

# **GALVESTON COLLEGE CATALOG**

## **2003–2005**

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

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

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

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**Accreditation:**

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

**Southern Association of Colleges and Schools**

1866 Southern Lane  
Decatur, Georgia 30033-4097  
(404) 679-4500 FAX (404) 679-4558  
Galveston College's Health Occupations programs are accredited by the following organizations:

**Associate Degree Nursing**

National League for Nursing Accrediting Commission  
61 Broadway  
New York, New York 10006  
(212) 363-5555, ext. 153

**Radiography and Radiation Therapy Technology**

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

**Nuclear Medicine**

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

**Emergency Medical Services**

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

**Approval:**

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

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

**Texas Higher Education Coordinating Board**

Chevy Chase Drive  
Austin, Texas 78752  
(512) 483-6250 FAX (512) 483-6444  
Galveston College's Health Occupations programs are approved by the following organizations:

**Associate Degree Nursing**

Board of Nurse Examiners for the State of Texas  
William P. Hobby Building  
333 Guadalupe Street, Suite 3-460  
Austin, Texas 78701  
(512) 305-7400

**Vocational Nursing**

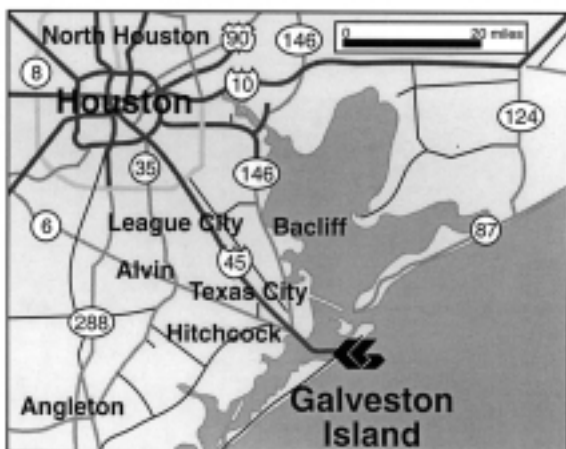
Board of Nurse Examiners for the State of Texas  
William P. Hobby Building  
333 Guadalupe Street, Suite 3-400  
Austin, Texas 78701  
(512) 305-8101  
The Texas Certification Board of Alcoholism and Drug Abuse Counselors TAADAC  
(Provider Number 0195-88)

**Member of:**

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

# Map To Galveston College

Traveling south on I-45...  
Take 61st Street exit and turn right at stop light. Travel approximately one mile to Seawall Blvd. Turn left on to Seawall. Proceed down Seawall to 39th Street. (Gaido's Restaurant is at corner of 39th and Seawall).



## LEGEND

1. Cheney Student Center
2. Moody Hall
3. Regent's Hall
4. Northern Building
5. Fine Arts Building
6. Hermes Fitness Center

Turn left on 39th and travel north to Avenue Q. Turn left at 39th and Avenue Q and proceed one block to Main Campus. Main Campus parking available on Avenue Q, Avenue R and Satellite Parking at 39th and Avenue Q.



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**TELEPHONE DIRECTORY****These offices may be reached directly by dialing:**

Admissions . . . . .	(409) 944-1230
Bookstore . . . . .	(409) 944-1260
Building Bridges to Success Program . . . . .	(409) 944-1298
Business and Industry . . . . .	(409) 944-1396
Business Office . . . . .	(409) 944-1211
Communications Office . . . . .	(409) 944-1300
Computer Center . . . . .	(409) 944-1356
Continuing Education . . . . .	(409) 944-1344
Counseling . . . . .	(409) 944-1220
Criminal Justice/Law Enforcement Academy . . . . .	(409) 944-1264
Culinary Arts . . . . .	(409) 944-1304
Emergency Medical Services . . . . .	(409) 944-1371
Financial Aid . . . . .	(409) 944-1235
Fitness Center . . . . .	(409) 944-1308
Health Occupations . . . . .	(409) 944-1388
Human Resources . . . . .	(409) 944-1280
General and Transfer Studies . . . . .	(409) 944-1340
Intercollegiate Athletics . . . . .	(409) 944-1315
Library . . . . .	(409) 944-1240
Math and Sciences . . . . .	(409) 944-1265
Media . . . . .	(409) 944-1250
Placement Services . . . . .	(409) 944-1225
President's Office . . . . .	(409) 944-1200
Print Center . . . . .	(409) 944-1249
Radiologic Health Science . . . . .	(409) 740-4014
Research and Planning . . . . .	(409) 944-1207
Security . . . . .	(409) 944-1364 or 0
Skills Enrichment Center . . . . .	(409) 944-1290
Snack Bar (Dug Out) . . . . .	(409) 944-1284
Special Services . . . . .	(409) 944-1227
Student Activities . . . . .	(409) 944-1221
Technical Studies and Career Education . . . . .	(409) 944-1330
Vice President for Academic Affairs . . . . .	(409) 944-1203
Vice President for Student Services . . . . .	(409) 944-1206
Vice President for Administrative Services . . . . .	(409) 944-1208
Workforce Education . . . . .	(409) 944-1286



**DR. ELVA CONCHA LEBLANC**

*Dr. Elva Concha LeBlanc was appointed President of Galveston College in April of 2001.*

**PRESIDENT'S MESSAGE**

Galveston College is your community college. Opened in 1967, Galveston College provides access to a quality education for residents of Galveston Island, Bolivar Peninsula, and neighboring Chambers and Jefferson Counties. The College provides high-quality learning opportunities and services that allow students in a multicultural community to realize their potential and achieve their dreams.

We embrace the life-long learning concept and offer programs and courses that prepare students for successful transfer to four-year institutions and/or prepare them for entry into the workforce. In addition, the College provides Adult Basic Education, GED preparation, ESL instruction and developmental studies that provide a gateway to employment and further education. This catalog highlights the many degree and certificate programs available as well as non-credit instructional programs with a focus on workplace skills or simply for enrichment.

Galveston College has numerous partnerships with area colleges and universities (articulation agreements), Independent School Districts (dual enrollment, Tech Prep), and businesses (partnerships) to ensure a seamless transition for students as they meet their educational goals.

Everything needed for your success is present, a caring atmosphere, a place which rewards intellectual curiosity and creativity, student oriented faculty and staff, support services, and modern facilities.

**Welcome to Galveston College: A Beacon of Light Guiding Lifelong Learning.**

**BOARD OF REGENTS**

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



**John E. Walker,**  
Chairman



**John L. Sullivan,**  
Vice Chairman



**Carl E. Kelly,**  
Secretary



**Paul Cunningham, M.D.**



**Florentino Gonzalez**



**Phyllis H. Moore**



**F.A. Odom**



**Janice D. Stanton**



**Carroll G. Sunseri**

# ACADEMIC CALENDAR





## ACADEMIC CALENDAR

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### 2003 FALL SEMESTER

Pre-Enrollment Counseling, Placement Testing and Academic Advising . . . . .	<b>June-July-August</b>
State THEA Exam . . . . .	<b>June 21</b>
Orientation (Required for all new students) . . . . .	<b>July 17</b>
Student Athletes Orientation . . . . .	<b>July 21</b>
Early Registration . . . . .	<b>July 23-24</b>
State THEA Exam . . . . .	<b>July 26</b>
Early Registration . . . . .	<b>August 5-6</b>
Faculty Workshop (General Assembly-No Registration) . . . . .	<b>August 25</b>
Open Registration . . . . .	<b>August 26-27-28</b>
Open Registration (Ends at 1:00 p.m.) . . . . .	<b>August 29</b>
Labor Day (No Classes – College Closed) . . . . .	<b>September 1</b>
Late Registration Continues & Schedule Changes (Classes may be added) . . . . .	<b>September 2-3-5</b>
Classes Begin . . . . .	<b>September 3</b>
Late Registration (Ends at 1:00 p.m.) . . . . .	<b>September 5</b>
Mid-Semester . . . . .	<b>October 23</b>
Last Day to File for Fall Graduation . . . . .	<b>November 3</b>
College and Career Information Night . . . . .	<b>November 3</b>
Last Day to Submit AWF . . . . .	<b>November 7</b>
State THEA Exam . . . . .	<b>November 8</b>
Last Day to Drop or Totally Withdraw (3:00 p.m.) . . . . .	<b>November 21</b>
Thanksgiving Holidays (College closes at 3:00 p.m. on November 26) . . . . .	<b>November 27-28</b>
Classes Resume . . . . .	<b>December 1</b>
Final Examinations . . . . .	<b>December 15-16-17-18</b>
Grades Due by 11:00 a.m. in Admissions Office . . . . .	<b>December 19</b>
Semester Ends and College Closes . . . . .	<b>December 19</b>

### 2004 SPRING SEMESTER

Pre-Enrollment Counseling, Placement Testing and Academic Advising . . . . .	<b>Begins November</b>
Orientation (Required for all new students) . . . . .	<b>November 11</b>
Early Registration . . . . .	<b>November 12-13</b>
Early Registration . . . . .	<b>December 3-4</b>
College Re-Opens . . . . .	<b>January 5</b>
Faculty Workshop (General Assembly-No Registration) . . . . .	<b>January 5</b>
Open Registration . . . . .	<b>January 6-8</b>
Open Registration (Ends at 1:00 p.m.) . . . . .	<b>January 9</b>
Classes Begin . . . . .	<b>January 12</b>

Late Registration Continues & Schedule Changes (Classes may be added)	January 12-13
Martin Luther King Holiday (No Classes-College Closed)	January 19
Last Day to File for Spring Graduation	March 1
State THEA Exam	March 6
Mid-Semester	March 8
Mid-Semester Holidays (No Classes-College Closed)	March 15-21
Classes Resume	March 22
Career Month	April
Last Day to Submit AWF	April 1
College Holiday (No Classes-College Closed)	April 9
Last Day to Drop or Totally Withdraw	April 13
State THEA Exam	April 24
Final Examinations	May 3-4-5-6
Grades Due by 11:00 a.m. in Admissions Office	May 7
Semester Ends	May 7
Commencement Exercises	May 11

**2004 SUMMER SEMESTER I**

(First Six Weeks, 12 Weeks)	
Pre-Enrollment Counseling, Placement Testing and Academic Advising	Begins April
Orientation (Required for All new students)	April 5
Early Registration	April 6-7
Early Registration	April 29-30
Open Registration	May 26-27
Memorial Day (No Classes-College Closed)	May 31
Classes Begin	June 1
Late Registration Continues & Schedule Changes (Classes may be added)	June 1-2
Last Day to File for Summer I Graduation	June 9
Last Day to Submit AWF (First six weeks)	June 15
State THEA Exam	June 19
Last Day to Drop or Totally Withdraw (First six weeks)	June 22
Independence Day (No Classes-College Closed)	July 5
Final Examinations (First six weeks)	July 7
Grades (First six weeks) Due by 11:00 a.m. in Admissions Office	July 8
Semester Ends (First Six Weeks)	July 8
Last Day to Submit AWF (12 weeks)	July 20
Last Day to Drop or Totally Withdraw (12 weeks)	July 29
State THEA Exam	July 31
Final Examinations (12 weeks)	August 12

**ACADEMIC CALENDAR**

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Grades (12 weeks) Due by 11:00 a.m. in Admissions Office . . . . . **August 18**  
Semester Ends (12 weeks) . . . . . **August 18**

**2004 SUMMER SEMESTER II**

**(Six Weeks)**

Pre-Enrollment Counseling, Placement Testing  
and Academic Advising . . . . . **Begins April**  
Orientation (Required for All new students) . . . . . **April 5**  
Early Bird Registration . . . . . **April 6-7**  
Early Registration . . . . . **April 29-30**  
Open Registration . . . . . **July 12**  
Classes Begin . . . . . **July 13**  
Late Registration Continues & Schedule  
Changes (Classes may be added) . . . . . **July 13-14**  
Last Day to File for Summer II Graduation . . . . . **July 22**  
Last Day to Submit AWF . . . . . **July 28**  
Last Day to Drop or Totally Withdraw . . . . . **August 5**  
Final Examinations (SSII) . . . . . **August 17**  
Grades Due by 11:00 a.m. in Admissions Office . . . . . **August 18**  
Semester Ends . . . . . **August 18**

**2004 FALL SEMESTER**

Pre-Enrollment Counseling, Placement Testing  
and Academic Advising . . . . . **June-July-August**  
State THEA Exam . . . . . **June 19**  
Orientation (Required for all new students) . . . . . **July 19**  
Early Registration . . . . . **July 21-22**  
State THEA Exam . . . . . **July 31**  
Priority Registration . . . . . **August 4-5**  
Faculty & Staff Workshop (General Assembly-No Registration) . . . . . **August 23**  
Open Registration . . . . . **August 24-26**  
Open Registration (Ends at 1:00 p.m.) . . . . . **August 27**  
Classes Begin . . . . . **August 30**  
Late Registration Continues & Schedule Changes  
(Classes may be added) . . . . . **August 30-31**  
Labor Day (No Classes-College Closed) . . . . . **September 6**  
State THEA Exam . . . . . **TBA**  
Mid-Semester . . . . . **October 21**  
Last Day to File for Fall Graduation . . . . . **November 1**  
College and Career Information Night . . . . . **TBA**

Last Day to Submit AWF . . . . .	<b>November 3</b>
Last Day to Drop or Totally Withdraw (3:00 p.m.) . . . . .	<b>November 18</b>
Thanksgiving Holidays (College closes at 3:00 p.m. on November 24) . . . . .	<b>November 25-26</b>
Classes Resume . . . . .	<b>November 29</b>
Final Examinations . . . . .	<b>December 13-14-15-16</b>
Grades Due by 11:00 a.m. in Admissions Office . . . . .	<b>December 17</b>
Semester Ends and College Closes . . . . .	<b>December 17</b>

**2005 SPRING SEMESTER**

Pre-Enrollment Counseling, Placement Testing and Academic Advising . . . . .	<b>Begins November</b>
Orientation (Required for all new students) . . . . .	<b>November 16</b>
Early Registration . . . . .	<b>November 17-18</b>
Early Registration . . . . .	<b>December 1-2</b>
College Re-Opens . . . . .	<b>January 3</b>
Faculty Workshop (General Assembly-No Registration) . . . . .	<b>January 6</b>
Open Registration . . . . .	<b>January 10-13</b>
Open Registration (Ends at 1:00 p.m.) . . . . .	<b>January 14</b>
Martin Luther King Holiday (No Classes-College Closed) . . . . .	<b>January 17</b>
Classes Begin . . . . .	<b>January 18</b>
Late Registration Continues & Schedule Changes (Classes may be added) . . . . .	<b>January 18-19</b>
Last Day to File for Spring Graduation . . . . .	<b>March 1</b>
State THEA Exam . . . . .	<b>TBA</b>
Mid-Semester Holidays (No Classes-College Closed) . . . . .	<b>March 7-13</b>
Classes Resume . . . . .	<b>March 14</b>
Mid-Semester . . . . .	<b>March 15</b>
Good Friday (No Classes-College Closed) . . . . .	<b>March 25</b>
Career Month . . . . .	<b>April</b>
Last Day to Submit AWF . . . . .	<b>April 4</b>
Last Day to Drop or Totally Withdraw . . . . .	<b>April 22</b>
State THEA Exam . . . . .	<b>TBA</b>
Final Examinations . . . . .	<b>May 9-10-11-12</b>
Grades Due by 11:00 a.m. in Admissions Office . . . . .	<b>May 13</b>
Semester Ends . . . . .	<b>May 13</b>
Commencement Exercises . . . . .	<b>May 17</b>

**2005 SUMMER SEMESTER I**

(First Six Weeks, 12 Weeks)

Pre-Enrollment Counseling, Placement Testing and Academic Advising . . . . .	<b>Begins April</b>
Orientation (Required for All new students) . . . . .	<b>April 5</b>
Early Bird Registration . . . . .	<b>April 6-7</b>
Priority Registration for SSI and SSII . . . . .	<b>April 27-28</b>
Open Registration . . . . .	<b>May 25-26</b>
Open Registration (Ends at 1:00 p.m.) . . . . .	<b>May 31</b>
Memorial Day (No Classes-College Closed) . . . . .	<b>May 30</b>
Classes Begin . . . . .	<b>June 1</b>
Late Registration Continues & Schedule	
Changes (Classes may be added) . . . . .	<b>June 1-2</b>
Last Day to File for Summer I Graduation . . . . .	<b>June 9</b>
Last Day to Submit AWF (First six weeks) . . . . .	<b>June 14</b>
State THEA Exam . . . . .	<b>June TBA</b>
Independence Day (No Classes-College Closed) . . . . .	<b>July 4</b>
Last Day to Drop or Totally Withdraw (First six weeks) . . . . .	<b>June 23</b>
Final Examinations (First six weeks) . . . . .	<b>July 7</b>
Grades (First six weeks) Due by 11:00 a.m. in Admissions Office . . . . .	<b>July 8</b>
Semester Ends (First Six Weeks) . . . . .	<b>July 8</b>
State THEA Exam . . . . .	<b>July TBA</b>
Last Day to Submit AWF (12 weeks) . . . . .	<b>July 19</b>
Last Day to Drop or Totally Withdraw (12 weeks) . . . . .	<b>July 28</b>
Final Examinations (12 weeks) . . . . .	<b>August 15-17</b>
Grades (12 weeks) Due by 11:00 a.m. in Admissions Office . . . . .	<b>August 18</b>
Semester Ends (12 weeks) . . . . .	<b>August 18</b>

**2005 SUMMER SEMESTER II**

**(Six Weeks)**

Pre-Enrollment Counseling, Placement Testing and Academic Advising . . . . .	<b>Begins April</b>
Orientation (Required for All new students) . . . . .	<b>April 5</b>
Early Registration . . . . .	<b>April 6-7</b>
Early Registration . . . . .	<b>April 27-28</b>
Open Registration . . . . .	<b>July 11-12</b>
Classes Begin . . . . .	<b>July 13</b>
Late Registration Continues & Schedule	
Changes (Classes may be added) . . . . .	<b>July 13</b>
Last Day to File for Summer II Graduation . . . . .	<b>July 21</b>
Last Day to Submit AWF . . . . .	<b>July 28</b>

Last Day to Drop or Totally Withdraw . . . . .	<b>August 8</b>
Final Examinations . . . . .	<b>August 17</b>
Grades Due by 11:00 a.m. in Admissions Office . . . . .	<b>August 18</b>
Semester Ends . . . . .	<b>August 18</b>

**COLLEGE HOLIDAYS**

***\*2003-2004***

Labor Day . . . . .	<b>September 1</b>
Thanksgiving (College closes at 3:00 p.m. on November 26) . . . . .	<b>November 27-28</b>
Christmas-Semester Break . . . . .	<b>December 20, 2003 – January 4, 2004</b>
Martin Luther King Day . . . . .	<b>January 19</b>
Mid-Semester Holidays . . . . .	<b>March 15-21</b>
Good Friday . . . . .	<b>April 9</b>
Memorial Day . . . . .	<b>May 31</b>
Independence Day . . . . .	<b>July 5</b>

**COLLEGE HOLIDAYS**

***\*2004-2005***

Labor Day . . . . .	<b>September 6</b>
Thanksgiving (College closes at 3:00 p.m. on November 24) . . . . .	<b>November 25-26</b>
Christmas-Semester Break . . . . .	<b>December 18, 2004-January 2, 2005</b>
Martin Luther King Day . . . . .	<b>January 17</b>
Mid-Semester Holidays . . . . .	<b>March 7-13</b>
Good Friday . . . . .	<b>March 25</b>
Memorial Day . . . . .	<b>May 30</b>
Independence Day . . . . .	<b>July 4</b>

# MISSION AND GOALS



## VISION STATEMENT

“GALVESTON COLLEGE – a beacon of light guiding lifelong learning”

## MISSION

GALVESTON COLLEGE creates accessible learning opportunities to fulfill individual and community needs by providing high-quality educational programs and services.

## GOALS

*The college will:*

- Provide dynamic programs of study and conduct appropriate cultural activities to meet the needs of a diverse student body that is reflective of the community and service area constituents.
- Provide comprehensive student support services that enhance student success.
- Provide effective admissions processes and financial assistance to those who qualify so that students may achieve their educational goals.
- Provide effective recruitment and retention processes.
- Provide a qualified and diverse faculty and staff, through fair hiring processes and continuous professional development.
- Provide facilities and grounds that create a physical environment conducive to learning in the 21<sup>st</sup> Century.
- Provide and continuously improve technology collect and store data, provide required information, support learning needs, and facilitate effective communications.
- Provide effective and accountable management of resources.
- Seek additional resources to support the mission of the college.
- Conduct and document comprehensive institutional research, planning, and information services that support continuous improvement of every facet of college operations.
- Meet all federal, state, local, and accreditation agency accountability standards for operations and quality.

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

- Technical programs up to two years in length leading to associate degrees or certificates;
- Vocational programs leading directly to employment in semiskilled and skilled occupations;
- Freshman and sophomore courses in arts and sciences;
- Continuing adult education programs for occupational or cultural upgrading;
- Compensatory education programs designed to fulfill the commitment of an



## MISSION AND GOALS

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- admissions policy allowing the enrollment of disadvantaged students;
- A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
- Workforce development programs designed to meet local and statewide needs;
- Adult literacy and other basic skills programs for adults;

Such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards in the best interest of post secondary education in Texas.

## PROGRAMS

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

### SERVICES

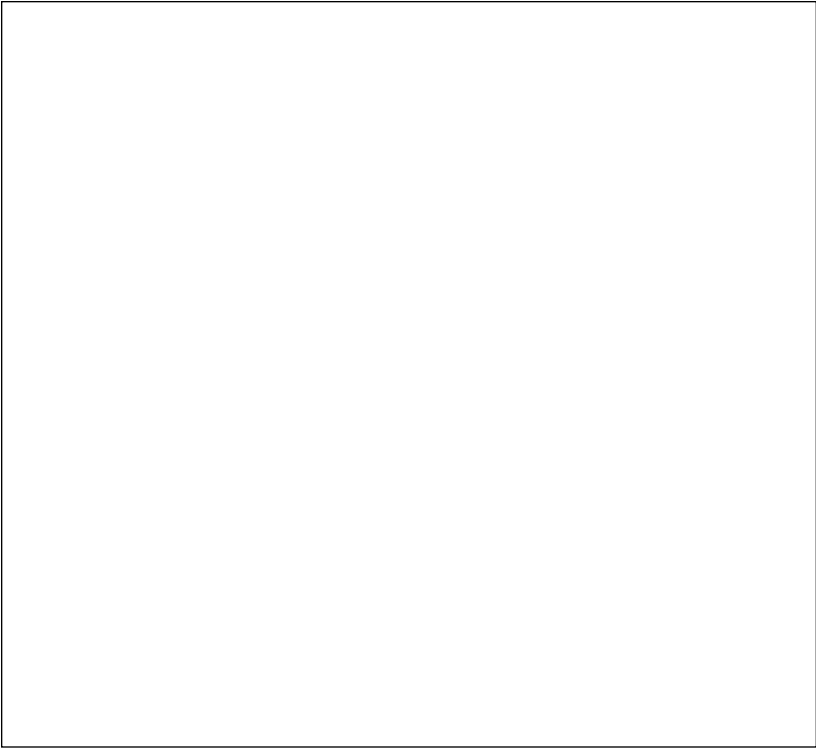
- Instructional support services are provided through the library, the media and copy center, the Skills Enrichment Center (learning assistance), technology within the classroom, distance learning technology, assistance with instructional computing, and secretarial assistance.
- Student-centered support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

### VALUES

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

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

# GENERAL INFORMATION



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## HISTORY OF GALVESTON COLLEGE

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

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

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

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

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

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

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

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

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

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

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

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

## HISTORY

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programs were established 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 of a million dollars, and during the summer of 1972, occupancy of the Mary Moody Northen Center for occupational education.

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

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

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

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

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

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

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

The fall of 1984 marked the beginning of the College's new hotel/restaurant management curriculum which received an overwhelming response from the hospitality industry in Galveston and interested students. During the same period, an expanded emphasis was put on adult/continuing education to offer a multitude of courses for community interests and individual development.

In the fall of 1985, the food service management/culinary arts program opened

classes to complement the Island's growing tourism and hospitality industry. In the spring of 1986, a state-of-the-art laboratory for food preparation and culinary training was opened in the Mary Moody Northen Center at the College's Main Campus.

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

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

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

In the fall of 1994, Galveston College's credit headcount reached an all-time high with 2,477 enrollments. Community education non-credit student numbers also reached record highs with increased efforts in contract training with local businesses and through activities of the College's Small Business Development Center.

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

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

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

The 1997 college year was a year of program development and refinement. Galveston College's Addiction Technology Transfer Center maintained its status as one of the largest training centers for addiction counselors in the United States. The College's

## HISTORY

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Leadership Institute entered its second year of reviving an adult service learning academy and workforce development programs that had gained notoriety for police academy, culinary arts and fast track health careers were joined by a truck driving school, building trades, welding classes and the creation of American National University.

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

By the fall of 1998 and the early months of 1999, Galveston College had fielded its third competitive collegiate sport—the Galveston College Whitecaps women's softball team—joining the nationally recognized women's volleyball and men's baseball programs that had earned a national reputation for Galveston College.

In the fall of 1999, Galveston College unveiled the Moody Hospitality Institute and Professional Development Center at Moody Gardens that would be promoted around the world as an educational training center for students and professionals. The Institute trains local workers and Galveston College students utilizing strong partnerships with Texas Tech University interns and the Moody Gardens Hotel management.

As Galveston College headed to the year 2000, strong enrollments in credit and non-credit programs were sustained. Workforce development efforts, including the Craftsman's Institute, attracted students to building trades, welding programs, and truck driving careers. In late fall 2000, the Galveston College Board of Regents began a national search for its seventh sitting President and also introduced a nationally anticipated two-year degree Emergency Medical Services program.

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

GALVESTON COLLEGE FOUNDATION

The primary purpose of the Galveston College Foundation is to raise private funds to assist the mission and students of Galveston College. The Foundation partners with the local community and beyond in support of the institution.

The programs and services offered by Galveston College are all investments in the future of our Island. Education is the key to self-improvement, career success, and a brighter future for our residents, whether it manifests as a certificate, degree, workforce development training, or learning more about an area of interest.

Many of our students need financial assistance to gain the knowledge and skills they need for success in their lives. The Foundation offers a variety of scholarships to help these students, and more are needed. The Foundation is pleased to assist with donations to current scholarships and with starting new ones.

Because of a Galveston College scholarship program, Universal Access to higher education and workforce training at Galveston College is available to all recent Galveston Island graduates of high school, GED or home schooling. Universal Access provides graduates up to \$1,000 per year from private, state and/or federal sources to cover tuition and fees for full-time study for up to two years. The Board of Directors of the Galveston College Foundation raises private funds for the Universal Access Scholarship Endowment to provide this opportunity for higher education to Galveston youth.

In addition to scholarships, the Foundation accepts donations for support of instructional programs, including equipment and endowed faculty positions, as well as physical plant improvements, and other initiatives to directly or indirectly improve services to students.

The Galveston College Foundation is a 501(c)(3) nonprofit organization, and all gifts are fully tax-deductible. Gifts can be made in a variety of ways including annual pledges, planned gifts, and gifts of appreciated assets. Perpetual named scholarships in memory or honor of someone may be established. Each endowed Universal Access scholarship requires an investment of \$15,000; all other endowed scholarships require \$10,000. Numerous major gift and naming options are available to support the programs and students of Galveston College.

Our community's support for its college, at whatever level, is critical. You can help Galveston College succeed in its vision of being a beacon of light guiding lifelong learning for all areas of our community. Please contact the Galveston College Foundation at (409) 763-6551, extension 303, for further information or assistance.



FACILITIES

**MAIN CAMPUS**

**4015 AVENUE Q**

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

**MOODY HALL**

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

***ADMISSIONS***

The College's Admissions Office provides admissions applications and forms to the public and houses current and former student records and transcripts. The Admissions Office is on the first floor, east wing.

***BOOKSTORE***

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

***BUILDING BRIDGES TO SUCCESS***

The Building Bridges to Success Information Center is located on the first floor of Moody Hall

***COUNSELING CENTER***

Galveston College provides counseling service to students including general academic counseling, services for the disabled and special populations, job placement services and testing. The Counseling Center is on the first floor, east wing. Public Affairs Offices are housed in this area along with support staff.

***FINANCIAL AID***

The financial aid program at Galveston College attempts to provide financial assistance to those students who, without such aid, would not be able to attend college. Financial assistance is offered in the form of grants, scholarships, loans and work. For an application, contact the Financial Aid Office which is located on the first floor, west wing.

**ADMINISTRATION**

The College administrative offices are located on the second floor, east wing. This area has offices of the President, Vice President for Academic Affairs, Vice President for Administration, Vice President for Student Services, Executive Director of the Galveston College Foundation, Dean of General and Transfer Studies, and Dean of Workforce Education.

**BUSINESS OFFICE**

The College's Business Office handles most daily transactions of a financial nature. The mail services, telephone operator and Personnel Office are all in the same general location. The Business Office is located on the second floor, west wing.

**LECTURE ROOM**

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

**REGENTS HALL**

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

**DAVID GLENN HUNT MEMORIAL LIBRARY**

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

**ATRIUM**

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

**TELECONFERENCE ROOM**

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

## **FACILITIES**

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### ***ADVANCED COMPUTER CENTER***

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

### **MARY MOODY NORTHEN VOCATIONAL CENTER**

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

#### ***COMMUNITY ROOM***

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

#### ***CULINARY ARTS LAB***

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

#### ***ADULT LEARNING CENTER***

Galveston College offers high school equivalency (GED), English as a Second Language (ESL) and Adult Basic Education programs on the second floor of the Northen Center (N-217).

#### ***SKILLS ENRICHMENT CENTER***

The College has developed a special service area dedicated to developmental and advanced learning that is located on the second floor of the Northen Center (N-213). The Skills Enrichment Center is fully staffed and well appointed for testing, tutoring and individual studies. Study carrels and media-based learning programs are features of this area.

#### ***EVENING SUPERVISED PLAYROOM/STUDY HALL***

The College provides evening supervised babysitting for children of single parents who are vocational majors with documented financial need. Eligible children must be between the ages of three and seven years. The playroom/study hall is located on the third floor of the Northen Center (N-338).

**OFFICE TECHNOLOGY LABORATORIES**

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

**FORT CROCKETT CAMPUS****CONTINUING EDUCATION**

Continuing Education provides classes in various program areas including business and industry training, children's classes, leisure learning and physical fitness. The overall goal of Continuing Education is providing opportunities for life-long learning in personal development, skill development, cultural enrichment and recreational enjoyment. Offices are located on the first floor.

**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 and restrooms.

**SARAH H. HERMES FITNESS CENTER/  
FINE ARTS BUILDING**

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

**GENERAL INFORMATION**

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

**First Aid Facilities:** In the event of serious illness or severe injury, the family and/or family doctor and/or hospital of the injured party will be notified by Security.

## GENERAL INFORMATION

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Commercial first aid kits are kept in Admissions, Business Office, Hermes Fitness Center and Security Office.

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

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

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

**Security Services:** Uniformed security personnel provide coverage for campus-wide facilities. Students, faculty, and staff can contact the Security Office by dialing the campus operator. In addition, security phones are available for immediate contact with the security dispatch in the case of an emergency.

The security force provides an escort service to the 39<sup>th</sup> Street parking lot at various times during the evening. Please contact the Security Office for an escort. The security force is duly authorized to enforce policies, including parking and traffic control and other institutional or student conduct policies.

The security force may request identification of any person on campus at any time. To contact security, please dial the operator. All emergencies or reports of inappropriate or criminal behavior should be made to the Security Office immediately.

**Galveston College Marquee:** The College's marquee is located on the south corner of the 39th Street Parking Lot. The marquee displays current activities and calendar events and may be scheduled through the Administrative Assistant to the Vice President for Student Services.

**Galveston College TV:** The College maintains an in-house closed circuit TV with monitors displayed throughout the campus. College activities and calendar events are displayed on a continuous program screen. Requests to list activities and announcements on GCTV may be made through the Administrative Assistant to the Vice President for Student Services.

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

**Drinking, Eating and Smoking:** There 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 in buildings and all other public campus areas.

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

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

**Parking Regulations:** Galveston College offers parking spaces to its students, employees and visitors. Parking is a privilege granted to the college community, and special areas have been designated for parking for students, faculty and staff. All faculty, staff, and students at Galveston College are requested to identify their cars on campus through use of the Galveston College parking decal. College security personnel use the parking decal to aid in the identification of cars that are parked illegally and to assist in emergency situations.

Parallel yellow lines mark automobile and truck parking spaces. These spaces 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.

Disabled parking spaces are marked with “Disabled” signs. These are the only “reserved” spaces and are to be used only by people who use wheelchairs. If you are disabled, obtain a parking permit from the Galveston County Courthouse and display it 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 the first violation if it is parked in an area reserved for the disabled, 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 by contacting the Coordinator of Security in N-105 or by calling (409) 944-1364.

## GENERAL INFORMATION

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

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

Any other emergency announcements of cancellations or reopening of the College may be accessed by calling the College's main phone number at (409) 944-GCGC to receive a message update.

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

The following radio and TV stations may broadcast information regarding local conditions and advisability of returning to the area after a hurricane.

Houston – KPRC (950 AM on the dial)	KTRH (740 AM on the dial)
News 24 Houston (TV Channel 24)	
KHOU (TV Channel 11 – CBS)	KPRC (TV Channel 2 – NBC)
KTRK (TV Channel 13 – ABC)	City Access Channel 16

**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 disability. The District provides equal opportunity in accord with federal and state laws. Equal educational opportunity includes admission, recruitment, extracurricular programs and activities, access to course offerings, counseling and testing, financial aid, employment, health and insurance services, and athletics. Existing administrative procedures of the College are used to handle student grievances. When a student believes a condition of the College is unfair or discriminatory, the student can appeal to the administrator in charge of that area.

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

A student may request that all or any part of the directory information be withheld from the public by giving written notice to the Admissions Office during the first 12 class days of a fall or spring semester or the first four class days of a summer session. If no request is filed, directory information is released upon inquiry. 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.

**Clery Act:** Galveston College complies with the federal reporting standards in regard to criminal activity, and more information can be found at <http://www.gc.edu/security/index.htm>. Information concerning registered sex offenders can be accessed from the Texas DPS Web site at <http://records.txdps.state.tx.us/soSearch/>.

**Alcohol and Drug Abuse Education Program:** In compliance with the re-authorization 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 throughout the year to promote awareness of risk factors and encourage preventable measures to decrease alcohol and drug abuse.

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

**The Causeway College:** Galveston College and College of the Mainland have developed a cooperative agreement regarding the non- duplication 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	Thermal Technology	Graphic Arts
Electrical Construction Technology	Welding Technology	

For more information, call the College of the Mainland Counseling Center at (409) 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, on a specific campus. Registration for a particular course, section of a course, or, in some cases, a program may be limited by the College. Galveston College reserves the right to cancel any course or section of a course, to change the instructor of a course, or to delete or change a program in keeping with prudent instructional and financial management.



# GENERAL ADMISSION INFORMATION



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 course work) from another college or university.
5. Individual approval by the Vice President for Student Services for early admission and for certain students 18 years old or older. Specific requirements for each of these strategies are listed below:
  - (a) Early Admission Program – Galveston area high school juniors and seniors may get a head start on earning transferable college credit at minimal cost before graduation from high school. In addition to the applications, students must submit a letter of permission from the high school principal and pass both the TAAS and appropriate section(s) of the THEA tests. After high school graduation, students must submit a second transcript showing the date of graduation. College credit earned under the Early Admission program will not be valid until the second transcript is received by the Admissions Office at Galveston College. (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) Tech-Prep – Galveston College, in partnership with the Galveston Independent School District, have developed Tech Prep programs which provide high school students an unique opportunity to begin to prepare for their careers while they are still in high school. Tech Prep students complete a sequence of courses necessary for success in their chosen occupations. Existing Tech Prep programs include health occupations, criminal justice, office technology, and hospitality services. Students enrolling for college courses through the Tech Prep programs are subject to Early Admissions provisions. For further information regarding enrollment in a Tech Prep program, students should contact the GISD Career and Technology Education Office or the Ball High School Career Center.
  - (c) Persons who do not hold a high school diploma or GED (but who are 18 years of age or older and whose high school class has graduated) may be admitted by giving evidence of an ability to benefit from college instruction. Such admission will be on a probationary basis.
  - (d) Home schooled students may apply for admission by completing an Application for Admission, taking the THEA test (placement testing may be required thereafter), and submitting a high school transcript. The transcript must be notarized and should include, but is not limited to:

Course/class title	Grading Scale	Text/Materials used.
Length of course and date completed	Student GPA	

## GENERAL ADMISSION INFORMATION

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- | Grade in the course | Curriculum | Course description |
|---------------------|------------|--------------------|
|---------------------|------------|--------------------|
- Home-schooled students enter the college on a probationary status. A personal interview may be necessary for Early Admission home schooled students who have not completed the 10th grade.
6. Non-traditional or non-degree seeking student who may be classified:  
An individual 18 years or older who wishes to enroll in a course for professional review, cultural or personal growth and achievement may be classified as a non-traditional or non-degree seeking student.
- How to apply:
- (a) Complete an application at the Admissions Office.
  - (b) Request classification as “non-traditional” or “non-degree” seeking student.
  - (c) Furnish appropriate transcript(s) for placement or THEA status.
- Notes: -If a student wishes to change to a “degree-seeking status” at a later date, the student will be required to furnish all previous college transcripts and meet entrance requirements for specific courses or programs outlined in this catalog or as required by departmental testing, required placement scores, or the THEA test.
7. 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).

### SPECIAL ADMISSIONS

For admissions requirements to specific occupational/technical programs, please refer to the sections of this catalog devoted to the degree or certificate.

