (5009036630)

**MUS 1301 FUNDAMENTALS OF MUSIC**  
(3-0) Credit: 3

Prerequisite: None.

This course satisfies the music course requirement for Elementary Education majors, but is not applicable toward a music degree.

An introduction to the elements of music, including a study of the staff, clefs, key signatures, scales, time signatures, notation, rhythm and meter, major and minor chords, intervals, introduction to the keyboard, rhythmic, melodic and harmonic ear-training. Recommended for students desiring a basic course in musical skills. (5009015230)

**MUS 2211 MUSIC THEORY III**  
(2-1) Credit: 2

Prerequisite: MUS 1212.

Harmony part writing and keyboard analysis and writing of more advanced tonal harmony. More emphasis on creative composition. (5009045230)

**MUS 2212 MUSIC THEORY IV**  
(2-1) Credit: 2

Prerequisite: MUS 2211.

A continuation of MUS 2211. Advanced instruction in part writing and keyboard skills. Includes an introduction to twentieth-century techniques. (5009045230)

**MUS 2216 SIGHT SINGING AND EAR TRAINING III**  
(1-2) Credit: 2

Prerequisite: MUS 1217.

Advanced sight singing and ear training. Singing tonal music including modal, ethnic, and twentieth-century materials. Aural study (including dictation) of rhythm, melody, chromatic harmony and extended tertian structures. (5009036730)

**MUS 2217 SIGHT SINGING AND EAR TRAINING IV**  
(1-2) Credit: 2

Prerequisite: MUS 2216.

Advanced sight singing and ear training. A continuation of MUS 2216. Singing more difficult tonal music including modal, ethnic, and twentieth-century materials. Aural study (including dictation) of more complex rhythm, melody, chromatic harmony, and extended tertian structures. (5009036730)

**MUS 2301 MUSIC LITERATURE I**  
(3-1) Credit: 3

Prerequisite: None.

A chronological study of musical styles from antiquity through the sixteenth century. Classes include listening to recorded examples and examining printed scores. (5009025230)

**MUS 2302 MUSIC LITERATURE II**  
(3-1) Credit: 3

Prerequisite: None. May be taken before MUS 2301.

A chronological study of musical styles from the seventeenth century to the present. Classes include listening to recorded examples and examining printed scores. (5009025230)

**ENSEMBLES:** Each course listed below may be repeated once for credit.

**MUS 1111, 2111 CHOIR**  
(0-3) Credit: 1

Prerequisite: None for MUS 1111; MUS 1111 for MUS 2111.

Open to all singers. Choral literature of a variety of periods and styles will be rehearsed and performed. (5009035730)

**MUS 1112, 2112 INSTRUMENTAL ENSEMBLE**  
(0-3) Credit: 1

Prerequisite: None for MUS 1112; MUS 1112 for MUS 2112.

Open to all instrumentalists. Literature will be determined by the variety of the instruments. (5009035630)

**MUS 1113, 2113 MUSICAL THEATER**  
(0-3) Credit: 1

Prerequisite: None for MUS 1113; MUS 1113 for MUS 2113.

The study and performance of works from the musical theater repertoire. Each course may be repeated for credit. (5009036130)

**PRIVATE INSTRUCTION (5009035430):**

Private instruction is offered in the following fields:

**Brass Instruments**

Flute	Viola
Guitar	Violin
Organ	Voice
Piano	

Each course requires memorization of literature, participation in student recitals and an oral examination at the end of the semester. (5009035430)

**FIRST YEAR**

MUS 1121	Voice	(0-1) Credit: 1
MUS 1122	Piano	(0-1) Credit: 1
MUS 1123	Organ	(0-1) Credit: 1
MUS 1124	Strings*	(0-1) Credit: 1
MUS 1125	Woodwinds*	(0-1) Credit: 1
MUS 1126	Brass*	(0-1) Credit: 1

Any of the courses listed above may be repeated once for credit. Prerequisite: None (Except for Organ - Prior keyboard experience is necessary.) The student will receive 30 minutes of private instruction each week, a total of 7 1/2 hours for the semester. Each course has a practice requirement of one-half hour daily.

**MUS**

MUS 1221	Voice	(0-2)	Credit: 2
MUS 1222	Piano	(0-2)	Credit: 2
MUS 1223	Organ	(0-2)	Credit: 2
MUS 1224	Strings*	(0-2)	Credit: 2
MUS 1225	Woodwinds*	(0-2)	Credit: 2
MUS 1226	Brass*	(0-2)	Credit: 2

Any of the courses listed above may be repeated once for credit. Prerequisite: None. (Except for Organ - prior keyboard experience is necessary.) The student will receive one hour, or two 30 minute private instructions each week, a total of 15 hours for the semester.) Each course has a practice requirement of one hour daily.

### SECOND YEAR

MUS 2121	Voice	(0-1)	Credit: 1
MUS 2122	Piano	(0-1)	Credit: 1
MUS 2123	Organ	(0-1)	Credit: 1
MUS 2124	Strings*	(0-1)	Credit: 1
MUS 2125	Woodwinds*	(0-1)	Credit: 1
MUS 2126	Brass*	(0-1)	Credit: 1

Any of the courses listed above may be repeated once for credit. Prerequisite: A passing grade in two first year courses in the same field. A student will receive 30 minutes of private instruction each week (7 1/2 hours for the semester.) Each course has a practice requirement of one-half hour daily.

MUS 2221	Voice	(0-2)	Credit: 2
MUS 2222	Piano	(0-2)	Credit: 2
MUS 2223	Organ	(0-2)	Credit: 2
MUS 2224	Strings*	(0-2)	Credit: 2
MUS 2225	Woodwinds*	(0-2)	Credit: 2
MUS 2226	Brass*	(0-2)	Credit: 2

Any of the courses listed above may be repeated once for credit. Prerequisite: A passing grade in two first year courses in the same field. The student will receive one hour of private instruction each week (15 hours for the semester). Each course has a practice requirement of one hour daily. \*THE STUDENT MUST SUPPLY HIS/HER OWN INSTRUMENT.

---

## NUCLEAR MEDICINE TECHNOLOGY

---

### NMT 1101 NUCLEAR MEDICINE CLINICAL PRACTICUM I

(0-8) Credit: 1

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and permission of the NMT Program Director. This laboratory course is designed to introduce the beginning nuclear medicine technology study to the clinical practice of nuclear medicine. Students will rotate within a clinical nuclear medicine facility and observe all related patient procedures. Students are expected to become proficient in the handling and instrument calibration. (8038)

### NMT 1102 NUCLEAR MEDICINE CLINICAL PRACTICUM II

(0-8) Credit: 1

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and permission of the NMT Program Director. A continuation of NMT 1101. Nuclear Medicine Clinical Practicum I. (8038)

### NMT 1201 RADIOPHARMACOLOGY

(2-0) Credit: 2

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and permission of the NMT Program Director. This course covers basic concepts of radiochemistry, radiopharmaceutical production and quality assurance. Special emphasis will be placed on quality assurance and radiation safety relevant to radiopharmaceutical production, use and disposal in a nuclear medicine laboratory. (8038)

### NMT 1301 NUCLEAR MEDICINE METHODOLOGY I

(3-0) Credit: 3

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and permission of the NMT Program Director. This course will concentrate on the basic principles involved in all diagnostic and therapeutic tests and procedures normally found in a nuclear medicine facility. Each nuclear medicine test and procedure will be studied relative to anatomy, physiology, pathology, radiopharmaceuticals, instrumentation, data analysis and diagnostic value. (8038)

### NMT 1302 NUCLEAR MEDICINE METHODOLOGY II

(3-0) Credit: 3

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and permission of the NMT Program Director. A continuation of NMT 1301, Nuclear Medicine Methodology I. (8038)

### NMT 1303 NUCLEAR MEDICINE INSTRUMENTATION

(3-2) Credit: 3

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and permission of the NMT Program Director and successful completion of RHS 1202. This course covers theory and application of electronic instrumentation used in the direction and analysis of ionizing radiations. Special emphasis will be placed on gamma spectrometry and quality assurance relevant to nuclear medicine instruments. A two hour per week associated laboratory will provide students with an opportunity to learn how to use radiation detection instruments relative to calibration, spectrometry and data acquisition. (8038)

## MUS - NMT



**NMT 2301 NUCLEAR MEDICINE  
METHODOLOGY III**

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

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and permission of the NMT Program Director and successful completion of NMT 1302. This course is a continuation of NMT 1302, Nuclear Medicine Methodology II. (8038)

**NMT 2302 NUCLEAR MEDICINE  
METHODOLOGY IV**

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

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and permission of the NMT Program Director. This course is a continuation of NMT 2301, Nuclear Medicine Methodology III. (8038)

**NMT 2303 NUCLEAR MEDICINE  
METHODOLOGY V**

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

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and permission of the NMT Program Director and successful completion of NMT 2302. This course is a continuation of NMT 2302, Nuclear Medicine Methodology IV and in addition, includes a comprehensive review of all courses and practicums in preparation for the professional certifying boards. (8038)

**NMT 2304 NUCLEAR MEDICINE  
CLINICAL PRACTICUM V**

**(0-30) Credit: 3**

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and permission of the NMT Program Director and successful completion of NMT 2602. This laboratory course is a continuation of NMT 2602. In addition, this course will allow students an opportunity to specialize in a particular area of interest. Students are expected to become proficient in the performance of all nuclear medicine tests and procedures encountered during their hospital experiences with minimal supervision. (8038)

**NMT 2601 NUCLEAR MEDICINE  
CLINICAL PRACTICUM III**

**(0-30) Credit: 6**

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and permission of the NMT Program Director and successful completion of NMT 1102. This laboratory course will provide nuclear medicine students with highly specialized instruction and experiences in the performance of the various tests and procedures normally found in a clinical nuclear medicine facility. Students will spend 32 hours per week in a clinical nuclear medicine facility to accomplish these objectives. Students are expected to become proficient in the performance of the most routine nuclear medicine tests and procedures. (8038)

**NMT 2602 NUCLEAR MEDICINE  
CLINICAL PRACTICUM IV**

**(0-30) Credit: 6**

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and permission of the NMT Director and successful completion of NMT 2601. This course is a continuation of NMT 2601, Nuclear Medicine Clinical Practicum III. (8038)

---

**NURSING**

---

**(ASSOCIATE DEGREE)**

**NUR 1503 NURSING CARE OF  
PATIENTS WITH IMPAIRED  
INTERPERSONAL  
RELATIONSHIPS**

**(3-6) Credit: 5**

Prerequisite: All first and second semester courses. This course includes both a theoretical and clinical emphasis on utilization of the nursing process in the care of patients whose interpersonal relationships are perceived as unacceptable by individuals and/or society. In this endeavor, the student is introduced to various historical psychiatric approaches and treatments, theories of personality, interviewing techniques and analysis of communicative behavior. Also, the various steps of the nursing process are related to nursing care of psychiatric patients within specific diagnostic categories and problem areas. Finally, the legal aspects of admission and treatment are considered. (8021)

**NUR 1601 INTRODUCTION TO NURSING****(3-9) Credit: 6**

Prerequisite: Admission into the Associate Degree Nursing Program. A grade of "C" or better or concurrent enrollment in BIO 1403, BIO 144\*.