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

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

### UNDERGRADUATE LIMIT

There is a limit on the number of undergraduate hours that the state will fund for a student who initially enrolls in a Texas public college or university in the Fall 1999 semester or thereafter. Universities and health related institutions may not submit for funding any hours after the student has attempted 45 non-exempt semester credit hours beyond the minimum number of hours required for completion of the student’s baccalaureate degree program. Students should be aware that an institution of higher education might charge a higher tuition rate once the extra 45 hours have

been attempted. Students should check with the Registrar of their senior institution if they desire more details.

### FRESH START

An applicant for admission who is a Texas resident may seek to enter this institution pursuant to the “academic fresh start” status, Texas Education Code, 51.931. If applicant informs the admissions office in writing of this election, the institution will not consider academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant who makes the election to apply under this statute may not receive any course credits for courses taken 10 or more years prior to enrollment.

### THEA TESTING

In spring 1987, the Texas Legislature passed House Bill 2182 which mandated and made law the development of THEA (Texas Higher Education Assessment) and the accompanying THEA test. All new students entering public institutions of higher education in Texas in fall 1989 and thereafter are under THEA guidelines.

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

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

### WHO MUST TAKE THE THEA TEST?

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

- (a) Those who have received at least 3 hours of college-level credit (approved by Galveston College) prior to fall 1989.
- (b) Those who enroll in a level-one certificate program. (NOTE: Once a student enrolls in a course that will cause him/her to exceed six hours outside of the certificate program, all THEA test requirements apply)
- (c) A student who is 55 years of age or older, with verification, on the first class day of the term or semester for which they enroll and is non-degree or non-certificate seeking may be THEA exempt (waived). If a student becomes degree or certificate seeking, the student must take the THEA prior to the end of the first academic term. (Senate Bill 1491 of the 74th Texas Legislature)
- (d) Transient students from private or out-of -state schools who attended their primary institution the preceding semester and are returning to it the next semester. These students must file a waiver with the Counseling Office.
- (e) Students who received a baccalaureate degree

## GENERAL ADMISSION INFORMATION

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- (f) Students who are blind or deaf and completed three semester hours of college-level work prior to September 1995.
- (g) Students who have an ACT composite score of 23 or higher, and a Math and ENGLISH score of 19 (effective for five years.)
- (h) Students who have a recentered SAT score of 1070 or higher with at least 500 on both the math and verbal sections (effective for five years.)
- (i) Students who scored at least TLI X-89 in reading, TLI X-86 in math and 1770 in writing on the TAAS test (effective for five years.)

### WHEN MUST THE TEST BE TAKEN?

- (a) Non-exempt students must take the THEA test prior to enrolling for any collegiate level course work.
- (b) A student in a level-one certificate program who accumulates more than six (6) semester hours outside the specified curriculum.

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

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

Galveston College also offers the Quick THEA at various times during the semester. The Quick THEA is an alternative method of taking the THEA in that it is scored more quickly than the traditional THEA test. Students may register for the Quick THEA through the Counseling Center. Results are usually available within five to seven days of receipt of scores by the testing center.

If a student is found to be in violation of THEA requirements, the student may be withdrawn.

### WHAT IS COVERED ON THE TEST?

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

### WHAT CONSTITUTES PASSING THE TEST?

The THEA test has been successfully passed when a student has passed all three parts of the exam. A student must repeat the sections of the test that are not passed. Once a section is passed, it never has to be retaken. For additional details regarding other methods of meeting THEA requirements, please contact the Registrar's Office.

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

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

- (a) Must enroll continuously in developmental instruction directly related to the section(s) of the test not passed, and must give priority in course selection to the corresponding developmental course(s). **(NOTE: Students will not be permitted to withdraw from developmental instruction required because of failing THEA. Students not attending developmental classes assigned because of failing THEA may be administratively withdrawn from ALL classes in which they are enrolled.)**
- (b) Will face restrictions in attempting to enroll in courses requiring a performance level of 3 in mathematics or language skills, depending upon the sections of the THEA test not passed.
- (c) Cannot graduate from an associate degree program, or from a level-two certificate program.
- (d) Cannot enroll at a senior institution in upper-division courses, the completion of which would give the student 60 or more semester credit hours.

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

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

**ALTERNATIVE TESTS USED TO SATISFY THEA REQUIREMENTS**

- (1) Alternative tests used to satisfy THEA requirements are the ASSET, COMPASS, ACCUPLACER, MAPS, and QUICK THEA.
- (2) Alternative tests may be used only for initial testing. Only the THEA or Quick THEA may be used for retakes.

**PASSING SCORES FOR TESTS USED TO SATISFY THEA REQUIREMENTS**

(1) THEA/QUICK THEA	RDG	230	MTH 230	WRT	230
(2) Scaled ASSET	RDG	41	Elem Alg 38	WRT	0/6
(3) Scaled ACCUPLACER	RDG	78	Elem Alg 63	WRT	80/6
(3) Scaled COMPASS	RDG	81	ALG 39	WRT	59/6
(4) Scaled MAPS	RDG	14	Elem Alg 613	WRT	310/6

## GENERAL ADMISSION INFORMATION

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### PLACEMENT TEST

Students who do not pass any or all sections of the THEA are required to take the placement test. Each credit course in the Galveston College catalog has been assigned a performance level in mathematics and language skills. Students wishing to enroll in these courses must demonstrate the assigned competency level on a required placement test and/or the THEA. If that competency level is not achieved on a placement test, the alternative is to pass an appropriate developmental course or courses.

### PROFICIENCY LEVEL CODES

**For each course in the catalog, competency levels are listed. An explanation of each competency level is listed below with the placement test score and the alternative developmental course listed for each:**

#### MATHEMATICS COMPETENCY

- 0 = No assigned competency level in mathematics
- 1 = ASSET mathematics (20+) or pass MATH 0300, or a score of 220 on the THEA
- 2 = Pass departmental exam or pass MATH 0303, or a score of 250 on the THEA
- 3 = Pass departmental exam or pass MATH 0304, or a score of 270 on the THEA

#### LANGUAGE COMPETENCY

- 0 = No assigned competency level in language
- 1 = Stanford (reading and English 9th-12th grade) or pass READ 0301 and ENGL 0301
- 2 = Stanford (reading Post High School) or pass READ 0302
- 3 = Stanford (reading and English Post High School) or pass Read 0302 and ENGL 0302

### 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. **Note: The submission of the application form automatically authorizes the College to access the state THEA database for the student's scores.**
- (c) -Arrange for appropriate 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 five years may be required to again furnish official copies of coursework at other schools attended. Transfer students with a minimum of 15 college level hours will not be required to provide high school transcripts (except for special admissions programs).
- (d) Submit appropriate placement test scores.
- (e) Arrange a counseling interview prior to formal registration.

**APPLICANTS WHO HAVE NOT COMPLETED THEIR ADMISSION FILES PRIOR TO REGISTRATION MAY BE ADMITTED ON A PROVISIONAL BASIS AFTER SIGNING THE MISSING CREDENTIALS FORM. THIS FORM WILL BE COMPLETED IN THE ADMISSIONS OFFICE.**

Applicants unsure of admission requirements should contact the Office of Admissions for clarification. When exceptional circumstances necessitate variations from normal admission requirements, applicants are referred to the Director of Admissions/Registrar. 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 Director of Admissions 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 address 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.

**FORMER STUDENT**

A student shall not be readmitted to the College until unsettled financial debts at the College are cleared.

**INTERNATIONAL STUDENT ADMISSION**

Admission of international students shall be subject to the following:

- (a) Statement of Financial Support (must be signed by a parent, relative, or sponsor).
- (b) Certificate of Immunizations. (Use forms provided by the Office of Admissions)
- (c) National Test Score of Test of English as a Foreign Language (TOEFL). A minimum score of 500 on the written test and on the computerized TOEFL is required of all students whose native language is not English or ELS Language Centers Level score of 109. English speaking international students should submit appropriate placement test scores.
- (d) Evidence of U.S. medical insurance coverage.

INTERNATIONAL APPLICANTS MUST COMPLETE ALL REQUIRED ADMISSION PROCEDURES AT LEAST 30 DAYS PRIOR TO REGISTRATION.

**CHANGING INFORMATION**

- 1. **Address:** Any student with a change of mailing address and/or place of residence must notify the Admissions Office as soon as possible.
- 2. **Name:** The listing of a student's name at Galveston College is originally recorded



## GENERAL ADMISSION INFORMATION

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from the admission application. A legal document confirming change will be required.

3. **Major:** A student's major is originally recorded from the admission application. A student wishing to change his major should complete the Change of Major form in the Admissions Office.
4. **Social Security Number:** A student must provide proof of any change from that which was reported on his **original** application on entry to Galveston College. The social security number will be used as the student's identification number at Galveston College.

## 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



## TUITION AND FEES

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### General Information

The College reserves the right to change, without notice, tuition, other charges, and related requirements and regulations as necessitated by College or legislative action. The tuition charged per long-term semester is set forth in the itemized schedule following and may be subject to change. Tuition and fees must be paid at the time of registration. NO REGISTRATION MATERIALS WILL BE HELD FOR LATE PAYMENT. All scholarship and financial aid recipients must have completed financial arrangements prior to registration.

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

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

## TUITION AND FEES

Semester Hours	Non-Resident of Texas	Resident of Texas	Student Building Use Fee	Activity Fee	Registration Fee	Non-Resident Total	Resident Total*
1	120	300	12	10	20	162	342
2	120	300	24	10	20	174	354
3	120	300	36	10	20	186	366
4	120	300	48	10	20	198	378
5	150	300	60	10	20	240	390
6	180	360	72	10	20	282	462
7	210	420	84	10	20	324	534
8	240	480	96	10	20	366	606
9	270	540	108	15	20	413	683
10	300	600	120	15	20	455	755
11	330	660	132	15	20	497	827
12	360	720	144	15	20	539	899
13	390	780	156	15	20	581	971
14	420	840	168	15	20	623	1,043
15	450	900	180	15	20	665	1,115
16	480	960	192	15	20	707	1,187
17	510	1,020	204	15	20	749	1,259
18	540	1,080	216	15	20	791	1,331
19	570	1,140	228	15	20	833	1,403
20	600	1,200	240	15	20	875	1,475

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

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

### **Galveston College Fees**

Fees vary and are subject to change without notice. A copy of the current fee schedule can be obtained from the Business Office on the second floor of Moody Hall. Lab fees are charged for various courses at Galveston College to offset expenses for materials and supplies used in classroom instruction or laboratory assignments.

Building Use Fee – \$12.00 per semester credit hour.

Health Fee – \$76.45 for fall and \$76.45 for spring, \$38.50 for each 6-week summer semester and \$76.45 for 9 and 12-week semesters for all students in health related programs.

Insurance fees are \$15.00 for Health Occupation Students per year and \$149.00 for Radiation Therapy Students per year.

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

Registration Fee – \$20.00

Technology Fee – \$3.00 per semester hour

Other Fees – Other fees may be charged for courses such as private music lessons, scuba diving, bowling, etc. where the cost of instruction includes outside payments to vendors or other related costs.

### **Continuing Education**

Tuition and fees for Continuing 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.

### **Returned Checks**

Galveston College will assess a twenty-five dollar (\$25) handling fee for each check. Each individual will be notified by certified mail and given a final settlement date. After this date, the matter will be referred to the District Attorney's office for prosecution. The student will be responsible for the payment of all collection fees. In addition, no grades or transcripts will be released and future enrollments will not be allowed until the matter is settled.

### Refund Policy

1. College Credit and Certificate Program Courses
  - A. Students who officially withdraw from the institution will have their tuition and fees (except the registration fee) refunded according to the following schedule:

Fall and Spring Semesters (16-week courses)	
Prior to the first college class day	100%
During the first fifteen college class days	70%
During the next five college class days	25%
After the twentieth college class day	NONE
Summer Semesters (six-week courses)	
Prior to the first college class day	100%
During the first, fifth college class day	70%
During the sixth and seventh college class days	25%
After the seventh college class day	NONE
  - B. Students who reduce their semester credit hour load by officially dropping a course or courses and remain enrolled at the institution will have applicable tuition and fees refunded according to the withdrawal schedule.
  - C. For those students who paid by cash, a refund will be given at the time they withdraw if cash is available. At the time of withdrawal, credit cards will be credited per student request. All other refunds will be processed and mailed after the official State reporting period.
2. Continuing 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 Continuing Education Office.

### Financial Obligations

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

## **Student Services Fees**

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

## **Fee Changes**

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

## **Professional & Personal Liability Insurance for Health Occupations Students**

Galveston College provides a Blanket Student Liability program for all students in Health Occupations programs. The insurance is required for students to participate in clinical experiences in all affiliated hospitals and agencies. The amount of liability coverage is \$1,000,000 per individual claim and \$3,000,000 per aggregate claim.

Students enrolled in Radiation Therapy programs will pay liability insurance fees on an annual basis. The cost of this coverage is currently \$149.00. All other Health Occupations program students will pay by the semester. The cost of this coverage is currently \$7.50 in the fall semester and \$7.50 in the spring semester.

Students must maintain this insurance coverage to participate in clinical experiences.

## **Transcripts**

All requests for transcripts must be made in writing by the student either by completing the transcript request form in the Admissions Office or by letter. The letter must include the student's name at the time of last attendance, current name (if a name change has occurred), social security number, date of birth, and signature. All requests must provide a complete address to which the transcript is to be sent. There is a \$3.00 fee to cover the cost for processing each transcript requested. This fee must be paid before the transcript request will be processed.

Incomplete requests will be returned to the requestor. No requests will be taken over the telephone. Transcript services will normally be provided within 1-2 working days of receipt of the request, EXCEPT DURING REGISTRATION and SEMESTER CLOSINGS.

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

# 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 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.



## ACADEMIC STANDARDS

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

### 2. 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.

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

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

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

### 3. 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.

CEEB Achievement Test	Minimum	Course	Semester	Grade
	Score		Hrs.	
General Biology	60	BIOL 1406-1407	8	A
General Biology	55	BIOL 1406-1407	8	B
American Government I	54	GOVT 2301	3	A
American Government I	50	GOVT 2301	3	B
General Psychology	65	PSYC 2301	3	A
General Psychology	55	PSYC 2301	3	B
Introductory Sociology	64	SOCI 1301	3	A
Introductory Sociology	59	SOCI 1301	3	B
American History I	60	HIST 1301	3	A
American History I	54	HIST 1301	3	B
Composition I or Freshman English	55*	ENGL 1301	3	A
Composition I or Freshman English	50*	ENGL 1301	3	B

\* In addition, the student must achieve a grade of “A” or “B” on an essay administered and graded by the Galveston College General and Transfer Studies Division.

<b>CEEB Achievement Test</b>	<b>Minimum</b>		<b>Semester</b>	
	<b>Score</b>	<b>Course</b>	<b>Hrs.</b>	<b>Grade</b>
Introductory Accounting	60	ACCT 1401	4	A
Introductory Accounting	55	ACCT 1401	4	B
Intro. Macro-Econ.	63	ECON 2301	3	A
	55	ECON 2301	3	B
Intro. Micro-Econ.	61	ECON 2302	3	A
	54	ECON 2302	3	B
General Chemistry I	65	CHEM 1411	4	A
General Chemistry I	50	CHEM 1411	4	B
College Algebra	60	MATH 1414	4	A
College Algebra	55	MATH 1414	4	B
Plan Trigonometry	60	MATH 1316	3	A
Plan Trigonometry	55	MATH 1316	3	B
Calculus with Elem. Functions	60	MATH 2513	4	A
Calculus with Elem. Functions	55	MATH 2513	4	B

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

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

<b>CEEB Achievement Test</b>	<b>Minimum</b>		<b>Semester</b>	
	<b>Score</b>	<b>Course</b>	<b>Hrs.</b>	<b>Grade</b>
General Biology	5	BIOL 1406-1407	8	A
General Biology	4	BIOL 1406-1407	8	B
American History I	5	HIST 1301	3	A
American History I	4	HIST 1301	3	B
Spanish	4	SPAN 1411 & 1412	8	A
Spanish	3	SPAN 1411 & 1412	8	B
French	4	FREN 1411 & 1412	8	A
French	3	FREN 1411 & 1412	8	B
Composition I	5*	ENGL 1301	3	A
Composition I	4*	ENGL 1301	3	B

\* In addition, the student must achieve a grade of “Satisfactory” on an essay administered and graded by the Galveston College Instructional Area.

Chemistry	4	CHEM 1411 & 1412	8	A
Chemistry	3	CHEM 1411 & 1412	8	B

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Calculus AB	5, 4	MATH 2513	4	A
Calculus AB	3	MATH 2513	4	B
Calculus BC	5	MATH 2414	4	A
Calculus BC	4	MATH 2414	4	B
Physics Form B	5	PHYS 1401 & 1402	8	A
Physics Form B	4	PHYS 1401 & 1402	8	B

## EXPLANATION OF THE COURSE NUMBER SYSTEM

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

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).

## TRANSFER CREDIT

Transfer credit may be granted to students who earn college credit from institutions that are accredited by one of the following recognized accrediting agencies:

Middle States Association of Colleges and Schools/Commission on Higher Education

New England Association of Schools and Colleges

North Central Association of Colleges and Schools

Northwest Association of Colleges and Schools/ Commission on Colleges

Southern Association of Colleges and Schools/Commission on Colleges

Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges

Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges

Transfer grades below “C” are not accepted for credit. Transcript evaluations are processed in the Office of Admissions and Records.

**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 TO NURSING STUDENTS:** 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 class 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, may be withdrawn from class by the instructor with a grade of "AWF" or "AWN" (only for some developmental courses).

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

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

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

Programs with special attendance requirements mandated by local, state or national accrediting or professional agencies will observe the agency attendance requirements which affect student certification, registry or licensure, as well as those of the College. All special attendance requirements must be approved in writing by the Vice President of Academic Affairs.

**STUDENT ABSENCE ON RELIGIOUS HOLY DAY**

Under Texas Education Code 51.911, a student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the fifteenth day after the first day of the semester, the student notified the instructor of each class scheduled on the date that the student would be absent for a religious holy day.

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

The notice shall be in writing and shall be delivered by the student personally to

the instructor of each class, with receipt of the notice acknowledged and dated by the instructor or by certified mail, return receipt requested, addressed to the instructor of each class.

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

## EXAMINATIONS

The preparation and administration of examinations is the responsibility of the instructor who teaches the course. The number and 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. Also, see under “Students Rights and Responsibilities” on page 99.

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 written request to the appropriate office immediately responsible for the record.

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

Formal Review-If the Informal Review does not clarify the question of accuracy of the student’s record, the student may request a Formal Review. The President will appoint an institutional official, committee or other party who does not have a direct interest in the outcome of the hearing to hear challenges concerning the student’s record. A written decision will be sent to all interested parties at the conclusion of the hearing.

**ACADEMIC STANDARDS**

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

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

**GRADING SYSTEM**

<b>Grade</b>	<b>= Interpretation</b>	<b>Grade Point Value</b>
A	= Excellent	4
B	= Good	3
C	= Average	2
D	= Poor	1
F	= Failure	0
I	= Incomplete Work *Note 1	Not computed
IP	= -In Progress-No Grade Reported Yet	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
RT	= Retaken course	Computed
RP	= Repeated Course	Not computed
CR	= Credit *Note 4	Not computed
NC	= No Credit *Note 4	Not computed
WX	= Progress – Must complete next semester *Note 5	Not computed
(AP)	= Indicates grade was earned by Advanced Placement	Computed

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



## ACADEMIC STANDARDS

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student's grade point average. The grade of AWN is used only for some developmental courses and is not computed in a student's grade point average or semester hours earned.

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

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

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

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

1. Grant a student, who is eligible under the District's guidelines, an incomplete grade in all courses by designing "withdrawn-military" on the students transcript, or
2. As determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of coursework and demonstrated sufficient mastery of the course material.

### 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:

<b>Courses</b>	<b>Grade</b>	<b>Grade Points</b>
BIOL 2401	A	16
ENGL 1301	B	9
HIST 1301	B	9
SPCH 1315	C	6
PSYC 2301	D	3
PHED 1115	F	<u>0</u>
Total Credit Hours:		17
Total Grade Points:		43÷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. 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. No grade lower than a "C" is acceptable for 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 Director of Admissions.

To be removed from academic probation, a student must:

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

**TABLE 1 GRADE POINT REQUIREMENTS**

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

**GRADE APPEAL**

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

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

If these formal measures fail to satisfy the complainant and the student wishes to appeal, the following procedures will be observe:

1. The student will submit to the appropriate Dean, in writing, a request for review using a grade appeal form, which is available in the Office of the Dean.
2. The Dean, on receiving the request, will inform the instructor and faculty chair of

- the case and request a written response from the instructor .
3. The Dean will then appoint a committee of three persons, consisting of faculty members from within the division. The Committee's responsibility will be:
    - a. To review the complainant's request and evidence.
    - b. To consider the instructor's response; and
    - c. To call any witnesses, if appropriate, to corroborate documentary evidence. If requested to testify by either the complainant or the instructor, or both, may decline.
  4. The Dean will communicate in writing the decision of the committee to the student and the instructor within ten working days following the report of the committee.
  5. If the complainant wishes to appeal the case further, he or she may present a written request for review to the Vice President for Academic Affairs. The Vice President for Academic Affairs will review the appeal, together will review relevant documents, with the appropriate Dean and render a decision. The grade appeal due process ends with the decision of the Vice President for Academic Affairs.

## **GRADE REPORTS**

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. There is a \$3.00 fee to cover the cost for processing each transcript requested.

## **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.

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

Note: Students with a grade of "I" will not be eligible for any "Honors" until the "I" has been completed.

## **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.

Eighteen (18) of the last 36 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 of Student Services and the Vice President of Academic Affairs. A minimum grade point average of 2.0 ("C") is required on all

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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 proficiency-level and scholastic requirements for a degree or certificate and who have met the THEA requirements and have met their financial obligations to the College will be recommended for the degree or certificate sought. Any variation from the requirements of a specific degree or program must be approved by the appropriate Dean, and by the Vice President of Academic Affairs.

### GRADUATION UNDER A PARTICULAR CATALOG/DEGREE PLAN

The student is responsible for all requirements of the catalog under which that student is graduating. To graduate, students must complete the course requirements of the GC Catalog in effect at the time a degree or certificate program is filed. To change majors, a new degree or certificate plan must be filed with the Counseling Center. The program of the student who changes a major within the college shall be governed by the degree requirements in effect at the time the change of major becomes effective. **These exceptions apply:**

- A catalog more than 10 years old shall not be used.
- The program of the student who interrupts enrollment for more than twelve months shall be governed by the catalog in effect at the time of the student's re-entrance to the College. For these purposes, enrollment shall be defined as registration for and successful completion of at least one course during an academic term.

### GRADUATION PROCEDURES

#### *FILING FOR DEGREE OR CERTIFICATE*

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

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

1. Return to Admissions Office
  - a. degree/certificate application
  - b. degree plan

#### INSTRUCTIONS TO STUDENT

1. Student should have an up-to-date degree plan prepared and checked by the Counseling Office in his student record in the Admissions Office. A copy of that plan should be attached to the form. That plan should list all courses completed toward the degree with ONLY those in progress THIS semester without grades.
2. **STUDENT** is responsible to see that all requirements for graduation as outlined in the college catalog will have been met by the graduation date. These include: passing the THEA or be THEA exempt, a minimum cumulative grade point average of 2.0 (C) and completion of 18 of the last 36 semester hours in residence.

3. There is a \$5 fee to cover the cost of processing and mailing diplomas for students unable to participate or pick up diplomas.
4. There is one formal graduation exercise held at the end of the spring semester. ALL GRADUATING STUDENTS (Spring) MUST ATTEND GRADUATION unless specifically excused IN WRITING by the Director of Admissions. Fall and summer graduates are encouraged to participate and should request special instructions regarding participation from the Admissions Office.
5. Students who fail to qualify for graduation must reapply.  
Cap and Gown, invitations, and other graduation items may be purchased through the College Bookstore.

### **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.” 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.

# STUDENT SERVICES



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

## **ADMISSIONS AND STUDENT RECORDS**

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

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

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

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

## **COUNSELING CENTER**

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

### **Counseling Services**

The Counseling Office is responsible for the appropriate counseling, testing, placement and follow-up services at Galveston College. Individuals may find the counseling services helpful as they make plans and decisions in various phases of their development. Assistance is provided by the counseling staff in the following areas:

Academic advisement to examine appropriate choices of courses, educational plans, study skills, and transferability of courses.

Confidential personal counseling to make adjustment and life decisions about personal concerns.



### Career Services

Career assistance is available for all students at Galveston College. The Career Information Center, located in the Counseling Center, provides various resources to help with career decision-making (i.e., college catalogs, occupational information, resume writing, etc.). The following career assistance is provided by the Counseling Center:

1. Career counseling to explore possible vocational directions, occupational information, and self-appraisals of interests, personality and abilities.
2. Workshops and seminars conducted by counselors focusing on such areas as study skills, test anxiety, choosing a career, job search techniques, and resume writing, etc. Counselors will consider offering a workshop on any topic for which there is a demand.
3. CHOICES, an interactive computerized career-planning tool, is available in the Counseling Center, the College library and terminals in selected computer labs.

### Special Services

The Office of Special Services major goal is to increase the admission, retention and graduation rates of students who, by traditional academic, social and cultural measures, would have difficulty succeeding in college. A variety of programs, services, and related activities are designed to provide educational support such as academic advising, class scheduling, dependent care, referrals to local community agencies, mentor, and campus support groups.

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

### Special Services For Students With Disabilities

1. Brochure – This resource describes the services for students with disabilities, lists campus resources and identifies local community referral agencies.
2. Pre-enrollment advising, class scheduling, and priority registration are available. Students must notify the Counselor for Special Services about special needs or accommodations.
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 – cassette recorders, Visual Tek machine, Kurtzwell Reading machine, and JAWS Computer Scanner are available to students with disabilities who provide appropriate documentation.
5. Sign Interpreters – In conjunction with the Texas Rehabilitation Commission, assistance is given to locating speech interpreters to translate information to the hearing impaired.
6. Tutors – Tutoring services are provided by the College's Skills Enrichment Center.
7. Personal Counseling – The Counselor for Special Services assists with referrals to

appropriate local agencies and organizations, and also serves as liaison to the Texas Rehabilitation Commission, Texas Commission for the Blind, the local high schools, etc.

### **Services for Single Parents and Single Pregnant Women**

With funds from the Carl Perkins Grant for Single Parents and Single Pregnant Women, Galveston College, in collaboration with local community agencies and organizations, other educational institutions, and the private sector, develop and implement a variety of activities to help single parents and single pregnant women, i.e., textbooks and other educational materials, child care assistance, tutoring, personal counseling, job placement, etc.

To be eligible for services and/or assistance, the student must be (1) a single parent and/or a single pregnant female, (2) economically disadvantaged, and (3) a declared vocational or technical major. Students are encouraged to apply early and need to re-apply for services each semester.

### **Building Bridges to Success**

The Building Bridges to Success program at Galveston College is a federally-funded student support services program, designed for students who need additional assistance and innovative curricula to ensure their success in a post-secondary academic environment. Eligibility requirements include currently enrolled students who represent first generation college students, low income/economically dependent or disabled.

Program activities include personal counseling, career guidance and exploration, academic advising and assistance in course selection, tutoring, mentoring (campus, peer, and community volunteers), and admissions and financial assistance to transfer to a four year college/university.

### **Job Placement**

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

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

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

**FINANCIAL AID**

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

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

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

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

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

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

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

Information obtained from the financial aid application forms is used to determine the student's need and the types of awards for which he qualifies. Awards made through the office fall into two categories: 1) gift aid, which includes grants and/or

scholarships, and 2) self-help funds from Work-Study and student loans. The amount offered as a financial aid award plus the student's resources and those of his parents (if applicable) cannot exceed the cost of attendance for a student as determined by the Financial Aid Office.

*FIRST PRIORITY DATE: MAY 8*

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

## **TYPES OF FINANCIAL AID**

*Federal Pell Grant:*

The Federal Pell Grant is awarded only to undergraduate students who have not earned a bachelor's or professional degree. Pell Grant eligibility is determined by a standard formula used to evaluate the information reported on the Free Application for Federal Student Aid. Pell Grant awards are from \$400 to \$3,458 per academic year according to the Federal Pell Payment Schedule and also depending on enrollment status, full-time or part-time. This is an entitlement program with funding available to eligible applicants, including those who apply after priority deadlines.

*College Access Loan (Hinson-Hazlewood)*

This is an alternative loan through the state of Texas which students may apply for if not eligible for the Stafford Loan. This loan has a higher interest rate and requires a co-signer. Applications are available in the Financial Aid Office.

*Federal Family Educational Loans (FFEL):*

Student loans will help you finance your college education, but they will have a long-term impact on your financial future. You should investigate all available resources before you consider applying for a student loan. The amount of money you borrow may affect your ability to borrow money to purchase a car or house after college. Familiarize yourself with the terms of your loans, their repayment procedures, and how borrowing today will affect your future. As a part of our Federally Mandated Default Management Plan, Galveston College has implemented special procedures for students who want consideration for a Stafford loan. A copy of these procedures is available from the Financial Aid Office, upon request.

## STUDENT SERVICES

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### *Federal Stafford Loan (subsidized):*

Repayment of this loan is deferred while the student is attending school. Interest rates are variable but will be no more than 8.25 percent. There is a loan origination fee totaling 3.5 percent, which will be subtracted from each loan disbursement. The amount the student may borrow depends on grade level, other financial aid the student receives, and the expected family contribution, as determined through the Free Application for Federal Student Aid.

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

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

As a part of our Federally Mandated Default Management Plan, Galveston College has implemented special procedures for students who want consideration for a student loan. A copy of these procedures is available from the Financial Aid Office, upon request.

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

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

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

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

### *Texas Grant*

The Texas Grant is for new high school graduates or continuing students who have previously received the Texas Grant and have maintained academic eligibility. Students must apply for financial aid, have completed the advanced or recommended curriculum at their high school, and have documented financial need. The amount of the grant at Galveston College is about \$635 per semester. Eligible students must be at least 3/4 time and maintain satisfactory academic progress.

### *Texas Grant II*

The Texas Grant II is for students at community colleges who are Texas residents, in the first 30 hours of their degree or certificate program, and who have an EFC of \$2000 or less. Students must apply for financial aid and be enrolled at least half-time.

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

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

***Federal College Work-Study***

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

**Hazlewood Act:**

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

**Institutional Scholarships:**

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

**Joan Cannady/ Laura Mae Elrod** – Full-time, financial need, resident of Galveston, minimum GPA of 2.00.

**Coca Cola**- Financial need, minimum of 6 semester hours. For tuition, fees and books.

**John Parker Davie Trust** – Full-time, pursuing a technical career.

**Edmonds/Nelson/Craft/Parker** – Full-time minimum GPA of 2.50, pursuing a teaching career.

**Galveston College Scholars** – Minimum GPA of 3.00, minimum of 6 semester hours.

**Drs. Eric and Octavia Hall** – Nursing and Allied Health. Minimum GPA of 3.00 or top 20% of graduating class. Writing sample required.

**Michael Hodge** – Minimum of 6 semester hours, minimum GPA of 2.50, pursuing a degree in the humanities or fine arts.

## STUDENT SERVICES

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**Houston Metropolitan Area Diagnosticians** – Financial need, for expenses directly related to handicap needs.

**Buell Humphries/Jean Morgan/Sister Mary Agnesita Memorial** – Full-time, enrolled in Associate Degree Nursing program (ADN), minimum GPA of 2.50, two letters of recommendation from nursing faculty are required.

**Clelie Ann Moore (Ceramics)** – Full or part-time, enrolled in a ceramic arts class. Tuition for one ceramics class and clay supplies.

**Mr. and Mrs. Jesse Murillo** – Minimum GPA of 2.00, enrolled in arts or humanities class. Preference is given to Hispanic students.

**Music (Lovelace, Nielson, McDaniel and Larry T. Patton)** – Minimum of 6 semester hours, enrolled in one Galveston College music course, minimum GPA of 2.50.

**Rudy Tomjanovich** – Financial need, minimum of 6 semester hours.

**University Federal Credit Union** – Sophomore status student, minimum GPA of 2.00, minimum of 6 semester hours.

**Marionette Beyah Memorial** – Office administration major, financial need, minimum GPA of 2.00.

**Universal Access** – Applicants must be recent Galveston high school, GED or home school graduates. This program ensures each local graduate financial assistance for two years for tuition and fees. Must be enrolled for a minimum of 12 hours and maintain a G.P.A. of 2.0.

**Galveston College Scholars** – Established to give financial assistance to full or part-time students who have at least a 3.0 G.P.A. and must be enrolled in a minimum of 6 semester hours.

**Kempner Fund for Workforce Development** – A gift from the Harris and Eliza Kempner Fund provides funds for up to 80% of tuition and fees for programs that lead to immediate employment, i.e., security guard, truck driving, hospitality management and welding.

**George Marinos Scholarship** – Established by the employees of Galveston Government Employees Credit Union in memory of George Marinos. Student must be enrolled for a minimum of 6 semester hours and majoring in accounting or business related field.

**Tommy Smith Scholarship** – Established by the Westminster Presbyterian Church in honor of Tommy Smith. Preference is given to Music students. Available to full and part-time students who demonstrate financial need.

### Short-Term Loans:

The college has a limited amount of short-term loan funds available to assist eligible students pay a portion of their tuition/fees or book charges. Applications, which are accepted during the registration process, and further details, are available in the Financial Aid Office.

## STATE TUITION EXEMPTION PROGRAMS

### **Mature Citizen Students:**

All United States citizens who are residents of Galveston Community College District who have attained the age of 65 years are entitled to enroll for some classes at 1/2 the regular cost of tuition and fees, except those listed hereafter (when applicable): individual music instruction, liability insurance, health fees, 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 tuition assistance to students who have certain physical disabilities, provided the vocational objective selected by the disabled person has been approved by a representative of the Division. Applications for vocational rehabilitation assistance should be made to the nearest Vocational Rehabilitation Office.

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

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

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

## CONCURRENT INSTITUTIONAL ENROLLMENT TUITION ADJUSTMENT

When a student registers at more than one public institution of higher education at the same time (i.e., enrolled at Texas A & M at Galveston and Galveston College or UTMB and Galveston College), he may be eligible for a reduction in tuition. This adjustment will be in accordance with Section 54.0602 of the Education Code which establishes, in essence, that once a student has enrolled at one public institution, and paid the required minimum tuition, he/she will be charged tuition at the credit rate only when enrolling at a second public institution, and will not have to pay the minimum tuition charge a second time. IN ORDER TO QUALIFY THE STUDENT MUST



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BRING A COPY OF THE RECEIPT FOR PAYMENT OF TUITION FROM THE INSTITUTION IN WHICH ENROLLMENT WAS FIRST MADE.

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

### ACADEMIC REQUIREMENTS FOR RECEIVING FINANCIAL AID

#### SATISFACTORY ACADEMIC REQUIREMENTS

The Higher Education Act of 1965, as amended, mandates institutions of higher education to establish a standard of satisfactory academic progress for students who receive financial aid. This standard must apply to the student's entire academic history, whether Title IV financial aid was received or not. In order to remain eligible to receive aid at Galveston College, students must meet the standards specified for acceptable academic performance and for satisfactory progress toward completion of their program of study. This standard should not be confused with Probation or Good Standing as defined by academic regulations, nor is satisfactory progress affected by "academic fresh start."

#### Components

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

##### I. Academic Standard Component

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

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

- Students are expected to maintain a minimum overall cumulative grade point average (GPA) that is consistent with the requirements listed under the title "Academic Probation and Suspension" in this catalog.

##### II. Maximum Time Frame Component

- Students may receive consideration for financial aid during the first 90 hours attempted at all post-secondary schools attended. If the student exceeds 90 hours, but has changed academic programs, aid may continue.

##### III. Incremental Progress Component

- Students overall completion rate (percentage) of all hours attempted at Galveston College is expected to be:
  - 1-24 hours at least 65 percent
  - 25-66 hours at least 75 percent
  - 67-90 hours at least 85 percent

#### Review Procedures

##### *Academic Standards and Incremental Progress*

The Financial Aid Office staff will determine each semester whether the student has successfully completed the minimum expected number of hours with the required grade points average and shows progress toward the educational objective for all completed semesters.

The following will be considered as semester hours successfully completed:

- “A” through “D” grades
- “CR” credit

The following shall be considered as semester hours not completed:

- “F” grade
- “I” Incomplete
- “AWF” Administrative Withdrawal-Failing
- “IP” In Progress
- “W” Withdrawal
- “WX” Progress
- “AUDIT” No Credit
- “AWN” Administrative Withdrawal-No Credit
- “NC” No Credit
- “NR” Not Reported

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

Financial Aid will not be provided for courses taken by audit or credit hours earned by placement tests.

#### *Time Frame*

At the end of each semester, the Financial Aid Office staff will determine the aggregate number of hours the student has attempted. Once a student has attempted 90 hours, he/she is ineligible to receive consideration for financial aid after that semester unless the student has changed academic programs.

#### *FINANCIAL AID PROBATION/SUSPENSION*

Following the first semester in which the standards of academic progress are not met, except time frame, the student will be placed on probation for the next semester. The student who fails to meet the standards of academic progress during the semester of attendance while on probation will be placed on suspension and denied further funding. Students who are suspended may become eligible again, except for time frame, by bringing themselves into compliance with the requirements at their own expense.

#### *APPEAL*

A student whose financial aid has been suspended may submit an appeal through the Financial Aid Office to the Director of Financial Aid/Student Welfare Committee. The appeal must be in writing and supporting documentation regarding special circumstances must be provided. Appeals are considered for extenuating circumstances such as injury, illness, death in the immediate family, or undue hardship. Students who have their appeals approved will continue on financial aid probation for as long as they maintain satisfactory academic progress for each semester attempted. A student wishing to appeal the decision of the Financial Aid Director/Student Welfare Committee may do so, in writing, to the Vice President of Student Services. All appeals are to be submitted within ten school days after suspension from financial aid.