This course relates the concept of man as a bio-psycho-social being to nursing. Maslow's theory is utilized in assessing the basic needs of man. Nursing principles and technical skills are taught in the classroom. College and clinical laboratories are confined to basic overt observations and actions. Nursing process is introduced with theoretical and clinical emphasis on activities of daily living, nutrition, administration of medications, communication skills and nursing accountability. (8021)

\*Brazosport College

**NUR 1602 NURSING CARE OF ADULTS WITH MEDICAL SURGICAL PROBLEMS I****(3-9) Credit: 6**

Prerequisite: NUR 1601, BIO 1403, or BIO 144\*. A grade of "C" or better or concurrent enrollment in BIO 1401, BIO 154\*, BIO 2405, BIO 214\*.

Nursing Care of Adults with Medical Surgical Problems I is designed to provide the student with theoretical and clinical learning experiences in the utilization of the nursing process as it relates to the nursing care of hospitalized adults. The content presented is organized around general and specific bio-psycho-social problems of hospitalized adults. (8021)

\*Brazosport College

**NUR 2103 NURSING SEMINAR****(1-0) Credit: 1**

Prerequisite: All first year and second year summer session courses. Concurrent enrollment in NUR 2502 and 2601.

This course delineates the role and function of the staff nurse. Standards of practice, societal forces affecting the past, present and future of nursing; and functions of nursing organizations are discussed. Methods used by the staff nurse in providing care for groups of patients over a period of time are explored. (8021)

**NUR 2502 NURSING CARE OF ADULTS WITH MEDICAL SURGICAL PROBLEMS III****(2-9) Credit: 5**

Prerequisite: A grade of "C" or better in NUR 2601. Concurrent enrollment in NUR 2103.

Nursing Care of Adults with Medical Surgical Problems III builds on the theoretical knowledge and clinical skills achieved in Nursing Care of Adults with Medical Surgical Problems II. The course is designed to provide the student with theoretical knowledge and clinical experience in the nursing care of hospitalized patients with complex health problems. The primary focus of the course is the utilization of the nursing process, not only in caring for patients with complex health problems but also in caring for more than one patient. (8021)

**NUR 2601 NURSING CARE OF ADULTS WITH MEDICAL SURGICAL PROBLEMS II****(3-9) Credit: 6**

Prerequisite: All first year and second year summer session courses. Concurrent enrollment in NUR 2103.

Nursing care of Adults with Medical Surgical Problems II is a continuation of Nursing Care of Adults with Medical Surgical Problems I. In this course the student is provided with opportunities to build on the knowledge and skills acquired in the previous courses in the utilization of the nursing process as it relates to the care of hospitalized adult patients with specific health problems. The content presented provides the student with opportunities to expand knowledge not only of general but also specific bio-psycho-social problems of hospitalized adults. (8021)

**NUR 2604 NURSING CARE OF CHILDBEARING FAMILIES****(3-9) Credit: 6**

Prerequisite: All first year courses and NUR 2103, 2502, and 2601. Concurrent enrollment in NUR 2605.

This course focuses on the application of the nursing process in the care of patients and neonates during the phases of the childbearing cycle. Based on an understanding of the bio-psycho-social well-being of families, nursing care of mothers and neonates will be explored in both theory and clinical settings. Family planning, care of high risk patients and use of anticipatory guidance principles are included. (8021)

**NUR**

**NUR 2605 NURSING CARE OF CHILDREN**

**(3-9) Credit: 6**

Prerequisite: All first year courses and NUR 2103, 2502, and 2601. Concurrent enrollment in NUR 2604. Nursing Care of Children focuses on the nursing care of the child and the family during the child rearing years. Emphasis is placed on implementing the nursing process in child care. Care for the child is based on an understanding of the bio-psycho-social well-being of children which includes growth and development. This course also promotes an understanding of the health-illness continuum as the need for health maintenance. Care of children from infancy (including neonatal congenital anomalies) through adolescence will be explored both in theory and in the clinical setting. (8021)

---

**OFFICE TECHNOLOGY**

---

**OCE 2401 OFFICE TECHNOLOGY COOPERATIVE EDUCATION I**

**(1-20) Credit: 4**

Prerequisite: Sophomore level standing. Courses taken must include OFT 1401, OFT 1402, OFT 1403, and approval by the Assistant Dean, Business Division. Cooperative Education I is a comprehensive treatment of internship-related activities with individualized learning objectives structured to relate the student's major field of study with the internship position. Regularly scheduled seminars concentrate on proper interviewing techniques, letters of application and resume writing, case study methods towards human relations and effective communications on the job, investigation of the career and work environment, and an analysis of the chosen career, which includes appropriate curriculum requirements. (5824)

**OCE 2402 OFFICE TECHNOLOGY COOPERATIVE EDUCATION II**

**(1-20) Credit: 4**

Prerequisite: OCE 2401 and approval by the Assistant Dean, Business Division. Cooperative Education II is a comprehensive treatment of internship-related activities with individualized learning objectives structured to relate the student's major field of study with the internship position. Regularly scheduled seminars concentrate on the development of a philosophy towards work, effective time management, value clarification, professional ethics and moral responsibilities encountered in the student's career choice. (5824)

**OFT 1101 PERSONAL TYPEWRITING I (5-WEEK COURSE)**

**(3-3) Credit: 1**

Prerequisite: None. This course is an introduction to the keyboard with development of basic machine operation skills, fundamental techniques and beginning speed. (5824)

**OFT 1102 PERSONAL TYPEWRITING II (5-WEEK COURSE)**

**(3-3) Credit: 1**

Prerequisite: OFT 1101 or equivalent. (5824) Emphasis is placed on the development of greater speed and practical techniques for centering, tabulations, memorandums, personal and business letters.

**OFT 1103 PERSONAL TYPEWRITING III (5-WEEK COURSE)**

**(3-3) Credit: 1**

Prerequisite: OFT 1102 or equivalent. This course is a refinement of skills in producing outlines, manuscripts, tables and business letters. Further speed development is emphasized (5824)

**OFT 1104 COMPUTER KEYBOARDING FOR NON-DEGREE SEEKERS (5-WEEK COURSE)**

**(3-3) Credit: 1**

Prerequisite: None. This is a beginning course designed to teach students to type by the touch system in the development of correct techniques through sentence and paragraph drills on a microcomputer. Concentrated keyboarding practice for both speed and accuracy is the primary objective. (5824)

**OFT 1205 WORD PROCESSING I FOR NON-DEGREE SEEKERS**

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

Prerequisite: OFT 1400 or equivalent. This course is a hands on introduction to the basic functions of a word processing system: creating, revising, and printing documents. (5824)

**OFT 1206 WORD PROCESSING II FOR NON-DEGREE SEEKERS**

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

Prerequisite: OFT 1205 or equivalent. This course provides students with hands on instruction in the advanced functions of word processing packages and its application in the business environment. (5824)

**OFT 1305 BUSINESS ENGLISH**  
(3-0) Credit: 3

Prerequisite: An ACT score of at least 16 or an equivalent SAT/TSWE or completion of ENG 0302.

This is a practical course designed for students to acquire grammar skills. It provides intensive training in the parts of speech, spelling, punctuation, vocabulary, capitalization, and sentence and paragraph structure as needed in business writing. (5824)

**OFT 1400 BEGINNING TYPEWRITING**  
(3-3) Credit: 4

Prerequisite: None.

Touch typewriting is taught. Emphasis is placed on learning basic skills involved in organizing and typing material centered both vertically and horizontally, typing business letters, tables, reports, rough drafts and short manuscripts. (5824)

**OFT 1401 INTERMEDIATE TYPEWRITING**  
(3-3) Credit: 4

Prerequisite: OFT 1400 or equivalent.

This course emphasizes improvement of basic skills, typing of tabulations with special features, business forms, business letters in various styles and with special features, technical and statistical reports and employment communications. (5824)

**OFT 1402 PRINCIPLES OF INFORMATION PROCESSING**  
(3-2) Credit: 4

Prerequisite: OFT 1401 or equivalent typing speed of 40 wpm.

This course gives hands-on experience in the basic operation of word processing on microcomputers. The course also covers theory, concepts, word processing system components and business applications necessary to develop proficiency-level skills. (5824)

**OFT 1403 BUSINESS MATHEMATICS AND CALCULATING MACHINES**  
(3-2) Credit: 4

Prerequisite: MTH 0303.

Classroom presentations will cover concepts of business mathematical computations emphasizing such areas as bank reconciliations, discounts, markup/markdown, payroll, insurance, interest, loans, installments, depreciation and inventory. The laboratory will be used to develop speed/accuracy on the electronic calculator and to apply classroom concepts using the microcomputer and utilizing electronic spreadsheet software. (5824)

**OFT 2105 SPECIAL TOPICS IN OFFICE TECHNOLOGY I**  
(1-0) Credit: 1

Prerequisite: Consent of the Assistant Dean, Business Division.

The course content will be selected topics in office automation with emphasis on integrated office technologies. (5824)

**OFT 2301 BUSINESS COMMUNICATIONS**  
(3-0) Credit: 3

Prerequisite: ENG 1301, OFT 1305.

This course gives students the opportunity to improve their writing and speaking skills as applied to effective business letters, memos, reports, and employment communications. Emphasis is given to planning, organizing, and developing business messages; to using appropriate tone; and to preparing attractive business messages. Also included are listening and nonverbal skills along with a review of English grammar. (5824)

**OFT 2302 OFFICE AUTOMATION**  
(3-0) Credit: 3

Prerequisite: OFT 2401.

This course is an overview of integrated office systems, technologies. Areas to be studied include data, voice, word, graphics, and voice processing. (5824)

**OFT 2305 SPECIAL TOPICS IN OFFICE TECHNOLOGY II**  
(3-0) Credit: 3

Prerequisite: Consent of the Assistant Dean, Business Division.

This course will cover additional selected topics in office automation with emphasis on integrated office technologies. (5824)

**OFT 2400 OFFICE PROCEDURES**  
(3-2) Credit: 4

Prerequisite: OFT 1401.

This course is a study of modern office procedures. The student will acquire skill in machine transcription using word processing software, telephone and office etiquette, reprographics techniques, report and itinerary preparation, handling mail, and filing procedures. Emphasis is placed on developing traits and characteristics necessary for success in current office practices. (5824)

**OFT 2401 INFORMATION PROCESSING APPLICATIONS**  
(3-2) Credit: 4

Prerequisite: OFT 1402.

Information processing applications in a networked environment. Students will learn to use advanced word processing applications in addition to practical office applications of spreadsheets, database management, desktop management, and electronic mail. (5824)

**OFT 2402 ADVANCED INFORMATION  
PROCESSING APPLICATIONS**  
(3-2) Credit: 4

Prerequisite: OFT 2401.  
This is a capstone course in which students apply their information processing skills in a simulated office environment. (5824)

**OFT 2403 SPEEDWRITING**  
(3-3) Credit: 4

Prerequisite: OFT 1401.  
This course is an alphabetical shorthand system to give students an employable skill or a notetaking ability. (5824)

**OFT 2404 CORPORATE ELECTRONIC  
PUBLISHING SYSTEMS**  
(3-3) Credit: 4

Prerequisite: OFT 1205 or equivalent.  
This course is designed to teach the student how to select, use, construct, implement, and integrate text, business graphics, data, line art, and photographs to produce quality business publications electronically. Topics will include corporate publications, CEPS hardware and software requirements, text editing, graphics design, page layout, font selection, and laser printers. (5824)

---

**PHILOSOPHY**

---

**PHL 1301 INTRODUCTION TO  
PHILOSOPHY**  
(3-0) Credit: 3

Prerequisite: None.  
A survey course designed to acquaint the student with some of the fundamental problems in philosophy and with the methods used to deal with them. Some principle views, both ancient and modern, are examined as possible solutions. (3801015135)

**PHL 2303 INTRODUCTION TO LOGIC**  
(3-0) Credit: 3

Prerequisite: None.  
Principles of correct reasoning; use of language; material and formal fallacies, Venni diagrams, truth tables; deduction; symbolic notations. (3801015235)

**PHL 2304 INTRODUCTION TO ETHICS**  
(3-0) Credit: 3

A study of basic principles of the moral life with critical examination of traditional and current theories of the nature of goodness, happiness, duty, and freedom. (3801015335)

---

**PHYSICAL EDUCATION AND  
RECREATION  
THEORY COURSES**

---

**PED 1301 FOUNDATION OF PHYSICAL  
EDUCATION AND  
RECREATION**

(3-0) Credit: 3

Prerequisite: None.  
This course is an orientation to physical education aimed at providing prospective teachers and coaches of physical education with a general concept of the total physical education program. This course includes historic development and educational values as well as personal and professional qualifications. (1313145128)

**PED 2301 FIRST AID AND SAFETY**  
(3-0) Credit: 3

Prerequisite: None.  
This course is a study of emergency first aid and safety procedures as established by the American Red Cross. Instruction includes Standard First Aid and Personal Safety, and Cardiopulmonary Resuscitation (CPR). Upon successful completion of the course, American Red Cross Certifications are awarded. (1313075128)

**PED 2304 PHYSICAL EDUCATION FOR  
ELEMENTARY SCHOOLS**  
(3-0) Credit: 3

Prerequisite: None.  
This course is a study of theory, principles, content, and program planning for physical education in elementary schools. The course includes instruction in motor skills, games, rhythms, sports and recreational activities with emphasis on methods of presentation. The course is designed for the elementary education major and physical education majors. (1313145328)

**PHYSICAL EDUCATION AND  
RECREATION  
ACTIVITY COURSES  
(3601085128)**

The activity courses in Physical Education and Recreation are designed to: (1) promote vigorous mental, emotional, social, and physical health; (2) develop motor skills; and (3) prepare the student for desirable leisure-time activities. Nearly all senior colleges require at least two semesters of physical education for graduation. A minimum of two (2) semester hours credit is required for an Associate in Arts or an Associate in Science degree from Galveston College. Each course may be repeated a maximum of four times for credit. Courses may be repeated thereafter with the understanding that the additional credits may not be applied to a specific degree plan. The physical education requirement may be waived if the student has on file in the Registrar's Office a physician's certification of inability to take physical education, proof of two year's military service, or an excuse from the Vice President and Dean of Instruction.

It is recommended that students who will be enrolled in courses requiring vigorous physical activity have medical clearance. Those courses where medical clearance is required are followed by an asterisk (\*).

- PED 1100 Aerobics\*** /O (1-2) Credit: 1
- PED 1101 Gymnastics\*** /O (1-2) Credit: 1
- PED 1105 Archery/Badminton** /O (1-2) Credit: 1
- PED 1108 Backpacking and Camping** (1-2) Credit: 1
- PED 1110 Bowling** (1-2) Credit: 1
- PED 1115 Canoeing** (1-2) Credit: 1
- PED 1120 Divemaster\*** (1-2) Credit: 1
- Prerequisite: PE 1160
- PED 1125 Foundations of Fitness** /O (1-2) Credit: 1
- PED 1130 Introduction to Golf** /O (1-2) Credit: 1
- PED 1135 Aerobic-Jogging\*** /O (1-2) Credit: 1
- PED 1140 Leisure Time Activities** /O (1-2) Credit: 1
- PED 1145 Life Saving (3601085328)** (1-2) Credit: 1

Prerequisite: Must be able to pass a swimming test or obtain the consent of the instructor.

- PED 1150 Racquetball** /O (1-2) Credit: 1
- PED 1155 Sailing** (1-2) Credit: 1
- Prerequisite: Must be able to pass a swimming test.
- PED 1160 Scuba Diving\*** (3601085328) (1-2) Credit: 1
- Prerequisite: Must be able to pass a swimming test.
- PED 1165 Social Dance** /O (1-2) Credit: 1
- PED 1170 Swimming** /O (1-2) Credit: 1
- PED 1175 Team Sports** /O (1-2) Credit: 1
- Fall: flag football, volleyball, soccer.  
Spring: basketball, softball
- PED 1180 Tennis** /O
- PED 1185 Wallyball** /O (1-2) Credit: 1
- PED 1190 Weight Training** /O (1-2) Credit: 1
- PED 1195 Wind Surfing** (1-2) Credit: 1
- Prerequisite: Must be able to pass a swimming test.

**PHYSICS**

- PHY 2401 GENERAL PHYSICS I** (3-3) Credit: 4
- Prerequisite: MTH 1301 or equivalent.  
Force and motion, work, energy and power, circular motion, momentum, vibratory motion, properties of solids and liquids; fluid mechanics; heat, sound and molecular theory of matter. (4008015339)
- PHY 2402 GENERAL PHYSICS II** (3-3) Credit: 4
- Prerequisite: PHY 2401.  
Continuation of PHY 2401. Optics, reflection, refraction, interference, diffraction and polarization; electric charges and fields, potential, resistance, capacitance, electric currents and circuits, magnetic fields; selected topics in modern physics. (4008015339)
- PHY 2403 MECHANICS** (3-3) Credit: 4
- Prerequisite: Credit for or registration in MTH 1409.  
THIS COURSE IS DESIGNED PRIMARILY FOR STUDENTS OF SCIENCE AND ENGINEERING.  
Vectors, motion in one dimension, motion in a plane rotational motion, oscillatory motion, work, energy, power and momentum, conservation laws and applications; gravitation; fluid mechanics; heat and thermodynamics. (4008015439)

**PHY 2404 ELECTRICITY AND  
MAGNETISM**

**(3-3) Credit: 4**

Prerequisite: PHY 2403.  
Charge, electric field and potential, capacitance, dielectrics, resistance, electric circuits, magnetic field and induction, inductance, radiation. (4008015439)

**PHY 2405 OSCILLATIONS, WAVES  
AND MODERN PHYSICS**

**(3-3) Credit: 4**

Prerequisite: PHY 2403.  
Oscillations and waves with application to light and sound, interference, diffraction and polarization of waves; selected topics in modern physics. (4008015439)

---

**PSYCHOLOGY**

---

**SSC 0301 STUDY SKILLS FOR COLLEGE**

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

Prerequisite: None.  
Techniques of study such as time management, listening, note-taking, text marking, library and research skills, preparing for examinations, test-taking skills, and using learning resources. These skills emphasized are designed to improve the student's college potential and enhance life-long learning. (3201035735)