**STUDENT SERVICES**

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**GALVESTON COLLEGE FINANCIAL AID REFUND AND REPAYMENT PROCEDURES**

Student financial aid funds received from the Federally-sponsored Pell Grant, Federal Family Educational Loans, Supplemental Educational Opportunity Grant, and from the State Student Incentive Grant, Texas Public Education Grant, and scholarships are to be used for costs incurred to attend college. These costs are considered as either direct costs (tuition, fees) or indirect costs (books, supplies, room, board, transportation and personal items.)

Typical cost-of-education for students attending Galveston College during the academic year are 2002-2003 figures):

	<i>Away from home</i>	<i>With parents</i>
Tuition/fees	\$ 840	\$ 840
Books/Supplies	\$ 864	\$ 864
Room/Board	\$ 5,010	\$ 2,350
Transportation	\$ 1,493	\$ 1,493
Miscellaneous	<u>\$ 1,771</u>	<u>\$ 1,361</u>
Sub-total	\$ 9,978	\$ 6,908

For out-of-state students, add \$360 out-of-state tuition. Dependent care expenses, also added to the cost-of- education, begins at \$1,800 for the first dependent and increases with each additional dependent.

Students who register for classes, benefit from financial aid, then drop out or withdraw, are subject to the following refund/repayment procedures:

Refund — the amount paid for institutional charges by aid and/or cash payment minus the amount retained by the institution for the student's period of enrollment.

Repayment — the amount that a student must repay of the fund received in cash that could not have reasonably been spent for non-institutional costs during the portion of the time the student was enrolled.

**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 Benefits Program**

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

Veterans who wish to apply for educational benefits should see the Veterans Affairs Assistant in the Admissions Office prior to the time of registration. The veteran is responsible for payment of all fees, tuition, and books at the time of registration.

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

### **Special Classification of Students for Veterans Purposes:**

Fall, Spring, and Summer Semesters:

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

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. "When a VA student is enrolled in open circuit television courses, a portion of the credit hours being taken during the semester must be offered through conventional classroom or laboratory instruction or both and the VA student must be pursuing a standard college degree program."
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 will be certified only for the courses as specified on the degree plan. Information on degree requirements may be obtained from the Counseling Office.
6. A veteran student who withdraws or who is dropped from all courses attempted during a semester is considered as making unsatisfactory progress by the V.A. and may lose future benefits. A veteran student must also maintain a satisfactory grade point average of 2.00 or higher.

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

### **SATISFACTORY PROGRESS**

A student who is receiving V.A. educational benefits must meet a cumulative grade point average of 2.00.

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### PROBATION

Students who fail to maintain a cumulative grade point average of 2.00 shall be placed on academic probation for the succeeding semester.

### UNSATISFACTORY PROGRESS

A student who fails to achieve the required cumulative grade point average of 2.00 at the end of the probationary period shall be reported to the VA as making unsatisfactory progress.

### SERVICEMEMBER'S OPPORTUNITY COLLEGE

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

### LIBRARY AND MEDIA SERVICES

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

The Library provides computerized on-line public access stations to its book collection and computerized databases to its magazines and newspapers. Access to the book and magazine databases are available both on and off campus. Over 60 periodical databases are available on the web, located on the Library home page ([www.gc.edu/library](http://www.gc.edu/library)). Books are arranged according to the Library of Congress Classification system. 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 40,000 volumes and more than 4,000 periodical titles, plus more than 20,000, electronic books. The software collection includes video tapes, motion pictures, audio tapes, microforms, and slides. Special subject collections include Texana, Galveston History, and health occupations materials.

The book collection is divided into a reference section and a circulating area. In addition to an open, well-organized and accessible collection, the Library provides other services including reference assistance, group and individual orientations, preparation of subject lists and bibliographies, and an interlibrary loan system covering the other academic libraries. Additionally, the Library participates in the TexShare program which allows students to check out books from other college libraries.

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 two weeks. Renewals may be requested. Damaged, mutilated, late or lost materials will be subject to fines and/or

replacement costs. Official records and grades will be held until obligations are cleared at the end of each term. Out of consideration for others, quiet and orderly behavior is expected. Neither food nor drinks are allowed in the Library.

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

## **FACULTY ADVISORY SYSTEM**

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

## **STUDENT ACTIVITIES**

### **Purposes and General Information**

Only currently enrolled students in good standing who have paid the assessed tuition and student activity fee for credit hours are eligible for membership in recognized campus organizations. No officer of any campus organization may be on academic or disciplinary probation.

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 for Student 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 for Student Services. The development of student organizations is determined by student interest. Categories of organizations include:

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

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

Service organizations which promote student involvement in the community.

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

**Student Activities Council (Student Government):** The purpose of the student activities council is to plan and organize activities for the student body, develop and enhance meaningful activities and student educational opportunities outside the classroom, serve as a voice for the concerns of the student body, and serve as a channel of communication to the student body concerning decisions made by the admin-

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istration, faculty, and the Board of Regents which affect the student body. The membership consists of one student representative from each recognized student organization. The chairperson of the student activities council will represent the students (as a non-voting participant) and give periodic reports at Board of Regents meetings.

**Able to Support Group:** The Able to Support Group was organized in September, 1991. The club provides an opportunity for students with disabilities, impairments, and other health conditions to interact among themselves, with other members of the College, and with citizens in the community. The club sponsors a variety of campus activities throughout the year, inclusive of special programs during October (American Disabilities Month).

**All About U.S. (Uniting Students):** The purpose of All About U.S. is to provide activities for the students of Galveston College. All About U.S. plans and coordinates large events for the Student Activities Council. In addition, members of All About U.S. strive to achieve a greater sense of school pride among the student body of Galveston College. Finally, All About U.S. also promotes volunteer work and leadership development among its members.

**American Criminal Justice Association, Lambda Alpha Epsilon, Gamma Tau Xi Chapter:** The objectives of the American Criminal Justice Association are to improve criminal justice through educational activities, to foster professionalism in law enforcement personnel and agencies, to promote professional, academic, and public awareness of criminal justice issues, to encourage the establishment and expansion of higher education and professional training in criminal justice, to provide a unified voice for professionals in, and students of, criminal justice, and to promote high standards of ethical conduct, professional training, and higher education within the justice field. This organization is open to all students who are either currently enrolled in a criminal justice course or who have been enrolled in a criminal justice course in the past.

**Athletics:** The intercollegiate athletic program at Galveston College was reestablished in 1991 as a result of a grant provided by the Moody Foundation of Galveston, Texas. Sports selected for sponsorship by the Foundation and the College are: women's volleyball, which plays its schedule in the fall; women's fast pitch softball and men's baseball, which is contested during the spring. Whitecaps athletic teams compete locally in the nationally prominent and highly competitive National Junior College Athletic Association – Region XIV. The governing body for two-year college athletics in the United States is the National Junior College Athletic Association (NJCAA). Galveston College is active in the NJCAA and abides by its regulations and policies in the operation of its intercollegiate athletic programs. For additional information regarding the intercollegiate athletic program, please contact the Director of Intercollegiate Athletics at Galveston College.

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

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

**Campus Crusade for Christ:** An interdenominational, student, Christian organization seeking to provide a spiritual environment for students. Membership is open to anyone having an active interest in its activities, and who are in agreement with the policies of the organization.

**Club Access:** This organization was established in the spring of 2003. The purpose of the organization is to expose students to philanthropic principles, teach them to give back to their community by performing community service, and to promote the Universal Access Scholarship through the community, especially to middle and high school students.

**Galveston College Ambassadors:** The Galveston College Ambassadors serve as a public relations group made up of students of all ages and ethnic representations that are utilized at and for special events coordinated by the Office of Public Affairs. The Director of Public Affairs serves as the staff advisor for this organization and the group's efforts are enhanced by public relations training and support while the individuals enjoy the experience of promotional activities that are designed for the mutual benefit of the participants and the College image. Membership is open to the entire College student body.

**Galveston College Nuclear Medicine Club:** This organization of fellowship is primarily for students preparing for nuclear medicine careers. The club will strive to develop stronger and more professional character in its members and will promote communication and dissemination of knowledge in the field of Nuclear Medicine.

**Hispanic Student Organization:** The Hispanic Student Organization was originally founded as the Mexican-American Student Organization in October 1971. It was renamed in October of 1992 because of the diverse Latino cultures at Galveston College. Membership is open to any credit student. HSO meets at least once a month. The organization's main purpose is to provide Hispanics an opportunity to meet and



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discuss issues on culture, education, careers, community and social issues, and communicating with other Hispanic organizations from different colleges.

**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.

**Exposures Unlimited:** This organization, established in 1992, is composed of dedicated radiography students to foster professional and academic excellence in radiography through social interaction and support. The club encourages students to participate in local, state, and national radiography organizations. Meetings are held monthly and dues are charged.

**Phi Theta Kappa:** Phi Theta Kappa was established in 1918 and is recognized by the American Association of Community Colleges as the official international honor society of the two-year college. Galveston College's chapter, Sigma Gamma, was chartered in February 1968. The purpose of this organization is to recognize and encourage scholarship among associate degree students. To achieve this purpose, Phi Theta Kappa provides opportunity for the development of leadership and service, for an intellectual climate to exchange ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

Membership in Phi Theta Kappa-Sigma Gamma chapter will open new doors for your academic journey. The organization offers a myriad of opportunities for scholarships, intellectual enrichment, and personal development through programs based on Phi Theta Kappa's four hallmarks of Scholarship, Leadership, Service and Fellowship. Membership is by invitation only. There is an initiation fee. In order to be invited to join, a student must fulfill the following requirements:

- (1) Each candidate for membership must have completed fifteen semester hours of associate degree course work at Galveston College.
- (2) Each candidate must be taking at least nine semester hours during the semester to be inducted.
- (3) Each candidate for membership must have a GPA of 3.5 on a 4.0 scale for the qualifying (Fall or Spring) semester.
- (4) Each candidate must adhere to the school conduct code and possess recognized qualities of citizenship.

Once a student becomes a member, they must maintain a 3.0 cumulative GPA on a 4.0 scale in order to be considered a member in good standing. An induction ceremony will be held once in the Fall and Spring Semester. Early admission students are not eligible. Membership from another junior college may be transferred to Sigma Gamma (Galveston College). See sponsor for procedures.

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

**Single Parents Organization:** The Single Parents Organization was organized in October 1992. . The club's activities provide an opportunity for the young parents/ students to promote a sense of community among themselves and student involvement in the community.

**Whitecaps Helping Out (W.H.O.):** This organization was established in the fall of 2002 for student-athletes to enhance Galveston College's and the athletic teams' images through community service projects throughout the community of Galveston. The group is involved with Galveston Independent School District's Adopt-a-School Program.

# STUDENT RIGHTS AND RESPONSIBILITIES



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

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

Violations of student conduct regulations will be handled through the Office of the Vice President for Student Services. Violations of federal, state, and/or local laws make a student subject to civil or criminal action in addition to disciplinary action by the college. Each student is responsible for knowing the policies and regulations of the college. These policies and regulations may be found in the Galveston College Catalog and in the Office of Vice President for Student 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 individuals or in organized groups, members of the college community are expected to conduct themselves responsibly, according to law, and to respect the basic educational goals of the college. Accordingly, the college insists that free expression not violate the rights of others. Disruption of the educational process and functions of the college, or violation of law, would constitute such a violation.

**B. Freedom of Access**

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

**C. Freedom of Association**

Students are free to associate to promote their common interests. They have the right to seek through official procedures to establish organizations of their choos-

ing 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, familiarity with all requirements of the college catalog, and maintaining the 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 only if a written release has been signed by the student. College staff shall have access to student records when there is a demonstrated interest in the student.

### **F. Student Code of Conduct**

Galveston College considers cultivation of self-discipline by its students to be of great importance in the development of responsible citizens. Therefore, the College expects its students to maintain standards of personal discipline that are in harmony with the educational goals and purpose of the College.

Galveston College's primary concern is for the student. The faculty and staff strive to provide an environment that is conducive to learning, social growth, and individual responsibility. Some of the issues with which the faculty and staff may help students include:

1. Assistance with a problem at Galveston College with which students do not know how to resolve or proceed.
2. Information about Galveston College student policies and procedures.
3. Information about student appeals and complaint and grievance procedures.

Disciplinary action, including expulsion or suspension, may result from violating the student code of conduct notwithstanding any action taken by civil authorities as a result of the violation.

Each student is expected to be fully acquainted with all published policies, rules, and regulations of the College. The College will hold each student respon-

sible for compliance with these policies, rules, and regulations. For purposes of this policy, “campus” shall mean any and all Galveston College parking lots, housing, and locations where courses are held or offered, whether classes are currently in session at such locations or not.

The College considers the Code of Conduct 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 campus, 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, internet sites, cell phones, computer files, or otherwise securing help on a test, copying tests, assignments, reports or term papers).
2. Advocating or recommending, either orally or in writing, the conscious and deliberate violation of any federal, state, or local law.
3. Forgery, alteration or misuse of college documents, records, funds or identification.
4. Conduct that materially or substantially disrupts the educational process of the college.
5. Physical abuse or harassment of another person, or conduct that threatens or endangers the health and safety of others.
6. Knowingly initiating, communicating, or circulating a false alarm or report which would ordinarily result in action by an agency organized to deal with emergencies, place a person in fear of imminent serious bodily injury, or prevent or interrupt the occupation of a building, room or any mode of conveyance.
7. Giving false testimony or other evidence at any campus disciplinary proceeding.
8. Theft or malicious destruction, damage, or misuse of college or private property (including library materials).
9. Failure to comply with the lawful directions of college personnel acting in performance of their duties.
10. Use of vulgar or abusive language that demeans others or interferes with fulfillment of the College’s mission and purpose.
11. Demonstrating disrespect to an instructor or other college employees.
12. Failure to heed an official summons to the office of an administrative officer within the designated time, or failure to heed an official summons issued by any campus disciplinary or appeals proceeding.
13. Campus disruptive activities that interfere with instructional activities or the functions that support instruction.
14. 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

## STUDENT RIGHTS AND RESPONSIBILITIES

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- off college property.
15. Unauthorized entry to or use of college facilities.
  16. Possession of or making use of college keys for unauthorized purposes.
  17. Unauthorized use of chat rooms or listserves on campus computers.
  18. Misuse of fire or safety equipment.
  19. Possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons on college property except as expressly authorized by campus procedures.
  20. 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.
  21. 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.
  22. Illegal gambling in any form.
  23. 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.
  24. Failure to be responsible for financial obligations to the college, including failure to repay loans and deferred payment agreements. (Issuing dishonored check to the college.)
  25. Engaging in hazing or voluntarily submitting to hazing. (Hazing: To persecute or harass with meaningless difficult, or humiliating tasks.) Student hazing is prohibited according to the Articles 1152-1155 (inclusive) of the Texas Criminal Law Code.

## STUDENT DISCIPLINARY PROCESS

### A. Temporary Disciplinary Actions

When a college administrator or site coordinator receives information that a student has allegedly violated the Student Code of Conduct, college regulations, or administrative rules, he/she may impose immediate disciplinary action, including suspension, pending an investigation. The administrator or coordinator may suspend the right of a student to be present on the campus and to attend classes.

Such temporary disciplinary action, including suspension, may occur when the continuing presence of the student poses danger to persons or property, or disrupts the educational process. When such action occurs, the suspending official shall, if possible, meet with the student prior to suspension to discuss reasons for the suspension and allow the student to explain reasons why he/she should not be suspended pending a formal hearing according to College Disciplinary Procedures.

## **B. Administration of Student Discipline**

The Vice President for Student Services shall have primary authority and responsibility for the administration of student discipline.

When a student is alleged to have violated the Student Code of Conduct or College policies that can result in disciplinary action, the Vice President for Student Services shall designate the appropriate person(s) to investigate the allegation. This person(s) shall conduct an investigation. He or she will gather documentation, interview parties involved, consult with other students and staff as appropriate, and render a decision.

The following process will be utilized:

1. The person(s) making the allegation shall submit the allegation in writing to the Vice President for Student Services.
2. The student will be issued an Administrative Summons by the Vice President for Student Services or designee.
3. The student shall be afforded the opportunity to present information in support of his/her case and to admit or deny the accusation.
4. The person(s) conducting the investigation may seek professional assistance and advice or take other measures to insure fair disposition of the matter.
5. Within seven (7) working days after the allegation is made, the person(s) conducting the investigation shall present a written explanation of the decision to the student explaining the College's view concerning the matter and any penalty to be imposed upon the student.
6. The student may appeal the decision. This appeal must be made in writing and received in the Office of the Vice President for Student Services within seven (7) working days of receiving notice of the decision.

## **C. Sanctions**

The Vice President for Student Services may use disciplinary measures that include, but are not limited to, the following:

1. **Administrative Warning:** A written warning by the Vice President for Student Services.
2. **Disciplinary Probation:** Probation status for a specified period of time, ranging from a minimum of one semester to as long as a student is enrolled at the College depending on the seriousness of the offense. Students on disciplinary probation may not hold office in any student organization or represent the College in any official capacity, including travel with student organizations.
3. **Suspension:** Forbidden to attend classes for the remainder of the term; the student may be permitted to register for the following term.
4. **Expulsion:** Permanent termination of student status; the student will not be permitted to re-enroll.
5. **Restitution:** Reimbursement for damage to or misappropriation of property. The student may appeal the decision. This appeal must be made in writing and received in the Office of the Vice President for Student Services within seven (7) working days of receiving notice of the decision.



**D. Disciplinary Appeals Process**

Upon receipt of a written request to appeal, the Vice President for Student Services shall assign the Student Welfare Committee to review all pertinent documentation and records concerning the matter under appeal. These materials shall form the basis for the appeal unless the committee decides to hear witnesses. After assignment, the committee shall have fifteen (15) working days in which to render a recommendation to the Vice President for Student Services.

An appeal to the Vice President for Student Services may result on one of the following:

1. Affirm the action of the Student Welfare Committee
2. Reduce, modify, or increase the penalty or other sanction imposed by the Student Welfare Committee.
3. Dismiss the charges.

The decision of the Vice President for Student Services shall be final.

**Student Complaint and Grievance Process**

Any student at Galveston College has the right to file a complaint or grievance when he/she feels unjustly or improperly treated as a result of a college-related or internal problem. Any alleged acts of discrimination based on race, color gender, sexual harassment, religion, age, national origin, disability, veteran status or sexual orientation are not subject to the student grievance procedure. Such complaints will be referred to the College's designated Civil Rights and Title IX Officer (The College's Director of Human Resources) for prompt investigation.

This student grievance process is not designed to include changes in policy nor does it apply to grading appeals. Recommendations for initiating new policy or changing established policy are handled through normal administrative channels. For problems associated with grades, refer to "Grade Appeal" (page 60-61) in the current Galveston College Catalog.

**Student Complaint and Grievance Procedure**

**A. Complaint Procedure**

The term "complaint" refers to a verbal accusation. A student with a complaint should first attempt to informally resolve the matter with the person(s) directly involved. If the student is unable to resolve the complaint at this level, the student should contact the program director or supervisor of the person(s) with whom they are having an issue within seven (7) working days.

**B. Grievance Procedure (Dean)**

If, after efforts with the program director or supervisor, the complainant wishes further proceedings, he/she should:

1. Submit a written appeal to the appropriate Dean within seven (7) working days.

2. The Dean receiving the grievance conducts an investigation, which may consist of interviewing witnesses, and/or requiring documentation relating to the issue, and attempt to resolve the grievance.
3. Witnesses may be called, if appropriate, to corroborate documentary evidence. If the person(s) summoned is a Galveston College employee, he/she must testify.
4. The Dean will communicate the decision and any recommended action in writing to all individuals involved within ten (10) working days following the review.

**C. Grievance Procedure (Student Welfare Committee)**

If the complainant wishes to appeal the case further, the complainant may present a request for review to the Student Welfare Committee by obtaining the Student Grievance Form from the Office of the Vice President for Student Services. The complainant is to submit the completed form and copies of all supporting documents to the Office of the Vice President for Student Services within seven (7) working days. The Vice President for Student Services will then forward the completed form to the Chairperson of the Student Welfare Committee who will schedule a hearing to be held within ten (10) working days of the submission of the completed Student Grievance Form.

**D. Student Welfare Committee Hearings**

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

After receiving the grievance file, the Student Welfare Committee will review all documents pertaining to the grievance. The Student Welfare Committee has full authority to interview witnesses and/or individuals involved in the issue. An appeal to the Student Welfare Committee may result in one of the following recommendations:

1. Uphold the decision
2. Recommend review by appropriate Vice President

## STUDENT RIGHTS AND RESPONSIBILITIES

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The Student Welfare Committee Chair will communicate the decision and recommended action to the Office of the Vice President for Student Services who will then forward the notice to all the parties involved.

### **E. Grievance Procedure (Final Review-Vice President)**

If following the review and subsequent recommended action by the Student Welfare Committee, the complainant is still unsatisfied he/she may request a final review from the appropriate Vice President within seven (7) working days. The request for final review shall contain a clear and concise statement detailing the reasons(s) the Student Welfare Committee's decision was unacceptable to the complainant. The Vice President shall, within ten (10) working days following the receipt of request for final review, issue a written decision to the student/complainant. This final case appeal will be resolved based on documentation and shall not go further than the Vice President.

### **F. Complaint Record**

All proceedings and records shall be confidential to the extent permitted by law.

# SPECIAL INSTRUCTIONAL AREAS



### **CONTINUING EDUCATION**

Continuing 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 cultivates a vocational interest, self-expression and personal enrichment. Many opportunities are available for those individuals who wish to add, update, expand occupational skills or prepare for a career change.

The Continuing Education Department 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.

Experience new learning activities and ideas for their own personal enjoyment.

### **CONTINUING EDUCATION**

The primary function of Continuing Education is to teach individuals specific skills that will ultimately prepare them for employment or teach them skills that will lead to an upgraded position in their present employment. The Division offers special training seminars and services to businesses and industries. In-house and onsite programs are regularly conducted for local businesses. New programs will, upon request, be created to specifically address business training needs. As with the College's accredited degree programs, all classes are conducted by professionals teaching in their field of expertise, enabling participants to gain practical up-to-date knowledge. The Continuing Education staff works with individual companies to develop seminars and workshops that specifically meet company objectives of quality, format, schedule and cost. The training may be held at Galveston College or at off-campus company facilities.

A partial list of Continuing Education classes:

Bank Teller Training

Bookkeeping

Building Trades

Cabinet Making, Plumbing, Sheetrock

Clerical Skills

Computer Keyboarding, Computer Software, Word Processing

Computers

Introduction to Microcomputers and Windows, Surfing the Net, Basic Computer

Skills, Microsoft Office 2000, Microsoft Excel and Access

Computer-Aided Drafting

Cook and Chef Training

Apprenticeship, Baking and Pastry, Banquets and Catering, Cold Foods, Hot Foods, Specialty Foods, Texas Foodservice Workers  
Corporate Training Customized  
Criminal Justice  
    In-Service Training, Security Academy  
Customer Service Contract Training  
Grant Writing  
Hospitality-Customized Training  
Customer Service, Facilities, Management, Hospitality Human Resources Management, Purchasing for Hospitality Operations  
Languages  
    Spanish, Work Specific; Italian; Chinese; French; ESL for Spanish and Asian cultures  
Leisure Classes  
Art, Beachcombing, Bird Watching, Bridge, Racket ball, Swing and Country, Western Dance, Tango, Yoga and Senior Programs and Elderhostel  
Medical  
Cardiopulmonary Resuscitation, CPR Instructor, Coding, Diagnostic Related Groups, Emergency Care Attendant, Emergency Medical Technician-Basic, EMT-Intermediate, EMT-Paramedic, First Aid, Health Unit Coordinator, Certified Medication Aide, Medical Receptionist, Medical Record Coding Specialist, Medical Transcription, Certified Nurse Assistant, Spanish for Health Skills  
Real Estate Classes  
Safety Training  
Truck Driver Training  
Welding

### CENTER FOR PROFESSIONAL DEVELOPMENT

The Center for Professional Development creates seminars, workshops and classes to serve various individuals who need Continuing Education Units (CEUs) as well as those organizations who need to impart knowledge to members of their organization such as:

Alcohol and Drug Abuse Counselors	Bankers
Attorneys	Nurses
Business Groups	Computer Groups
Certified Public Accountants	Criminal Justice Groups
Real Estate Agents	Social Workers
Child Care Workers	Librarians
Hotel/Restaurant	Educators
Physicians	

## SPECIAL INSTRUCTIONAL AREAS

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### GENERAL INTEREST/LIFE LONG LEARNING

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

#### **A partial list of General Interest/Leisure Learning classes is as follows:**

Art	Golf
Bird Watching	Home Beautification
Bridge	Interior Design
Cake Finishing	Kick Boxing
Conversational Chinese	Kid's College
Conversational French	Managing Your Money
Conversational Italian	On line Computer Classes
Conversational Spanish	Photography
Cooking	Senior Adult Classes
Country/Western Dance	Stress Management
Defensive Driving	Surfing
Dog Obedience	Swing
Elderhostel	Tango
Estate Planning	Tennis
Fencing	Time Management
Floral Design	Yoga

### ENTRANCE REQUIREMENT

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

### REGISTRATION

Continuing Education designs classes which begin throughout the year. Registration may be completed in person, by phone or through the mail. For our participants' convenience, Continuing 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 Continuing Education programs are self-supporting and do not use tax dollars to support the General Interest/Life Long Learning Classes, costs are based upon actual instructor and material fees. Workforce Development generally uses tax dollars to conduct their courses. Most of these courses are too expensive to run with-

out aid. The development of the workforce in Galveston is very important to the health of its economy and the state and local governments recognize this need.

## **CERTIFICATION**

Although no college transfer credit is awarded for continuing 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.

## **CONTINUING EDUCATION SCHEDULE OF CLASSES**

A schedule of Continuing Education classes is published in the fall, spring and summer. Each schedule contains a list of classes to be offered and a detailed description of the classes. Schedules are mailed to approximately 18,000 addresses and will be mailed upon request.

## **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



## SPECIAL INSTRUCTIONAL AREAS

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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 with 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.

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 developmental laboratory, tutoring and testing facility.

The staff, consisting of a director, lab coordinator, secretary, selected faculty members, tutors, paraprofessionals and student workers-offers a variety of instructional services. Instructors of laboratory developmental courses prepare individual educational programs for each student and meet with them in the SEC to furnish assistance and to monitor progress. Their students work with multi-media materials assigned by those instructors. Staff members provide personal assistance regardless of the mode of instruction used by the student.

Study in the SEC, however, is not restricted to students enrolled in laboratory courses. Any Galveston College student may go to the center and request assistance. Some students work to reach the levels specified by the mandatory THEA examination required of all undergraduates attending state colleges and universities in Texas. Instructors of regular college courses assign students to the SEC for specific study. The center offers tutoring for individuals and small study groups on a "walk-in" basis and by appointment. Students may choose from video and computer programs in their particular areas of interest, or they may choose to take a computer test and let the computer design a study program based on their test results. Telecourse students may view course tapes in the center.

As the campus testing center, the Skills Enrichment Center regularly schedules placement tests and gives telecourse exams. Instructors may send students to the center for make-up examinations. In addition, the GED tests are offered through a co-

op with College of the Mainland. Information on registration and eligibility for GED certification may be received by contacting the College of the Mainland's Testing Center or the SEC director.

### **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. In the GED component the student studies Writing, Social Studies, Science, Literature and Arts and Mathematics in preparation for GED testing. The GED tests are offered through a co-op with College of the Mainland. 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. Contact the Workforce Development and Continuing Education Division for more information.

### **DISTANCE EDUCATION**

In the fall of 1987, Galveston College initiated the delivery of courses via distance education with one telecourse in history. Since that time, the telecourse inventory has grown to over two-dozen courses, and more than 5,000 students have enrolled in telecourses offered by Galveston College. In the spring of 1997, Galveston College supplemented its telecourse offerings by initiating courses delivered over the internet. Currently, five courses are in this inventory, with more to be added each academic year.

Telecourses are best-suited to students who live within a 50-mile radius of Galveston College. These courses are paced, independent study, utilizing professionally produced videotapes, textbooks and a detailed study guide. Multiple ways of accessing the taped lessons are available, including on-site usage in the library, rental sets of video tapes, and broadcasts over the PBS affiliate in Houston. Testing is also flexible, featuring one-week windows of opportunity to test at any hour the Galveston College Skills Enrichment Center is open. Full-time Galveston College faculty conduct optional review sessions prior to each exam.

Internet courses are not limited by geography. Most include on-line orientations and the submission of assignments via e-mail. Though not currently functional, Galveston College will facilitate more convenient enrolling for these courses by implementing telephone and/or on-line registration in the near future.

Students wishing to enroll in distance education courses must meet the same admissions requirements, including assessment and placement, as on-campus students. Prospective students must contact a Galveston College counselor prior to registration. Additionally, all registered distance education students must participate in a course orientation conducted by the instructor for the course. These are on-campus for telecourses; for internet courses, the orientations are on-line. Information

## **SPECIAL INSTRUCTIONAL AREAS**

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provided through orientation includes course requirements, assignments, testing procedure, schedules for review sessions and telecasts, and information on how to interact with the course's instructor.

All distance education students are afforded the same library, student counseling, financial aid and other services afforded to on-campus students. Though distance education courses are more flexible and convenient than on-campus courses, one should not conclude that they are easier; distance education courses require persistence and self-discipline.

Courses available for a given semester will be listed in the regular schedule of classes. For future offerings, consult the Director of Distance Education.

# PROGRAMS OF STUDY



## DEGREE PROGRAMS

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

The Associate of Applied Science Degree (A.A.S.) is awarded to students who successfully complete an approved curriculum for a two-year technical or vocational program. Each program must include at least 15 credit hours of **general education** courses with at least one course taken from each of the following areas: Humanities/Fine Arts, Behavioral/Social Sciences, and Natural Science/Mathematics. **In addition, evidence of computer literacy must be satisfied by completion of COSC 1101 or a higher level computer science.**

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

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

- Accounting
- Biotechnology
- Computer Science Technology
  - Microcomputer Applications and Networking
- Criminal Justice
- Culinary/Hospitality Management
- Emergency Medical Services
- Hospitality Administration
- Management Development (General Management Option)
- Nursing
  - Associate Degree Nursing
- Office Administration
  - Office Administration
  - Medical Secretary Option
- Radiologic Health Sciences
  - Nuclear Medicine Technology
  - Radiation Therapy Technology
  - Radiography

### Associate of Arts (A.A.)

An Associate of Arts is a program of study requiring at least 60 credit hours for completion. These programs normally satisfy the requirements for the first two years of a four-year degree, which may be completed by the student upon transfer to a university. Programs of study for the Associate of Arts degree parallel the first two years required for Bachelor of Arts and Bachelor of Science degrees at senior colleges and universities. However, because degree requirements sometimes vary among colleges and universities, students should select courses with the assistance of a Galveston College counselor or faculty advisor. General degree requirements are listed on page

**Galveston College offers the Associate of Arts in General Studies degree in the following academic areas:**

- Design and Applied Arts
- Business
- Computer and Information Sciences
- Computer Programming
- Health and Physical Education/Fitness
- Liberal Arts and Sciences, General Studies, and Humanities

### **CERTIFICATE PROGRAMS**

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

**Galveston College offers the following certificates:**

- Accounting-Para Professional
- Administrative Professional
- Breast Imaging/Mammography
- Cardiovascular Interventional Technology
- Chemical Dependency Counseling (local certificate)
- Chemical Dependency Internship (local certificate)
- Computerized Tomography
- Criminal Justice
- Emergency Medical Services
- Food Preparation/Culinary Arts
- General Management
- Hospitality Management Exit Point Certificate
- Magnetic Resonance Imaging
- Medical Office Assistant
- Microcomputer Applications
- Microcomputer Networking
- Office Assistant
- Phlebotomy
- Radiation Therapy
- Social Work (local certificate)
- Surgical Technology
- Vocational Nursing

### **Enhanced Skills Certificates**

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

## PROGRAMS OF STUDY

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### Galveston College offers the following enhanced skills certificates:

Criminal Justice

### CORE CURRICULUM

The Texas Legislature (Senate Bill 148) has required all state college and universities to adopt a core curriculum. If the student successfully completes the entire core curriculum at Galveston College, and then transfers to a Texas public four-year university all courses in Galveston College's core curriculum will transfer and the student will receive full academic credit for the courses in the core curriculum. The student will not be required to take additional core curriculum courses at the transfer institution unless the receiving institution has a larger core curriculum.

### CORE CURRICULUM

CORE COMPONENT	COURSE SELECTION	CREDIT HOURS
Communications	ENGL 1301 and ENGL 1302	6
	SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321	3
	Select two from the following courses: HIST 1301, HIST 1302, HIST 2301	6
History	Select one from the following courses: ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, GEOG 1303, PHIL 1301	3
Humanities	Select one from the following courses: MATH 1414, MATH 1316, MATH 1324, MATH 1425, MATH 2412*, MATH 2513, MATH 2414*, MATH 2315*	3
Mathematics	BIOL 1406 and BIOL 1407 or BIOL 2401 and BIOL 2402 or CHEM 1411 and CHEM 1412 or PHYS 1401 and PHYS 1402 or PHYS 2425 and PHYS 2426	8
Natural Sciences	GOVT 2301 and GOVT 2302 or GOVT 2305 and GOVT 2306 or GOVT 2301 and GOVT 2305 or GOVT 2301 and GOVT 2306	6
Political Sciences	Select from the following courses: ARTS 1301, DRAM 1310, MUSI 1306	3
Visual/ Performing Arts	Select one from the following courses: ANTH 2346, ANTH 2351, ECON 2301, ECON 2302, HIST 2311, HIST 2312, PHIL 1316, PSYC 2301, PSYC 2306,	
Behavioral/ Social Sciences		

**PROGRAMS OF STUDY**

	SOCI 1301	3
Institutionally Designated Option	Select one from the following courses: COSC 1401*, COSC 1436*, COSC 1420*	<u>1</u>
<b>TOTAL</b>		<b>42</b>

\* If additional semester credit hours are taken in COSC or MATH beyond the number of required hours, then only the required hours will transfer as part of the core curriculum and the additional hours may transfer as electives.

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

**ASSOCIATE OF ARTS (A.A.) GENERAL AND TRANSFER STUDIES**

\*Core Curriculum

CORE COMPONENT	COURSE SELECTION	CREDIT HOURS
Computer Science*	COSC 1401, COSC 1436, COSC 1420	1
Composition*	ENGL 1301, ENGL 1302	6
History*	Select two from the following courses: HIST 1301, HIST 1302, HIST 2303	6
Literature	Select one from the following courses: ENGL 2322, ENGL 2323 ENGL 2331, ENGL 2332 ENGL 2342, ENGL 2343 ENGL 2327, ENGL 2328	3
Oral Communication*	SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321	3
Interdisciplinary/ Crosscultural/ Humanities*	ENGL 2322, ENGL 2323, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, GEOG 1303, HUMA 1301, HUMA 1302, PHIL 1301	3
Mathematics*	MATH 1414, MATH 1316, MATH 1324, MATH 1425, MATH 2412, MATH 2513, MATH 2414, MATH 2315	3
Natural Sciences*	BIOL 1406 and BIOL 1407 or BIOL 2401 and BIOL 2402 CHEM 1411 and CHEM 1412 or PHYS 1401 and PHYS 1402 or PHYS 2425 and PHYS 2426	8
Political Sciences*	GOVT 2301 and GOVT 2302 or GOVT 2305 and GOVT 2306 or GOVT 2301 and GOVT 2305 or GOVT 2301 and GOVT 2306	6



## PROGRAMS OF STUDY

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Visual/ Performing Arts*	Select from the following courses: ARTS 1301, DRAM 1310, MUSI 1306	3
Behavioral/ Social Sciences*	ANTH 2346, ANTH 2351, ECON 2301, ECON 2302, HIST 2311, HIST 2312, PHIL 1316, PSYC 2301, PSYC 2306, SOCI 1301	3
Electives		<u>15</u>
TOTAL		60

NOTE: -Students must complete the core curriculum requirements as part of completing the Associate of Arts degree. No substitutions may be made for core requirements. Deans may make substitutions for non-core curriculum requirements.

Students interested in transferring to a senior institution within Texas are encouraged to complete the entire core curriculum at Galveston College to ensure transferability and fulfill degree requirement(s) at a senior college. Please see a counselor for more details.

Students should work with counselors to select courses within each area that will most enhance their area of study at the university they plan to transfer.

## GRADUATE GUARANTEE FOR TRANSFER CREDIT

Galveston College guarantees to its Associate of Arts graduates beginning December 1993 and thereafter, that course credits will transfer to other public-supported Texas colleges and universities provided that the conditions outlined in the Graduate Guarantee Agreement are met. Applications for Graduate Guarantee for transfer credit are available in the Counseling Center.

## JOB SKILLS COMPETENCY GUARANTEE

If an Associate of Applied Science (A.A.S.) graduate is judged by the employer to be lacking in technical job skills identified as exit competencies for his/her specific degree program, the graduate will be provided up to nine (9) tuition-free semester credit hours or its equivalent of skill training by Galveston College under the conditions of the guarantee policy.

Special conditions which apply to the Job Skills Competency guarantee are as follows:

1. The graduate must have earned the A.A.S. degree beginning December 1993 or thereafter in an occupational program identified in the College catalog.
2. The graduate must have completed the A.A.S. degree with a majority of the degree requirements earned at Galveston College and must have completed the degree within a five-year time-span. Galveston College cannot guarantee the competencies from course work taken at another institution.
3. Employment must commence within 12 months of graduation.
4. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the Vice President of Academic Affairs.
5. The employer must certify in writing to the Vice President of Academic Affairs that the employee is lacking entry-level skills identified by Galveston College as the

employee's program competencies and must specify the area(s) of deficiency within 90 days of the graduate's initial employment.

6. The College will develop a written educational plan for retraining in consultation with the employer and graduate.
7. Retraining will be limited to the identified area(s) of skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within one calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer will be responsible for the cost of books, insurance and uniforms.
10. The guarantee does not imply that the student will pass any licensing or qualifying examination for a particular career.