**PSY 0301 HUMAN DEVELOPMENT:  
COLLEGE, CAREER, AND  
LIFE-LONG PLANNING**

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

Prerequisite: None.  
Principles of psychology designed to help the student identify personal strengths by exploration of values, interests, skills, and aptitudes through group and individual exercises; educational and vocational planning. Development of interpersonal skills for effective college, career, and personal adjustment. (3201995140)

**PSY 1100 ORIENTATION TO COLLEGE**

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

Prerequisite: None.  
Designed to acquaint students with the higher education system, including purpose and requirements, college and university catalogs, grading systems, programs, student rights and responsibilities, and the College's services and facilities. (4299995140)

**PSY 1301 INTRODUCTION TO  
PSYCHOLOGY**

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

Prerequisite: None.  
An analysis of elementary principles of behavior, motivations, emotions, individual differences, and theories of personality. Emphasis on terminology, environmental influences, and concepts developed. Also, an introduction to adjustment procedures, human growth and development, and statistical methods. (4201015140)

**PSY 1304 BEHAVIOR MODIFICATION**

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

Prerequisite: PSY 1301 or consent of the Instructor.  
An applied course which utilizes empirically proven techniques to demonstrate to the student methods of behavior modification in both academic and personal situations. Subject matter and programming skills include basic principles of learning, use of reinforcement, scheduling, desensitization of anxiety, token economics and self-reinforcement. (4210015140)

**PSY 2301 CHILD GROWTH AND  
DEVELOPMENT**

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

Prerequisite: PSY 1301 or consent of the Instructor.  
Human psychological development from birth to adulthood. The birth of the baby, from organism to person; the infant; the toddler; the preschool child, the middle years of childhood, adolescence; disturbances in development; the study of children. (4207015140)

**PSY 2302 ADULT DEVELOPMENT**

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

Prerequisite: PSY 1301 and PSY 2301 or consent of the Instructor.  
Physical changes and psychological development from the end of adolescence to senescence. (4207015240)

**PSY 2303 PSYCHOLOGY OF  
PERSONALITY**

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

Prerequisite: PSY 1301 or consent of the Instructor.  
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. (4210015240)

**PSY 2304 STATISTICAL METHODS IN  
PSYCHOLOGY****(3-0) Credit: 3**

Prerequisite: PSY 1301 and MTH 0300 or consent of the Instructor.  
Measures of central tendency and variability; statistical inference; correlations and regression. (4215015140)

**PSY 2305 SOCIAL PSYCHOLOGY****(3-0) Credit: 3**

Prerequisite: None.  
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 changes, aggression and violence. Some topics deal mainly with theoretical issues, while others are completely empirical. Covers all the major areas. (4216015140)

**PSY 2306 HUMAN SEXUALITY****(3-0) Credit: 3**

Prerequisite: None.  
The study of the physiological and psychological aspects of human sexuality. (4201015340)

**PSY 2307 APPLIED PSYCHOLOGY****(3-0) Credit: 3**

Prerequisite: PSY 1301 or consent of the Instructor.  
A survey of the applications of psychological concepts, principles and methods in the field of business, industry, and related areas. Emphasis is on the development of a set of behavior management skills and their use in various organizational settings. (4201015240)

**PSY 2308 CURRENT ISSUES IN  
PSYCHOLOGY: BEHAVIORAL  
ASPECTS OF SUBSTANCE  
ABUSE****(3-0) Credit: 3**

Prerequisite: PSY 1301 and PSY 1304 with grades of "C" or better in both courses.  
An in-depth study of the behavioral aspects of substance abuse. (4201015540)

---

**RADIOGRAPHIC TECHNOLOGY**

---

**RDT 1201 HOSPITAL EXTERNSHIP I****(0-14) Credit: 2**

Prerequisite: Enrollment in the Radiographic Technology Program.  
Students are introduced to the clinical areas of instruction in this course. The student also applies the skills of routine procedures and related studies in a clinical situation under the direct supervision of a registered technologist. (8033)

**RDT 1206 RADIOGRAPHIC  
TECHNIQUE AND EXPOSURE****(2-0) Credit: 2**

Prerequisite: Enrollment in the Radiographic Program.  
This course is a continuation of RHS 1203 and consists of more in-depth study of radiologic imaging devices, with special attention to the newer and emerging modalities. The course is designed to reinforce and enhance the student's knowledge base pertaining to the acquisition of a vast array of radiologic images. (8033)

**RDT 1207 RADIOGRAPHIC  
POSITIONING III****(1-3) Credit: 2**

Prerequisite: Enrollment in the Radiographic Technology Program.  
Intense instruction, demonstration and laboratory practice in radiographic positioning of the cranium, facial skeleton, paranasal sinuses, and special interest views of the skull. Students are introduced the anatomy and terminology used in the radiographic positioning of the skull. (8033)

**RDT 1304 RADIOGRAPHIC  
POSITIONING I****(2-3) Credit: 3**

Prerequisite: Enrollment in the Radiographic Technology Program.  
This course is designed for first year students to demonstrate and practice positioning of the extremities, pelvis, chest and abdominal cavity. Students are introduced to the terminology and anatomy used in radiographic positioning. (8033)

**RDT 1305 HOSPITAL EXTERNSHIP II****(0-21) Credit: 3**

Prerequisite: Enrollment in the Radiographic Technology Program.  
This course includes practice in positioning, radiographic exposure, patient care and film critique in the radiology department of cooperating hospitals. Instruction is under direct supervision of a radiologist and/or qualified registered technologist. (8033)

**RDT 1307 RADIOGRAPHIC  
POSITIONING II****(2-3) Credit: 3**

Prerequisite: Enrollment in the Radiographic Technology Program.  
This course is designed for the first year of instruction and practice in the positioning of the spine, digestive, urinary and biliary systems. The student is introduced to the terminology and anatomy used in the procedures listed above. (8033)

**PSY - RDT**



**RDT 1308 HOSPITAL EXTERNSHIP III**  
(0-21) Credit: 3

Prerequisite: Enrollment in the Radiologic Technology Program.

This course continues the practice of radiography emphasizing mobilis, surgical and trauma radiography. Students will perform patient examination under the supervision of a registered radiology technologist. (8033)

**RDT 2200 QUALITY ASSURANCE**  
(2-0) Credit: 2

Prerequisite: Enrollment in the Radiographic Technology Program.

This course will introduce the student to the evaluation of radiographic systems to assure consistency in the production of quality images. The components involved in the radiography system will be identified. Tests and procedures to evaluate these components will be discussed. State and Federal impacts will be described. (8033)

**RDT 2201 TRAUMA RADIOGRAPHY**  
(2-1) Credit: 2

Prerequisite: Enrollment in the Radiographic Technology Program.

This course is the study of the special positioning skills required in radiography of the severely injured patient. Special emphasis is placed on the tube/part/film relationship and technical methods. (8033)

**RDT 2202 Radiographic Pathology**  
(2-0) Credit: 2

Prerequisite: Enrollment in the Radiographic Technology Program.

This course provides an introduction to the terminology, mechanism, and radiographic demonstration of diverse pathologic processes of various organ systems. (8033)

**RDT 2301 RADIOLOGIC TECHNOLOGY**  
**REGISTRY REVIEW**

(3-0) Credit: 3

Prerequisite: Enrollment in the Radiographic Technology Program.

This course presents a comprehensive review of all information covered in the field of radiography up to this point in the program. The review will include positioning, radiographic technique, radiation protection, radiation physics, anatomy and physiology. (8033 - Course will not be taught after Summer II 1990.)

**RDT 2302 HOSPITAL EXTERNSHIP VI**  
(0-9) Credit: 3

Prerequisite: Enrollment in the Radiographic Technology Program.

This course includes continued practice of radiography under the indirect supervision of a registered technologist. The student will continue with a shift schedule of training during this final course of the program. (8033)

**RDT 2303 HOSPITAL EXTERNSHIP IV**  
(0-21) Credit: 3

Prerequisite: Enrollment in the Radiographic Technology Program.

This course includes continued practice of radiography under the direct supervision of a registered radiologic technologist. Included in the course is a session of radiographic evaluation conducted by a senior radiographer or radiologist. (8033)

**RDT 2304 HOSPITAL EXTERNSHIP V**  
(0-21) Credit: 3

Prerequisite: Enrollment in the Radiographic Technology Program.

This course includes the application of radiographic principles and patient care in the Radiology Department of cooperating hospitals. This clinical experience is under the direct supervision of a registered technologist and will introduce the student to a shift schedule of training, and includes sessions of radiographic evaluation. (8033)

**RDT 2305 RADIOGRAPHIC SPECIAL**  
**PROCEDURES**  
(3-0) Credit: 3

Prerequisite: Enrollment in the Radiographic Technology Program.

This course is an introduction to angiography, venography, lymphography, tomograms, CT scans, various contrast studies, cystography, hystero-graphy, cineradiography and other special procedures. The course consists of lecture, and where possible, demonstration of the procedure emphasis on principles and methods employed. (8033)

**RDT 2306 RADIOLOGIC SEMINAR**  
(3-0) Credit: 3

Prerequisite: Enrollment in the Radiographic Technology Program.

This course is designed to allow graduating students to explore methods of professional development in the field of radiography in their individual futures. Emphasis is placed on emerging trends in the field, including technologic advances, changes in legislation, licensing requirements, and employment options. (8033)

RDT

**RHS - RTD****RADIOLOGIC HEALTH SCIENCE****RHS 1202 RADIOLOGICAL PHYSICS I**  
(2-0) Credit: 2

Prerequisite: Enrollment in a Radiological Health Science Program or permission of the RHS Program Director.

An introduction to concepts of physics required by Radiologic Health Science technologists. The course consists of study of classical and atomic physics, basic electrical principles, fundamental electrical devices, and the interaction of radiation with matter.

**RHS 1203 RADIOLOGIC EQUIPMENT, PROCESSING AND EXPOSURE PRINCIPLES**  
(2-1) Credit: 2

Prerequisite: Enrollment in a Radiological Health Science Program or permission of the RHS Program Director.

The study of the production of radiographs, from tubes to trabeculi. The course includes analysis of modern radiographic equipment, accessories, processing techniques and exposure factors. A one-hour per week laboratory will allow the student to research the production of radiographs. (8033)

**RHS 1301 INTRODUCTION TO RADIOLOGICAL HEALTH SCIENCES**

(2-4) Credit: 3

Prerequisite: Enrollment in a Radiological Health Science Program or permission of the RHS Program Director.

An introduction to the foundations, facilities, and skills required of a Radiologic Health Science technologist. In addition to an in-depth exploration of the realm of both the diagnostic and therapeutic aspects of Radiology as it exists today, students will receive intense instruction in the following areas: radiation protection, medical terminology, and computer operations. The laboratory section of this course will allow students hands-on practice and observation of the skills required of the Radiologic Health Science technologist. (8033)

**RHS 1303 DATA ANALYSIS**

(3-0) Credit: 3

Prerequisite: Enrollment in a Radiological Health Science Program or permission of the RHS Program Director and successful completion of a course in basic algebra.

This core course concentrates on mathematical concepts relevant to a Radiological health Science specialty. Topics to be covered include general concepts of fractions, proportions, geometry, scientific notation, algebra, logarithms, exponential functions, statistics and data analysis. (8033)

**RHS 1305 RADIOLOGICAL PHYSICS II**  
(3-0) Credit: 3

Prerequisite: Enrollment in a Radiological Health Science Program or permission of the RHS Program Director and successful completion of RHS 1202.

This core course will concentrate on basic concepts of classical, atomic, and nuclear physics. Radiations and their interactions with matter will be emphasized. (8033)

**RHS 1306 PATIENT CARE AND ETHICS**  
(2-4) Credit: 3

Prerequisite: Enrollment in a Radiological Health Science Program or permission of the RHS Program Director.

An introduction to diagnostic and therapeutic patient care equipment, procedures and techniques relevant to the Radiologic Health Sciences technology student, to include discussion of standard medical ethics and law. (8033)

**RHS 2302 RADIATION BIOLOGY**  
(3-0) Credit: 3

Prerequisite: Enrollment in a Radiological Health Science or permission of the RHS Program Director.

This core course concentrates on the effects of ionizing radiations on biological and chemical systems. Particular importance will be placed on genetic and subcellular interactions. Relevancy to technologists who are occupationally exposed to ionizing radiations is stressed. (8033)

**RHS 3201 TOMOGRAPHIC ANATOMY**  
(2-0) Credit: 2

Prerequisite: Certification in a Radiological Health Science Program or permission of the RHS Program Director.

This core course is designed to familiarize students with the anatomic relationships that are present under various tomographic orientations as depicted by computerized tomography (CT) and magnetic resonance (MR) imaging devices. Conferences, assigned references, and audio visual materials will be utilized. (8033)

**RADIATION THERAPY  
DOSIMETRY****RTD 3301 INSTRUMENTATION AND METHODOLOGY IN DOSIMETRY**

(3-0) Credit: 3

This course is designed to familiarize the student with equipment and methods currently utilized in modern medical dosimetry to include, but not be limited to, afterloading techniques, patient monitoring, TLD usage and measurements, blockmaking and advance computer/hand dosimetry methods. (8046)

**RTD 3501 CLINICAL APPLICATIONS IN DOSIMETRY I****(0-16) Credit: 5**

This course is designed to provide the student specialized instruction and experience in the performance of dosimetry procedures normally found in a radiotherapy facility. Students will be expected to become proficient in the performance of routine dosimetry procedures. (8046)

**RTD 3502 CLINICAL APPLICATIONS IN DOSIMETRY II****(0-16) Credit: 5**

A continuation of RTD 3501 - Clinical Applications in Dosimetry I. (8046)

---

**RADIATION THERAPY TECHNOLOGY**


---

**RTT 1103 RADIATION THERAPY SEMINAR****(1-0) Credit: 1**

Prerequisite: Permission of Program Director.

This course is designed to allow graduating students to explore methods of professional development in the field of radiation therapy in their individual futures. Emphasis is placed on emerging trends in the field, including technologic advances, changes in legislation, licensing requirements, and employment options. (8046)

**RTT 1201 INTERMEDIATE TECHNICAL SKILLS I****(0-8) Credit: 2**

Prerequisite: Acceptance in the Program. Supervised clinical practice at an affiliated hospital. Practical application of basic principles of radiation therapy. (8046)

**RTT 1202 INTERMEDIATE TECHNICAL SKILLS II****(0-8) Credit: 2**

Prerequisite: RTT 1201.

A continuation of RTT 1201, Intermediate Technical Skills I. (8046)

**RTT 1301 INSTRUMENTATION AND METHODOLOGY****(2-4) Credit: 3**

Prerequisite: Permission of the Program Director.

Provides an introduction to radiation therapy, an orientation to hospital setting, policy and procedure and the ethical principles of the profession. Radiation therapy techniques and machine manipulations will be emphasized. (8046)

**RTT 2301 DOSIMETRY I****(2-4) Credit: 3**

Prerequisite: Acceptance in the Program. The principles, aims and techniques of applying ionizing radiation to the human body are presented in this course. The course will include practical instruction in the treatment and planning rooms, and allow students the opportunity to demonstrate these principles and techniques. (8046)

**RTT 2302 DOSIMETRY II****(2-4) Credit: 3**

Prerequisite: RTT 2301.

Provides the student with a continuation of the basic principles of clinical dosimetry and treatment planning. Emphasis will be placed on computerized dosimetry. (8046)

**RTT 2304 ONCOLOGY I****(3-0) Credit: 3**

Prerequisite: Acceptance in the Program.

This course is an introduction to the cancerous process in humans. Students will be presented with information regarding the presentation, diagnosis, treatment and progression of cancers, for specific sites and organ systems in the human body. (8046)

**RTT 2305 ONCOLOGY II****(3-0) Credit: 3**

Prerequisite: RTT 2304.

This course provides students with a continuation of the cancerous process in humans. An introduction of related treatment modalities will also be presented. (8046)

**RTT 2601 ADVANCED TECHNICAL SKILLS I****(0-24) Credit: 6**

Prerequisite: RTT 1202.

Supervised clinical practice at an affiliated hospital. Practical application of advanced principles of radiation therapy. (8046)

**RTT 2602 ADVANCED TECHNICAL SKILLS II****(0-24) Credit: 6**

Prerequisite: RTT 2601.

A continuation of RTT 2601, Advanced Technical Skills I. (8046)

**RTT 2603 ADVANCED TECHNICAL SKILLS III****(0-24) Credit: 6**

Prerequisite: RTT 2602.

A continuation of RTT 2602, Advanced Technical Skills II. (8046)

**RTD - RTT**

---

**READING**


---

**RDG 0301 READING IMPROVEMENT****(3-2) Credit: 3**

A developmental course designed to increase reading comprehension and build vocabulary. Since this course is tailored to lead into RDG 0302 students must pass an appropriate exit exam. (3201035135)

**RDG 0302 COLLEGE READING****(3-2) Credit: 3**

A balanced program designed to provide training in reading comprehension, vocabulary and study skills essential to success in college-level courses. To receive credit students must pass an exit exam. (3201035135)

---

**REAL ESTATE MANAGEMENT**


---

**REM 1301 PRINCIPLES OF REAL ESTATE****(3-0) Credit: 3**

Prerequisite: None.

This course is a general introduction to real estate as a profession to include an overview of licensing as a real estate salesman and broker, ethics of practice, titles to and conveyancing of real estate, legal descriptions, law of agency, deeds, encumbrances and liens, distinctions between personal and real property, contracts, appraisal, finance and regulations, closing procedures, and real estate mathematics. (5423)

**REM 1302 REAL ESTATE FINANCE****(3-0) Credit: 3**

Prerequisite: None.

This course is designed to provide the student with the basic knowledge of real estate finance practices to include monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative financial instruments, equal credit opportunity acts, community reinvestment acts, and state housing agency. (5423)

**REM 1303 REAL ESTATE MARKETING****(3-0) Credit: 3**

Prerequisite: None.

This course introduces the student to marketing of real estate and includes an overview of real estate as a profession, ethics, time management, psychology of marketing, listing procedures, advertising, negotiating and closing procedures, financing, Deceptive Trade Practices-Consumer Protection Act, Business and Commerce Act, and the characteristics of successful salesmen and brokers. (5423)

**REM 1305 REAL ESTATE MATHEMATICS****(3-0) Credit: 3**

Prerequisite: None.

This course exposes the student to concepts and formulas used in computing basic arithmetic skills and a review of mathematical logic, percentages, interest, time-valued money, depreciation, amortization, proration, and estimation of closing statements. (5423)

**REM 2301 REAL ESTATE APPRAISAL****(3-0) Credit: 3**

Prerequisite: None.

This course is designed to acquaint the student with the appraisal process and includes the central purposes and functions of an appraisal, social and economic determinant of value, appraisal case studies, cost, market data and income approaches to value estimates, final correlations, and reporting. (5423)

**REM 2302 REAL ESTATE LAW****(3-0) Credit: 3**

Prerequisite: None.

This course is a study of principles of law which govern interest in real estate including legal concepts of real estate, land description, real property, rights and estates in land, contracts, conveyances, encumbrances, foreclosures, recording procedures, evidence of titles, and three class hours devoted to fair housing laws. (5423)

---

**RESPIRATORY CARE**


---

**REC 1201 INTRODUCTION TO RESPIRATORY CARE****(2-1) Credit: 2**

Prerequisite: Admission to Program or permission of the Program Director.