A student's sole remedy against Galveston College and its employees for skill deficiencies shall be limited to tuition-free education under the conditions described above.

### **ADVISORY COMMITTEES**

Advisory committees assist Galveston College with the identification and measurement of program needs, particularly in the applied sciences, community service and general adult educational areas. College personnel and persons representing related institutions, area schools and business and industry work together to identify relevant content for the program or course, recommend necessary equipment, and evaluate program outcomes.

### **ARTICULATION AGREEMENTS**

Articulation agreements have been made with the University of Texas Medical Branch, University of Houston-Clear Lake and Texas Tech University. Students should contact the Counseling Office for specific course requirements before making a degree plan.

Articulation agreements have also been developed with service area high schools. Students who have graduated from high school within the past three years should check with their high school counselor or Galveston College counselor regarding the possibility of receiving Galveston College credit for articulated high school classes. Students must enroll at Galveston College to receive college credit for coursework taken in high school. Students must complete an equal number of credits in residence at Galveston College before the articulated hours can be posted to a student transcript.

### **TECH PREP**

Associate degree programs designated as Tech Prep have been developed to assist students who begin their technical studies in high school. While any student may receive the degree, students who began a tech prep program in a high school with a

## PROGRAMS OF STUDY

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Galveston College tech prep agreement may receive advanced credit for specified courses at no cost to the student. Students must have a declared major in the Galveston College tech prep program to receive credit.

Students may work towards advanced certification in tech prep programs. Advisory committees have recommended these courses as helpful to employees who are interested in job advancement.

## WECM

To meet state needs for high-quality and consistent workforce education, the Coordinating Board approved a grant project in 1995, utilizing funds made available from the federal Carl D. Perkins Act, to develop the Workforce Education Course Manual (WECM). The WECM is the state inventory of workforce education courses for public two-year colleges. It contains a generic catalog of course descriptions and specifies for each course: minimum and maximum contact hours, semester credit hours (SCH) and/or continuing education units (CEU), and minimum learning outcomes. The purposes of the WECM are to:

- Contribute to the quality and consistency of workforce courses
- Provide Texas colleges increased assistance and flexibility in responding to employer needs
- Enhance the portability of credits and credentials for students
- Provide increased access for students to workforce education degrees and career advancement
- Facilitate articulation with other providers of education at both the secondary and post-secondary levels
- Incorporate industry-established skill standards into Texas workforce education.

## ACCOUNTING

### *Associate of Applied Science Degree (520301)*

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

In the Accounting A.A.S. degree program, the first two semesters are the courses required for the accounting para-professional certificate while the last two semesters concentrate on general education. Most of the courses taught in the last two semesters are transferable for credit to four-year institutions of study.

#### FIRST YEAR

##### First Semester

Course	Description	Credit
ACNT 1303	Introduction to Accounting I	3
ACNT 1331	Federal Income Tax: Individual	3
ACNT 1329	Payroll and Business Tax Accounting	3
BUSI 1301	Business Principles	3
COSC 1401	Microcomputer Applications	4
	or	
ITSC 1309	Integrated Software Applications I	<u>3</u>
		15-16

##### Second Semester

ACNT 1382	Cooperative Education I	3
ACNT 1411	Introduction to Computerized Accounting	4
BMGT 1303	Principles of Management	3
HRPO 2307	Organizational Behavior	<u>3</u>
		13

#### SECOND YEAR

##### First Semester

ACNT 1425	Principles of Accounting I – Financial	
	or	
ACCT 2401	Principles of Accounting I – Financial	4
ENGL 1301	Composition I	3
MATH 1324	Mathematics for Business and Social Sciences I	3
SPCH 1315	Public Speaking	3
ELEC	Elective	<u>3</u>
		16

## PROGRAMS OF STUDY

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### Second Semester

ACNT	1426	Principles of Accounting II – Managerial	
		or	
ACCT	2402	Principles of Accounting II – Managerial	4
ACNT	2382	Cooperative Education III	3
BUSI	2301	Business Law	3
ENGL	1302	Composition II	3
GOVT	2306	Texas Government	<u>3</u>
			16
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			60-61

## ACCOUNTING-PARA PROFESSIONAL

### *Level-One Certificate Program (520301)*

This certificate program in accounting is designed to prepare a student for an entry-level accounting position, such as accounts receivable clerk, accounts payable clerk, or other accounting positions. An emphasis is placed on computerized applications of all phases of accounting work. These courses are the first year of the Associate of Applied Science (AAS) degree in Accounting.

Course		Description	Credit
ACNT	1303	Introduction to Accounting I	3
ACNT	1331	Federal Income Tax: Individual	3
ACNT	1329	Payroll and Business Tax Accounting	3
BUSI	1301	Business Principles	3
COSC	1401	Microcomputer Applications	4
		or	
ITSC	1309	Integrated Software Applications I	<u>3</u>
			15-16
<b>Second Semester</b>			
ACNT	1382	Cooperative Education I	3
ACNT	1411	Introduction to Computerized Accounting	4
BMGT	1303	Principles of Management	3
HRPO	2307	Organizational Behavior	<u>3</u>
			13
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			28-29

## APPLIED DESIGN AND VISUAL ARTS

### *Associate of Arts Degree (1001)*

The purpose of the associate degree in Applied Design and Visual Arts is to provide a solid foundation for those students planning on pursuing an art related career, transferring to a four-year institution, or improving their artistic skills. Art majors must complete freshman visual arts core (Design I and II, Drawing I and II) prior to enrolling in sophomore ARTS classes.

### FIRST YEAR

#### First Semester

Course	Description	Credit
ARTS 1311	Design I	3
ARTS 1316	Drawing I	3
+ENGL 1301	Composition I	3
+GOVT 2305	Federal Government	3
+HIST 1301	U.S. History I	3
+Visual/ Performing Arts	Select one of the following courses: ARTS1301, DRAM 1310, MUSI1306	<u>3</u>
		18

#### Second Semester

ARTS 1312	Design II	3
ARTS 1317	Drawing II	3
+ENGL 1302	Composition II	3
+GOVT 2306	Texas Government	3
+HIST 1302	U.S. History II	3
+HUMA 1302	Introduction to the Humanities II	<u>3</u>
		18

## PROGRAMS OF STUDY

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### SECOND YEAR

#### First Semester

Sophomore ARTS Elective	Art History I or Sophomore ARTS Elective	3
+Communications	Select one of the following courses: SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321	3
+ENGL	Sophomore Elective	3
+Natural Science	Natural Science with Laboratory	4
+MATH 1414	College Algebra	<u>4</u>
		17

#### Second Semester

Sophomore ARTS Elective	Art History II or Sophomore ARTS Elective	3
+COSC 1101	Computer Literacy	1
ELEC ARTS		3
ELEC	Sophomore ARTS	3
+Natural Science	Select a Natural Science course with Laboratory	4
+PSYC 2301	General Psychology	<u>3</u>
		17
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		70

+ Core curriculum courses may be substituted only with courses from the same component in the core curriculum.

## BIOTECHNOLOGY

*Associate of Applied Science Degree (410101)*

The Biotechnology Associate of Applied Science degree is a two-year, five semester program to prepare the graduate to function as an entry-level research technician.

### Admission Criteria:

For entrance to the Biotechnology Program at Galveston College, the applicant should contact the Counseling Center. Applicants must:

1. Complete the requirements for admission to the College. Admission to the College does not guarantee admission to the Biotechnology program.
2. Application for the Biotechnology program requires the filing of a pre-plan/degree plan which shows evidence of:
  - a.) THEA scores for THEA-eligible students or placement scores for THEA-exempt students (which permit enrollment in college level courses).
  - b.) Satisfactory completion of high school chemistry or CHEM 1405, Introductory Chemistry I: Fundamentals of Chemistry, within five years of acceptance in the Biotechnology program, or with permission of Coordinator or Program.
  - c.) Satisfactory completion of MATH 0304, intermediate Algebra, by placement or course completion within five years of acceptance into the Biotechnology program.

- d.) Satisfactory completion of BIOL 1406, General Biology I.
3. Achieve a grade of “C” or better in all required courses. An overall G.P.A. of 2.5 as well as a G.P.A. of 2.5 on all prerequisite courses is required for admission consideration. The cumulative G.P.A. at Galveston College must be 2.5. Science courses must have been taken within five years of acceptance into the Biotechnology program, or with permission of Coordinator of Program.

## Curriculum

Students must complete a two-year program of study to receive an Associate of Applied Science degree. Enrolled students will be required to achieve a “C” or better in all courses in the Biotechnology curriculum in order to progress in the program. All Biotechnology and science courses must be completed in sequence and within a period of five years.

### PREREQUISITE COURSES

BIOL	1406	General Biology I	4
CHEM	1405	Fundamentals of Chemistry	4
MATH	0304	Intermediate Algebra	3
ENGL	1301	Composition I	<u>3</u>
			14

### FIRST YEAR

#### Fall Semester

Course		Description	Credit
BIOL	1407	General Biology II	4
BITC	1311	Intro to BioTech	3
MATH	1414	College Algebra	4
ENGL	1302	Composition II	<u>3</u>
			14

#### Spring Semester

BITC	1402	BioTech Lab Methods and Tech	4
COSC	1401	Micro Computer Applications	4
CHEM	1411	General Chemistry I	4
BITC	1291	Special Topics	<u>2</u>
			14

#### Summer Session

BIOL	2421	Microbiology	4
BITC	2386	Internship	<u>3</u>
			7

#### Fall Semester

BITC	2401	Molecular Biology Techniques	4
BITC	1401	Biotech Lab Instrumentation	4
SPCH	1318	Interpersonal Communication	3
PSYC	2301	General Psychology	<u>3</u>
			14



## PROGRAMS OF STUDY

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### Spring Semester

BITC	1391	Special Topics-Advanced Bio Tech	3
BITC	2387	Internship	3
HUMA	1302	Introductory to Humanities II	3
ENGL	2311	Technical Report Writing	<u>3</u>
			12
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			75

\* 12 week course

## BUSINESS ADMINISTRATION

*Associate of Arts Degree (0506)*

The program of study for the Associate of Arts 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 105.

## COMPUTER SCIENCE TECHNOLOGY MICROCOMPUTER APPLICATIONS AND NETWORKING

*Associate of Applied Science Degree (110201)*

The microcomputer revolutionized the operations of business, industry, family and social organizations. Microcomputers are currently being used for word processing, decision-making, instruction, research, communications and many other applications. Microcomputer specialists receive training in the most recent software applications, operating systems, hardware, languages and networking technologies.

### FIRST YEAR

#### First Semester

Course		Description	Credit
ACNT	1303	Introductory Accounting	3
COSC	1401	Microcomputer Applications	4
	or		
ITSC	1309	Integrated Software Applications I	3
ENGL	1301	Composition I	3
MATH		College Level Mathematics	3/4
SPCH	1321	Business & Professional Speaking	<u>3</u>
			15-17

**Second Semester**

COSC	1437	Programming Fundamentals II	4
	or		
CETT	1425	Digital Fundamentals	4
ITSC	1305	Introduction to PC Operating Systems	3
ITSC	1325	Personal Computer Hardware	3
ITSC	2431	Integrated Software Applications III	4
ELECTIVE		Humanities/Fine Arts Elective	<u>3</u>
			17

**SECOND YEAR**

**First Semester**

COSC	1436	Programming Fundamentals I	4
ITxx		1 <sup>st</sup> Course in a Networking Sequence	4
ELECTIVE		Elective in Computing *	3
ITSC	1313	Internet/Web Page Development	3
ITSC	1380	Cooperative Education I	<u>3</u>
			17

**Second Semester**

ITxx		2 <sup>nd</sup> Course in a Networking Sequence	4
ITxx		3 <sup>rd</sup> Course in a Networking Sequence	3
ELECTIVE		Elective in Computing *	3
	or		
ITSC	1381	Cooperative Education II	3
ELECTIVE		Social Science Elective	<u>3</u>
			13

TOTAL SEMESTER CREDIT HOURS IN PROGRAM 62-64

\* Please see a computer faculty advisor to help you determine which courses and electives best meet your needs. Students wishing to emphasize networking should take additional topics in a networking series; while students emphasizing applications should take additional advanced applications courses.

**MICROCOMPUTER NETWORKING CERTIFICATE**

*Level-One Certificate Program (110201)*

Low-cost Internet and e-mail access have brought microcomputer-based communications into work and home. Society needs trained individuals to plan, implement, maintain and support these information systems in a wide range of computing environments. This certificate prepares students to become computer support specialists, network operators, network service specialists, repair technicians, system analysts assistants, along with other network-related opportunities.

## PROGRAMS OF STUDY

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<b>Course</b>		<b>Description</b>	<b>Credit</b>
ITSC	1305	Introduction to PC Operating Systems	3
ITSC	1325	Personal Computer Hardware	3
ITxx		1st Course in a departmentally approved Networking sequence	4
ITxx		2nd Course in a departmentally approved Networking sequence	3
ITxx		3rd Course in a departmentally approved Networking sequence	<u>4</u>
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			17

## MICROCOMPUTER APPLICATIONS CERTIFICATE

### *Level-One Certificate Program (110201)*

Microcomputers have made a fundamental change in the structure of our society. Knowledge and ability to use computer hardware and software is essential to be productive in today's world. This certificate enables students to be proficient in basic operating system use, word processing, spreadsheets, databases, presentation graphics, desktop publishing, Internet search engines, e-mail and emerging applications.

<b>Course</b>		<b>Description</b>	<b>Credit</b>
ACNT	1303	Introductory Accounting	3
POFT	1301	Business English	3
COSC	1401	Microcomputer Applications	4
	or		
ITSC	1309	Integrated Software Applications I	3
ITSC	1313	Internet/Web Page Development	3
ITSC	2431	Integrated Software Applications III	<u>4</u>
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			16-17

## COMPUTER INFORMATION SYSTEMS

The program of study for the Associate of Arts 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 vary among colleges and universities, students should select courses with the assistance of a Galveston College faculty advisor and the senior institution. Many senior institutions require specific general education courses that may not match below.

**Prerequisites**

*ENGL	1301	Composition I	3
MATH	1414	College Algebra	<u>4</u>
			7

**First Year**

**First Semester**

*COSC	1401	Microcomputer Apps.	4
BMGT	1303	Principles of Management	3
*ENGL	1302	Composition II	3
*HIST	1301	U.S. History I: to 1877	3
*MATH	1324	Mathematics for Business and Social Sciences I	<u>3</u>
			16

**Second Semester**

COSC	1436	Programming Fundamentals I	4
*ENGL	2311	Technical and Business Writing	3
*HIST	1302	U.S. History II: from 1877	3
MATH	2513	Calculus I	4
*SPCH	1321	Bus. and Prof. Speaking	<u>3</u>
			17

**SECOND YEAR**

**First Semester**

ACCT	2401	Prin. of Accounting I	4
COSC	1420	C/C++ Programming I	4
*ECON	2301	Prin. of Macroeconomics	3
*+GOVT	2305	Federal Government	3
	or		
GOVT	2301	American Government I	3
*+PHYS	1401	College Physics I	<u>4</u>
			18

**Second Semester**

ACCT	2402	Prin. of Accounting II	4
*+ARTS	1301	Art Appreciation	3
*+GOVT	2306	Texas Government	3
	or		
GOVT	2302	American Government II	3
*+HUMA	1301	Introduction to Humanities I	3
*+PHYS	1402	College Physics II	<u>4</u>
			17

TOTAL SEMESTER CREDIT HOURS IN PROGRAM	75
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Additional courses that may be required:

MATH	2318	Linear Algebra	3
MATH	1342	Elementary Statistical Methods	3

## PROGRAMS OF STUDY

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- \* Courses universally transferable as a core curriculum group. (Must complete at least 42 hours of these courses at Galveston College to be guaranteed transferability.)
- + Other courses within the same core component group may be substituted for the course. The course listed is recommended for this major.

### COMPUTER SOFTWARE ENGINEERING

*Associate of Arts Degree (0704)*

The program of study for the Associate of Arts 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 vary among colleges and universities, students should select courses with the assistance of a Galveston College faculty advisor and the senior institution. Many senior institutions require specific general education courses that may not match below.

#### Prerequisites

MATH	1414	College Algebra	<u>4</u>
			4

#### FIRST YEAR

##### First Semester

*COSC	1401	Microcomputer Apps.	4
*+ECON	2301	Prin. of Macroeconomics	3
*ENGL	1301	Composition I	3
*HIST	1301	U.S. History I: to 1877	3
*MATH	1316	Plane Trigonometry	<u>4</u>
			17

##### Second Semester

COSC	1436	Programming Fundamentals I	4
*ENGL	1302	Composition II	3
*HIST	1302	U.S. History II: from 1877	3
MATH	2513	Calculus I	4
*SPCH	1321	Bus. and Prof. Speaking	<u>3</u>
			17

#### SECOND YEAR

##### First Semester

COSC	1437	Programming Fundamentals II	4
ENGL	2311	Technical and Business Writing	3
*+GOVT	2301	American Government I	3
	OR		
GOVT	2305	Federal Government	3
MATH	2414	Calculus II	4
*PHYS	2425	University Physics I	<u>4</u>
			18

**Second Semester**

COSC	1420	C/C++ Programming I	4
*+GOVT	2302	American Government II	3
	or		
GOVT	2306	Texas Government	3
*+HUMA	1301	Introduction to the Humanities I	3
*+MUSI	1306	Music Appreciation	3
*PHYS	2426	University Physics II	<u>4</u>
			17
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			73

\* Courses universally transferable as a core curriculum group. (Students must complete at least 42 hours of these courses at Galveston College to be guaranteed transferability)

+ Other courses within the same core component group may be substituted for the course. The course listed is recommended for this major.

Additional courses that may be required:

MATH	2318	Linear Algebra	3
MATH	1342	Elementary Statistical Methods	3

**COMPUTER SCIENCE**

*Associate of Arts Degree (0701)*

The program of study for the Associate of Arts 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 vary among colleges and universities, students should select courses with the assistance of a Galveston College faculty advisor and the senior institution. Many senior institutions require specific general education courses that may not match below.

**Prerequisites**

MATH	1414	College Algebra	<u>4</u>
			4

**FIRST YEAR**

**First Semester**

*COSC	1401	Microcomputer Apps.	4
*+ECON	2301	Prin. of Macroeconomics	3
*ENGL	1301	Composition I	3
*HIST	1301	U.S. History I: to 1877	3
*MATH	1316	Plane Trigonometry	<u>3</u>
			16

## PROGRAMS OF STUDY

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### Second Semester

COSC	1436	Programming Fundamentals I	4
*ENGL	1302	Composition II	3
*HIST	1302	U.S. History II: from 1877	3
MATH	2513	Calculus I	4
*SPCH	1321	Bus. and Prof. Speaking	<u>3</u>
			17

### SECOND YEAR

#### First Semester

COSC	1420	C/C++ Programming I	4
ENGL	2311	Technical and Business Writing	3
*+GOVT	2301	American Government I	3
	or		
GOVT	2305	Federal Government	3
MATH	2414	Calculus II	4
*PHYS	2425	University Physics I	<u>4</u>
			18

#### Second Semester

*+GOVT	2302	American Government II	3
	or		
GOVT	2306	Texas Government	3
*+HUMA	1301	Introduction to Humanities I	3
MATH	2315	Calculus III	4
*+MUSI	1306	Music Appreciation	3
*PHYS	2426	University Physics II	<u>4</u>
			17

TOTAL SEMESTER CREDIT HOURS IN PROGRAM 72

\* Courses universally transferable as a core curriculum group. (Students must complete at least 42 hours of these courses at Galveston College to be guaranteed transferability.)

+ Other courses within the same core component group may be substituted for the course. The course listed is recommended for this major.

Additional courses that may be required:

		DC Circuit Theory	4
		AC Circuit Theory	4
MATH	2318	Linear Algebra	3
MATH	2320	Differential Equations	3

## COMPUTER SYSTEMS ENGINEERING

*Associate of Arts Degree (0703)*

The program of study for the Associate of Arts 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 vary among colleges and universities, students should select courses with the assistance of a Galveston College faculty advisor and the senior institution. Many senior institutions require specific general education courses that may not match below.

### Prerequisites

COSC	1401	Microcomputer Apps.	4
MATH	1414	College Algebra	<u>4</u>
			8

### First Semester

CHEM	1411	General Chemistry I	4
*+ECON	2301	Prin. of Macroeconomics	3
*ENGL	1301	Composition I	3
*HIST	1301	U.S. History I: to 1877	3
*MATH	1316	Plane Trigonometry	<u>4</u>
			17

### Second Semester

*COSC	1436	Programming Fundamentals I	4
*ENGL	1302	Composition II	3
*HIST	1302	U.S. History II: from 1877	3
MATH	2513	Calculus I	4
*SPCH	1321	Bus. and Prof. Speaking	<u>3</u>
			17

## SECOND YEAR

### First Semester

COSC	1420	C/C++ Programming I	4
ENGL	2311	Technical and Business Writing	3
*+GOVT	2301	American Government I	3
		or	
*+GOVT	2305	Federal Government	3
MATH	2414	Calculus II	4
*PHYS	2425	University Physics I	<u>4</u>
			18



## PROGRAMS OF STUDY

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### Second Semester

*+GOVT	2302	American Government II	3
	or		
*+GOVT	2306	Texas Government	3
*+HUMA	1301	Introduction to Humanities I	3
MATH	2315	Calculus III	4
*+MUSI	1306	Music Appreciation	3
*PHYS	2426	University Physics II	<u>4</u>
			17
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			77

\* must complete at least 42 hours of these courses at Galveston College to be guaranteed transferability)

+ Other courses within the same core component group may be substituted for the course. The course listed is recommended for this major.

Additional courses that may be required:

MATH	2318	Linear Algebra	3
MATH	2320	Differential Equations	3

## CRIMINAL JUSTICE

*Associate of Applied Science Degree – Tech Prep (430104)*

The Criminal Justice program offers the Associate of Applied Science degree in Criminal Justice to students who are seeking careers as police officers, sheriff's deputies, state law enforcement officers, district attorney's investigators, and correctional officers. Most of the courses are transferable to several universities that offer a baccalaureate degree in criminal justice.

### FIRST YEAR

#### First Semester

Course		Description	Credit
CRIJ	1310	Fundamentals of Criminal Law	3
CRIJ	1307	Crime in America	3
CRIJ	1301	Introduction to Criminal Justice	3
ENGL*	1301	Composition I	3
PSYC*	2301	General Psychology	
	OR		
SOCI*	1301	Introductory Sociology	<u>3</u>
			15

**PROGRAMS OF STUDY**

CRIJ	1306	Courts Systems Practices	3
CRIJ	1313	Juvenile Justice System	3
CRIJ	2313	Correctional Systems and Practices	3
CRIJ	2301	Community Resources in Corrections	<u>3</u>
			15

**SECOND YEAR**

**First Semester**

CRIJ	2314	Criminal Investigation	3
CRIJ	2328	Police Systems and Practices	3
*	1302		
SPCH*	1315	Public Speaking	<u>3</u>
			15

**Second Semester**

MATH*	1324	Mathematics for Business & Social Sciences	3
CRIJ	2323	Legal Aspects of Law Enforcement	3
CJSA	1382	Law Enforcement Experience	3
COSC	1401	Microcomputer Applications	4
GOVT	2302	American Government II	<u>3</u>
			16

\*General Education Classes

**CRIMINAL JUSTICE**

*Level-One Certificate Program – Tech Prep(430104)*

This program is an alternative to the Associate of Applied Science degree in Criminal Justice. It is aimed at those already employed in a criminal justice area and/or those seeking a short-term program.

Students must meet all placement test requirements as stated in the Galveston College catalog. Exceptionally low scores on the appropriate tests may limit or prevent a student's entry into the certificate program until required developmental courses are completed.

Those who successfully complete the required 21 hours of college-level course work will be awarded a Galveston College approved Certificate of Achievement in Criminal Justice. All courses in the certificate program may be applied toward the A.A.S. degree in Criminal Justice.

<b>Course</b>		<b>Description</b>	<b>Credit</b>
CRIJ	1301	Introduction to Criminal Justice	3
CRIJ	1306	Courts Systems and Practices	3
CRIJ	1310	Fundamentals of Criminal Law	3

## PROGRAMS OF STUDY

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CRIJ	1307	Crime in America	3
CRIJ		(Electives: 9 hours of law enforcement or 9 hours of law enforcement and criminal justice courses	<u>9</u>
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			21

### CRIMINAL JUSTICE LAW ENFORCEMENT CERTIFICATE

*Level One Certificate Program (430107)*

#### First Semester

Course		Description	Credit
CJLE	1506	Basic Peace Officer I	5
CJLE	1512	Basic Peace Officer II	5
PHED	1117	Fitness Training & Law Enforcement I	1
PHED	1118	Fitness Training & Law Enforcement II	<u>1</u>
			12

#### Second Semester

Course		Description	Credit
CJLE	1518	Basic Peace Officer III	5
CJLE	1524	Basic Peace Officer IV	5
PHED	2100	Fitness Training & Law Enforcement III	1
PHED	2101	Fitness Training & Law Enforcement IV	<u>1</u>
			12

TOTAL SEMESTER CREDIT HOURS IN PROGRAM			24
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### CULINARY/HOSPITALITY MANAGEMENT

*Associate of Applied Science Degree (120503)*

#### FIRST YEAR

##### First Semester

Course		Description	Credit
CHEF	1401	Basic Food Preparation	4
CHEF	2402	Saucier	4
PSTR	1401	Fundamentals of Baking	4
CHEF	2301	Intermediate Food Preparation	<u>3</u>
			15

##### Second Semester

PSTR	2431	Advanced Pastry Shop	4
CHEF	1445	International Cuisine	4
CHEF	1410	Garde Manger	4
CHEF	1441	American Regional Cuisine	<u>4</u>
			16

**Third Semester**

CHEF	1380	Cooperative Education-Culinary Arts/Chef Training	3
HAMG	1308	Introduction to the Hospitality Industry	3
CHEF	1305	Sanitation and Safety	3
RSTO	1317	Nutrition for the Food Service Professional	3
			12

**Second Year**

**First Semester**

COSC	1401	Microcomputer Applications or	4
ITSC	1309	Integrated Software I	3
ENGL	1301	Composition I	3
GOVT	2306	Texas Government	3
MATH	1414	College Algebra	
	or		
BIOL	1322	Nutrition and Diet Therapy I	3/4
			12/13

**Second Semester**

ENGL	1302	Composition II	3
RSTO	2301	Principles of Food and Beverage Controls	3
RSTO	1313	Hospitality Supervision	3
HAMG	2307	Hospitality Marketing and Sales	3
			12

**Third Semester**

CHEF	1381	Cooperative Education-Culinary Arts/Chef Training	3
			3

TOTAL SEMESTER CREDIT HOURS IN PROGRAM 70-72

**Culinary Hospitality Management**

*Level-One Certificate Program (120504)*

Galveston College's Culinary/Hospitality Management Certificate is ideal for people, who do not have a formal culinary arts education, but who already have experience cooking in the food service industry. It provides management skills that should assist someone who is seeking to advance their position in the food service/hospitality job market. The eight management classes in this certificate meet the requirement for the Professional Management Development Program of the Educational Foundation of the National Restaurant Association. This course of study coupled with work experience can lead to certification from the National Restaurant Association and the American Culinary Federation.

## PROGRAMS OF STUDY

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### First Semester

Course		Description	Credit
HAMG	1308	Introduction to the Hospitality Industry	3
HAMG	2337	Hospitality Facilities Management	3
CHEF	1305	Sanitation and Safety	3
RSTO	1317	Nutrition for the Food Service Professional	<u>3</u>
			12

### Second Semester

RSTO	1325	Purchasing for Hospitality Operations	3
RSTO	2301	Principles of Food and Beverage Controls	3
RSTO	1313	Hospitality Supervision	3
HAMG	2307	Hospitality Marketing and Sales	3
COSC	1101	Computer Literacy	<u>1</u>
			13

### Third Semester

RSTO	1381	Cooperative Education-Food and Beverage/Restaurant Operations Management	<u>3</u>
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TOTAL SEMESTER CREDIT HOURS IN PROGRAM 28

## CULINARY ARTS

*Level-One Certificate Program (120503)*

Culinary Arts is a one year certificate program designed for the individual seeking training to become employed as an entry level cook. The student will receive instruction in basic hot food cooking technique, knife skills, garde manger, baking and pastry, soup and sauce making as well as regional and international cuisines. This certificate coupled with work experience and additional classroom instruction can lead to certification by the American Culinary Federation.

### FIRST YEAR

#### First Semester

Course		Description	Credit
CHEF	1401	Basic Food Preparation	4
CHEF	2402	Saucier	4
PSTR	1401	Fundamentals of Baking	4
CHEF	2301	Intermediate Food Preparation	<u>3</u>
			15

**Second Semester**

PSTR	2431	Advanced Pastry Shop	4
CHEF	1445	International Cuisine	4
CHEF	1410	Garde Manger	4
CHEF	1441	American Regional Cuisine	4
COSC	1101	Computer Literacy	<u>1</u>
			17

**Third Semester**

CHEF	1380	Cooperative Education-Culinary Arts/ Chef Training	<u>3</u>
			3
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			35

**CULINARY ARTS/BAKING AND PASTRY***Level One Certificate (120501)*

Culinary Arts/Baking and Pastry is a one-year certificate program designed for the individual seeking training to become employed as an entry-level pastry cook. The student will receive instruction in the production of yeast breads and rolls, quick breads, muffins, cakes, cake decorating, cookies, laminated dough, pate choux, pastries, candies and sugar work. This certificate coupled with work experience and additional classroom instruction can lead to certification by the American Culinary Federation.

**First Semester**

<b>Course</b>	<b>Description</b>	<b>Credit</b>
PSTR 1301	Fundamentals of Baking	3
PSTR 1306	Cake Decorating I	3
PSTR 1305	Breads and Rolls	3
PSTR 1310	Pies, Tarts, Tea Cakes and Cookies	<u>3</u>
		12

**Second Semester**

PSTR	1307	Cake Decorating II	3
PSTR	1312	Laminated Dough, Pate Choux, and Donuts	3
PSTR	2431	Advanced Pastry Shop	3
CULA	2341	Advance Pastry Culinary Competition	3
COSC	1101	Computer Literacy	<u>1</u>
			13

**Third Semester**

PSTR	1381	Cooperative Education-Baker/Pastry Chef	<u>3</u>
			3
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			28

## EMERGENCY MEDICAL SERVICES

*Associate of Applied Science Degree (510904)*

This program is designed to prepare students for a career in emergency medical services. Students successfully completing the first semester may apply for EMT-Basic certification. Students completing the second semester may apply for EMT-Intermediate certification. Students completing the final semesters may apply for Paramedic Certification. Students who successfully complete the technical and general education courses will earn an Associate of Applied Science Degree in Emergency Medical Services, which broadens and heightens the student’s career opportunity and portability. The program is accredited/approved through the Commission on Accreditation of Educational Programs for the Emergency Medical Services Professions (COAEMSP)

Applicants Must:

1. Complete the requirements for admission to the College. Admission to the College does not guarantee admission to the EMS program. Application to the EMS program requires the filing of a preplan/degree plan, which shows evidence of :
  - a. THEA scores for THEA-eligible students or placement scores for THEA-exempt students which permit enrollment in college level courses.
  - b. Satisfactory completion of BIOL 2401, Anatomy and Physiology I within five years of acceptance into the program with a minimum GPA of 2.0. (May take concurrently during 1<sup>st</sup> or 2<sup>nd</sup> semester.)
  - c. Meet with the EMS Program Director.

### Prerequisite Courses

<b>Course</b>	<b>Description</b>	<b>Credit</b>
BIOL 2401	Anatomy and Physiology I	<u>4</u> 4
<b>First Semester</b>		
EMSP 1501	EMT-Basic	5
EMSP 1260	Clinical – Emergency Medical Technician	2
EMSP 1191	Special Topics	1
COSC 1401	**Microcomputer Applications	4
HPRS 1206	Medical Terminology	2
EMSP 1145	Basic Trauma Life Support	<u>1</u> 15

**Second Semester**

EMSP	1338	Introduction to Advanced Practice	3
EMSP	1355	Trauma Management	3
EMSP	1356	Patient Assessment and Airway Management	3
EMSP	1262	Clinical – Emergency Medical Technician	2
BIOL	2402	Human Anatomy and Physiology II	<u>4</u>
			15

**Third Semester**

EMSP	2348	Emergency Pharmacology	3
ENGL	1301	Composition I	3
EMSP	2544	Cardiology	5
EMSP	2160	Clinical – Emergency Medical Technician	<u>1</u>
			12

**Fourth Semester**

EMSP	2434	Medical Emergencies	4
EMSP	2430	Special Populations	4
EMSP	2260	Clinical – Emergency Medical Technician	2
PSYC	2301	General Psychology	<u>3</u>
			13

**Fifth Semester**

EMSP	2143	*Assessment Based Management	1
EMSP	2338	EMS Operations	3
EMSP	2261	Clinical – Emergency Medical Technician	2
HUMA	1302	Introduction to the Humanities II	3
SPCH	1318	Interpersonal Communications	<u>3</u>
			12

TOTAL SEMESTER CREDIT HOURS IN PROGRAM 70-71

\*Capstone Course

\*\*ITSC 1309-Integrated Software I may be substituted for COSC 1401

**EMERGENCY MEDICAL SERVICES BASIC CERTIFICATE**

*Level-One Certificate Program (510904)*

**First Semester**

Course		Description	Credit
EMSP	1501	EMT-Basic	5
EMSP	1260	Clinical-Emergency Medical Technician	2
EMSP	1191	Special Topics	1
HPRS	1206	Medical Terminology	2
COSC	1401	**Microcomputer Applications	4
EMSP	1145	Basic Trauma Life Support	<u>1</u>

TOTAL SEMESTER CREDIT HOURS IN PROGRAM 15



PROGRAMS OF STUDY

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**EMERGENCY MEDICAL SERVICES  
INTERMEDIATE CERTIFICATE**

*Level-One Certificate Program (510904)*

**First Semester**

<b>Course</b>		<b>Description</b>	<b>Credit</b>
EMSP	1501	EMT-Basic	5
EMSP	1260	Clinical-Emergency Medical Technician	2
EMSP	1191	Special Topics	1
HPRS	1206	Medical Terminology	2
COSC	1401	**Microcomputer Applications	4
EMSP	1145	Basic Trauma Life Support	<u>1</u>
			15

**Second Semester**

EMSP	1338	Introduction to Advanced Practice	3
EMSP	1356	Patient Assessment and Airway Management	3
EMSP	1355	Trauma Management	3
EMSP	1262	Clinical-Emergency Medical Technician	<u>2</u>
			11
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			26

**EMERGENCY MEDICAL SERVICES PARAMEDIC CERTIFICATE**

*Level-Two Certificate Program (510904)*

<b>Course</b>		<b>Description</b>	<b>Credit</b>
EMSP	1501	EMT-Basic	5
EMSP	1260	Clinical-Emergency Medical Technician	2
EMSP	1191	Special Topics	1
HPRS	1206	Medical Terminology	2
COSC	1401	**Microcomputer Applications	4
EMSP	1145	Basic Trauma Life Support	<u>1</u>
			15

**Second Semester**

EMSP	1338	Introduction to Advanced Practice	3
EMSP	1356	Patient Assessment and Airway Management	3
EMSP	1355	Trauma Management	3
EMSP	1262	Clinical-Emergency Medical Technician	<u>2</u>
			11

**Third Semester**

EMSP	2348	Emergency Pharmacology	3
EMSP	2544	Cardiology	5
EMSP	2160	Clinical-Emergency Medical Technician	<u>1</u>
			9

**Fourth Semester**

EMSP	2430	Special Populations	4
EMSP	2434	Medical Emergencies	4
EMSP	2260	Clinical-Emergency Medical Technician	<u>2</u>
			10

**Fifth Semester**

EMSP	2143	*Assessment Based Management	1
EMSP	2338	Emergency Medical Services Operations	3
EMSP	2261	Clinical-Emergency Medical Technician	<u>2</u>
			6

TOTAL SEMESTER CREDIT HOURS IN PROGRAM 46

\*Capstone Course

\*\*ITSC 1309-Integrated Software I may be substituted for COSC 1401  
Microcomputer Applications

**HOTEL, RESTAURANT AND TOURISM MANAGEMENT**

*Associate of Applied Science Degree (520901)*

**FIRST YEAR**

**First Semester**

<b>Course</b>		<b>Description</b>	<b>Credit</b>
ENGL	1301	Composition I	3
SPCH	1315	Beginning Public Speaking	3
	or		
SPCH	1321	Business and Professional Speaking	3
HAMG	1321	Introduction to Hospitality (TP)	3
BMGT	1303	Principles of Management	3
COSC	1401	Microcomputer Applicatons (TP)	4
	or		
ITSC	1309	Integrated Software	<u>3</u>
			15-16

## PROGRAMS OF STUDY

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### Second Semester

ENGL	1302	Composition II	3
HAMG	1342	Guest Room Maintenance	3
MATH	1414	College Algebra	4
HAMG	1340	Hospitality Legal Issues	3
RSTO	1313	Hospitality Supervision	3
HAMG	1305	Principles of Tourism Management	<u>3</u>
			19

### Second Year

#### First Semester

GOVT	2305	Federal Government	3
HAMG	1313	Front Office Procedures	3
HAMG	2305	Hospitality Management and Leadership	3
RSTO	2301	Principles of Food and beverage Controls	3
HAMG	1324	Hospitality Human Resources Management	3
HAMG	1391	Special Topics: Hospitality Administrations	<u>3</u>
			18

#### Second Semester

HUMA	XXXX	Humanities Elective	3
HAMG	2307	Hospitality Marketing and Sales	3
HAMG	2330	Convention and Group Management Services	3
HAMG	2332	Hospitality Financial Management	3
HAMG	2337	Hospitality Facilities Management	<u>3</u>
			15

#### Summer

HAMG	1380	Cooperative Education: Hospitality Administration and Management	<u>3</u>
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			*70-71

\*ITSC 1309 Integrated Software I may be substituted for COSC 1401.