This course provides the student with an introduction to the field of respiratory therapy and to this specific program. In addition, emphasis is placed on basic patient care principles, medical terminology and the psychology of patient care. Topics to be addressed include introduction to program and policies; responsibilities, functions, and services of respiratory care practitioners; history, organizations and agencies in respiratory therapy; ethics of respiratory therapy and medical care; measurement of vital signs; patient positioning and transfer techniques; body mechanics; isolation techniques; charting; surgical asepsis and sterile gloving; medical terminology and abbreviations; psychology of death and the dying patient; and psychology of the elderly, pediatric, and mentally or physically handicapped patient. (8025)

**RDG - REC**

**REC 1205 CLINICAL RESPIRATORY CARE II**

**(0-6) Credit: 2**

Prerequisite: REC 1402 or permission of the Program Director.  
This clinical course is designed to emphasize and reinforce those procedural areas addressed in REC 2507 and to introduce the students to intensive patient care activities. The clinical areas of emphasis include the use of manual resuscitators; nasotracheal and endotracheal suctioning; the insertion of oropharyngeal airways; oral and nasotracheal intubation; securement of endotracheal tubes; and the management of artificial airways; including tracheal tube cuff care. In addition to these specific areas, students will continue to perform the various therapeutic modalities initiated in REC 1402. (8025)

**REC 1306 CARDIOPULMONARY PHYSIOLOGY**

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

Prerequisite: REC 1403 or permission of the Program Director.  
This course provides the student with an in-depth study of the pulmonary and cardiovascular system. Topics addressed include basic respiratory function; cardiorespiratory symbols and terms; pulmonary volumes and capacities; basic introduction to pulmonary function testing; static and dynamic mechanics of ventilation-perfusion relationships; oxygen and carbon dioxide transport; acid-base balance; blood gas interpretation; regulation of respiration; exercise and adaptation; and pulmonary defense mechanisms. (8025)

**REC 1308 RESPIRATORY CARE TECHNIQUES III**

**(2-1) Credit: 3**

Prerequisite: REC 1507 or permission of the Program Director.  
This course is a continuation of the previous techniques courses and is devoted to the principles and application of continuous mechanical ventilation (CMV) in critical care settings. Included in this course are indications, contraindications, and hazards of CMV; protocols for initial ventilator setup; monitoring, physiologic effects, management, adjunctive support techniques, and weaning from continuous ventilatory support. Also addressed are the classification of mechanical ventilators and an in-depth study of various mechanical ventilators. (8025)

**REC 1309 NEONATAL AND PEDIATRIC RESPIRATORY CARE**

**(2-1) Credit: 3**

Prerequisite: REC 1306 or permission of the Program Director.  
This course is designed to address the concerns of the respiratory care practitioner in caring for the neonatal and pediatric growth and development; labor and delivery processes, including physical assessment and birth; comparative anatomical and physiological considerations; methods of heat loss and thermo-regulation; vital signs, including blood gas interpretation; suctioning the newborn; infant; infant transport; considerations with the high risk mother; and basic respiratory care and ventilatory management techniques with the pediatric and neonatal patient. Included in this latter component will be an in-depth study of the various infant ventilators. (8025)

**REC 1402 CLINICAL RESPIRATORY CARE I**

**(0-16) Credit: 4**

Prerequisite: REC 1504 or permission of the Program Director.  
This first clinical course is designed to expose the student to the hospital environment and function, in addition to practicing and reinforcing the concepts so outlined in REC 1504 and REC 1507. These clinical areas of emphasis include the use of compressed gases, oxygen administration, including analysis, aerosol and humidity therapy, aerosol treatment therapy; incentive spirometry and breathing exercises; IPPB therapy; postural drainage, percussion, and vibration; and basic cardiac life support. (8025)

**REC 1403 ORIENTATION TO RESPIRATORY CARE SCIENCE**

**(4-0) Credit: 4**

Prerequisite: Admission to Program or permission of the Program Director.  
This course is designed to provide the student with basic chemical, physical and anatomical concepts which are essential for the understanding of future technical and science-related coursework. Topics to be included are as follows: air, humidity and the atmosphere, states and characteristics of matter, characteristics of liquids and gases; energy, transfer of energy; solutions and suspension; measurement (metrics and conversions); temperature; gas measurement and gas laws; physical, chemical and pharmacological properties of oxygen,

nitrogen, carbon dioxide and helium; sources of oxygen and its production; and an emphasis on selected aspects of thoracic, pulmonary, cardiovascular, and fetal anatomy. Emphasis in all of these topic areas will be placed on their specific relevancy and application in pulmonary and cardiovascular care. (8025)

#### **REC 1504 RESPIRATORY CARE TECHNIQUES I**

**(4-2) Credit: 5**

Prerequisite: Admission to Program or permission of the Program Director. This course provides an extensive introduction to basic respiratory therapy equipment and therapeutic modalities, including procedural and basic interpretive aspects of electrocardiography; cleaning, disinfection and sterilization; compressed gases and bulk storage systems; regulators, flowmeters and connection systems; humidity and aerosol administration; oxygen administration; oxygen controlling devices and procedurals; and medical gas mixtures. (8025)

#### **REC 1507 RESPIRATORY CARE TECHNIQUES II**

**(4-2) Credit: 5**

Prerequisite: REC 1504 or permission of the Program Director. This course is a continuation of REC 1504, providing intensive examination into a variety of equipment and therapeutic modalities. Included in these topic areas are aerosol treatment therapy; incentive spirometry and related modalities; breathing exercises and coughing instruction; IPPB therapy procedure and equipment; mechanical aspiration of secretions; postural drainage; percussion and vibration; pulmonary rehabilitation and home care; respiratory aerosolized medications; airway management; resuscitation adjuncts and thoracic drainage systems; and respiratory physical assessment. (8025)

#### **REC 2301 CARDIOPULMONARY PHARMACOLOGY**

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

Prerequisite: REC 1306 or permission of the Program Director. This course is designed to cover a cross-section of pharmacologic agents with emphasis on the principles and effects of medication as they apply to the respiratory patient. Topical areas for this course include general principles of pharmacology; autonomic nervous system functions; dosage calculations; adrenergic bronchodilators; anticholinergic bronchodilators; xanthines, adrenocorticosteroids; cromolyn sodium

and prostaglandins; mucokinetics, mucolytics and antitussives; antibiotics, narcotics and sedative-hypnotics; muscle relaxants; diuretics; and cardiovascular agents. (8025)

#### **REC 2305 RESPIRATORY CARE REVIEW** **(3-0) Credit: 3**

Prerequisite: Permission of the Program Director.

This course is designed to provide the student an insight into the National Board for Respiratory Care credentialing process, including an emphasis on the type and content of the Entry-level and Advanced Practitioner examinations. Students will complete a series of review examinations in preparation for the subsequent credentialing process, and extensive feedback will be provided in order to assess strong and weak content areas. (8025)

#### **REC 2402 CARDIOPULMONARY PATHOPHYSIOLOGY**

**(4-0) Credit: 4**

Prerequisite: REC 1306 or permission of the Program Director.

This course is designed to provide the student with a broad knowledge base with a variety of cardiopulmonary disease entities and treatment approaches utilized. Included in this course are: categories and manifestations of respiratory disease, viral and bacterial pulmonary infection; TB and pulmonary mycoses; A.R.D.S.; pneumoconioses; restrictive disease states; pulmonary neoplasia; pulmonary vascular disease; chronic obstructive pulmonary disease, cystic fibrosis; bronchiectasis; thoracic trauma and chest wall deformities; burns, aspiration; congenital and acquired cardiovascular disease; hyaline membrane disease; and a variety of neonatal and pediatric pulmonary disease states. (8025)

#### **REC 2403 ADVANCED RESPIRATORY CARE TECHNIQUES I**

**(4-0) Credit: 4**

Prerequisite: REC 1309 or permission of the Program Director.

This course is designed to provide the student with an in-depth knowledge of a variety of content areas essential for function at an advanced respiratory therapy practitioner level. Included in these topic areas are chest x-ray interpretation; hemodynamic support and monitoring; qualitative and quantitative assessment of ventilation and oxygenation; procedures and equipment utilized for arterial blood gas analysis; expired gas analysis; and transcutaneous oxygen and carbon dioxide analysis. In addition, additional adult ventilators not addressed in REC 1303 will be included. (8025)

**REC 2404 CLINICAL RESPIRATORY  
CARE III**

**(0-16) Credit: 4**

Prerequisite: REC 1205 or permission of the Program Director.  
This clinical course is designed to emphasize and reinforce those procedural areas previously addressed in REC 1308, REC 1309 and concurrently in REC 2403. The clinical areas of emphasis include the initiation and monitoring of patients receiving continuous mechanical ventilational; pediatric respiratory care procedures; practice in the performance of electrocardiograms; and exposure and involvement in a blood gas (and related studies) laboratory. Students will continue to utilize those skills acquired in previous clinical courses as they rotate through various patient care units. (8025)

**REC 2406 ADVANCED RESPIRATORY  
CARE TECHNIQUES II**

**(4-0) Credit: 4**

Prerequisite: REC 2403 or permission of the Program Director.  
This course is a continuation of REC 2403 and is designed to provide the student with an in-depth knowledge of various advanced-level topic areas. Included in this course are the areas of pulmonary function testing; high frequency ventilation; synchronous independent lung ventilation; specialized procedures such as bronchoscopy and thoracentesis, fluid and Electrolyte balance; and an examination of a numerous variety of additional continuous mechanical ventilators utilized in respiratory therapy. (8025)

**REC 2607 CLINICAL RESPIRATORY  
CARE IV**

**(0-24) Credit: 6**

Prerequisite: REC 2404 or permission of the Program Director.  
This final clinical course is designed to allow the student to rotate through a variety of intensive and special care areas, with the emphasis on reinforcing continuous ventilatory support management skills and developing new skills and knowledge in other related areas. Students will rotate through the following intensive care units; infant, pediatric, neurological, burn, medical, coronary, and surgical. In addition, student will be assigned to the recovery room, the emergency room, the pulmonary function laboratory, the operating room, the hyperbaric medicine unit; and they will also participate with emergency medical personnel to gain exposure to this aspect of patient care. (8025)