**HOTEL, RESTAURANT AND TOURISM MANAGEMENT**

*Level One Certificate (520201)*

**First Semester**

<b>Course</b>		<b>Description</b>	<b>Credit</b>
HAMG	1321	Introduction to Hospitality (TP)	3
HAMG	1342	Guest Room Maintenance	3
HAMG	1324	Hospitality Human Resources Management	3
COSC	1401	Microcomputer Applications (TP)	4
	or		
ITSC	1309	Integrated Software Applications I	<u>3</u>
			12-13

**Second Semester**

HAMG	2332	Hospitality Financial Management	3
HAMG	1313	Front Office Procedures	3
HAMG	2337	Hospitality Facilities Management	3
HAMG	1380	Cooperative Education: Hospitality Administration and Management	3
			<u>12</u>
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			25

**SALES, CONFERENCE SERVICES  
AND CATERING CERTIFICATE**

*Level One Certificate (520201)*

**First Semester**

<b>Course</b>		<b>Description</b>	<b>Credit</b>
HAMG	1305	Tourism Management	3
HAMG	1321	Introduction to the Hospitality Industry	3
HAMG	2330	Convention and Group Management Services	3
COSC	1401	Microcomputer Applications	
	or		
ITSC	1309	Integrated Software	<u>3/4</u>
		12-13	

**Second Semester**

HAMG	1313	Front Office Procedures	3
RSTO	2301	Principles of Food and Beverage Controls	3
HAMG	2307	Hospitality Marketing and Sales	3
HAMG	1380	Cooperative Education: Hospitality Administration and Management	<u>3</u>
			12
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			24/25

## PROGRAMS OF STUDY

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### MANAGEMENT DEVELOPMENT GENERAL MANAGEMENT OPTION

*Associate of Applied Science Degree (520201)*

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

#### FIRST YEAR

##### First Semester

Course		Description	Credit
BMGT	1303	Principles of Management	3
BMGT	1382	Cooperative Education: Business Administration and Management I	
	or		
BMGT		Elective	3
COSC	1401	Microcomputer Applications	4
HRPO	2301	Human Resource Management	3
HRPO	2307	Organizational Behavior	<u>3</u>
			16

##### Second Semester

ACNT	1303	Introduction to Accounting	3
BMGT	1305	Communications in Management	3
BMGT	1383	Cooperative Education: Business Administration and Management II	
	or		
BMGT	Elective		3
BMGT	2309	Leadership	3
BUSI	2301	Business Law	3
MRKG	1311	Principles of Marketing	<u>3</u>
			18

#### SECOND YEAR

##### First Semester

ACCT	2401	Principles of Accounting I – Financial	4
BMGT	2303	Problem Solving and Decision Making	3
BMGT	2382	Cooperative Education: Business Administration and Management III	
	or		
BMGT		Elective	3
ENGL	1301	Composition I	3
SPCH	1315	Beginning Public Speaking	
	or		
SPCH	1321	Business and Professional Speaking	<u>3</u>
			16

**Second Semester**

BMGT	2341	Strategic Management	3
ENGL	1302	Composition II	3
BMGT	2341	Strategic Management	3
MATH	1324	Mathematics for Business & Social Sciences II	3
ELEC		Elective	<u>3</u>
			15
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			65

**GENERAL MANAGEMENT**

*Level-One Certificate Program (520201)*

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

**FIRST YEAR**

**First Semester**

<b>Course</b>		<b>Description</b>	<b>Credit</b>
BMGT	1303	Principles of Management	3
BMGT	1382	Cooperative Education: Business Administration and Management I	
	or		
BMGT		Elective	3
COSC	1401	Microcomputer Applications	4
HRPO	2301	Human Resource Management	3
HRPO	2307	Organizational Behavior	<u>3</u>
			16

**Second Semester**

ACNT	1303	Introduction to Accounting	3
BMGT	1305	Communications in Management	3
BMGT	1383	Cooperative Education:	
	or		
BMGT		Elective	3
BMGT	2309	Leadership	3
BUSI	2301	Business Law	3
MRKG	1311	Principles of Marketing	<u>3</u>
			18
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			34

**NURSING  
ASSOCIATE OF APPLIED SCIENCE IN  
NURSING (ADN-TECH PREP)  
ADMISSIONS**

**Admission Requirements:**

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

1. Complete the requirements for admission to the college. **(Admission to Galveston College does not guarantee admission to the nursing program.)** Application to the nursing program requires the filing of a pre-plan/degree plan, which shows evidence of:
  - a. THEA scores for THEA-eligible students or placement scores for THEA-exempt students (which permit enrollment in college level courses).
  - b. Satisfactory completion of high school chemistry or CHEM 1405, Fundamentals of Chemistry, within five years of acceptance into the nursing program.
  - c. Satisfactory completion of an Introductory Algebra course, or a passing placement test score, within five years of acceptance into the nursing program.
  - d. Satisfactory completion of BIOL 2401, Anatomy and Physiology I, within five years of acceptance into the nursing program.
  - e. Satisfactory completion of PSYC 2301, Introduction to Psychology.
  - f. Satisfactory completion of HPRS 1206, Medical Terminology.
2. Achieve a grade of "C" or better in all required courses. An overall G.P.A. of 2.5 as well as a G.P.A. of 2.5 on all prerequisite courses is required for admission consideration. The cumulative G.P.A. must be 2.5 at Galveston College. \*Science courses must have been taken within five years of acceptance into the nursing program. Transcripts may not reflect more than one (1) D or F in any science\* or nursing course. A grade of "W" in a science course is considered as a failure unless documentation is provided by the instructor.

\*Science courses include Anatomy and Physiology I and II, Chemistry, and Microbiology.

Students who plan to enroll in first year nursing courses on the Brazosport Campus should contact the Counseling office at Brazosport College for details

Prospective applicants who meet the above criteria will be required to pass The Nurse Entrance Test, as part of the admission criteria. Students will be notified of the date and time the examination will be administered. Students who do not pass the examination will be counseled and remediation will be recommended. The student may retake the examination one time. A passing score on the Nurse Entrance test is valid for one year.

### **Procedure After Admission:**

Successful applicants will:

1. Be informed by mail of acceptance into the program. All entering students will be notified by mail of the scheduled departmental orientation session and will be required to attend.
2. Submit a personal health history form furnished by the UTMB Office of Student Health. Physical examinations and required immunizations will be at student expense.
3. Be certified in Basic Life Support (CPR-Health Professional Level) at program entry and maintain certification throughout the course of study.

### **State Board Requirements**

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

### **Application Requirements:**

Applications for admission to the Associate Degree Nursing Program will be accepted in the Admissions Office beginning **September 15** of each year for the next academic year. Prospective students whose files are completed by **April 15** will be considered for admission according to specific criteria. Applications will be accepted until the class is filled.

Applicants who are not admitted to the program are not automatically considered for the next year's class and must re-apply each year. A student who is accepted for the current class but does not enroll in the program will be required to re-apply for the next class. A new pre-plan must be completed each time a student re-applies.

All students desiring admission to the Associate Degree Nursing Program should have a Pre-ADN plan on file in the Counseling Center. Only students who have completed all admission requirements will be considered for admission to the Associate Degree Nursing Program.

### **TRANSFER POLICIES**

Students who wish to transfer credits should apply for admission to the College in the Counseling Center. Transfer nursing courses are evaluated on a course-by-course basis. Transfer grades below a "C" are not accepted for credit in the nursing program. Mathematics and science courses must be no more than five years old. Only one \*science or nursing course repeat is allowed. (\*Science courses include Anatomy and Physiology I and II, Chemistry, and Microbiology). Transfer students from other nursing programs who meet the standard admission requirements will be admitted on a



## PROGRAMS OF STUDY

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space-available basis.

The student desiring transfer credit must:

1. Meet admission requirements for Galveston College and the Associate Degree Nursing Program;
2. Currently hold an overall GPA of 2.5 as well as a GPA 2.5 on all prerequisite courses;
3. Currently hold a cumulative G.P.A. of 2.5 at Galveston College;
4. Arrange to have transcripts from former institutions including high school or G.E.D. certificate sent to the Admissions Office at Galveston College;
5. Have a letter concerning eligibility from previous nursing programs sent to the Director of Admissions/Registrar;
6. Submit course syllabi for review, if requested, to the Admission and Progression Committee.
7. Successfully complete all testing requirements.
8. Enter the ADN program before or at the beginning of the second year.
9. Complete 18 of the last 36 semester hours at Galveston College prior to graduation from Galveston College (ADN).

## ACADEMIC PROGRESSION REQUIREMENTS

### Grading System and Repetition of Courses

The grading system for the Associate Degree Program Nursing Courses is:

A = 91 – 100      C = 75 – 80

B = 81 – 90      F = Below 75

The student is required to:

1. Achieve a grade of “C” (75) or better in all nursing courses required in the ADN curriculum to progress in the nursing program. **Grades will not be rounded.**
2. Achieve a grade of “C” or better in all science and general education courses required in the ADN curriculum to progress in the nursing program. Students must complete all concurrent courses within a semester to progress to the next semester.
3. Complete nursing and science courses in sequence and within a period of five years. Students are subject to failure or dismissal at any time for documented incidents of unsatisfactory/ unsafe clinical performance.

Students with a grade of “W”, “F”, or “AWF”, in any nursing course and not dismissed must re-apply to repeat the course on a space available basis after meeting the criteria for re-admission. Students must also satisfy all requirements to remove “scholastic probation” status prior to re-admission.

Students applying for transfer or readmission who do not have any failures in nursing courses will have priority over a student with one nursing failure.

Students with a total of two failures in any combination of science or nursing courses will be dismissed from the ADN program without the option of readmission for a period of two (2) years. Students who withdraw passing from required science

courses must provide documentation from instructor.

### Re-admission Requirements

Re-admission policies relate to students who are admitted to the Associate Degree Nursing Program, leave prior to completion and apply to return to the program. Re-admission is based upon an individual review of the student's record and space availability. Students may re-enter the Associate Degree Nursing Program only one time if the reason for the exit was failure of a course or courses in the program. Re-admission must be within one (1) year of leaving the program. Students desiring re-admission after one (1) year must complete the entire program.

The applicant must:

1. Be in academic good standing;
2. Submit a written request to the Admission and Progression Committee;
3. Currently hold an overall G.P.A. of 2.5 as well as G.P.A. of 2.5 on all prerequisite courses. The cumulative G.P.A. must be 2.5 on any courses taken at or transferred to Galveston College. Science courses must have been taken within five years of acceptance into the nursing program. Only one science repeat is acceptable for admission. A grade of "W" in a science course is considered as a failure unless documentation is provided by the instructor;
4. Satisfactorily complete testing re-admission requirements identified for each course.

As part of an exit interview, the faculty and/or Director will identify in writing the exact courses (other than RNSG courses) that the student must complete with a grade of "C" or better to be considered for re-admission. The student will be required to complete at least the number of RNSG semester hours in which he received a grade of "W" or "F". If the student elects to complete more than the required hours and the courses are approved by the faculty, the student will be required to complete each course with a grade of "C" or better.

Additional re-admission requirements are dependent upon the course of re-entry and include a comprehensive math exam, a standardized examination and a laboratory skills demonstration.

**All requirements must be accomplished prior to completion of the preceding semester to which the student is requesting entry.** Students will be notified of admission status prior to the first day of class. If the number of students applying exceeds the number of vacancies, the selection will be determined by cumulative G.P.A. at Galveston College.

### Students with two (2) failures

\*Students who have failed any combination of two nursing or science courses may reapply to the program two years (2) from the date of the second failure. The student would be required to repeat all nursing courses from their original point of entry into the program (1<sup>st</sup> semester or transition). The student would be required to follow the curriculum requirements in place at their time of reentry.

## PROGRAMS OF STUDY

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The applicant must:

1. Write a letter to the Registrar expressing a desire to be considered for readmission to the program.
2. Request a letter of recommendation from a nursing faculty member.
3. Have a 2.5 G.P.A. overall and a 2.5 G.P.A. on required pre-requisites.
4. Attend a committee interview to discuss changes made that will ensure success.
5. Be admitted to the program at their point of entry on a space-available basis.

The student will be notified by mail of the results of the interview and of their reentry status.

### Liability Insurance

All students enrolled in Galveston College nursing programs will be required to purchase liability insurance. At the time of registration, students will automatically be assessed insurance charges. Liability insurance fees are non-refundable. Students are covered by the insurance policy not by the coverage or license of the faculty.

### Nursing Organizations

Galveston College nursing students are encouraged to seek membership in college, local, state and national nursing organizations.

## NURSING-ASSOCIATE DEGREE

*Associate Of Applied Science Degree – Tech Prep (511601)*

The Associate Degree Nursing Program is approved by the Board of Nurse Examiners for the State of Texas and Accredited by the National League for Nursing Accrediting Commission. Information regarding the program can be obtained from NLNAC at 61 Broadway, New York, NY 10016, (800) 669-1656, [www.nlnac.org](http://www.nlnac.org).

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

Galveston College offers the first year nursing courses on the Galveston College and Brazosport College campuses. Nursing courses in the sophomore year are offered only on the Galveston campus. The required general education courses are available on both the Galveston and Brazosport campuses. Contact the office of Admissions for enrollment information.

Students are scheduled to begin their program in the fall and must complete all courses in the curriculum to meet requirements to take the National Council Licensure Examination for Registered Nurses. Upon completion of the two-year, 72 credit-hour curriculum, graduates will be awarded the Associate in Applied Science degree in Associate Degree Nursing.

**Prerequisite Courses\***

<b>Course</b>		<b>Description</b>	<b>Credit</b>
BIOL	2401	Anatomy and Physiology I	4
CHEM	1405	Fundamentals of Chemistry	4
HPRS	1206	Medical Terminology	2
PSYC	2301	General Psychology	<u>3</u>
			13

**FIRST YEAR**

**First Semester**

BIOL	2402	Anatomy and Physiology II	4
RNSG	1413	Foundations for Nursing Practice	4
RNSG	1260	Clinical Nursing	2
RNSG	1171	Intro. To Nursing Process	1
RNSG	1115	Health Assessment	1
RNSG	1105	Nursing Skills I	<u>1</u>
			13

**Second Semester**

BIOL	2421	Microbiology	4
RNSG	1441	Common Concepts of Adult Health	4
RNSG	1360	Clinical-Nursing	3
HPRS	2200	Pharmacology for Health Professionals	<u>2</u>
			13

**SECOND YEAR**

**First Semester**

RNSG	2213	Mental Health Nursing	2
RNSG	1261	Clinical-Psy/Mental Health	2
ENGL	1301	Composition I	3
MRMT	1211	Computers in Health Care	<u>2</u>
			9

**Second Semester**

RNSG	2201	Care of Children and Families	2
RNSG	2260	Clinical-Nursing	2
RNSG	2308	Maternal/Newborn and Women's Health	3
RNSG	2261	Clinical-Nursing	2
RNSG	1193	Issues in Pediatric Nursing	1
HUMA	XXXX	Core Curriculum Humanities	<u>3</u>
			13

**Third Semester**

GOVT	2305	Federal Government	3
	OR		
GOVT	2306	Texas Government	
	OR		
PSYC	2314	Lifespan Growth and Development	

## PROGRAMS OF STUDY

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RNSG	1443	Complex Concepts of Adult Health	3
RNSG	2360	Clinical-Nursing	3
RNSG	1166	Preceptorship***	<u>2</u>
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			11
			72

\*MATH 0303-Introductory Algebra is a requirement to be met for admission to the program by placement or course completion.

\*\*\*Capstone Experience.

## LVN TO ADN TRANSITION PROGRAM

Licensed Vocational Nurses who meet the College and Nursing Program Admissions criteria are eligible to enter the second year of the nursing program via the Role Transition Course. The admissions criteria include the completion of all prerequisite and general education courses required in the first year of the Associate Degree Nursing curriculum. These courses must be completed prior to the beginning of the course. Applications will be accepted in the Admissions Office beginning **September 15** of each year for the next academic year. Prospective students whose files are completed by **April 15<sup>th</sup>** will be considered first for admission in summer according to specific criteria. Applicants will be accepted until the class is filled. For admission, the applicant should contact the Counseling Center. Applicants must:

1. Complete the requirements for admission to the college. (Admission to Galveston College does not guarantee admission to the nursing program.) Application to the nursing program requires the filing of a pre-plan/degree plan which shows evidence of:
  - a. THEA scores for THEA-eligible students or placement scores for THEA-exempt students (which permit enrollment in college level courses).
  - b. Satisfactory completion of high school chemistry or CHEM 1405, Fundamentals of Chemistry, within five years of acceptance into the Role transition program.
  - c. Satisfactory completion of an Introductory Algebra course, or a passing placement test score, within five years of acceptance into the Role Transition program.
  - d. Satisfactory completion of required prerequisite courses.
2. Send official copies of the following to the Admissions Office:
  - a. Transcript from state board approved VN/PN nursing program
  - b. High school transcript/GED scores
  - c. Transcripts for all college work completed.
3. Show proof of current licensure as an LVN/LPN.
4. Have one year of current work experience as an LVN/LPN defined as:
  - a. Working at least one-half time during the last calendar year or,

- b. Full-Time student pursuing general education requirements for the nursing program while working part-time.
- 5. Achieve a grade of “C” or better in all required courses. An overall G.P.A. of 2.5 as well as a G.P.A. of 2.5 on all prerequisite courses completed within the past five years is required for admission consideration. The cumulative G.P.A. at Galveston College must be 2.5.

**Curriculum**

Each transition class enters in the summer and completes the program of study in one year. Students must be certified in Basic Life Support, Health Care Provider (CPR) at program entry and maintain certification throughout their course of study. Enrolled students will be required to achieve a “C” or better in all courses required in the ADN curriculum in order to progress in the program. All nursing and science courses must be completed in sequence and within a period of five years.

**NURSING – LVN to ADN Transitional Program**

*Associate of Applied Science Degree (511601)*

**Prerequisites**

<b>Course</b>		<b>Description</b>	<b>Credit</b>
BIOL	2401	Anatomy and Physiology I	4
BIOL	2402	Anatomy and Physiology II	4
BIOL	2421	Microbiology	4
CHEM	1405	Fundamental of Chemistry	4
ENGL	1301	Composition I	3
HUMA	XXXX	Core Curriculum Humanities	3
HPRS	1206	Medical Terminology	2
PSYC	2301	General Psychology	3
RNSG	1171	Intro to Nursing Process	1
RNSG	1115	Health Assessment	<u>1</u>
			29

**Summer Semester**

RNSG	1262	Clinical-Nursing	2
RNSG	2307	Transition to Nursing Practice	<u>16</u>
			18**
HPRS	2200	Pharmacology	<u>2</u>
			20

**Fall Semester**

RNSG	2201	Care of Children and Families	2
RNSG	2260	Clinical-Nursing	2
RNSG	2308	Maternal/Newborn and Women’s Health	3
RNSG	2261	Clinical-Nursing	2

## PROGRAMS OF STUDY

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RNSG	1193	Issues in Pediatric Nursing	1
MRMT	1211	Computers in Health Care	<u>2</u>
			12
<b>Spring Semester</b>			
RNSG	1443	Complex Concepts of Adult Health	4
RNSG	2360	Clinical-Nursing	3
RNSG	1166	Preceptorship***	1
GOVT	2305	Federal Government	3
	OR		
GOVT	2306	Texas Government	
	OR		
PSYC	2314	Lifespan Growth and Development	<u>11</u>
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			72

\* MATH 0303 Introductory Algebra is a requirement to be met for admission to the program by placement or course completion.

\*\* Student receives a total of 19 credits for education and experience upon successful completion of RNSG 1171, 1262 and 2307.

\*\*\*Capstone Experience.

## EMT-P TO ADN TRANSITION PROGRAM

Paramedics who meet the College and Nursing Program Admissions criteria are eligible to enter the second year of the nursing program via the Role Transition Course. The admission criteria include the completion of all prerequisite and general education courses required in the first year of the Associate Degree Nursing curriculum. These courses must be completed prior to the beginning of the course. Applications will be accepted in the Admissions Office beginning September 15 of each year for the next academic year. Prospective students whose files are completed by April 15<sup>th</sup> will be considered first for admission in summer according to specific criteria. Applicants will be accepted until the class is filled. For admission, the applicant should contact the Counseling Center. Applicants must:

1. Complete the requirements for admission to the college. (Admission to Galveston College does not guarantee admission to the nursing program.) Application to the nursing program requires the filing of a pre-plan/degree plan which shows evidence of:
  - a. THEA scores for THEA-eligible students or placement scores for THEA-exempt students (which permit enrollment in college level courses).
  - b. Satisfactory completion of high school chemistry or CHEM 1405, Fundamentals of Chemistry, within five years of acceptance into the nursing program.
  - c. Satisfactory completion of an Introductory Algebra course, or a passing place-

- ment test score, within five years of acceptance into the Role Transition program.
- d. Satisfactory completion of required prerequisite courses.
  2. Send official copies of the following to the Admissions Office:
    - a. Transcript showing successful completion of Basic, Intermediate and EMT-Paramedic courses.
    - b. High school transcript/GED scores
    - c. Transcripts for all college work completed.
  3. Be a Texas certified or Licensed Paramedic or eligible for certification or licensure.

### **NURSING – PMT to ADN Transitional Program**

*Associate of Applied Science Degree (511601)*

**Prerequisites**

<b>Course</b>	<b>Description</b>	<b>Credit</b>
BIOL 2401	Anatomy and Physiology I	4
BIOL 2402	Anatomy and Physiology II	4
BIOL 2421	Microbiology	4
CHEM 1405	Fundamentals of Chemistry	4
ENGL 1301	Composition I	3
HUMA XXXX	Core Curriculum Humanities	3
HPRS 1206	Medical Terminology	2
PSYC 2301	General Psychology	3
RNSG 1115	Health Assessment	1
RNSG 1171	Intro to Nursing Process	<u>1</u>
		29

**Summer Semester**

RNSG 1140	Nursing Skills for Articulating Students	1
RNSG 1262	Clinical-Nursing	2
RNSG 2307	Transition to Nursing Practice	<u>15</u>
		18**
HPRS 2200	Pharmacology for Health Professionals	<u>2</u>
		20

**Fall Semester**

RNSG 2201	Care of Children and Families	2
RNSG 2260	Clinical-Nursing	2
RNSG 2308	Maternal/Newborn and Women's Health	3
RNSG 2261	Clinical-Nursing	2
RNSG 1193	Issues in Pediatric Nursing	1
MRMT 1211	Computers in Healthcare	<u>2</u>
		12



## PROGRAMS OF STUDY

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### Spring Semester

RNSG	1443	Complex Concepts of Adult Health	4
RNSG	2360	Clinical-Nursing	3
RNSG	1166	Preceptorship***	1
GOVT	2305	Federal Government	<u>3</u>
	OR		
GOVT	2306	Texas Government	
	OR		
PSYC	2314	Lifespan Growth and Development	

11

TOTAL SEMESTER CREDIT HOURS IN PROGRAM

72

\* MATH 0303 Introductory Algebra is a requirement to be met for admission to the program by placement or course completion.

\*\* Student receives a total of 19 credits for education and experience upon successful completion of RNSG 1171, 1140, 1262 and 2307.

\*\*\*Capstone Experience.

## NURSING – VOCATIONAL ADMISSIONS

### Admission Requirements:

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

1. Complete the requirements for admission to the College. Admission to the College does not guarantee admission to the Vocational Nursing Program. Application to the nursing program requires the filing of a pre-plan/degree plan which shows evidence of THEA scores for THEA-eligible students or placement scores for THEA-exempt students that permit enrollment in college level courses.
2. Successfully complete all sections of the THEA prior to admission to the program.
3. Satisfactorily complete eight (8) credit hours of general academic college level courses with a grade of “C” or better. An overall G.P.A. of 2.0 as well as a G.P.A. of 2.25 on all prerequisite courses is required for admission consideration. Science courses must have been taken within five years of acceptance into the nursing program. Only one science course repeat is permitted.
4. The following are approved general education courses:

***BIOL 2401	ENGL 1301	HPRS 1205	
***BIOL 2402	GOVT 2305	*HPRS 1206	PSYC 2314
***BIOL 2421	GOVT 2306	HUMA 1302	SOCI 1301
BIOL 1322	HIST 1301	**MATH 0300	
COSC 1401	HIST 1302	MRMT 1211	

\* HPRS 1206, Medical Terminology is a requirement for admission.

\*\*MATH 0300, Basic Mathematics is a requirement to be met for admission to the program by placement or course completion.

*\*\*\* It is strongly recommended that the student complete these courses prior to entering the vocational nursing program. BIOL 1322, BIOL 2401, BIOL 2402, will count toward satisfaction of general academic prerequisites and will substitute for VNSG 1216 and VNSG 1420. Both BIOL 2401 and BIOL 2402 must be completed for the substitution.*

**Procedure After Admission:**

Successful applicants will:

1. Be informed by mail of acceptance to the program. All entering students will be required to attend a departmental orientation for new students. All entering students will be notified by mail of the dates and times of the scheduled orientation sessions.
2. Submit a personal health history form furnished by the UTMB Office of Student Health. Physical examinations and required immunizations will be at student expense.
3. Be certified in Basic Life Support (CPR-Professional Level) at program entry and maintain Certification throughout the course of study.

**State Board Requirements:**

Students should be advised that permission to take the NCLEX-PN for licensure as a vocational nurse is regulated by the Texas State Board of Vocational Nurse Examiners. Students who have been previously convicted of a crime other than minor traffic violations or if ever hospitalized or treated for mental illness and/or chemical dependency may not be approved by the Board for licensure. For further information students may contact the Board of Vocational Nurse Examiners for the State of Texas in Austin.

**Transfer Policies:**

Students who desire to enter the Galveston College Vocational Nursing Program after taking nursing courses at another college or university should apply for admission in the Counseling Center. Admission of transfer students is based upon an individual review of previous course work and space available.

The student desiring transfer credit must:

1. Meet admission requirements for Galveston College and the Vocational Nursing Program.
2. Currently hold an overall G.P.A. of 2.0 as well as a G.P.A. of 2.25 on all prerequisite courses.
3. Arrange to have transcripts from all former institutions including high school or a G.E.D. certificate sent to the Admissions Office at Galveston College.
4. Have a letter concerning eligibility from previous nursing programs sent to the Director of Admissions/Registrar.
5. Submit course syllabi for review, if requested, to the Admission and Progression Committee.

## PROGRAMS OF STUDY

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6. Complete examinations and skills check-offs according to the procedure for transfers.
7. Enter the VN program during the first or second semester.
8. Complete a minimum of medical-surgical nursing I and II prior to graduation from Galveston College.

### Re-admissions:

Re-admission policies relate to students who are admitted to the Vocational Nursing Program, leave prior to completion and apply to return to the program. Re-admission is based upon an individual review of the student's record and space availability. Students may re-enter the Vocational Nursing Program only one time if the reason for exit was failure of a course or courses in the program. Re-admission must be within one (1) year of leaving the program. Students desiring re-admission after one (1) year must complete the entire program.

The applicant must:

1. Be in academic good standing;
2. Currently hold an overall G.P.A. of 2.0 as well as G.P.A. of 2.25 on all prerequisite courses;
3. Submit a written request to the Admission and Progression Committee;
4. Satisfactorily complete re-admission requirements identified at the time of exit.
5. Satisfactorily complete testing re-admission requirements identified for each course.

As part of the exit interview, the faculty and/or Director will identify in writing the exact courses (other than VNSG courses) that the student must complete with a grade of C or better to be considered for re-admission.

The student will be required to complete at least the number of VNSG semester hours in which he received a grade of "W" or "F". If the student elects to complete more than the required hours and the courses are approved by the faculty, the student will be required to complete each course with a grade of "C" or better.

Vacancies for re-admission students will be awarded on a space-available basis. If the number of students applying exceeds the number of vacancies, the selection will be determined by cumulative G.P.A. at Galveston College.

## NURSING – VOCATIONAL

### *Level-Two Certificate Program (511613)*

The primary role of the licensed vocational nurse is to provide nursing care in structured health care settings, under the direction of a registered nurse or licensed physician, for clients experiencing common, well-defined problems with predictable outcomes. The graduate is eligible to take the NCLEX-PN licensure examination. The program is designed to be completed within one calendar year. The curriculum is based on sequential learning; therefore, a student must have a grade of "C" or better

in all courses to progress to the next sequence of VNSG courses.

**First Semester**

<b>Course</b>	<b>Description</b>	<b>Credit</b>
VNSG 1216	Nutrition	2
VNSG 1222	Vocational Nursing Concepts	2
HPRS 2200	Pharmacology	2
VNSG 1227	Essentials of Medicine Administration	2
VNSG 1423	Basic Nursing Skills	4
VNSG 1260	Clinical-Practical Nursing (Basic Nursing Skills)	<u>2</u>
		14

**Second Semester**

VNSG 1236	Mental Health	2
VNSG 1160	Clinical-Practical Nursing (Mental Health)	1
VNSG 1234	Pediatrics	2
VNSG 1161	Clinical-Practical Nursing (Pedi)	1
VNSG 1420	Anatomy and Physiology for Allied Health	4
VNSG 1429	Medical-Surgical Nursing I	4
VNSG 1261	Clinical-Practical Nursing (Medical Surgical Nursing I)	<u>2</u>
		16

**Third Semester**

HPRS 1205	Medical/Legal Issues for Health Professionals	2
VNSG 1230	Maternal-Neonatal Nursing	2
VNSG 1162	Clinical-Practical Nursing (Maternal-Neonatal Nursing)	1
VNSG 1432	Medical-Surgical Nursing II	4
VNSG 2461**	Clinical-Practical Nursing (Medical Surgical Nursing II)	<u>4</u>
		13
	*Prerequisites	<u>8</u>

TOTAL SEMESTER CREDIT HOURS IN PROGRAM 51

\*\*Capstone Experience

## PROGRAMS OF STUDY

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### OFFICE ADMINISTRATION

*Associate of Applied Science Degree-Tech Prep (520401)*

Skilled, technologically sophisticated office workers are in high demand. More and more companies are seeking employees who are skilled in computer knowledge, diversity, teamwork approach, communication skills, interpersonal skills, and the Internet to meet the needs of dynamic businesses. Office Administration students receive training in the most commonly used business software applications, operating system, and computer peripherals.

#### First Semester

<b>Course</b>		<b>Description</b>	<b>Credit</b>
COSC	1401	Microcomputer Applications	4
	or		
ITSC	1309	Integrated Software Applications I	3
POFT	1313	Professional Development for Office Personnel	3
POFT	1301	Business English	3
POFT	1325	Business Mathematics and Machine Applications	3
POFT	1329	Keyboarding and Document Formatting	3
			15-16

#### Second Semester

ENGL	1301	Composition I: College Composition	3
ITSC	2321	Integrated Software Applications II	3
POFT	1309	Administrative Office Procedures I	3
POFT	2301	Document Formatting and Skill Building	3
ELEC		Social Science	3
			15

#### Third Semester

BUSI	1301	Business Principles	3
ACNT	1303	Intro to Accounting	3
ITNW	1337	Intro to the Internet	3
POFT	2312	Business Correspondence and Communications	3
POFT	1319	Records and Information Management I	3
			15

#### Fourth Semester

ELEC		Math/Science	3-4
POFT	1380	Cooperative Education	3
HUMA	1302	Introduction to the Humanities II	3
POFT	2331	Administrative Systems	3
SPCH	1321	Business & Professional Speaking	3
			15-16
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			60-62

**ADMINISTRATIVE PROFESSIONAL***Level-one Certificate Program-Tech Prep (520401)*

These programs are intended for students seeking short-term clerical training for entry-level positions.

**First Semester**

<b>Course</b>		<b>Description</b>	<b>Credit</b>
COSC	1401	Microcomputer Applications	4
	or		
ITSC	1309	Integrated Software Applications I	3
POFT	1313	Professional Development for Office Personnel	3
POFT	1301	Business English	3
POFT	1325	Business Mathematics and Machine Applications	3
POFT	1329	Keyboarding and Document Formatting	3
			15-16

**Second Semester**

ACNT	1303	Intro to Accounting	3
ITSC	2321	Integrated Software Applications II	3
POFT	1380	Cooperative Education	3
POFT	1309	Administrative Office Procedures I	3
POFT	1319	Records and Information Management I	3
			15
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			30-31

**OFFICE ASSISTANT***Level-one Certificate Program-Tech Prep (520401)***First Semester**

<b>Course</b>		<b>Description</b>	<b>Credit</b>
ANCT	1303	Intro to Accounting	3
COSC	1401	Microcomputer Applications	4
	or		
ITSC	1309	Integrated Software Applications I	3
ITNW	1337	Intro to the Internet	3
POFT	1325	Business Math and Machine Applications	3
POFT	1301	Business English	3
POFT	1329	Keyboarding & Document Formatting	3
POFT	1313	Professional Development for Office Personnel	3
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			21-22

**MEDICAL SECRETARY**

*Associate of Applied Science Degree (52040)*

Skilled, technologically sophisticated medical office workers are in high demand. More and more health care institutions are seeking employees who are skilled in computer knowledge, diversity, teamwork approach, communication skills, interpersonal skills, and the Internet to meet the needs of today's medical office. Medical Secretary students receive training in the most commonly used medical basic coding and medical insurance skills, medical terminology and business software applications, operating system, and computer peripherals.

**First Semester**

<b>Course</b>		<b>Description</b>	<b>Credit</b>
ELEC		Math/Science	3-4
POFM	1213	Medical Terminology I	2
	or		
HITT	1205	Medical Terminology I	2
POFT	1313	Professional Development for Office Personnel	3
POFT	2301	Document Formatting and Skill Building	3
POFT	1301	Business English	<u>3</u>
			14-15

**Second Semester**

POFM	1327	Medical Insurance	3
HITT	1353	Legal/Ethical Aspects of Health Information	3
COSC	1401	Microcomputer Application	4
	or		
ITSC	1309	Integrated Software Applications I	3
POFM	1331	Medical Transcription I	3
ITNW	1337	Intro to the Internet	<u>3</u>
			15-16

**Third Semester**

POFM	2313	Medical Transcription II	3
POFT	1319	Records & Information Management I	3
POFM	1353	Medial Coding	3
	or		
HITT	1341	Coding and Classification Systems	3
ENGL	1301	Composition I	3
POFM	1309	Medical Office Procedures	3
ACNT	1303	Intro to Accounting	<u>3</u>
			18

**Fourth Semester**

POFM	1380	Cooperative Education	3
SPCH	1321	Business & Professional Speaking	3
HUMA	1302	Introduction to the Humanities II	3
ELEC		Social Science	3
POFM	2333	Medical Document Production	<u>3</u>
			15
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			62-64

**MEDICAL OFFICE ASSISTANT CERTIFICATE**

*Level-One Certificate Program (520404)*

This one-year program is designed to prepare students to work in a variety of health care settings including hospitals, medical clinics, insurance companies, and doctors' offices.

**First Semester**

<b>Course</b>	<b>Description</b>	<b>Credit</b>
POFT 1313	Professional Development for Office Personnel	3
POFM 1213	Medical Terminology I	2
or		
HITT 1205	Medical Terminology I	2
ITNW 1337	Introduction to the Internet	3
POFT 1329	Keyboarding and Document Formatting	3
or		
ITSC 1309	Integrated Software Applications I	3
POFT 1301	Business English	<u>3</u>
		14

**Second Semester**

POFM	1309	Medical Office Procedures	3
POFM	1380	Cooperative Education	3
POFM	1331	Medical Transcription I	3
POFM	1327	Medical Insurance	3
POFM	1353	Medical Coding	3
			18
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			32



## PETROCHEMICAL PROCESS TECHNOLOGY

*Associate of Applied Science Degree*

*A Partnership between Galveston College and College of the Mainland*

The Process Technology Program offers students core courses related to the Process Operations that will prepare them to develop in their careers as safe, efficient, and environmentally responsible Process Technicians in the petrochemical industry. Students entering this program should realize that Process Operators generally work rotating shifts, perform tasks requiring good mental and physical aptitude, climb tall structures and work with a variety of chemicals. The Process Technology program is committed to serving in partnership, the community and industry with a quality, industry-driven curriculum. The program will develop and supply a technically prepared addition to developing technical knowledge regarding plant operations, team building skills throughout the program. See counseling for information.

## PHLEBOTOMY TECHNOLOGY

*Certificate Program*

The Phlebotomy Technology program is a one-semester 15 credit-hour program, which is designed to prepare the student for an entry-level position as a phlebotomy technician. The graduate will be eligible to take the American Society of Clinical Pathologists Board of Registry examination for certification.

The primary role of the phlebotomy technician is to collect blood samples from patients, obtain and verify patient information, and transport and store blood for analysis and testing. They work closely with laboratory personnel and are employed in hospitals, clinics, physician's offices, home health agencies and blood banks.

### PHLEBOTOMY TECHNICIAN ADMISSION CRITERIA

All prospective candidates who wish to be admitted to the Phlebotomy Technician program should contact the Counseling Center. Applicants must:

1. Complete an application for admission to the College. Admission to the College does not guarantee admission to the Phlebotomy Technician program. Application to the Phlebotomy program requires the filing of a pre-plan which, demonstrates eligibility for enrollment in college level courses. This may be completed by:
2. Passing THEA scores **OR**  
Placement tests – a proficiency level of reading and English post-high school or passing READ 0302 and ENGL 0302, **OR**  
Permission of the Director of Nursing and Health Occupations.
3. Graduation from high school or GED.
4. Current health professional level CPR (At time of entrance).

5. Submit a personal health history form furnished by the UTMB Office of Student Health. Physical examinations and required immunizations will be at student's expense.

## CURRICULUM

This program is designed to be completed within one semester. HPRS 1206, Medical Terminology, and MRMT 1211, Computers in Health Care, may be taken prior to entering the program. PLAB 1223, PLAB 1166, and PLAB 1391 and HPRS 2333, must be taken concurrently.

### PHLEBOTOMY TECHNOLOGY

*Level-One Certificate Program (511004)*

<b>Course</b>	<b>Description</b>	<b>Credit</b>
MRMT 1211	Computers in Health Care	2
HPRS 1205	Medical Law/Ethics for Health Professionals	2
MLAB 1223	Phlebotomy	2
MLAB 1166	Practicum I	1
MLAB 1391	Special Topics: Seminar	3
HPRS 1206	Medical Terminology	2
HPRS 2333	Consumer Oriented Health Delivery Systems	3
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		15

### PHYSICAL EDUCATION AND RECREATION (KINESIOLOGY)

*Associate of Arts Degree (0835)*

The principle objectives of this program are as follows: (1) to develop the student's neuro-muscular skill and organic system through movement experience, (2) to increase the student's knowledge, insight, understanding, and interest in movement experiences, and finally(3) to improve the student's recreational and leisure-time skills as well as their standards of behavior in these selected movement areas.

#### FIRST YEAR

##### First Semester

<b>Course</b>	<b>Description</b>	<b>Credit</b>
+BIOL 2401	Anatomy and Physiology I	4
+ENGL 1301	Composition I	3
+HIST 1301	United States History I	3
PHED 1301	Foundation of Kinesiology and Recreation	3
PHED	(Activity)	1
+SPCH 1315	Beginning Public Speaking	3
		17

## PROGRAMS OF STUDY

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### Second Semester

+BIOL	2402	Anatomy and Physiology II	4
+ENGL	1302	Composition II	3
+HIST	1302	United States History II	3
+MATH	1414	College Algebra	4
PHED		(Activity)	1
+PSYC	2301	General Psychology	
	or		
+SOC1	1301	Introductory Sociology	<u>3</u>
			18

### SECOND YEAR

#### First Semester

+COSC	1401	Microcomputer Applications*	4
ENGL		Sophomore Elective	3
+GOVT	2305	Federal Government	3
+HUMA	1302	Introduction to the Humanities II	3
PHED		(Activity)	1
PHED	1306	First Aid	<u>3</u>
			17

#### Second Semester

ELEC		Elective	3
ENGL		Sophomore Elective	3
+GOVT	2306	Texas Government	3
+MUSI	1306	Music Appreciation	3
PHED		(Activity)	1
PHED	1331	Physical Education for Elementary Majors	<u>3</u>
			16

TOTAL SEMESTER CREDIT HOURS IN PROGRAM 68

\*This course meets the required computer literacy competencies and replaces COSC 1101.

+ Core curriculum courses may be substituted only with courses from the same component in the core curriculum.

## RADIOLOGIC HEALTH SCIENCES

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

The Radiologic Health Sciences programs are divided into two categories: Associate Degree programs and Certificate programs. The Radiologic Health Sciences programs that lead to an Associate in Applied Science degree are in Nuclear Medicine Technology, Radiation Therapy Technology and Radiography. The Radiologic Health

Science programs that lead to a certificate of completion are in Breast Imaging/Mammography, Computerized Tomography Technology, Magnetic Resonance Imaging Technology and Radiation Therapy. These are advanced programs that require credentials, such as certification or registry in a radiologic field, as a prerequisite.

Students interested in Radiologic Health Sciences courses must meet individual program entry requirements. Entry requirements for the associate and certificate programs vary.

### Admission Requirements

All prospective candidates who wish to be admitted to an associate degree program in the Radiologic Health Sciences should contact the Counseling Center. Applicants must:

1. Complete the requirements for admission to Galveston College. (Admission to Galveston College does not guarantee admission to the Radiologic Health Sciences Program.) Applications to the Radiologic Health Sciences program requires the filing of a pre-plan which shows evidence of:
  - a. THEA scores for THEA-eligible students or placement scores for THEA-exempt students (which permit enrollment in college level courses).
  - b. Satisfactory completion of an Intermediate Algebra course or a passing placement test score, within five years of acceptance into Radiologic Health Sciences programs. MATH 1414 College Algebra, is strongly recommended.
  - c. Satisfactory completion of BIOL 2401, Anatomy and Physiology I, within five years of acceptance into Radiologic Health Sciences programs. Due to the demanding classroom and clinical instruction in Radiography, Nuclear Medicine Technology and Radiation Therapy Technology programs, satisfactory completion of BIOL 2402-Anatomy and Physiology II, prior to starting the program is strongly recommended. Science courses must have been completed within five years of acceptance into Radiologic Health Sciences programs.
  - d. Satisfactory completion of HPRS 1206, Medical Terminology.
3. Completion of required courses with a grade of "C" or better.
4. An overall G.P.A. of 2.5 as well as a G.P.A. of 2.5 on all prerequisite courses is required for admission consideration. A cumulative G.P.A. of 2.5 on Galveston College courses is required.
5. Be able to comply with the technical standards.

### Program Application Requirements

Applications for admission to a Radiologic Health Science programs will be accepted in the Admission Office beginning **September 15** of each year for the next academic year. Prospective students whose files are completed by **April 15** will be considered first for admission in fall. Applications will be accepted until the programs are filled.

## PROGRAMS OF STUDY

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Applicants will be requested to interview with the respective program directors and may also be required to visit a clinical site for an assigned observation. A written summary of the site visit may be requested.

**Applicants who are not admitted to the Radiologic Health Sciences program are not automatically considered for the next year's class and must re-apply for each year. Applicants are required to re-apply if accepted for the current class but fail to enroll in the program.**

All students requesting admission to a Radiologic Health Sciences program must have a pre-plan on file in the Counseling Center. Only applicants who have completed all admission requirements will be considered for admission to the Radiologic Health Sciences program.

### Procedure After Admission

Successful applicants will:

1. Be informed by mail of acceptance into the program.
2. All entering students will be notified by mail of the scheduled departmental orientation session and will be required to attend.
3. Submit a personal health history form furnished by the UTMB Office of Student Health. Physical examinations and required immunizations will be at student's expense.
4. Be certified in Basic Life Support (CPR – Professional Level) and maintain certification throughout the course of study.

### National Board Requirements

Students should be advised that permission to take the national certification examination is regulated by the American Registry of Radiologic Technologists. Nuclear Medicine Technology students may also be eligible to take the Nuclear Medicine Technology Certification Board Exam (NMTCB). Candidates must be of good moral character. Generally, the conviction of either (1) a felony, or (2) any offense, misdemeanor or felony involving moral turpitude, indicates a lack of good moral character for Registry purposes. Those who have been convicted of a crime may be eligible for registration if they have served their entire sentence, including probation and parole, and have their civil rights restored. For further information, students may contact the A.R.R.T.

### Transfer Policies

Those applicants who are transferring course credits from another associate degree program will be evaluated on an individual basis by the respective program director and Galveston College. Transfer courses are evaluated on a course-by-course basis. Transfer grades below a "C" are not accepted for credit. Transfer students from other Radiologic Health Sciences programs will be admitted on a space-available basis.

The student desiring transfer credit must:

1. Meet admission requirements for Galveston College and the Radiologic Health Sciences Program.
2. Currently hold a G.P.A. of 2.5.
3. Arrange to have transcripts from former institutions sent to the Admissions Office at Galveston College.
4. Submit course syllabi for review, if requested by program director to the Director of Admissions/Registrar.

The director of each respective program evaluates the documents and determines which courses may be applicable to the program. General academic credit courses are evaluated by the Director of Admissions at Galveston College.

### **Academic Progression Requirements**

The student is required to:

1. Achieve a grade of 75 or better in all Radiologic Health Sciences courses in order to progress in the program. Failure to achieve a “C” or better in any course may result in dismissal from the program. Students must complete all concurrent courses within a semester to progress to the next semester.
2. Achieve a grade of 70 or better in all Nuclear Medicine Program specific courses. (A grade of 75 or better is required in NMTT 1311, Nuclear Medicine Patient Care.)
3. Achieve a grade of “C” or better in all general education courses required in each respective Radiologic Health Sciences Program in order to progress in program.
4. Students are subject to failure or dismissal at any time for documented incidents of unsatisfactory/ unsafe clinical performance.

### **Re-Admission Policy**

Students who fail a Radiologic Health Sciences Program may apply for readmission. The student must:

1. Submit a written request to the Director of Admissions/Registrar.
2. Complete and pass a clinical competency exam on basic skills prior to readmission.
3. Pass a comprehensive written exam.
4. Satisfactorily complete re-admission requirements identified at the time of exit.

All students who wish to re-enter the program will be reviewed by the Radiologic Health Sciences Review Committee. Students may be considered for re-admission one time to the program pending the availability of space. If the number of students applying exceeds the number of vacancies, the selection will be determined by cumulative G.P.A. at Galveston College.

As part of the exit interview, the program director will identify in writing the exact courses that the student must complete with a grade of “C” or better to be considered for re-admission. Upon successful completion of the specified courses, the student will follow the procedure for re-admission.

### **Liability Insurance**

All students enrolled in Radiologic Health Sciences will be required to purchase liability insurance. Students will be assessed an automatic charge at the time of registration for insurance coverage. Liability insurance fees are non-refundable. Students are covered by the insurance policy, not by the coverage or license of the faculty.

### **Radiologic Health Sciences Organizations**

All students enrolled in the Radiologic Health Sciences programs are encouraged to seek membership in College, local, state, and national Radiologic Health Sciences organizations.

### **Pregnancy Policy**

The disclosure of a pregnancy is completely voluntary and it is the exclusive right of the student to declare her self as pregnant.

If the student does choose to voluntarily inform program officials of her pregnancy, she must do so in writing. If pregnancy is documented, one of the following options may be exercised by the student radiographer:

1. The student may elect to withdraw from the program. The “Re-Admission Policy” is outlined in the Galveston College Catalog.
2. The student may elect to continue in the program. The following criteria apply to those students who voluntarily declare their pregnancy in writing and choose to complete the program.
  - a. The student will decide if she will participate in radiographic examinations in which she is not shielded behind the control booth, e.g.: fluoroscopic examinations, portable radiography in the OR, crash rooms, etc.
  - b. The student will be required to wear a “belly badge” to monitor the fetal dose. This badge will be provided by the UTMB, Office of Environmental Health & Safety.
  - c. Should fluoroscopic and or portable examinations be part of the required performance objectives, they may be simulated without using radiation.

### **Curriculum**

Classroom instruction originates from Galveston College and The University of Texas Medical Branch, while clinical training is conducted at UTMB hospitals and a number of affiliated health care institutions. Upon completion of requirements, the graduate receives the Associate of Applied Science Degree from Galveston College and certificate of completion from the U.T. School of Allied Health Sciences at Galveston . The graduate qualifies to apply for the national certification/licensure examination.

## NUCLEAR MEDICINE TECHNOLOGY

*Associate of Applied Science Degree (510905)*

The Nuclear Medicine Program is nationally accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology, (JRCNMT), PMB418, #1 2nd Ave. East, Suite C, Polson, MT 59860-2320.

Nuclear Medicine is the branch of medicine concerned with diagnostic, therapeutic, and investigative uses of radioactive materials. The results of these usages are recorded and interpreted by a licensed practitioner who has specialized in the profession of nuclear medicine. The knowledge and skills of the nuclear medicine technologist compliment those of the nuclear medicine physician and other professionals in this field.

The Nuclear Medicine Technologist is an allied health professional certified in nuclear medicine technology who, under the direction of an authorized physician user, is committed to applying the art and skill of diagnostic and therapeutic nuclear medicine procedures through safe and effective use of radionuclides. Responsibilities include but are not limited to direct patient contact, the preparation and administration of radiopharmaceuticals, patient imaging procedures including computer processing, laboratory testing, patient preparation, quality control and radiation safety. The technologist's professional development is achieved through medical and technical education and ultimately contributes to the delivery of quality patient care.

Students enroll in the Nuclear Medicine Technology program in the fall and must complete twenty-four months of study with laboratory experience to meet eligibility requirements to take the Nuclear Medicine Technology Certification Board examination in the fall of the graduating year. Upon completion of the two-year curriculum, graduates will be awarded the Associate in Applied Science degree in Nuclear Medicine Technology, and upon passing the N.M.T.C.B. examination, will be registered as a Certified Nuclear Medicine Technologist (CNMT).

### Prerequisite Courses\*:

<b>Course</b>	<b>Description</b>	<b>Credit</b>
BIOL 2401	Anatomy and Physiology I	4
HPRS 1206	Medical Terminology	<u>2</u>
		6

### FIRST YEAR

#### Fall Semester

BIOL 2402	Anatomy and Physiology II	4
NMTT 1301	Introduction to Nuclear Medicine	3
NMTT 1303	Radiation Biology and Safety	3
NMTT 1311	Nuclear Medicine Patient Care	3
RADT 2317	Radiological Physics I	<u>3</u>
		16



## PROGRAMS OF STUDY

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### Spring Semester

NMTT	1162	Clinical- Nuclear Medicine Technology	1
NMTT	2305	Nuclear Medicine Methodology	3
NMTT	2401	Radiochemistry and Radiopharmacy	4
NMTT	1413	Nuclear Medicine Physics	4
NMTT	1309	Nuclear Medicine Instrumentation	<u>3</u>
			15

### Summer Semester I

NMTT	1205	Nuclear Medicine Data Processing	2
ENGL	1301	Composition I	<u>3</u>
			5

### Summer Semester II

ELEC	x3xx	Humanties Elective	3
ELEC	x3xx	Behavioral/Social Science Course**	<u>3</u>
			6

## SECOND YEAR

### Fall Semester

NMTT	2309	Nuclear Medicine Methodology II	3
HPRS	2200	Pharmacology for Health Professionals OR	2
CTMT	2372	Sectional Anatomy for Medical Imaging	3
NMTT	2466	Practicum-Nuclear Medicine Technology	<u>4</u>
			9-10

### Spring Semester

NMTT	1291	Special Topics in Nuclear Medicine Technology***	2
NMTT	2313	Nuclear Medicine Methodology III	3
NMTT	2467	Practicum-Nuclear Medicine Clinical Technology	<u>4</u>
			9

### Summer Semester I

NMTT	2361	Clinical-Nuclear Medicine Technology	<u>3</u>
			3

TOTAL SEMESTER CREDIT HOURS IN PROGRAM 69-70

\* MATH 0304 Intermediate Algebra is a requirement to be met for program by placement or course completion.

\*\* Any Social or behavior science course of 3 credit hours or more

\*\*\* Capstone

## RADIATION THERAPY TECHNOLOGY

*Associate of Applied Science Degree (510907)*

The Radiation Therapy Program is nationally accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 900, Chicago, IL 60606-2901.

The Radiation Therapist 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 Radiation Therapist 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 Therapist is given considerable responsibility with patient nursing care, dietary counseling and treatment evaluation. In addition, the Radiation Therapist must appreciate the tremendous psychological impact that cancer has on the patients and their families.

The demand for skilled registered Radiation Therapists is nationwide and is expected to increase in the future. With advanced training/education, Radiation Therapists also have opportunities to pursue careers in dosimetry, medical physics, teaching and administration.

**Prerequisites Courses\***

<b>Course</b>		<b>Description</b>	<b>Credit</b>
BIOL	2401	Anatomy and Physiology I	4
HPRS	1206	Medical Terminology	2
POFT	1100	Intro to Computer Fundamentals	<u>1</u>
			7

**FIRST YEAR**

**Fall Semester**

RADT	1301	Introduction to Radiation Therapy	3
NMTT	1303	Radiation Biology and Safety	3
RADR	1303	Patient Care and Ethics	3
RADT	2317	Radiological Physics I	3
RADT	1271	Introduction to Radiation Therapy-Clinical	<u>2</u>
			14

**Spring Semester**

BIOL	2402	Anatomy and Physiology II	4
MATH	1414	College Algebra	4
RADT	1344	Instrumentation/Methods	3
RADT	1266	Practicum I	<u>2</u>
			13

**Summer Semester I**

ENGL	1301	Composition I	3
RADT	2266	Practicum II (12 weeks)	2
RADT	1291	Special Topics: Trends	<u>2</u>
			7

**Summer Semester II**

HUMA	1302	Introduction to the Humanities II	3
PSYC	2301	or SOCI 1301 or GOVT 2305	<u>3</u>
			6

## PROGRAMS OF STUDY

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### SECOND YEAR

#### Fall Semester

RADT	2307	Dosimetry	3
RADT	2301	Oncology I	3
RADT	2366	Practicum III	3
SPCH	1318	Interpersonal Communication	3
CTMT	2372	Tomographic Anatomy and Pathology	<u>3</u>
			15

#### Spring Semester

RADT	1391	Special Topics: Seminar**	3
RADT	2303	Oncology II	3
RADT	2367	Practicum IV	<u>3</u>
			<u>9</u>

TOTAL SEMESTER CREDIT HOURS IN PROGRAM 71

\*MATH 0304 Intermediate Algebra is a requirement to be met for admission to the program by placement or course completion.

\*\***Capstone Experience**

## RADIOGRAPHY

*Associate of Applied Science Degree (510907)*

The Radiography Program is nationally accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Dr., Suite 900, Chicago, IL 60606-2901

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 operate a wide variety of highly specialized equipment and computers.

**Prerequisites:\***

<b>Course</b>	<b>Description</b>	<b>Credit</b>
BIOL 2401	Anatomy & Physiology I	4
HPRS 1206	Medical Terminology	<u>2</u>
		6

**FIRST YEAR**

**Fall Semester**

RADR 1411	Basic Radiographic Procedure	4
RADR 1301	Introduction to Radiography	3
NMTT 1303	Radiation Safety and Biology	3
RADR 1303	Patient Care	3
RADR 1166	Practicum I	<u>1</u>
		14

**Spring Semester**

BIOL 2402	Anatomy & Physiology II	4
RADR 1366	Practicum II	3
RADR 1313	Principles of Radiography I	3
RADR 2401	Inter. Radiography Procedures	<u>4</u>
		14

**Summer Semester**

ENGL 1301	Composition I (6 weeks)	3
RADR 1367	Practicum III	3
SPCH 1318	Interpersonal Communication	3
HUMA 1302	Introduction to the Humanities II	<u>3</u>
		12

**SECOND YEAR**

**Fall Semester**

RADR 2305	Principles of Radiography II	3
RADR 2217	Radiography Pathology	2
RADR 2366	Practicum IV	3
PSYC 2301	General Psychology	3
POFI 1101	Intro to Computer Fundamentals	<u>1</u>
		12

**Spring Semester**

ENGL 1302	Composition II	3
RADR 2367	**Practicum V	3
RADR 2333	Advanced Medical Imaging	3
RADR 2335	Radiography Tech. Seminar	<u>3</u>
		12

TOTAL SEMESTER CREDIT HOURS IN PROGRAM 70

\* MATH 0304 Intermediate Algebra is a requirement to be met for admission to the program by placement or course completion.

\*\* Capstone Course

## **CERTIFICATE PROGRAMS (RADIOLOGIC HEALTH SCIENCES)**

Certificate programs which are offered through the Division of Health Occupations include:

BREAST IMAGING/MAMMOGRAPHY  
COMPUTERIZED TOMOGRAPHY TECHNOLOGY  
MAGNETIC RESONANCE IMAGING TECHNOLOGY  
RADIATION THERAPY TECHNOLOGY CERTIFICATE PROGRAM

### **General Procedures for all Programs:**

1. Complete requirements for admission to Galveston College.
2. Arrange for official transcripts from all high schools, colleges, and/or training programs attended to be sent to the Admissions Office. Students must have an overall G.P.A. of 2.5.
3. Be a graduate of an accredited radiologic health science program and a registered technologist by the start of the program; and have a copy of current Texas Department of Health license and ARRT or NMTCB Certificate filed at Galveston College.
4. Successfully complete a course in College Algebra (MATH 1414) and College Physics (PHYS 1401) is strongly recommended.\*

\*MRI students only.

## **BREAST IMAGING/MAMMOGRAPHY**

*Certificate Program (510907)*

Mammography is a branch of radiology that employs specialized x-ray equipment to produce images of the breast, which aid radiologists in diagnosing breast cancer. The mammographer works closely with patients to provide instruction and ensure quality care while performing various specialized breast-imaging studies.

The program is offered in the fall or spring semester and can be completed in one semester of full-time study. In an effort to offer an educational opportunity for employed registered technologists, this program will be offered in a non-traditional format.

Classroom instruction originates from Galveston College and clinical training is conducted at UTMB hospitals and affiliated health care institutions. Upon completion of requirements, the student receives a certificate of completion individually from Galveston College and the UTMB School of Allied Health Sciences at Galveston.

<b>Course</b>		<b>Description</b>	<b>Credit</b>
MAMT	2233	Anatomy/Positioning and Patient Assessment	2
MAMT	2231	Instrumentation Modalities	2
MAMT	2230	Quality Assurance	2
MAMT	2260	Clinical Applications I	2
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			8

## **COMPUTERIZED TOMOGRAPHY**

*Certificate Program (510907)*

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.

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 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 from Galveston College and the University of Texas School of Allied Health Sciences at Galveston.

<b>Course</b>		<b>Description</b>	<b>Credit</b>
CTMT	2336	CT Equipment and Methodology	3
CTMT	2560	CT Clinical Applications I	5
CTMT	2561	CT Clinical Applications II	5
CTMT	2372	Tomographic Anatomy and Pathology	3
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			16

## **MAGNETIC RESONANCE IMAGING TECHNOLOGY**

*Certificate Program (510907)*

Magnetic Resonance Imaging (MRI) is the modality of radiology that employs special magnetic-field-producing equipment 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 supervi-

## PROGRAMS OF STUDY

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sion 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 physics principles, and employ appropriate safety measures.

The program begins in the fall semester and can be completed in two semesters of full-time study. Classroom instruction originates from Galveston College and clinical education is conducted at UTMB hospitals and affiliated health care institutions.

Upon completion of requirements, the student receives a certificate of completion individually from Galveston College and the UTMB-School of Allied Health Sciences at Galveston.

### Fall Semester

<b>Course</b>		<b>Description</b>	<b>Credit</b>
MRIT	2330	Principles of Magnetic Resonance Imaging	3
MRIT	2660	MRI Clinical Applications I	6
MRIT	2372	Tomographic Anatomy and Pathology	<u>3</u>
			12

### Spring Semester

MRIT	2234	Magnetic Resonance Equipment and Methodology	3
MRIT	2374	Advanced MRI Physics	3
MRIT	2661	MRI Clinical Applications II	<u>6</u>
			12
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			24

## RADIATION THERAPY TECHNOLOGY

*Advanced Technical Certificate Program (510907)*

A post-Associate degree program designed for students who have completed a program in Radiography or Nuclear Medicine. The graduate assists in the treatment of patients with cancer, using past knowledge and experience and current training, to deliver radiation with the supervision of a physician under strictly controlled conditions.

The program may be completed in three semesters. Students past education is evaluated on an individual basis.

### FIRST YEAR

#### Summer Semester

RADT	1301	Introduction to Radiation Therapy	3
RADT	1291	Special Topics:Trends	2
RADT	2266	Practicum II	<u>2</u>
			7

#### Fall Semester

CTMT	2372	Tomographic Anatomy and Pathology	3
NMTT	1303	Radiation Biology and Safety	3
RADT	2307	Dosimetry	3
RADT	2301	Oncology I	3
RADT	2366	Practicum III	<u>3</u>
			15

#### Spring Semester

RADT	1344	Instrumentation and Methodology	3
RADT	2303	Oncology II	3
RADT	1391	Special Topics: Seminar*	3
RADT	2367	Practicum IV	<u>3</u>
			12

TOTAL SEMESTER CREDIT HOURS IN PROGRAM 34

\*Capstone Experience



## SOCIAL WORK

### CURRICULUM INFORMATION ASSOCIATE DEGREE PROGRAM

The Associate Degree in Social Work: Chemical Dependency Counseling, specializing in alcoholism and drug abuse is designed for students interested in the field of social work and who plan to transfer to a university offering a baccalaureate degree in social work or a related human science field.

The “2 + 2” transfer or “articulation” agreement with the University of Houston, Clear Lake, Texas Southern University and the University of Texas–Southwestern Allied Health Sciences School allows the student selecting the Chemical Dependency option to meet the degree requirements for the first two years of the baccalaureate degree.

### PROGRESSION REQUIREMENTS FOR SOCIAL WORK ASSOCIATE DEGREE OR CERTIFICATE PROGRAMS:

1. Consult with the faculty program coordinator, college counselor, or the Dean, Division of General and Transfer Studies during the registration period at the beginning of each semester of enrollment to review your degree or certificate plan of study.
2. Maintain a G.P.A. of “C” or better in all applicable psychology, science, social work, and sociology courses.
3. Meet all academic progression requirements outlined if the applicable courses in psychology, science, and social work, were taken during any previous college enrollment.

### CERTIFICATE PROGRAMS IN CHEMICAL DEPENDENCY

These local certificates allow students completing the program to apply for training status with the appropriate state and professional agency or organization. See the program coordinator for details or contact the Texas Commission on Alcohol and Drug Abuse (TCADA). The program will meet the Texas Commission on Alcohol and Drug Abuse (TCADA) requirements for application for state or professional certification and/or licensing. See the TCADA website for details. The program, however, does include the required 270 clock hours of approved alcoholism and drug abuse education required for application for state or professional certification and/or licensing. Also a certificate in Internship for Chemical Dependency Counseling (Supervised practicum in the knowledge, skills, and attitudes KSA's of chemical dependency counseling) is offered to provide students the 300 hour practicum necessary for the chemical dependency counselor licensure process with the Texas Commission on Alcohol and Drug Abuse.

**TRANSFER, LICENSING, AND CERTIFICATION REQUIREMENTS**

Transfer, licensing, and certification requirements are changed from time to time by universities, agencies, and professional organizations. It is the responsibility of the student to contact the appropriate universities regarding transfer of credit and to contact the appropriate state and professional agency or organization regarding licensure or certification before beginning a particular course of study.

**SOCIAL WORK: CHEMICAL DEPENDENCY COUNSELING**

*(formerly Substance Abuse Counseling)*

*Associate of Arts Degree (5216)*

**\*PREREQUISITES****FIRST YEAR****Summer Session**

<b>Course</b>	<b>Description</b>	<b>Credit</b>
+ENGL 1301	Composition I	3
+PSYC 2301	General Psychology	<u>3</u>
		6

**Fall Semester**

+BIOL 1406	General Biology I	
	or	
+BIOL 2401	Anatomy and Physiology I	4
+ENGL 1302	Composition II	3
+HIST 1301	U.S. History I	3
SOCI 2340	Introduction to Drug Use and Abuse	3
+Visual/ Performing Arts	Select one of the following courses: ARTS 1301, DRAM 1310, MUSI 1306	<u>3</u>
		16

**Spring Semester**

+BIOL 1407	General Biology II	
	or	
+BIOL 2402	Anatomy and Physiology II	4
+HIST 1302	U.S. History II	3
PHED 1304	Personal/Community Health I: Human Services	3
PSYC 2315	Psychology of Adjustment	3
SOCW 2361	Introduction to Social Work	<u>3</u>
		16

**PROGRAMS OF STUDY**

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**SECOND YEAR**

**Fall Semester**

HECO	1322	Nutritional and Diet Therapy: Nutritional and Biological Aspects of Drug Use and Abuse	3
ENGL		Sophomore Literature	3
+GOVT	2305	Federal Government	3
+MATH	1414	College Algebra	4
SOCW	2362	Social Welfare as a Social Institution	<u>3</u>
			16

**Spring Semester**

+GOVT	2306	Texas Government	3
+HUMA	1302	Introduction to the Humanities II: The Individual and the Community	3
PSYC	2302	Applied Psychology: Counseling Methods	3
PSYC	2314	Lifespan Growth and Development	3
PHED	1305	Personal/Community Health II: Human Services for Behavioral Aspects of Drug Use and Abuse	3
+SPCH	1311	Introduction to Speech Communication	<u>3</u>
			18

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM** **72**

Completion of a course indicating computer literacy is a requirement for the Associate of Arts Degree.

+ Indicates a core curriculum requirement.

**CHEMICAL DEPENDENCY COUNSELING**

*(formerly Substance Abuse Counseling)*

*Academic Certificate*

**ALCOHOL AND DRUG ABUSE SPECIFIC COURSES:**

<b>Course</b>		<b>Description</b>	<b>Credit</b>
HECO	1322	Nutritional and Diet Therapy: Nutritional and Biological Aspects of Drug Use and Abuse (A & D)	3
PHED	1305	Personal/Community Health II: Human Services for Behavioral Aspects of Drug Use and Abuse	3
SOCI	2340	Drug Use and Abuse: Introduction to Drug Use and Abuse(A & D)	<u>3</u>
			9

**RECOMMENDED ALCOHOL AND DRUG ABUSE RELATED COUNSELING AREA COURSES:**

PHED	1304	Personal/Community Health I: Human Services (Includes Educational Training in Ethics, Hepatitis C, Sexually Transmitted Diseases and HIV-AIDS) (R)	3
PSYC	2301	General Psychology (R)	3
PSYC	2302	Applied Psychology: Counseling Methods (R)	3
PSYC	2315	Psychology of Adjustment (R)	3
			12
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			21

**CHEMICAL DEPENDENCY INTERNSHIP***Certificate for Counselor in Training (CIT)*

Prerequisite: Chemical Dependency Counseling Academic Certificate

<b>Course</b>	<b>Description</b>	<b>Credit</b>
PSYC 2389	Academic Cooperative in Psychology: Chemical Dependency Counseling (112 clock hours)	3
SOCI 2389	Academic Cooperative in Sociology: Chemical Dependency Counseling (112 clock hours)	3
SOCW 2363	Social Work Field Experience: Chemical Dependency Counseling (80 clock hours)	3
TOTAL SEMESTER CREDIT HOURS IN PROGRAM (304 CLOCK HOURS)		9

NOTE: Completion of the Galveston College Certificate in Chemical Dependency Counseling or its equivalent is required. Also, application for Counselor in Training (CIT) status with the Texas Commission of Alcohol and Drug Abuse (TCADA) is required before completion of the program. Field (practicum) placement will be with an (TCADA) approved treatment facility and will require that the student have a minimum of three hundred (300) hours of supervised work experience in an array of knowledge, skills, and attitude (KSA), including assessment and counseling.

**SURGICAL TECHNOLOGY***Level-Two Certificate Program (510909)*

Surgical Technology courses are part of an interdisciplinary curriculum designed to provide educational experiences, which are common to the surgical environment. The surgical technologist is an integral part of the surgical team who works closely with both nurses and surgeons to provide the best possible care for the surgical patient. The surgical technologist is responsible for assisting the surgeon during surgery by passing instruments and other equipment to him/her in the prescribed manner and

## PROGRAMS OF STUDY

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maintaining sterility throughout the entire surgical procedure.

Students interested in Surgical Technology must meet program entry requirements. Applications for admission to the program will take place beginning on **September 15** of each year. Prospective students whose files are complete will be considered for admission throughout the year. Applications will be taken until the program is full. Applicants not admitted to the program are not automatically considered for the next year's class and must re-apply each year.

### **Admission Requirements:**

All prospective candidates who wish to be admitted to the Surgical Technology Program should contact the Counseling Center. Applicants must:

1. Complete the requirements for admission to the college. (Admission to Galveston College does not guarantee admission to the surgical tech program.) Application to the surgical tech program requires the filing of a pre-plan/degree plan, which shows evidence of:
  - a. THEA scores for THEA eligible students or placement scores for THEA exempt students, which permit enrollment in college level courses.
  - b. Satisfactory completion of HPRS 1206, Medical Terminology.
  - c. Satisfactory completion of MRMT 1211, Computers in Healthcare.
2. Satisfactory completion of two to four credit hours of general academic college level courses with a grade of "C" or better. An overall G.P.A. of 2.0 as well as a G.P.A. of 2.25 on all prerequisite courses is required for admission consideration. Science courses must have been taken within five years of acceptance into the program. Only one science course repeat is permitted.
3. The following are approved general education courses:

BIOL 2401	ENGL 1301	
BIOL 2402	GOVT 2305	
BIOL 2421	GOVT 2306	
COSC 1401	PSYC 2314	PSYC 2301

BIOL 2401 and BIOL 2402 may count as substitutes for SRGT 1491 and SRGT 1492. Both BIOL 2401 and BIOL 2402 must be completed for substitution.

Be able to comply with the technical standards.

### **Procedure After Admission:**

#### ***Successful applicants will:***

- Be informed by mail of acceptance to the program. All students entering will be required to attend a departmental orientation for new students. All entering students will be informed by mail of the dates and times of the scheduled orientation sessions.
- Submit a personal health history form furnished by the UTMB Office of Student Health. Physical examinations and required immunizations will be at student expense.
- Be certified in Basic Life Support (CPR-Professional Level) at program entry and

maintain Certification throughout the course of study.

**Transfer Policies:**

Students who desire to enter the Galveston College Surgical Technology Program after taking courses at another institution should apply for admission in the Counseling Center. Admission of transfer students is based on upon individual review of previous course work and space available.

**The student desiring transfer credit must:**

- Meet admission requirements for Galveston College and the Surgical Technology Program.
- Currently hold a G.P.A. of 2.0 as well as a G.P.A. of 2.25 on all prerequisite courses.
- Arrange to have transcripts from all former institutions including high school or a G.E.D. certificate sent to the Admissions Office at Galveston College.
- Have a letter concerning eligibility from previous program(s) sent to the Director of Admissions/Registrar.
- Submit course syllabi for review, if requested, to the Admissions and Progression Committee.
- Complete examinations and skills check-offs according to the procedure for transfer.
- Complete a minimum of 2<sup>nd</sup> and 3<sup>rd</sup> semester theory and clinical courses for graduation.

**Re-Admission Policies:**

Re-Admission policies relate to students who are admitted to the Surgical Technology Program, leave prior to completion and apply to return to the program. Re-admission is based upon an individual review of the student's record and space availability. Students may re-enter the Surgical Technology Program only one time if the reason for exit was failure of a course or courses in the program. Re-admission must be within one (1) year of leaving the program. Students desiring re-admission after one (1) year must complete the entire program.

The applicant must:

- Be in good academic standing.
- Currently hold an overall G.P.A. of 2.0 as well as a G.P.A. of 2.25 on all prerequisite courses.
- Submit a request to the Admission and Progression Committee.
- Satisfactorily complete re-admission requirements identified at the time of exit.

## PROGRAMS OF STUDY

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### **Certification Requirements:**

Upon satisfactory completion of the Surgical Technology Program the student may sit for the National Certification Examination. The student must submit the application to the Liaison Council of Certification. The test is given in three to four major cities in Texas at the same time.

### **Liability Insurance:**

All students enrolled in the Surgical Technology Program will be required to purchase liability insurance. Students will be assessed an automatic charge at the time of registration for insurance coverage. Liability insurance fees are non-refundable. Students are covered by the insurance policy, not by the coverage or license of the faculty.

### **Surgical Technology Organizations:**

All students enrolled in the Surgical Technology program are encouraged to seek membership in the college, local, state and national Association of Surgical Technologist organization.

### **Pregnancy Policy:**

The disclosure of pregnancy is completely voluntary and it is the exclusive right of the student to declare herself as pregnant. If the student does choose to voluntarily inform program officials of her pregnancy, she must do so in writing.

### **Curriculum:**

Classroom instruction is presented at Galveston College, while clinical training is conducted at UTMB hospitals and a number of affiliated health care institutions. Upon completion of the program requirements, the graduate will receive a certificate of completion from Galveston College. The graduate then qualifies to apply for the national certification exam.

## **SURGICAL TECHNOLOGY**

### *Certificate Program*

The primary role of the surgical technologist is to provide care for surgical patients, before, during and after surgery. The surgical technologist works closely with surgeons, anesthesiologists, and registered nurses in a variety of in-patient and outpatient settings.

<b>Course</b>	<b>Credit</b>	<b>Description</b>	
<b>Prerequisites</b>			
HPRS	1206	Medical Terminology*	2
MRMT	1211	Computers in Healthcare*	2
XXXX		General Education Courses	<u>2-4hrs</u>
			6-10
<b>First Semester</b>			
SRGT	1305	Introduction to Surgical Technology	3
SRGT	1409	Fundamentals of Aseptic Technique	4
SRGT	1491	Basic Gross Human Anatomy I	4
HPRS	2200	Pharmacology	2
SRGT	1160	Beginning Clinical	<u>1</u>
			14
<b>Second Semester</b>			
SRGT	1441	Surgical Procedures I	4
SRGT	1660	Intermediate Clinical	6
SRGT	1492	Basic Gross Human Anatomy II	<u>4</u>
			14
<b>Third Semester</b>			
SRGT	1442	Surgical Procedures II	4
SRGT	2660	Advanced Clinical	6
SRGT	2260	Specialty Clinical**	<u>2</u>
			12
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			46-50
**Capstone Experience			
*Required Prerequisites			



# **COURSE DESCRIPTIONS**



**COURSE PREREQUISITES**

Certain courses in the course description section of this catalog require that a student have designated prerequisites before registering for them. That is, certain courses are "required" before the more advanced course may be taken. Course prerequisites are indicated at the beginning of each course description.

Course prerequisites may be waived only with the approval of the appropriate divisional Dean or the Vice President of Instruction. Those students seeking a prerequisite waiver should first consult with a college counselor.

**CORE CURRICULUM REQUIREMENTS**

The student must complete the required courses from the core curriculum (identified on page 131 in order to be awarded the A.A. degree. These courses are identified in the following section with a (+).

**Transfer Courses**

Transfer courses are those that are designed to transfer to other colleges and universities. Students need to consult with an advisor or counselor about the transferability of specific courses. There is no guarantee, however, that a course which "transfers" will apply to a specific major or degree at a four year college or university.

Transfer courses are identified by a four digit course number of 1000 or above. Developmental courses do not transfer and are identified with a four digit course number beginning with 0.

**EXAMPLE:**

Transfer course = ENGL 1301

Non-Transfer course = MATH 0303

**ACCOUNTING**

**ACCT 2401 PRINCIPLES OF ACCOUNTING I**

**(3-3) Credit: 4**

Prerequisite: ACNT 1303 or permission of instructor.