---

**SOCIAL WORK**

---

**SWK 1301 SOCIAL WORK I:  
INTRODUCTION TO SOCIAL  
WORK**

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

Prerequisite: SOC 1301 with a grade of "C" or better.  
Introduction to the history of the social work profession: understanding of the knowledge base, the criteria of a professional, and the fields of practice in social work. Also an awareness of the purpose and function of professional organizations, current issues confronting the social work profession and knowledge of populations targeted for social services. (4407015142)

**SWK 2301 SOCIAL WORK II: SOCIAL  
WELFARE AS A SOCIAL  
INSTITUTION**

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

Prerequisite: SWK 1301 with a grade of "C" or better.  
The origin and development of social institutions, the social welfare system, current Social Security Act provisions as well as other relevant social legislation with strategies for influencing legislation and social policy. (4407015242)

---

**SOCIOLOGY**

---

**SOC 1301 INTRODUCTION TO  
SOCIOLOGY**

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

Prerequisite: None.  
The study of human society, human behavior and personality as a product of group life, human ecology and population, social organizations, socio-cultural change, and current social problems. (4511015142)

**SOC 1303 SOCIAL PROBLEMS**

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

Prerequisite: None  
Identification and analysis of contemporary social problems. A study of the criteria for evaluating problems of social planning and a study of conventional solutions to these problems. (4511015242)

**SOC 1304 CURRENT ISSUES IN SOCIOLOGY: INTRODUCTION TO ALCOHOLISM AND DRUG ABUSE**

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

Prerequisite: SOC 1301 with a grade of "C" or better or concurrent enrollment in SOC 1301 with permission of the Assistant Dean of Social Sciences.

Introduction to chemical dependency and the factors associated with the abusive use of chemicals: including history, definitions, study methods, patterns and prevalence, special populations with an emphasis on models associated with helping the chemically dependent person. The course includes a one-hour per week lab which will require observation in a substance abuse clinic. (4511015742)

**SOC 2301 MARRIAGE AND FAMILY**

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

Prerequisite: None.

A study of the problems of courtship, mate selection, and marriage adjustments. (4511015442)

**SOC 2302 CRIMINOLOGY**

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

Prerequisite: None.

Current theories and empirical research pertaining to crime and criminal behavior; its causes, methods of prevention, systems of punishment and rehabilitation. (Usually offered concurrently with Crime in America - CRJ 1301. Credit can only be earned for one of these courses. See a counselor for registration information.) (4504015142)

---

**SPANISH**

---

**SPN 1401 BEGINNER'S SPANISH I**

**(4-0) Credit: 4**

Prerequisite: None.

Fundamentals of grammar, basic vocabulary, pronunciation, conversation, reading of elementary texts, emphasis on development of audiolingual skills. (1609055131)

**SPN 1402 BEGINNER'S SPANISH II**

**(4-0) Credit: 4**

Prerequisite: SPN 1401 or equivalent.

A continuation of more advanced grammar; continued emphasis on the spoken language; acquisition of vocabulary and idioms; reading of short stories in Spanish; composition. (1609055131)

**SPN 2301 INTERMEDIATE SPANISH I**

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

Prerequisite: SPN 1402.

Intensive review of grammar, reading of short stories and plays in Spanish; composition and oral reports based on a variety of topics. (1609055231)

**SPN 2302 INTERMEDIATE SPANISH II**

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

Prerequisite: SPN 2301.

Continuation of reading in Hispanic culture and civilization; completion of grammar review; composition and conversation. (1609055231)

---

**SPECIAL PROCEDURE TECHNOLOGY**

---

**SPT 3601 RESEARCH PROCEDURES**

**(5-15) Credit: 6**

Introduction to special procedures imaging, basic research methods and practice, and nursing practices required of the special procedure technologist. Students will be assigned and expected to complete one major research project in this course as well as mastery of essential elements of special imaging equipment, advanced life support practices, and fundamental principles of special procedures technology. (8033)

**SPT 3602 INTERVENTIONAL RADIOLOGY**

**(5-15) Credit: 6**

Exploration of anatomy and physiology of the peripheral vasculature and viscera, clinical application of theory of special imaging techniques and the practice of interventional radiologic procedures. The course includes a detailed program of instruction in anatomy, physiology and pathology and utilizes a preceptor to guide and direct the student toward attaining technical proficiency in the area of interventional radiology. (8033)

**SPT 3603 VASCULAR IMAGING**

**(5-15) Credit: 6**

Instruction and practice in vascular imaging methods. The course consists of instruction in vascular anatomy, physiology and clinical applications of various imaging techniques. Emphasis is placed on acquired pathologic conditions. A preceptor is used and students are assigned to numerous case study projects. (8033)



## SPT 3604 NEURORADIOLOGY

(5-15) Credit: 6

Theoretical instruction and clinical practice in various imaging modalities used in diagnosis and treatment of the central nervous system. In addition to an in-depth study of the required anatomy, physiology and pathology of the central nervous system, this course includes study and application of advanced imaging techniques commonly used to diagnose disorders of the central nervous system. Modalities studied are Computerized Tomography, Magnetic Resonance, and Digital Radiology. (8033)

---

## SPEECH

---

### SPH 0301 BASIC COMMUNICATION SKILLS

(3-0) Credit: 3

Prerequisites: None.

Development of listening, speaking, and other skills that form the basis for effective communication. (3201035435)

### SPH 1101, 1102, 2101, 2102 FORENSICS

(0-3) Credit: 1

Prerequisite: Consent of the Instructor.

Laboratory course for students who participate extensively in forensic activities, including speech tournaments. (2310016035)

### SPH 1301 BEGINNING PUBLIC SPEAKING

(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. (2310015335)

### SPH 1302 ORAL INTERPRETATION

(3-0) Credit: 3

Prerequisite: None.

A study of the technique of effective oral reading. Attention is given to pitch, quality, pronunciation, and articulation. Includes a survey of the forensics areas of poetry reading and dramatic interpretation. This course is the same as DRM 1307. Credit for both courses may not be earned. (2310015735)

## SPH 1304 VOICE AND DICTION

(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. (2310015835)

### SPH 1305 BUSINESS AND PROFESSIONAL SPEAKING

(3-0) Credit: 3

Prerequisite: None.

A practical course involving the student in a discussion of current problems by use of various approaches: round table, panel, sales conference, committee, parliamentary and lecture forms. (2310015235)

### SPH 1306 INTERPERSONAL COMMUNICATION

(3-0) Credit: 3

Prerequisite: None.

A course to introduce the student to the process of creating a meaning between two or more people. The principles of self-concept, body language, non-verbal communication, perception, listening, defensiveness, and language are practically applied in this course. (2310015435)

### SPH 1307 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 individual 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. (2310015935)

### SPH 1308 DISCUSSION AND SMALL GROUP COMMUNICATION

(3-0) Credit: 3

Prerequisite: None.

This course involves the study of communication in the small group, including analysis of the influence of group structure, norms, roles and leadership. Special emphasis on problem solving discussion techniques. (2310015635)

---

## SURGICAL TECHNOLOGY

---

(Program has been indefinitely deactivated)

---

**TELEVISION**


---

**TLV 1301 INTRODUCTION TO TELEVISION**
**(2-2) Credit: 3**

Prerequisite: None.

A general survey and beginning look at the TV Station as an organization. Divided by departments: programming, news/weather/sports, promotions, operations/production, engineering, administration and sales. Illustrates the organizational methods of smaller stations to meet their resources and needs. Also gives an overview of the major networks, major cable operations and how they depend on affiliates and subscribers. Introduces Television Production techniques. (0907015126)

**TLV 1302 THE MASS MEDIA IN AMERICAN SOCIETY**
**(3-0) Credit: 3**

Prerequisite: None.

An overview of American Mass Media and their effect on the individual. Includes lectures from working professionals in media fields. Examples of each medium are presented, including a historical perspective of how that medium was shaped into its existing form and the future of the medium. (0901015126)

**TLV 1304 SCRIPTING FOR THE MEDIA**
**(3-0) Credit: 3**

Prerequisite: None.

A basic course for electronic media writing. The major emphasis is on vocabulary and format. A workshop in writing with the recognition and development of individual style. (1001045526)

**TLV 1305 TELEVISION PRODUCTION I**
**(2-3) Credit: 3**

Prerequisite: None.

Introduction to the television studio and control room. The professional goals of the student are explored. Examples of various television production techniques are compared and explained. Emphasis is first placed on audio production and signal flow. Students learn and perform crew positions and the language of TV and participate in two or more productions. (1001045226)

**TLV 1306 TELEVISION PRODUCTION II**
**(2-3) Credit: 3**

Prerequisite: TLV 1305.

Builds on all concepts and skills learned in TLV 1305. Adds the longer form programs and beginning directing skills. Programming is evaluated from the inherent production values and type of show (sports, documentary, live news, etc.). Introduces videotape editing. (1001045226)

**TLV 2301 TELEVISION WORKSHOP I**
**(1-5) Credit: 3**

Prerequisite: TLV 1301, 1305, 1306 or consent of the instructor.

Introduces Electronic News Gathering (ENG) and Electronic Field Production (EFP). Career choices are introduced. Remote camera production teaches the art of shooting a videotaped production keeping in mind the editing principles learned in TLV 1306 (1001045626)

**TLV 2302 TELEVISION WORKSHOP II**
**(1-5) Credit: 3**

Prerequisite: TLV 2301.