(Proficiency Levels: Math 1, Language 3)

This is an introductory accounting course with emphasis on the fundamentals of financial accounting. This course includes the basic structure of accounting, concepts and princi-

ples, the analysis of transactions, financial statement preparation and analysis, and equity accounting for sole proprietorships, partnerships, and corporations. Same as ACNT 1425.

**ACCT 2402 PRINCIPLES OF ACCOUNTING II**

**(3-3) Credit: 4**

Prerequisite: ACCT 2401 with a grade of "C" or better.

(Proficiency Levels: Math 1, Language 3)

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. Same as ACNT 1426.

**ACNT 1303 INTRODUCTION TO ACCOUNTING I**

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

Prerequisite: None.

(Proficiency Levels: Math 1, Language 3)

A study of analyzing, classifying and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations and payroll. (Formerly ACCT 1401)

**ACNT 1329 PAYROLL AND BUSINESS TAX ACCOUNTING**

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

Pre-Corequisite: ACNT 1303.

(Proficiency Levels: Math 1, Language 3)

A study of payroll procedures, taxing entities and reporting requirements of local, state and federal taxing authorities in a manual and computerized environment.

**ACNT 1331 FEDERAL INCOME TAX: INDIVIDUAL**

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

Pre-Corequisite: ACNT 1303.

(Proficiency Levels: Math 1, Language 3)

Basic instruction in the tax laws as currently implemented by the Internal Revenue Service, providing a working knowledge of preparing

## COURSE DESCRIPTIONS

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taxes for the individual. (Replaces ACCT 2306)

**ACNT 1382 COOPERATIVE  
EDUCATION –  
ACCOUNTING  
TECHNICIAN I**  
(1-20) Credit: 3

Prerequisite: ACNT 1303.

(Proficiency Levels: Math 1, Language 3)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (Formerly ACCT 2350)

**ACNT 1411 INTRODUCTION TO  
COMPUTERIZED  
ACCOUNTING**  
(3-3) Credit: 4

Prerequisite: ACNT 1303.

(Proficiency Levels: Math 1, Language 3)

Introduction to utilizing the computer in maintaining accounting records, making management decisions and processing common business applications with primary emphasis on a general ledger package. (Formerly ACCT 2310)

**ACNT 1425 PRINCIPLES OF  
ACCOUNTING I**  
(3-3) Credit: 4

Prerequisite: ACNT 1303 or permission of instructor.

(Proficiency Levels: Math 1, Language 3)

A study of accounting concepts and their application in transaction analysis and financial statement preparation and asset and equity accounting in proprietorships and corporations. Emphasis on accounting cycle for service and merchandising. Same as ACCT 2401.

**ACNT 1426 PRINCIPLES OF  
ACCOUNTING II**  
(3-3) Credit: 4

Prerequisite: ACNT 1425.

(Proficiency Levels: Math 1, Language 3)

A study of the fundamentals of managerial accounting. Emphasis on accounting for a manufacturing concern, budgeting, planning, management decision making and analysis of financial reports. Same as ACCT 2402.

**ACNT 2382 COOPERATIVE  
EDUCATION –  
ACCOUNTING  
TECHNICIAN II**  
(1-20) Credit: 3

Prerequisite: ACNT 1303.

(Proficiency Levels: Math 1, Language 3)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (Formerly ACCT 2351)

## ANTHROPOLOGY

**+ANTH 2346 GENERAL  
ANTHROPOLOGY:  
INTRODUCTION TO  
ANTHROPOLOGY**  
(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

Principles of physical and cultural anthropology; analysis of the cultures of prehistoric and existing preliterate people; impact of modern western culture on preliterate societies.

**+ANTH 2351 CULTURAL  
ANTHROPOLOGY**  
(3-0) Credit: 3

Prerequisite: None

(Proficiency Levels: Math 0, Language 3)

A study of the elements and processes that create culture, society and social interaction. Findings from cross-cultural fieldwork and

the interplay of languages across cultures is included. Emphasis is given to analysis of multicultural societies and cross-cultural comparisons of basic social institutions.

## ART

### +ARTS 1301 ART APPRECIATION E.C. (3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

Exploration of purposes and processes in the visual arts, including evaluation of selected works. (Formerly: ARTS 1300)

### ARTS 1303 ART HISTORY I (3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

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.

### ARTS 1304 ART HISTORY II (3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

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.

### ARTS 1311 DESIGN I (2-4) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 0)

A study of the function of the basic visual elements (line, shape, texture, value, form) and their interaction within a two-dimensional composition.

### ARTS 1312 DESIGN II (2-4) Credit: 3

Prerequisite: ARTS 1311.

(Proficiency Levels: Math 0, Language 0)

Continuation of Design I with emphasis on two-and-three dimensional concepts.

### ARTS 1316 DRAWING I (2-4) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 0)

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.

### ARTS 1317 DRAWING II (2-4) Credit: 3

Prerequisite: ARTS 1316.

(Proficiency Levels: Math 0, Language 0)

Expansion of Drawing I stressing the expressive and conceptual aspects of drawing.

### ARTS 2313 DESIGN COMMUNICATIONS I (3-3) Credit: 3

Prerequisite: None

A beginning course introducing digital multimedia with different still image programs, techniques, digitizing peripherals and rading material.

### ARTS2314 DESIGN COMMUNICATIONS II (3-3) Credit: 3

Prerequisite: ARTS 2313

A survey course introducing digital multimedia communications exploring elements of design, sound, and motion integrated with digital imagery.

### ARTS 2316 PAINTING I (2-4) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 0)

Exploring the potentials of painting media with emphasis on color and composition.

### ARTS 2317 PAINTING II (2-4) Credit: 3

Prerequisite: ARTS 2316.

(Proficiency Levels: Math 0, Language 0)

A continuation of Painting I with emphasis on individual expression.

## COURSE DESCRIPTIONS

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**ARTS 2323 LIFE DRAWING I:  
DRAWING III**  
(2-4) Credit: 3

Prerequisite: ARTS 1317.

(Proficiency Levels: Math 0, Language 0)

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.

**ARTS 2324 LIFE DRAWING II:  
DRAWING IV**  
(2-4) Credit: 3

Prerequisite: ARTS 2323.

(Proficiency Levels: Math 0, Language 0)

A continuation of ARTS 2323. A variety of drawing materials will be explored.

**ARTS 2326 SCULPTURE I**  
(2-4) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 0)

An exploration of various sculptural approaches in a variety of media, including additive and subtractive techniques.

**ARTS 2327 SCULPTURE II**  
(2-4) Credit: 3

Prerequisite: ARTS 2326.

(Proficiency Levels: Math 0, Language 0)

A continuation of Sculpture I with emphasis on individual expression.

**ARTS 2333 PRINTMAKING I**  
(2-4) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 0)

Introduction to relief and intaglio printmaking processes, including woodcut, linoleum cut, collograph, etching, engraving, drypoint, and monotype. Experimentation with the various media.

**ARTS 2334 PRINTMAKING II**  
(2-4) Credit: 3

Prerequisite: ARTS 2333

(Proficiency Levels: Math 0, Language 0)

A continuation of Printmaking I with opportunities for specialization and experimentation in printmaking processes.

**ARTS 2341 ART METAL I:  
(FORMERLY JEWELRY/  
METALSMITHING I**  
(2-4) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 0)

The study of metals, their properties, techniques, tools and processes involved in metal-smithing and jewelry construction.

**ARTS 2342 ART METAL II:  
(FORMERLY JEWELRY/  
METALSMITHING II)**  
(2-4) Credit: 3

Prerequisite: ARTS 2341.

(Proficiency Levels: Math 0, Language 0)

Advanced study of Jewelry/ Metalsmithing I with emphasis on individual expression.

**ARTS 2346 CERAMICS I**  
(2-4) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 0)

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.

**ARTS 2347 CERAMICS II**  
(2-4) Credit: 3

Prerequisite: ARTS 2346.

(Proficiency Levels: Math 0, Language 0)

A continuation of Ceramics I with opportunities to specialize in specific ceramic processes. Individual expression is stressed.

**ARTS 2356 PHOTOGRAPHY I**  
(2-4) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 0)

An introduction to basic photographic techniques, processes and potentials in black and white photography.

**ARTS 2357 PHOTOGRAPHY II**  
(2-4) Credit: 3

Prerequisite: ARTS 2356.

(Proficiency Levels: Math 0, Language 0)

A continuation of Photography I with further exploration of potentials of black and white photography.

**ARTS 2366 WATERCOLOR PAINTING I**  
(2-4) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 0)

Introduction to water-based painting and media techniques.

**ARTS 2367 WATERCOLOR PAINTING II**  
(2-4) Credit: 3

Prerequisite: ARTS 2366.

(Proficiency Levels: Math 0, Language 0)

A continuation of Watercolor Painting I with emphasis on individual expression using water-based painting media and techniques.

**BIOLOGICAL SCIENCES**

**BIOL 1322 NUTRITION AND DIET THERAPY I**  
(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 1, Language 3)

Basic principles of nutrition in health and disease. The essentials of food selection and quality of nutrients in normal and therapeutic diets.

**HECO 1322 NUTRITION AND DIET THERAPY: NUTRITIONAL AND BIOLOGICAL ASPECTS OF SUBSTANCE ABUSE**  
(3-0) Credit: 3

Prerequisite: PSYC 2301

(Proficiency Levels: Math 0, Language 3)

Study of the chemical, physical and sensory properties of food; nutritional quality; and food use and diet application. Basic principles of nutrition in health and disease. Competencies of food selection and quality of nutrients in normal and therapeutic diets. Emphasis on the nutritional and biological aspects of substance abuse.

**+BIOL 1406 GENERAL BIOLOGY I**  
R.C. (3-3) Credit: 4

Prerequisite: None.

(Proficiency Levels: Math 1, Language 3)

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.

**+BIOL 1407 GENERAL BIOLOGY II**  
R.C. (3-3) Credit: 4

Prerequisite: BIOL 1406.

(Proficiency Levels: Math 1, Language 3)

The second of a two semester study of subjects described in BIOL 1406.

**+BIOL 2401 ANATOMY AND PHYSIOLOGY I**  
(3-3) Credit: 4

Prerequisite: None

(Proficiency Levels: Math 1, Language 3)

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 and nervous 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.

**+BIOL 2402 ANATOMY AND PHYSIOLOGY II**  
(3-3) Credit: 4

Prerequisite: BIOL 2401.

(Proficiency Levels: Math 1, Language 3)

A continuation of BIOL 2401 with emphasis on the endocrine, circulatory, respiratory, digestive, excretory, and reproductive systems.

## COURSE DESCRIPTIONS

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### **+BIOL 2421 MICROBIOLOGY** **(3-3) Credit: 4**

Prerequisite: BIOL 1406 or BIOL 2401 (proficiency Levels: Math 1, Language 3).

(Proficiency Levels: Math 1, Language 3)

Study of the morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a brief preview of food microbes, public health, and immunology. (2605015103)

## **BIOTECHNOLOGY**

### **BITC 1311 INTRODUCTION TO BIOTECHNOLOGY**

Formerly known as BITC 1411

Introduction to Biotechnology

**(3-2)Credit: 3**

Prerequisite: Acceptance into the Biotechnology program.

(Proficiency Levels: Math 2, Language 3)

An introduction to biotechnology including career exploration, history and applications of DNA/RNA technology, molecular biology, bioethics, and laboratory safety practices.

### **BITC 1402 BIOTECHNOLOGY LAB METHODS AND TECHNIQUES**

**(3-3)Credit: 4**

Prerequisite: Enrollment in the Biotechnology Program and successful completion of all 1st semester courses.

(Proficiency Levels: Math 2, Language 3)

A study of laboratory operations, management, equipment, instrumentation, quality control techniques, and safety procedures. Laboratory practice in using pH meters, mixing buffers, performing measurements, preparing solutions, and performing separatory techniques.

### **BITC 1401 BIOTECHNOLOGY LABORATORY INSTRUMENTATION** **(3-3)Credit: 4**

Prerequisite: Enrollment in the Biotechnology program and successful completion of all 1st and 2nd semester courses.

(Proficiency Levels: Math 3, Language 3)

Theory, applications, and operation of various analytical instruments. Separation and identification techniques including electrophoresis, spectrophotometry, and chromatography emphasized.

### **BITC 2401 MOLECULAR BIOLOGY TECHNIQUES**

**(3-3)Credit: 4**

Prerequisite: Enrollment in the Biotechnology program and successful completion of all 1st year courses.

(Proficiency Levels: Math 3, Language 3)

An introduction to the theory and laboratory techniques in molecular biology with an emphasis on proteins, gene expression and regulation, recombinant DNA, and nucleic acids.

### **BITC 1291 SPECIAL TOPICS: ETHICS** **(2-0)Credit: 2**

Prerequisite: Enrollment in the Biotechnology program and successful completion of all previous semester courses.

(Proficiency Levels: Math 3, Language 3)

This course will cover ethical considerations in research. A combination of lectures and discussion sessions will be utilized to emphasize the importance of ethical behavior in the research work force. Topics will include the use of animals and humans in research, scientific misconduct, handling of scientific data, sharing of data and materials and authorship of publication.

### **BITC 1391 SPECIAL TOPICS: ADVANCED BIOTECHNOLOGICAL RESEARCH**

**(2-2)Credit: 3**

Prerequisite: Enrollment in the Biotechnology program and successful completion of all previous semester courses.

(Proficiency Levels: Math 3, Language 3)

This course will address one or more topics in

skills in biotechnological research relevant to the professional development of the student. Topics will be selected based on the student's interests and projected trends in workforce needs. Topics will include: preparative nucleic acid techniques, analytical nucleic acid techniques, animal handling, histology and protein manipulation.

**BITC 2386 & BITC 2387  
INTERNSHIP –  
BIOLOGICAL  
TECHNOLOGY/  
TECHNICIAN**

**Credit: 3**

Prerequisite: Enrollment in the Biotechnology program and successful completion of all previous semester courses.

(Proficiency Levels: Math 3, Language 3)

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

**BREAST IMAGING/  
MAMMOGRAPHY**

**MAMT 2233 ANATOMY/ POSITIONING  
& PATIENT ASSESSMENT**

**(4-0) Credit: 2**

Prerequisite: Certification in a Radiologic Health Sciences program and Enrollment in the Post-Associate Breast Imaging program.

(Proficiency Levels: Math 2, Language 3.)

Presentation of specialized Presentation of specialized instruction in breast imaging. Emphasis will be placed on breast anatomy, physiology, positioning, patient education, and assessment. Anatomy instruction will include surface anatomy as well as deep anatomy. Special emphasis will be placed on standard projections as well as additional projections/positions and positioning modifications.

**MAMT 2231 INSTRUMENTATION/  
MODALITIES**

**(4-0) Credit: 2**

Prerequisite: Certification in a Radiologic Health Sciences program and Enrollment in the Post-Associate Breast Imaging program.

(Proficiency Levels: Math 2, Language 3.)

This course is designed to familiarize the student with the concepts, theories, and equipment employed in breast imaging. Mammographic technique will include breast compression, magnification, and selection of technical factors and specimen radiology. Interventional procedures, special exams, and special modalities will be included in this course.

**MAMT 2230 QUALITY ASSURANCE**

**(4-0) Credit: 2**

Prerequisite: Certification in a Radiologic Health Sciences program and Enrollment in the Post-Associate Breast Imaging program.

(Proficiency Levels: Math 2, Language 3.)

Instruction in Quality Control and Quality Assurance procedures. The student will participate in the performance evaluation and recording of the Quality Control tests as described in the Mammography Quality Control Manual.

**MAMT 2360 MAMMOGRAPHIC  
CLINICAL APPLICATIONS I**

**(0-8) Credit: 3**

Prerequisite: Certification in a Radiologic Health Sciences program and Enrollment in the Post-Associate Breast Imaging program.

(Proficiency Levels: Math 2, Language 3.)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.



## BUSINESS ADMINISTRATION

### **BUSI 1301 BUSINESS PRINCIPLES** (3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 1, Language 3)

This course is designed to acquaint the student with the modern business world and the opportunities it offers. The course includes an overview of the operation of a business. It includes a history of business in the U.S. including the current business environment. The course includes an analysis of the specialized fields within business organizations, including organizational structure, the need for business plans, decision making and operations management, forms of ownership and current management problems.

### **BUSI 2301 BUSINESS LAW** (3-0) Credit: 3

Prerequisite: Sophomore standing.

(Proficiency Levels: Math 1, Language 3)

The student is introduced to the history and role of law in modern business and society. Emphasis is placed on legal institutions and reasoning, framework of basic legal principles and application of basic principles of contract and property law. It is acceptable as transfer credit at some schools. Check with a counselor before enrollment.

## CHEMISTRY

### **CHEM 1405 INTRODUCTORY CHEMISTRY I: FUNDAMENTALS OF CHEMISTRY** (3-3) Credit: 4

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

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 health occupations.

### **CHEM 1407 INTRODUCTORY CHEMISTRY II: INTRODUCTION TO ORGANIC AND BIOLOGICAL CHEMISTRY** (3-3) Credit: 4

Prerequisite: CHEM 1405 or CHEM 1411. Credit may not be earned for both CHEM 1407 and CHEM 1412.

(Proficiency Levels: Math 1, Language 2)

Elementary organic chemistry, both aliphatic and aromatic; introduction to the chemistry of carbohydrates, proteins, fats, blood, urine, vitamins, hormones, metabolism, and nuclear chemistry. A continuation of CHEM 1405, designed primarily for students in health occupations.

### **+CHEM 1411 GENERAL CHEMISTRY I** (3-3) Credit: 4

Prerequisite: High School chemistry or CHEM 1405.

(Proficiency Levels: Math 2, Language 3)

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.

### **+CHEM 1412 GENERAL CHEMISTRY II** (3-3) Credit: 4

Prerequisite: CHEM 1411.

(Proficiency Levels: Math 2, Language 3)

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; and radioactivity.

### **CHEM 2423 ORGANIC CHEMISTRY I** (3-3) Credit: 4

Prerequisite: CHEM 1412.

(Proficiency Levels: Math 2, Language 3)

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.

**CHEM 2425 ORGANIC CHEMISTRY II**  
**(3-3) Credit: 4**

Prerequisite: CHEM 2423.

(Proficiency Levels: Math 2, Language 3)

Organic reactions; elaboration of fundamentals presented in CHEM 2423 through treatment of chemistry of natural and biological products, petroleum, polymers and other important materials.

**COMPUTER SCIENCE****BCIS 1431 PROGRAMMING IN**  
**(VISUAL) BASIC I**  
**(3-3) Credit: 4**

Prerequisite: MATH 0304, (COSC 1401 recommended)

(Proficiency Levels: Math 3, Language 3)

This course is an introduction to business programming techniques. It includes structured programming methods, designing customized software applications, testing documentation, input specification, and report generation.

**COSC 1401 MICROCOMPUTER**  
**APPLICATIONS**  
**(3-3) Credit: 4**

Prerequisite: A grade of "C" or higher in READ 0302, ENGL 0301 and MATH 0300, also concurrent enrollment in ENGL 0302 and MATH 0303 or satisfactory placement score or instructor permission.

(Proficiency Levels: Math 1, Language 2)

This course is an overview of computer information systems. It will introduce computer hardware, software, procedures, systems, and human resources, and explore their integration and application in business and other segments in society. The fundamentals of numbering systems, logic gates, computer problem solving and programming in a higher-level programming language will be introduced. The hands-on portion of the course is designed to help students learn basic skills in PC operating systems, programming and common desktop applications like word processing, spreadsheets, database, presentation graphics and Internet use.

**COSC 1418 PASCAL PROGRAMMING I**  
**(3-3) Credit: 4**

Prerequisite: MATH 0304, COSC 1401

(Proficiency Levels: Math 3, Language 3)

This course is an introduction to computer programming in the PASCAL programming language. Emphasis is on the fundamentals of structured design, development, testing, implementation, and documentation. The course will also include coverage of language syntax, data and file structures, input/output devices, and disks/files.

**COSC 1420 C/C++ PROGRAMMING I**  
**(3-3) Credit: 4**

Prerequisite: MATH 0304, COSC 1401, (COSC 1436/1436 recommended)

(Proficiency Levels: Math 3, Language 3)

This course is an introduction to the "C" programming language. Emphasis is on the fundamentals of top-down problem solving techniques using structured design, development, testing, implementation, and documentation. The course will also include coverage of language syntax, data and file structures, input/output devices, and disks/files. Object-oriented techniques will also be explored through programming assignments using "C++".

**COSC 1436 PROGRAMMING**  
**FUNDAMENTALS I**  
**(3-3) Credit: 4**

Prerequisite: MATH 0304, (COSC 1401 recommended)

(Proficiency Levels: Math 3, Language 3)

Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy.

**COSC 1437 PROGRAMMING**  
**FUNDAMENTALS II**  
**(3-3) Credit: 4**

Prerequisite: MATH 0304, COSC 1436

(Proficiency Levels: Math 3, Language 3)

Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use

## COURSE DESCRIPTIONS

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of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering.

**COSC 2425 COMPUTER ORGANIZATION AND MACHINE LANGUAGE**  
**(3-3 Credit: 4)**

Prerequisite: MATH 0304, COSC 1436  
(Proficiency Levels: MATH 3, Language 3)

Syntax and semantics of a typical assembly language; macros and macroprocessors; design, construction, and execution of assembly language programs; data representation; and addressing techniques.

**COSC 2436 PROGRAMMING FUNDAMENTALS III**  
**(3-3 Credit: 4)**

Prerequisite: MATH 0304, COSC 1437  
(Proficiency Levels: MATH 3, Language 3)

Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis.

## COMPUTER SCIENCE TECHNOLOGY

**INEW 2340 OBJECT ORIENTED DESIGN**  
**(3-0) Credit: 3**

Prerequisite: MATH 0304 and COSC 1401 and (COSC 1437 or COSC 1436 or COSC 1420)  
(Proficiency Levels: Math 3, Language 3)

This class examines large system analysis and design concepts from the object-oriented perspective. Students will build/use case models, sequence diagrams, class diagrams, state charts and other design techniques. Topics will include determining what objects will be required, what members an object requires, and relationships between objects. Student projects will progress through the system development lifecycle of analysis,

design, development, testing and maintenance.

**ITNW 1348 IMPLEMENTING AND SUPPORTING CLIENT OPERATING SYSTEMS**  
**(2-3) Credit: 3**

Prerequisite: ITNW 1425.  
(Proficiency Levels: Math 2, Language 3)

This course helps students develop skills in the management of client as desktop operating systems. Students will install and configure network clients; set up users, groups, policies, and profiles; configure hardware components and applications; set up and maintain a logon security and security for files and printers; configure clients in multiple environments including Microsoft, TCP/IP, and Novell Networks. Students will also implement dial up networking and tune system performance. (Formerly ITMC 1458)

**ITNW 1353 SUPPORTING NETWORK SERVER INFRASTRUCTURE**  
**(2-2) Credit: 3**

Prerequisite: ITNW 1454.  
(Proficiency Levels: Math 2, Language 3)

In this course, students will develop skills in installing, configuring, managing, and supporting a network infrastructure, including automating Internet Protocol (IP) assignment using DHCP; configuration and support of remote access to a network; configuring network security using public key infrastructure; integration of network services for Windows; and deploying Windows using remote installation services. (Formerly ITMC 1342)

**ITNW 1425 FUNDAMENTALS OF NETWORKING TECHNOLOGIES**  
**(3-3) Credit: 4**

Prerequisite: ITSC 1305, ITSC 1325.  
(Proficiency Levels: Math 2, Language 3)

This course provides instructions for technicians in networking technologies (both LAN and WAN) and their implementations. Students will design, install and maintain a small LAN with a variety of users, applications and devices. Topics include: OSI model, types of networks, topologies, transmission media, processing levels, utilities, security, licensing,

resource integration (both hardware and software), administration, management, archiving, backups, compatibility and common networking problems. It is highly recommended that students are COMPTIA A+ certified before attempting this course. The course prepares students for the COMPTIA Network+ examination and is also preparation for the Microsoft Certified Systems Engineer (MCSE) courses. (Formerly CSCI 2408)

**ITNW 1454 IMPLEMENTING AND SUPPORTING SERVERS**  
(3-2) Credit: 4

Prerequisite: ITNW 1348.

(Proficiency Levels: Math 3, Language 3)

This course develops the skills necessary to implement, administer, and troubleshoot information systems that incorporate Windows Based Servers in a networked computing environment. Students will learn how to configure peripherals and devices; set up servers for various client computers; configure directory replication; manage licensing, user groups accounts, user profiles, system policies, and profiles. Students will also administer remote servers and disk resources; create and share resources; implement permissions and security; implement fault-tolerance data storage measures and configure servers for interoperability with various network operating systems servers. Other topics include installing and configuring Remote Access Service (RAS), identifying and monitoring performance bottlenecks and resolve configuration problems. (Formerly ITMC 1319) (521204)

**ITSC 1305 INTRODUCTION TO PC OPERATING SYSTEMS**  
(2-2) Credit: 3

Prerequisite: COSC 1401.

Corequisite: ITSC 1325.

(Proficiency Levels: Math 1, Language 2)

This course is a study of personal computer operating systems. Topics include: installation and configuration, file management systems, memory and storage management, control of peripheral devices, and use of utilities. The course prepares students for the COMPTIA Operating System Technologies examination which is one-half of the A+ Certification. (Formerly CSCI 2403)

**ITSC 1313 INTERNET/WEB PAGE DEVELOPMENT**  
(2-2) Credit: 3

Prerequisite: COSC 1401.

(Proficiency Levels: Math 1, Language 2)

This course provides instruction in the use of Internet services and the fundamentals of web page design and web site development. The student will identify basic Internet concepts and terminology; use electronic communication methods; collect and evaluate research data using the Internet; and design, create, organize and publish web pages and sites.

**ITSC 1325 PERSONAL COMPUTER HARDWARE**  
(2-2) Credit: 3

Prerequisite: COSC 1401

Corequisite: ITSC 1305.

(Proficiency Levels: Math 1, Language 2)

This course is a study of current personal computer hardware including personal computer assembly and upgrading, set up and configuration, and troubleshooting. The course prepares students for the COMPTIA Core Hardware examination which is one-half of the A+ Certification. (Formerly CSCI 2403)

**ITSC 1380 COOPERATIVE EDUCATION I – COMPUTER AND INFORMATION SCIENCES GENERAL**  
(1-20) Credit: 3

Prerequisite: COSC 1401.

(Proficiency Levels: Math 1, Language 2)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. (Formerly CSCI 2450)

## COURSE DESCRIPTIONS

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**ITSC 1381 COOPERATIVE  
EDUCATION II –  
COMPUTER AND  
INFORMATION SCIENCES  
GENERAL**

**(1-20) Credit: 3**

Prerequisite: ITSC 1305, ITSC 1325, ITSC 1380.

(Proficiency Levels: Math 3, Language 3)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. (Formerly CSCI 2451)

**ITSC 2431 INTEGRATED SOFTWARE  
APPLICATIONS III**

**(3-3) Credit: 4**

Prerequisite: COSC 1401 or ITSC 1309.

(Proficiency Levels: Math 2, Language 2)

This course is a continuation of Microcomputer Applications (COSC 1401 or ITSC 1309). It is designed for advanced users with emphasis on a wide range of productivity tasks including complex assignments that require advanced formatting and functionality. The student will demonstrate advanced proficiency with word processing, spreadsheets, database and/or presentation media software. They will plan, design and implement solutions using integrated software. (Formerly CSCI 2405)

**ITSY 1400 FUNDAMENTALS OF  
INFORMATION SECURITY**

**(3-3) Credit: 4**

Prerequisite: ITNW 1425.

(Proficiency Levels: Math 2, Language 3)

Basic information security goals of availability, integrity, accuracy, and confidentiality. Vocabulary and terminology specific to the field of information security are discussed. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed.

The importance of appropriate planning and administrative controls is also discussed.

**ITSY 2401 FIREWALLS AND  
NETWORK SECURITY**

**(3-3\_ Credit:4**

Prerequisite: ITNW 1425

(Proficiency Levels: MATH 2, Language 3)

Identify elements of firewall design, types of security threats and responses to security attacks. Use best practices to design, implement, and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities.

## COMPUTERIZED TOMOGRAPHY TECHNOLOGY

**CTMT 2336 COMPUTED  
TOMOGRAPHY  
EQUIPMENT AND  
METHODOLOGY**

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

Prerequisite: Certification in a Radiologic Health Sciences program and Enrollment in the Computerized Tomography Technology Program.

(Proficiency Levels: Math 2, Language 3)

Skill development in the operation of computed tomographic equipment, focusing on routine protocols, image quality, quality assurance and radiation protection.

**CTMT 2372 CT TOMOGRAPHIC  
ANATOMY AND  
PATHOLOGY**

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

Prerequisite: Enrollment in the Computerized Tomography Technology Program.

(Proficiency Levels: Math 2, Language 3)

This course is designed to familiarize the student with anatomic relationships that are present under various sectional orientations as depicted by Computed Tomography Technology (CTT), Magnetic Resonance Imaging Technology (MRIT), Diagnostic Ultrasound

(DMS), and Nuclear Medicine Technology (NMT) imaging devices. The significance of tomographic anatomy in radiation therapy will also be provided. (510907)

**CTMT 2560 CTT CLINICAL APPLICATIONS I**  
**(0-16) Credit: 5**  
 Prerequisite: Certification in a Radiologic Health Sciences program and Enrollment in the Computerized Tomography Technology Program.

(Proficiency Levels: Math 2, Language 3)  
 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.

**CTMT 2561 CTT CLINICAL APPLICATIONS II**  
**(0-16) Credit: 5**  
 Prerequisite: Certification in a Radiologic Health Sciences program and Enrollment in the Computerized Tomography Technology Program.

(Proficiency Levels: Math 2, Language 3)  
 A continuation of CTMT 2560 – CTT Clinical Applications I.

**CRIMINAL JUSTICE**

**CRIJ 1301 INTRODUCTION TO CRIMINAL JUSTICE**  
**(3-0) Credit: 3**

Prerequisite: None.  
 (Proficiency Levels: Math 0, Language 3)  
 History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; prosecution and defense; trial process; corrections. (Formerly: CRIJ 1302)

**CRIJ 1306 COURTS SYSTEMS AND PRACTICES**  
**(3-0) Credit: 3**

Prerequisite: None.  
 (Proficiency Levels: Math 0, Language 3)  
 The judiciary in the criminal justice system; right to counsel; pre-trial release; grand juries; adjudication process; types and rules of evidence; sentencing. (Formerly: CRIJ 1305)

**CRIJ 1307 CRIME IN AMERICA**  
**(3-0) Credit: 3**

Prerequisite: None.  
 (Proficiency Levels: Math 0, Language 3)  
 American crime problems in historical perspective; social and public factors affecting crime; impact and crime trends; social characteristics of specific crimes; prevention of crime. (Usually taught concurrently with SOCI 2306. Credit can only be earned for one of these courses. See a counselor for registration information.) (Formerly: CRIJ 1301)

**CRIJ 1310 FUNDAMENTALS OF CRIMINAL LAW**  
**(3-0) Credit: 3**

Prerequisite: None.  
 (Proficiency Levels: Math 0, Language 3)  
 A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties using Texas statutes as illustrations; criminal responsibility. (Formerly: CRIJ 1303)

**CRIJ 1313 JUVENILE JUSTICE SYSTEM**  
**(3-0) Credit: 3**

Prerequisite: None  
 (Proficiency Levels: Math 0, Language 3)  
 A study of the juvenile justices process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies and theories concerning delinquency.

## COURSE DESCRIPTIONS

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**CRIJ 2301 COMMUNITY RESOURCES  
IN CORRECTIONS**  
(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment. (Formerly: CRIJ 2306)

**CRIJ 2313 CORRECTIONAL SYSTEMS  
& PRACTICES**  
(3-0) Credit: 3

Prerequisite: None

(Proficiency Levels: Math 0, Language 3)

Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues. (Formerly CRIJ 2313 Criminal Justice Studies)

**CRIJ 2314 CRIMINAL  
INVESTIGATION**  
(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. (Formerly: CRIJ 2302) (Proficiency Levels: Math 0, Language 3)

**CRIJ 2323 LEGAL ASPECTS OF LAW  
ENFORCEMENT**  
(3-0) Credit: 3

Prerequisite: None.

Police authority; responsibilities; constitutional restraints; laws of arrest, search and seizure; police liability. (Formerly: CRIJ 2304) (Proficiency Levels: Math 0, Language 3)

**CRIJ 2328 POLICE SYSTEMS AND  
PRACTICES**  
(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

The police profession; organization of law enforcement systems; the police role; police

discretion, ethics; police-community interaction; current and future issues. (Formerly: CRIJ 2301)

## CRIMINAL JUSTICE LAW ENFORCEMENT

**CJSA 1382 LAW ENFORCEMENT  
EXPERIENCE I**

(1-20) Credit: 3

Prerequisites: Currently enrolled in law enforcement credit program.

(Proficiency Levels: Math 0, Language 3)

The student works with a law enforcement agency for a minimum of 20 hours per week and attends a seminar for one hour each week. The student will be receiving on-the-job training related to classroom instruction under the supervision of employer and the college coordinator.

**CJLE 1506 BASIC PEACE OFFICER I**  
(3-6) Credit: 5

Prerequisite: None.

Introduction to fitness and wellness, history of policing, professionalism and ethics, United States Constitution and Bill of Rights, criminal justice system, Texas Penal Code, Texas Code of Criminal Procedure, civil process, and stress management. This course taken in conjunction with Basic Peace Officer II, III, and IV will satisfy the TCLEOSE-approved Basic Peace Officer Training Academy.

**CJLE 1512 BASIC PEACE OFFICER II**  
(3-6) Credit: 5

Prerequisite: CJLE 1506.

Basic preparation for a new peace officer. Covers field note taking, report writing, "use of force" law and concepts, problem solving, multiculturalism, professional policing approaches, patrol procedures, victims of crime, family violence, MHMR, crowd management, HAZMAT, and criminal investigation. This course taken in conjunction with Basic Peace Officer I, III, and IV will satisfy the TCLEOSE-approved Basic Peace Officer Academy. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY

THE COMMISSION ON LAW ENFORCEMENT OFFICER STANDARDS AND EDUCATION (TCLEOSE)\*\*\*

**CULINARY ARTS**

**CJLE 1518 BASIC PEACE OFFICER III (3-6)Credit: 3**

Prerequisite: CJLE 1506, CJLE 1512  
 Basic preparation for a new peace officer. Covers laws pertaining to controlled substances, crowd management, personal property, and crime scene investigation. This course taken in conjunction with Basic Peace Officer I, III, and IV will satisfy the TCLEOSE-approved Basic Peace Officer Academy. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY THE COMMISSION ON LAW ENFORCEMENT OFFICER STANDARDS AND EDUCATION (TCLEOSE)\*\*\*

**CJLE 1524 BASIC PEACE OFFICER IV (3-6)Credit: 5**

Prerequisite: CJLE 1506, CJLE 1512, CJLE 1518  
 Basic preparation for a new peace officer. Covers laws directly related to police field work. Topics include Texas Transportation Code, intoxicated driver, Texas Penal Code, elements of crimes, Texas Family Code, Texas Alcoholic Beverage Code, and civil liability. Requires the demonstration and practice of the skills of a police officer including patrol, driving, traffic stop skills, use of force, mechanics of arrest, firearm safety, and emergency medical care. Also includes study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control and jail operations. This course taken in conjunction with Basic Peace Officer I, II and III will satisfy the TCLEOSE-approved Basic Peace Officer Academy. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY THE COMMISSION ON LAW ENFORCEMENT OFFICER STANDARDS AND EDUCATION (TCLEOSE)\*\*\*

**CHEF 1401 BASIC FOOD PREPARATION (3-3) Credit: 4**

Prerequisite: Permission of Coordinator or Dean.  
 (Proficiency Levels: Math 1, Language 2)  
 A study of the fundamental principles of food preparation and cookery to include Brigade system, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition and professionalism.

**CHEF 1305 SANITATION AND SAFETY (3-0) Credit: 3**

Prerequisite: Permission of Coordinator or Dean.  
 (Proficiency Levels: Math 1, Language 2)  
 A study of personal cleanliness; sanitary practices in food preparation, causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards.

**CHEF 1441 AMERICAN REGIONAL CUISINE (3-3) Credit: 4**

Prerequisite: Permission of Coordinator or Dean.  
 (Proficiency Levels: Math 1, Language 2)  
 A study of the development of regional cuisine's in the United States with emphasis on the similarities in production and service of systems. Application of skills to develop, organize and build a portfolio of recipe strategies and production systems.

**CHEF 1445 INTERNATIONAL CUISINE (3-3)Credit: 4**

Prerequisite: Permission of Coordinator or Dean.  
 (Proficiency Levels: Math 1, Language2)  
 A study of classical cooking skills associated with the preparation and service of international and ethnic cuisines. Topics include similarities between food productions systems used in the United States and other regions of the world. Cuisines of Germany, Mexico, France, Italy and China and their impact in the development of classical cooking princi-



## COURSE DESCRIPTIONS

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ples and food preparation. Origins of menu items.

**CHEF 1380 COOPERATIVE  
EDUCATION: CULINARY  
ARTS CHEF TRAINING  
(1-20) Credit: 3**

Prerequisite: Permission of Coordinator or Dean.

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

**CHEF 1381 COOPERATIVE  
EDUCATION: FOOD AND  
BEVERAGE/RESTAURANT  
(1-20) Credit: 3**

Prerequisite: Permission of Coordinator or Dean.

(Proficiency Levels: Math 1, Language2)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

**CHEF 1410 GARDE MANGER  
(3-3) Credit: 4**

Prerequisite: Permission of Coordinator or Dean.

(Proficiency Levels: Math 1, Language2)

A study of specialty foods and garnishes. Emphasis on design, techniques, and display of fine foods including forcemeat products, charcuterie, hors d'oeuvres, and ice carving. (120503)

**CHEF 2301 INTERMEDIATE FOOD  
PREPARATION  
(2-4) Credit: 3**

Prerequisite: Permission of Coordinator or Dean.