A continuation and combination of acquired television production knowledge. Both field and studio production are done with a higher level of complexity. Students develop a field of specialization; projects may include a student-produced and directed major studio production (preferably dramatic), a news story (with written introduction for studio anchor), or a video essay of student's choice. (100104526)

**TLV 2303 TELEVISION WORKSHOP III**
**(1-5) Credit: 3**

Prerequisite: Consent of the Advisor.

An internship based course with independent production by student, advised by a faculty member. Resume, resume video-tape, job-hunting skills and networking are examined. Practical working involvement with television media outlet. Instructor/student contract-based course. (1001045626)

---

**VOCATIONAL NURSING**


---

**VNR 1200 BASIC MICROBIOLOGY FOR VOCATIONAL NURSING**
**(2-0) Credit: 2**

Prerequisite: VNR 1201, VNR 1202, VNR 1301, VNR 1400, VNR 1601.

Introduces principles of microbiology including causative organisms, disease control and prevention, and community health resources. (7821)

**VNR 1201 PHARMACOLOGY****(2-0) Credit: 2**

Prerequisite: Acceptance in the Vocational Nursing Program.

Provides a review of basic mathematics required for medication administration. Drug classifications and actions as well as administration techniques will be introduced. (7821)

**VNR 1202 NUTRITION AND DIET THERAPY****(2-0) Credit: 2**

Prerequisite: Acceptance in the Vocational Nursing Program.

Presents principles of basic nutrition across the life span, the relationship of nutrition to wellness and alterations necessary in illness. (7821)

**VNR 1301 PROFESSIONAL/PERSONAL DEVELOPMENT IN VOCATIONAL NURSING****(3-0) Credit: 3**

Prerequisite: Acceptance in Vocational Nursing Program.

Course begins with socialization process into vocational nursing. Concepts included are the history of vocational nursing, role of the vocational nurse, ethical and legal responsibilities, therapeutic communication, group dynamics, mental health, medical terminology and an introduction to the nursing process. (7821)

**VNR 1302 MATERNAL CHILD HEALTH NURSING****(2-6) Credit: 3**

Prerequisite: VNR 1201, VNR 1202, VNR 1301, VNR 1400, VNR 1601.

Introduces concepts specific to the family experiences of pregnancy, birth and the neonatal period. Current trends in family-centered maternity care, patient-teaching and pharmacologic intervention are explored. Laboratory practice will focus on techniques specific to the care of the mother and neonate and clinical experiences will include ambulatory care and hospital settings. (7821)

**VNR 1303 CHILD HEALTH NURSING****(2-6) Credit: 3**

Prerequisite: VNR 1201, VNR 1202, VNR 1301, VNR 1302, VNR 1400, VNR 1601, VNR 1701.

This course applies selected theories of growth and development and the nursing process to the promotion and/or maintenance of optimal health for infants and children. Concepts of prevention, advocacy and pharmacologic intervention and techniques are included. Laboratory practice will focus on techniques specific to the hospitalized child and clinical experience will include nursing care for all pediatric age groups. (7821)

**VNR 1400 GENERAL ANATOMY AND PHYSIOLOGY FOR VOCATIONAL NURSING****(3-3) Credit: 4**

Prerequisite: Acceptance in the Vocational Nursing Program.

Introduces the students to normal human anatomic and physiologic principles as a basis for understanding deviations which occur in disease processes. (7821)

**VNR 1601 FUNDAMENTALS OF VOCATIONAL NURSING****(4-12) Credit: 6**

Prerequisite: Acceptance in the Vocational Nursing Program.

Presents the basic techniques and concepts related to vocational nursing practice. Emphasis is placed on the assessment and planning phases of the nursing process. Laboratory practice and clinical experience will focus on the techniques necessary for the provision of beginning level nursing care. (7821)

**VNR 1701 MEDICAL/SURGICAL NURSING I****(5-15) Credit: 7**

Prerequisite: VNR 1201, VNR 1202, VNR 1301, VNR 1400, VNR 1601.

This course applies the nursing process, with emphasis on planning and implementation, to patients with selected medical-surgical health deviations of the Integumentary, Musculo-skeletal, Gastrointestinal, Reproductive, Endocrine and Renal Systems. Concepts of aging, grief and grieving, cultural/spiritual nursing, patient teaching and pharmacologic intervention will be introduced. Laboratory practice will focus on advanced techniques and clinical experience will include responsibility for total patient care at the vocational nursing level. (7821)

**VNR 1901 MEDICAL/SURGICAL NURSING II****(6-18) Credit: 9**

Prerequisite: VNR 1201, VNR 1202, VNR 1301, VNR 1302, VNR 1303, VNR 1400, VNR 1601.

This course applies the nursing process, with emphasis on implementation and evaluation, to patients with selected medical-surgical health deviations of the Sensory, Neurologic, Respiratory, Cardiovascular and Immune Systems. Concepts introduced in Medical-Surgical I will be expanded and mental illness and nursing in selected health care delivery systems will be explored. Laboratory practice with focus on complex techniques and clinical experience will include decision-making at the vocational nursing level. (7821)

UNR

# INDEX



# INDEX

Academic Calendar	8	General Educational Development (GED)	83
Academic Probation and Suspension	50	General Information	22
Academic Standards	42	Geography Courses	124
Accounting Courses	109	German Courses	124
Accreditation	1	Glossary of Terms	25
Adding/Dropping Courses	49	Government Courses	125
Admission Policies and Procedures	34	Grade Appeal	51
Administration	15	Grade Point Average	49
Administrative Interpretation and Change	32	Grade Reports	51
Administrative Withdrawal	49	Grading System	48
Adult Education Program	83	Graduation Fee	53
Anti-Discrimination Statement	3	Graduation Procedures	53
Art Courses	110	Graduation Requirements	53
Associate of Arts	52	Grants	58
Associate of Applied Science	52	Health Occupations Division	85
Associate of Science	52	Associate Degree Nursing	86
Associate Degree Nursing	86	Nuclear Medicine Technology	90
Athletics	65	Radiation Therapy Technology	90
Banking Courses	112	Radiographic Technology	92
Biological Sciences Courses	112	Respiratory Care	93
Board of Regents	4	Computerized Tomography Technology	95
Bookstore	27	Magnetic Resonance Imaging	95
Business Administration Courses	113	Special Procedure Technology	97
Business and Community Education	75	Radiation Therapy Dosimetry	97
Accounting	75	Vocational Nursing	97
Banking and Finance	76	History of the College	23
Business Administration	76	History Courses	125
Fast Food Service Management	81	Honors (Graduation)	54
Food and Beverage Management	81	Honor Students	51
Food Service Management/Culinary Arts	77	Horticulture Courses	125
Food Preparation Training	81	Hotel/Restaurant Management Courses	127
General Secretarial	77	Housing	30
Hospitality Sales and Marketing Management	82	Human Development Courses	143
Hotel/Restaurant Management	78	Humanities Division	99
Management Development	79	Library	27
Medical Record Technology	80	Loans	58
Office Technology	77	Magnetic Resonance Imaging Courses	129
Real Estate Management	82	Management Development Courses	129
Business Courses	113	Mathematics and Sciences Division	99
Calendar, Academic	8	Landscape and Ornamental Horticulture	100
Check Regulations	39	Microcomputer Applications	101
Chemistry Courses	114	Mathematics Courses	131
Class Attendance	46	Mission Statement/Goals	25
Classification of Students	46	Music Courses	134
Classified Staff	21	Non-Discrimination Policy	31
College Organization	15	Non-Resident Student Classification	36
Community Education Registration	84	Nuclear Medicine Technology Courses	136
Community Theatre	29	Nursing Programs	
Computer Science Courses	114	Associate Degree Nursing	86
Computer Science Technology Courses	115	Vocational Nursing	97
Computerized Tomography Technology Courses	117	Office Technology	77
Cooperative Education	106	Organizations, Student	65
Counseling Services	57	Philosophy Courses	141
Course Descriptions	108	Physical Education and Recreation Courses	142
Course Load	46	Physics Courses	142
Course Number System	46	President's List	51
Credit by Examination	43	Psychology Courses	143
Credit for Courses	43	Radiation Therapy Dosimetry Courses	147
Criminal Justice Courses	117	Radiation Therapy Technology Courses	147
Dean's List	51	Radiographic Technology Courses	144
Degrees	52	Radiologic Health Sciences Courses	146
Divisions		Reading Courses	148
Business and Community Education	75	Real Estate Management Courses	148
Health Occupations	85	Refund Policy	39
Humanities	99	Registration	36
Mathematics and Sciences	99	Repeated Courses	49
Social Sciences	103	Respiratory Care Courses	148
Drama Courses	118	Requirements for Graduation	53
Dropping a Course	49	Scholarships	62
Early Admissions Program	35	Scholastic Integrity	47
Economics Courses	118	Secretarial, Office Technology	77
Employment, Student	57	Skills Enrichment Center	107
English Courses	118	Social Sciences Division	103
Expenses	37	Criminal Justice	103
Facilities	27	Fire Protection	104
Faculty	17	Sociology Courses	151
Faculty Advisory System	58	Spanish Courses	152
Fast Food Service Management Courses	120	Special Procedure Technology Courses	152
Fees and Expenses	37	Speech Courses	153
Financial Aid	58	Sports	65
Fire Protection Technology Courses	120	Student Activities	65
Food Preparation Management Courses	122	Student Records	47
Food Service Management Courses	123	Student Rights and Responsibilities	68
Foreign Language Courses	124	Summons to Administrative Offices	73
Foundation of Galveston College, Inc.	25	Televised Instruction	107
French Courses	124	Television Courses	154
		Testing Service	43
		Transcripts	40
		Transfer Students	35
		Tuition and Fees	37

# INDEX

Upper Deck Theatre	29
Veterans Information	64
Vocational Nursing Courses	154
Withdrawal from College	49

**Approved by**  
 Coordinating Board, Texas College and  
 University System  
 Texas Education Agency

**INDEX**

APPROVED BY
-------------

MEMBER
--------

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