(Proficiency Levels: Math 1, Language2)

Continuation of previous food preparation course. Topics include the concept of pre-

cooked food items, as well as scratch preparation. Covers full range of food preparation including sandwiches, breakfast cookery, vegetables, starches, various protein items and product identification.

**CHEF 2402 SAUCIER  
(3-3) Credit: 4**

Prerequisite: Permission of Coordinator or Dean.

(Proficiency Levels: Math 1, Language2)

Instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments and the pairing of sauces with a variety of foods.

## DRAMA

**+DRAM 1310 INTRODUCTION TO  
THEATRE  
(3-0) Credit: 3**

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

This course is designed for theatre majors and for students who are not theatre majors but who want to develop an appreciation and understanding of the theatre arts. Emphasis will be placed on exposing the student to the major forces that have shaped the Western (European) theatrical tradition, its literature and production.

**DRAM 1351 ACTING I  
(3-0) Credit: 3**

Prerequisite: None.

Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotional and analysis as tools for the actor. (5005035126) (Proficiency Levels: Math 0, Language 2)

**DRAM 1352 ACTING II  
(3-0) Credit: 3**

Prerequisite: DRAMA 1351.

This course is an extension of DRAM 1351 with an emphasis on expanding characterization, ensemble acting, stage combat, and performance techniques. (5005035126) (Proficiency Levels: Math 0, Language 2)

**DRAM 2366 DEVELOPMENT OF THE MOTION PICTURE I**  
(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

Analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films and historical growth and sociological effects of film as an art.

**ECONOMICS**

**+ECON 2301 PRINCIPLES OF ECONOMICS: MACROECONOMICS**  
(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

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

**+ECON 2302 PRINCIPLES OF ECONOMICS: MICROECONOMICS**  
(3-0) Credit: 3

Prerequisite: ECON 2301.

(Proficiency Levels: Math 0, Language 3)

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.

**EMERGENCY MEDICAL SERVICES**

**EMSP 1145 BASIC TRAUMA LIFE SUPPORT**  
(0-2) Credit: 1

Prerequisite: Permission of EMS Program Coordinator or Director

Corequisites: EMSP 1501, EMSP 1260, EMSP1191

(Proficiency Levels: Math 1, Language 2)

Intense skill development in emergency field

management, systematic rapid assessment, resuscitation, packaging, and transportation of patients. Includes experience necessary to meet initial certification requirements.

**EMSP 1191 SPECIAL TOPICS IN EMERGENCY MEDICAL SERVICE**  
(1-0) Credit: 1

Prerequisite: Permission of EMS Program Coordinator or Director

Corequisites: EMSP 1501, EMSP 1260, EMSP1145

(Proficiency Levels: Math 1, Language 2)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**EMSP 1260 CLINICAL – EMERGENCY MEDICAL SERVICE PROFESSIONS**  
(0-6) Credit: 2

Prerequisite: Permission of EMS Program Coordinator or Director

Corequisites: EMSP 1501, EMSP 1191, EMSP1145

(Proficiency Levels: Math 1, Language 2)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**EMSP 1262 CLINICAL – EMERGENCY MEDICAL SERVICE PROFESSIONS**  
(0-9) Credit: 2

Prerequisite: Enrollment in the EMS-Intermediate program and successful completion of first semester courses.

Corequisites: EMSP 1338, EMSP 1355, EMSP1356

(Proficiency Levels: Math 1, Language 2)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

## COURSE DESCRIPTIONS

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**EMSP 1338 INTRODUCTION TO  
ADVANCED PRACTICE**  
(2-2) Credit: 3

Prerequisite: Enrollment in the EMS-Intermediate program and successful completion of first semester courses.

Corequisites: EMSP 1262, EMSP 1355, EMSP1356

(Proficiency Levels: Math 1, Language 2)

An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital.

**EMSP 1355 TRAUMA MANAGEMENT**  
(2-2) Credit: 3

Prerequisite: Enrollment in the EMS-Intermediate program and successful completion of first semester courses.

Corequisites: EMSP 1338, EMSP 1356, EMSP1262

(Proficiency Levels: Math 1, Language 2)

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries.

**EMSP 1356 PATIENT ASSESSMENT &  
AIRWAY MANAGEMENT**  
(2-2) Credit: 3

Prerequisite: Enrollment in the EMS-Intermediate program and successful completion of first semester courses.

Corequisites: EMSP 1338, EMSP 1355, EMSP1262

(Proficiency Levels: Math 1, Language 2)

A detailed study of the knowledge and skills required to reach competence in performing patient assessment and airway management.

**EMSP 1501 EMERGENCY MEDICAL  
TECHNICIAN – BASIC**  
(4-4) Credit: 5

Prerequisite: Permission of EMS Program Coordinator or Director

Corequisites: EMSP 1260, EMSP 1191, EMSP1145

(Proficiency Levels: Math 1, Language 2)

Introduction to the level of Emergency Medical Technician (EMT) – Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with

an ambulance service or other specialized services.

**EMSP 2143 ASSESSMENT BASED  
MANAGEMENT**  
(0-3) Credit: 1

Prerequisite: Enrollment in the EMS-Paramedic program and successful completion of first, second, third and fourth semester courses.

Corequisites: EMSP 2338, EMSP 2261

(Proficiency Levels: Math 1, Language 2)

The capstone course of the EMSP program. Designed to provide for teaching and evaluating comprehensive assessment based patient care management.

**EMSP 2160 CLINICAL – EMERGENCY  
MEDICAL SERVICE  
PROFESSIONS**  
(0-6) Credit: 1

Prerequisite: Enrollment in the EMS-Paramedic program and successful completion of first and second semester courses.

Corequisites: EMSP 2348, EMSP 2544

(Proficiency Levels: Math 1, Language 2)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**EMSP 2260 CLINICAL – EMERGENCY  
MEDICAL SERVICE  
PROFESSIONS**  
(0-9) Credit: 2

Prerequisite: Enrollment in the EMS-Paramedic program and successful completion of first, second, and third semester courses.

Corequisites: EMSP 2434, EMSP 2430

(Proficiency Levels: Math 1, Language 2)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**EMSP 2261 CLINICAL – EMERGENCY  
MEDICAL SERVICE  
PROFESSIONS**

**(0-9) Credit: 2**

Prerequisite: Enrollment in the EMS-Paramedic program and successful completion of first, second, third and fourth semester courses.

Corequisites: EMSP 2143, EMSP 2338

(Proficiency Levels: Math 1, Language 2)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**EMSP 2338 EMS OPERATIONS**

**(2-2) Credit: 3**

Prerequisite: Enrollment in the EMS-Paramedic program and successful completion of first, second, third and fourth semester courses.

Corequisites: EMSP 2143, EMSP 2261

(Proficiency Levels: Math 1, Language 2)

A detailed study of the knowledge and skills necessary to reach competence in the safely manage the scene of an emergency.

**EMSP 2348 EMERGENCY  
PHARMACOLOGY**

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

Prerequisite: Enrollment in the EMS-Paramedic program and successful completion of first and second semester courses.

Corequisites: EMSP 2544, EMSP 2160

(Proficiency Levels: Math 1, Language 2)

A comprehensive course covering all aspects of the utilization of medications in treating emergency situations. Course is designed to compliment Cardiology, Special Populations, and Medical Emergency courses.

**EMSP 2430 SPECIAL POPULATIONS**

**(3-3) Credit: 4**

Prerequisite: Enrollment in the EMS-Paramedic program and successful completion of first, second, and third semester courses.

Corequisites: EMSP 2434, EMSP 2260

(Proficiency Levels: Math 1, Language 2)

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured

patients in nontraditional populations.

**EMSP 2434 MEDICAL EMERGENCIES**

**(3-3) Credit: 4**

Prerequisite: Enrollment in the EMS-Paramedic program and successful completion of first, second, and third semester courses.

Corequisites: EMSP 2430, EMSP 2260

(Proficiency Levels: Math 1, Language 2)

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies.

**EMSP 2544 CARDIOLOGY**

**(4-4) Credit: 5**

Prerequisite: Enrollment in the EMS-Paramedic program and successful completion of first and second semester courses.

Corequisites: EMSP 2348, EMSP 2160

(Proficiency Levels: Math 1, Language 2)

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies.

**ENGLISH**

**ENGL 0101 THEA REMEDIATION IN  
ENGLISH**

**(0-2) Credit: 1**

Prerequisite: Credit for ENGL 0302 or ENGL 1301.

(Proficiency Levels: Math 0, Language 3)

An individualized program designed to prepare students to retake the English portion of the THEA examination.

**ENGL 0301 INTRODUCTION TO  
WRITING SKILLS**

**(3-2) Credit: 3**

Prerequisite: None.

(Proficiency Levels: Math 0, Language 0)

A pre-transfer level course designed to help students develop the basic skills in grammar and composition required in the next pre-transfer level English course (ENGL 0302). Students will be expected to compose a fully developed paragraph and to pass an exit examination. (3201085335)

## COURSE DESCRIPTIONS

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### **ENGL 0302 BASIC WRITING SKILLS** (3-2) Credit: 3

Prerequisite: ENGL 0301 or appropriate score on English placement test.

(Proficiency Levels: Math 0, Language 1)

A pre-transfer level course designed to help students develop basic skills in grammar and composition required in transfer-level college courses. Students will be expected to compose a short essay and to pass an exit examination. (3201085335)

### **+ENGL 1301 COMPOSITION I: COLLEGE COMPOSITION** (3-0) Credit: 3

Prerequisite: Meet placement requirement.

(Proficiency Levels: Math 0, Language 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. Descriptive, narrative and expository techniques will be used to develop rhetorically effective essays. Some analysis of prose models.

### **+ENGL 1302 COMPOSITION II: COMPOSITION AND RHETORIC** (3-0) Credit: 3

Prerequisite: ENGL 1301.

(Proficiency Levels: Math 0, Language 3)

A continuation of ENGL 1301, with critical analysis of selected readings; writing analytical essays; learning to quote, summarize, paraphrase, and document; writing research projects.

Sophomore literature courses do not have to be taken in a particular sequence. The second half of a survey course may be taken prior to the first half, or a student may choose to take any one course from a two-course survey.

### **ENGL 2307 CREATIVE WRITING I** (3-0) Credit: 3

(Formerly known as ENGL1313 (CREATIVE WRITING))

Prerequisite: ENGL 1302.

(Proficiency Levels: Math 0, Language 3)

Practical experience in the techniques of imaginative writing. May include fiction, non-fiction, poetry, or drama.

### **ENGL 2308 CREATIVE WRITING II** (3-0) Credit: 3

Prerequisite: ENGL 2307.

(Proficiency Levels: Math 0, Language 3)

A continuation of the study of basic practices in the art of creative and imaginative writing. May include fiction, non-fiction, poetry, or drama.

### **ENGL 2311 TECHNICAL AND BUSINESS WRITING: TECHNICAL REPORT WRITING** (3-0) Credit: 3

Prerequisite: ENGL 1302.

(Proficiency Levels: Math 0, Language 3)

Writing technical reports; basic techniques in technical writing; practical English for the technical writer; making oral presentations.

### **+ENGL 2322 BRITISH LITERATURE I** (3-0) Credit: 3

Prerequisite: ENGL 1302.

(Proficiency Levels: Math 0, Language 3)

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.

### **+ENGL 2323 BRITISH LITERATURE II** (3-0) Credit: 3

Prerequisite: ENGL 1302.

(Proficiency Levels: Math 0, Language 3)

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.

### **+ENGL 2327 AMERICAN LITERATURE I** (3-0) Credit: 3

(Formerly known as ENGL 2326 MASTER-PIECES OF AMERICAN LITERATURE)

Prerequisite: ENGL 1302.

(Proficiency Levels: Math 0, Language 3)

Selected works by American storytellers, diarists, essayists, fiction writers, poets and

dramatists including pre-colonial, revolutionary, and post-revolutionary writing through the Civil War. May include works from Smith, Bradstreet, Wheatley, Thoreau, Hawthorne, Douglass and Whitman along with Native American tales and early Hispanic accounts of the new world in North America, including De Las Casas and Cabeza de Vaca.

**ENGL 2328 AMERICAN LITERATURE II**  
**(3-0) Credit: 3**

Prerequisite: ENGL 1301 AND ENGL 2327

(Proficiency Levels: Math 0, Language 3)

Selected works by American essayists, fiction writers, a dramatists along with folktales and epistolary works from America's immigrant communities from the Civil War to the present. Works may range from Whitman, Crane, Twain, Dunbar, Cather, Hurston, Frost, Hemmingway and Williams, to Morrison, Updike, Kingston, and Soto. Exploring a major theme of America's last century and a half, works by Native American, Hispanic, Black and Oriental Writers about encounters with settlers of the westward movement and with one another in the America's ever-shifting urban environment may also be examined.

**+ENGL 2332 WORLD LITERATURE I**  
**(3-0) Credit: 3**

(Formerly known as ENGL 2331 MASTERPIECES OF WORLD LITERATURE I)

Prerequisite: ENGL 1302.

(Proficiency Levels: Math 0, Language 3)

A study of the masterpieces of world literature from both Western and Eastern traditions from ancient times to the Renaissance; selections from Homer, the Greek tragedians, Confucius, Plato, Virgil, Dante, Koran, The Bhagavad-Gita, and others with an emphasis on epic, tragedy, and narrative forms.

**+ENGL 2333 WORLD LITERATURE II**  
**(3-0) Credit: 3**

(Formerly known as ENGL 2332 MASTERPIECES OF WORLD LITERATURE II)

Prerequisite: ENGL 1302.

(Proficiency Levels: Math 0, Language 3)

A study of the masterpieces of both the Western and Eastern traditions; literary term selections from the Renaissance to the neo-classical and the modern age, including works by Shakespeare, Voltaire, Moliere, Rousseau, Blake, Borges, Mahfouz and others.

**+ENGL 2342 FORMS OF LITERATURE I: THE SHORT STORY AND NOVEL**

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

Prerequisite: ENGL 1302.

(Proficiency Levels: Math 0, Language 3)

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 and to understand literary terms.

**+ENGL 2343 FORMS OF LITERATURE II: DRAMA AND POETRY**

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

(Formerly known as ENGL 2312 INTRODUCTION TO LITERATURE: DRAMA AND POETRY)

Prerequisite: ENGL 1302

(Proficiency Levels: Math 0, Language 3)

A study of drama and poetry as literary forms. Readings, chiefly modern, to develop skills required to read literary materials and to understand literary terms.

**ENGLISH AS A SECOND LANGUAGE**

**ESOL 0301 DEVELOPMENTAL ESOL: ORAL COMMUNICATION**

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

Prerequisite: None.

(Proficiency Levels: Math 0, Language 0)

A developmental course designed to develop listening and speaking skills in speakers of languages other than English and prepare them to function in an English speaking society. Instruction provides exercises created for oral and written responses. Proper diction, intonation, cadence, sentence structure and stress as used in American English is taught, as well as literal translation. To receive credit, students must pass an appropriate exit exam. (Proficiency Levels: Math 0, Language 0)

## COURSE DESCRIPTIONS

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**ESOL 0302 DEVELOPMENTAL ESOL:  
READING AND  
VOCABULARY**  
**(3-0) Credit: 3**

Prerequisite: None.

(Proficiency Levels: Math 0, Language 0).

A developmental course designed to develop reading fluency and vocabulary in speakers of languages other than English and prepare them to function in an English speaking society. Course provides instruction designed to increase reading comprehension, vocabulary and study skills. To receive credit, students must pass an appropriate exit exam.

### **FIRE PROTECTION TECHNOLOGY**

**FIRT 1303 FIRE AND ARSON  
INVESTIGATION I**  
**(3-0) Credit 3**

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

In depth study of basic fire and arson investigation practices. Emphasis on fire behavior principles related to fire cause and origin determination.

**FIRT 1307 FIRE PREVENTION CODES  
AND INSPECTIONS**  
**(3-0) Credit: 3**

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

Study of local building and fire prevention codes. Emphasis on fire prevention inspections, practices and procedures.

**FIRT 1311 FIRE SERVICE  
HYDRAULICS**  
**(3-0) Credit: 3**

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

Study of water distribution systems and fire stream development as related to fire protection and suppression.

**FIRT 1315 HAZARDOUS MATERIALS I**  
**(3-0) Credit: 3**

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

Study of the chemical characteristics and behavior of various materials. Topics include storage, transportation, handling hazardous emergency situations and the most effective methods of hazard mitigation.

**FIRT 1319 FIREFIGHTER HEALTH  
AND SAFETY**  
**(3-0) Credit: 3**

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

Study of firefighter occupational safety and health in emergency and non-emergency situations.

**FIRT 1323 BUILDING CODES**  
**(3-0) Credit: 3**

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

Survey of model codes used nationally to develop understanding of the interrelationships of building construction, occupancy, and related safety issues. Topics include Underwriters Laboratory (U.L.) listings and Factory Mutual (F.M.) Approvals .

**FIRT 1327 BUILDING  
CONSTRUCTION IN THE  
FIRE SERVICE**  
**(3-0) Credit: 3**

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

Exploration of building construction and design related to fire spread and suppression in various structures. Examination of potential hazards resulting from construction practices and materials.

**FIRT 1329 BUILDING CODES AND  
CONSTRUCTION**  
**(3-0) Credit: 3**

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

Examination of building codes and requirements, construction types, and building materials. Topics include walls, floorings, foundations, and various roof types and the associated dangers of each. (120503)

**FIRT 1335 INTRODUCTION TO INDUSTRIAL FIRE PROTECTION (3-0) Credit: 3**

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

Specific concerns and safeguards related to business and industrial organization and development, plan, layout, fire prevention programs, extinguishing factors and techniques, hazardous situation, and prevention methods.

**FIRT 1336 FIRE INSURANCE FUNDAMENTALS (3-0) Credit: 3**

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

Examination of the relationship between fire defenses, fire losses, and insurance rates. In-depth study of the insurance grading system.

**FIRT 1338 FIRE PROTECTION SYSTEMS (3-0) Credit: 3**

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

Study of fire detection, alarm, and extinguishing systems.

**FIRT 1345 HAZARDOUS MATERIALS II (3-0) Credit: 3**

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

In-depth study of mitigation practices and techniques to effectively control hazardous material spills and leaks.

**FIRT 1347 INDUSTRIAL FIRE PROTECTION (3-0) Credit: 3**

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

Study of industrial emergency response teams and specific concerns related to business and industrial facilities.

**FIRT 1380 COOPERATIVE EDUCATION (3-0) Credit: 3**

Prerequisite: Permission of Coordinator or Dean.

(Proficiency Levels: Math 1, Language 2)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience.

**FIRT 1391 SPECIAL TOPICS IN FIRE PROTECTION TECHNOLOGY (3-0) Credit: 3**

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**FIRT 2333 FIRE AND ARSON INVESTIGATION II (3-0) Credit: 3**

Prerequisite: FIRT 1303

(Proficiency Levels: Math 1, Language 2)

Continuation of Fire and Arson Investigation I. Topics include reports, courtroom demeanor, and expert witnesses.

**FIRT 2351 COMPANY FIRE OFFICER (3-0) Credit: 3**

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

A capstone course covering fire ground operations and supervisory practices. Includes performance evaluation of incident commander, safety officer, public information officer, and shift supervisor duties.



## COURSE DESCRIPTIONS

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### FRENCH

#### **FREN 1411 BEGINNING FRENCH I** **(4-0) Credit: 4**

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

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

#### **FREN 1412 BEGINNING FRENCH II** **(4-0) Credit: 4**

Prerequisite: FREN 1411.

(Proficiency Levels: Math 0, Language 3)

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

#### **FREN 2311 INTERMEDIATE FRENCH I** **(3-0) Credit: 3**

Prerequisite: FREN 1412.

(Proficiency Levels: Math 0, Language 3)

Review of grammar, emphasis on French literature and composition.

#### **FREN 2312 INTERMEDIATE FRENCH II** **(3-0) Credit: 3**

Prerequisite: FREN 2311.

(Proficiency Levels: Math 0, Language 3)

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

### GEOGRAPHY

#### **+GEOG 1303 WORLD REGIONAL GEOGRAPHY** **(3-0) Credit: 3**

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

The development of geographical concepts; globes and maps, regional geography; place-name geography, relationship of human activities to the physical environment.

### GERMAN

#### **GERM 1411 BEGINNING GERMAN I** **(4-0) Credit: 4**

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

Fundamentals of grammar, pronunciation; basic vocabulary; reading of elementary texts; written and oral exercises designed to develop conversational ability.

#### **GERM 1412 BEGINNING GERMAN II** **(4-0) Credit: 4**

Prerequisite: GERM 1411.

(Proficiency Levels: Math 0, Language 3)

A continuation of GERM 1411. More advanced grammar, expanded vocabulary, more difficult readings. Increased emphasis on conversational skills. (1605015131)

#### **GERM 2311 INTERMEDIATE GERMAN I** **(3-0) Credit: 3**

Prerequisite: GERM 1412.

(Proficiency Levels: Math 0, Language 3)

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.

#### **GERM 2312 INTERMEDIATE GERMAN II** **(3-0) Credit: 3**

Prerequisite: GERM 2311.

(Proficiency Levels: Math 0, Language 3)

A continuation of GERM 2311. More German readings of average difficulty, principally short stories and selections from longer works. Further review of grammar, composition and practice in conversation. More difficult conversational material.

**GOVERNMENT**

**+GOVT 2301 AMERICAN GOVERNMENT  
I: AMERICAN NATIONAL  
AND STATE GOVERNMENT  
(3-0) Credit: 3**

(Formerly known as AMERICAN NATIONAL AND STATE GOVERNMENT I)

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

A survey of national, state and local government. Topics include U.S. and Texas constitutions, democratic theory, federalism, political culture and political socialization, the media and public opinion, political participation and electoral behavioral, political parties and interest groups. This course satisfies state requirements for teacher certification.

**+GOVT 2302 AMERICAN GOVERNMENT  
II: AMERICAN NATIONAL  
AND STATE GOVERNMENT  
(3-0) Credit: 3**

(Formerly known as AMERICAN NATIONAL AND STATE GOVERNMENT II)

Prerequisite: None

(Proficiency Levels: Math 0, Language 3)

A continuation of national, state and local government. Topics include political systems with an emphasis on political concepts, civil liberties and civil rights, institutions of government (executive, legislative and judicial) and the policy process at the national, state and local level.

Students may meet the statutory requirement by taking government courses in the following sequence: GOVT 2301 and GOVT 2302, GOVT 2305 and GOVT 2306, GOVT 2301 and GOVT 2305 or GOVT 2306.

**+GOVT 2305 FEDERAL GOVERNMENT  
(3-0) Credit: 3**

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

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. (Formerly: GOVT 2301)

**+GOVT 2306 TEXAS GOVERNMENT  
(3-0) Credit: 3**

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

Study of the institutions of government and their functions from the local level to the national with particular emphasis on the city, county, and state governments. Examines in detail and on a comparative basis the United States and Texas Constitutions. (Formerly: GOVT 2302)

**HEALTH RELATED STUDIES**

**MRMT 1211 COMPUTERS IN HEALTH  
CARE  
(2-0) Credit: 2**

Prerequisite: None

(Proficiency Levels: Math 0, Language 1)

Introduction to the concepts of computer technology related to health care and the tools and techniques for collecting, storing, and retrieving health care data. Provides a working knowledge in the use of computers, word processing, spreadsheets, presentations, and the Internet. A computerized method for the management and operation of a health care delivery system.

**SPNL 1301 HEALTH CARE SPANISH  
(3-0) Credit: 3**

Prerequisite: None

(Proficiency Levels: Math 0, Language 1)

Development of practical Spanish communication skills for the health care employee including medical terminology, greetings, common expressions, commands, and phrases normally used within a hospital or a physician's office.

## COURSE DESCRIPTIONS

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**HPRS 1205 MEDICAL LAW/ETHICS  
FOR HEALTH  
PROFESSIONALS**  
(2-0) Credit: 2

Pre-requisites None

(Proficiency Levels: Math 0, Language 1).

Introduction to the relationship between legal aspects and ethics associated with the health care field. Emphasis on the ethical and legal responsibilities of health care professionals.

**HPRS 1206 MEDICAL TERMINOLOGY**  
(2-0) Credit: 2

Prerequisite: None

(Proficiency Levels: Math 1, Language 2)

Provides the student with basic language used in any health care or medically related field. Learning basic roots, prefixes, and suffixes accomplish mastery of medical terms. The course incorporates basic terms with descriptions of anatomy, physiology and pathology. Knowledge of a word-building system assists the student in learning new terms, deciphering unfamiliar terms, pronunciation and spelling.

**HPRS 2200 PHARMACOLOGY**  
(2-0) Credit: 2

Prerequisite: None

(Proficiency Levels: Math 2, Language 3)

A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages.

**HPRS 2333 CONSUMER ORIENTED  
HEALTH DELIVERY  
SYSTEMS**  
(3-0) Credit: 3

Prerequisites: Acceptance into the Associate Degree Nursing Program or Administrative approval.

Corequisites: MLAB 1223, MLAB 1166, MLAB 1391

(Proficiency Levels: Math 0, Language 1).

An experiential learning course involving the multidisciplinary approach to the care of persons with common diagnoses and diverse human conditions. Emphasis is placed on the role of the individual health professions, the referral relationship among the professions, and the impact of the health care environment on the consumer. (511004)

## HEALTH SCIENCES

**PHED 1304 PERSONAL/COMMUNITY  
HEALTH I: HUMAN  
SERVICES**  
(3-0) Credit: 3

(Formerly known as HSCI 1301  
PERSONAL/COMMUNITY HEALTH  
SERVICES)

Prerequisite: PSYC 2301 and SOCI 2340 or consent of instructor.

(Proficiency Levels: Math 0, Language 3)

Investigation of the human services field including: programs available to special populations (the aged, chemical dependent, abused and neglected, mentally retarded, AIDS clients, and others) competencies including procedures and documentation necessary for services to the client, ethical training for practitioners in human services, and acquired immune deficiency (AIDS) education.

**PHED 1305 PERSONAL/ COMMUNITY  
HEALTH II: HUMAN  
SERVICES FOR  
BEHAVIORAL ASPECTS OF  
DRUG USE AND ABUSE**  
(3-0) Credit: 3

(Formerly PSYC 2340)

Prerequisites: PSYC 2301 and SOCI 2340 or consent of instructor.

(Proficiency Levels: Math 1, Language 3)

The study of use, abuse and misuse of drugs in today's society emphasizing the physiological, sociological and psychological factors the human service professional needs to understand. Competencies specifically focusing on: curriculum critique and design, policy development and achievement, life skills strategies for dealing with at-risk youth and other high risk populations (i.e., eating disorders, gambling, teen-pregnancy, violence, etc.), networking and resource use.

## HISTORY

**+HIST 1301 UNITED STATES HISTORY I  
TO 1877**  
(3-0) Credit: 3

(Formerly known as UNITED STATES  
HISTORY TO 1877)

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

A survey of the political, economic, military, social and intellectual history of the United States from the discovery of America to the end of Reconstruction.

**+HIST 1302 UNITED STATES HISTORY II: FROM 1877**

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

Formerly known as UNITED STATES HISTORY FROM 1877

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

A survey of the political, economic, military, social and intellectual history of the United States from Reconstruction to the present day.

**+HIST 2301 TEXAS HISTORY**

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

Formerly known as HIST 2303 HISTORY OF TEXAS

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

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.

**+HIST 2311 WESTERN CIVILIZATION I**

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

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

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.

**+HIST 2312 WESTERN CIVILIZATION II**

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

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

The political, economic, social and intellectual developments of modern Western civilization through the changes resulting from expansion and conflict with culture and civilizations

native to Asia, Africa, and the New World; the development of nationalism, the industrial revolution, imperialism, democracy, socialism and the conflicts of the twentieth century.

**HOTEL, RESTAURANT AND TOURISM MANAGEMENT**

**HAMG 1305 PRINCIPLES OF TOURISM MANAGEMENT**

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

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

Introduction to the travel and tourism industry. Topics include marketing, travel, the market, and the shape of travel demand.

**HAMG 1313 FRONT OFFICE PROCEDURES**

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

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

A study of the flow of activities and functions in today's lodging operation. Topics include a comparison of manual, machine assisted and computer based methods for each front file function. The student will discuss the lodging industry, markets, service levels and ownership; describe hotel organization, mission and operation; and list and explain front office responsibilities. The student will explain and discuss front office accounting procedures, checkout and settlement procedures, night audit functions and verification.

**HAMG 1308 INTRODUCTION TO THE HOSPITALITY INDUSTRY**

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

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

An introduction to lodging and food service operations. Topics include growth, development, and organization of the lodging industry; growth, development, organization, structure, and management of food service operations; human resources, marketing, security, engineering, and maintenance of hospitality operations; and opportunities within the travel and tourism industry. (520901)

## COURSE DESCRIPTIONS

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### **HAMG 1324 HOSPITALITY HUMAN RESOURCES MANAGEMENT**

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

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

A study of the principles and procedures of managing people in the hospitality workplace.

### **HAMG 1340 HOSPITALITY LEGAL ISSUES**

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

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

A course in legal and regulatory requirements that impact the hospitality industry. Topics include Occupational Safety and Health Administration (OSHA), labor regulations, tax laws, tip reporting, franchise regulations and product liability laws. The student will explain the basic legal principles governing the hospitality industry; describe guest relationship; list and explain the various laws governing the hospitality industry; and explain the legal environment in which hotels and restaurants must exist.

### **HAMG 1342 GUEST ROOM MAINTENANCE**

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

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

Demonstrates the working relationship in the lodging industry between housekeeping and maintenance. The student will discuss and explain planning, organizing and staffing in guest room operations; explain how housekeeping operations are directed and controlled; determine budgeting requirements, inventory of guest and cleaning supplies and laundry needs.

### **HAMG 1380 COOPERATIVE EDUCATION-HOSPITALITY ADMINISTRATION MANAGEMENT**

**(1-20) Credit: 3**

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervi-

sion of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline; specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.

### **HAMG 1391 SPECIAL TOPICS IN HOSPITALITY ADMINISTRATION AND MANAGEMENT**

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

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

### **HAMG 2305 HOSPITALITY MANAGEMENT AND LEADERSHIP**

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

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

An overview of management and leadership in the hospitality industry with an emphasis on management philosophy, policy formulation, communications, motivation and team building.

### **HAMG 2307 HOSPITALITY MARKETING AND SALES**

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

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

Identification of the core principles of marketing and their impact on the hospitality industry. The student will identify and discuss the eight principles of marketing; create or critique a marketing plan as it relates to an organizational mission statement and strategy plan; and demonstrate successful approaches and techniques to sales.

### **HAMG 2330 CONVENTION AND GROUP MANAGEMENT AND SERVICES**

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

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

A course in the scope of the various segments of the convention market. Exploration of individual needs, and the methods and techniques to provide better service to conventions and groups. The student will explain the importance of conventions in terms of income and economic life of the hotel. The student will recognize, review and describe convention and meeting planning. The student will describe facility types, cost factors, product analysis, marketing tools and pre-planning strategy.

**HAMG 2332 HOSPITALITY FINANCIAL MANAGEMENT (3-0) Credit: 3**

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

Methods and application of financial management within the hospitality. Primary emphasis on sales accountability, internal controls and report analysis. The student will perform various calculations; list, define and discuss management reports; and explain the importance of cost, volume, profit relationships and cost controls.

**HAMG 2337 HOSPITALITY FACILITIES MANAGEMENT (3-0) Credit: 3**

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

Identification of building systems, facilities management, security and safety procedures. The student will describe the role and function of the engineering and maintenance department of lodging and food service establishments; identify and explain the purpose of security procedures that deal with guest protection and internal control; identify the selection factors for waste removal, grounds keeping, pest control, vending machines, linen supplies and cleaning services.

**HUMAN RESOURCES / PERSONNEL MANAGEMENT**

**HRPO 2301 HUMAN RESOURCES MANAGEMENT (3-0) Credit: 3**

Prerequisite: None

(Proficiency Levels: Math 1, Language 2)

Behavioral and legal approaches to the management of human resources in organizations. (521001) (Formerly: MGMT 1302)

**HRPO 2307 ORGANIZATIONAL BEHAVIOR (3-0) Credit: 3**

Prerequisite: None

(Proficiency Levels: Math 1, Language 2)

The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, oral communications and the integration of interdisciplinary concepts from the behavioral sciences. (Formerly: MGMT 2301)

**HUMANITIES**

**+HUMA 1301 INTRODUCTION TO THE HUMANITIES I (3-0) Credit: 3**

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

An overview of the major artists, works and discourse of the fine arts, including art, music, literature, and theatre; to acquaint students with the cultural heritage of Western Civilization and provide limited exposure to non-western traditions.

**+HUMA 1302 INTRODUCTION TO THE HUMANITIES II (THE INDIVIDUAL AND THE COMMUNITY MULTI-CULTURAL/CROSS CULTURAL) (3-0) Credit: 3**

(Formerly known as the INDIVIDUAL AND THE COMMUNITY (MULTI CULTURAL/CROSSCULTURAL)

Prerequisite: ENGL 1301.

(Proficiency Levels: Math 0, Language 3)

A multi-cultural/cross-cultural course. By critically evaluating humanities texts from a vari-

## COURSE DESCRIPTIONS

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ety of cultural and ethnic backgrounds, students will explore the issues confronting men, women and families, the role of education as a bridge to community, and conflicts between individual rights and community rights. The primary goal of the course will be to seek an ethical balance between the needs of the individual and the needs of the global community. Public and private attitudes toward community will be further analyzed through literary works, art, music and film. During the course, students and instructor will treat the classroom as a community to which the individual owes responsibility, respect, and participation in keeping with group norms.

### MAGNETIC RESONANCE IMAGING TECHNOLOGY

#### **MRIT 2330 PRINCIPLES OF MAGNETIC RESONANCE IMAGING**

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

Prerequisite: Certification in a Radiologic Health Sciences Program and Enrollment in the Post-Associate Magnetic Resonance Imaging Technology program.

(Proficiency Levels: Math 2, Language 3)

General principles for learning to operate a magnetic resonance imager. Focuses on building a sound understanding of the underlying scientific theory and practice leading to magnetic resonance imaging. Designed to introduce the concepts and scientific principles employed in magnetic resonance imaging techniques. Principles of magnetism and interactions of living matter within magnetic fields are emphasize.

#### **MRIT 2234 MAGNETIC RESONANCE EQUIPMENT AND METHODOLOGY**

**3-0) Credit: 3**

Prerequisite: Certification in a Radiologic Health Sciences Program and Enrollment in the Post-Associate Magnetic Resonance Imaging Technology program.

(Proficiency Levels: Math 2, Language 3)

A study of the actual operation and opera-

tional control of magnetic resonance imaging equipment. Focuses on routine protocols, image quality, and quality control of magnetic resonance imaging. Theory and application of magnetic resonance imaging equipment and the principles of patient imaging techniques utilizing the equipment.

#### **MRIT 2374 ADVANCED MRI PHYSICS**

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

Prerequisite: Certification in a Radiologic Health Sciences Program and Enrollment in the Post-Associate Magnetic Resonance Imaging Technology program.

(Proficiency Levels: Math 2, Language 3)

An in-depth study of MRI physics that will include advanced electrodynamics, pulse sequences, sequence parameters and options, spin echo techniques, as well as gradient echo techniques. Concepts of modern algebra will be used to solve complex MRI physics electro-dynamics.

#### **MRIT 2660 MRI CLINICAL APPLICATIONS I**

**(0-18) Credit: 6**

Prerequisite: Certification in a Radiologic Health Sciences Program and Enrollment in the Post-Associate Magnetic Resonance Imaging Technology program.

(Proficiency Levels: Math 2, Language 3)

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 MARI procedures. (Formerly: MARI 3501)

#### **MRIT 2661 MRI CLINICAL APPLICATIONS II**

**(0-18) Credit: 6**

Prerequisite: Certification in a Radiologic Health Sciences Program and Enrollment in the Post-Associate Magnetic Resonance Imaging Technology program.

(Proficiency levels: Math 2, Language 3)

A continuation of MRIT 2660-MARI Clinical Applications I.

**MRIT 2372 MRI TOMOGRAPHIC ANATOMY AND PATHOLOGY**

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

Prerequisite: Certification in a Radiologic Health Sciences Program and Enrollment in the Post-Associate Magnetic Resonance Imaging Technology Program.

(Proficiency Levels: Math 2, Language 3)

This course is designed to familiarize the student with anatomic relationships that are present under various sectional orientations as depicted by Computed Tomography Technology (CTT), Magnetic Resonance Imaging Technology (MRIT), Diagnostic Ultrasound (DMS), and Nuclear Medicine Technology (NMT) imaging devices. The significance of tomographic anatomy in radiation therapy will also be provided.)

**MANAGEMENT DEVELOPMENT**

**BMGT 1301 SUPERVISION**

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

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

A study of the role of a supervisor. Managerial functions as applied to leadership, counseling, motivation and human skills are examined. (520201)

**BMGT 1303 PRINCIPLES OF MANAGEMENT**

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

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

Concepts, terminology, principles, theory and issues that are the substance of the practice of management. Planning, organizing, leading and controlling will receive extensive treatment. (Formerly MGMT 1301)

**BMGT 1305 COMMUNICATIONS IN MANAGEMENT**

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

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

Basic theory and processes of communication skills necessary for the management of an organization's workforce. Special emphasis will be placed on techniques of communication, especially oral communication and

group process. (Formerly MGMT 2302)

**BMGT 1382 COOPERATIVE EDUCATION – BUSINESS ADMINISTRATION AND MANAGEMENT I**

**(1-20) Credit: 3**

Prerequisite: BMGT 1303.

(Proficiency Levels: Math 1, Language 2)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (Formerly: MGMT 2318)

**BMGT 1383 COOPERATIVE EDUCATION – BUSINESS ADMINISTRATION AND MANAGEMENT II**

**(1-20) Credit: 3**

Prerequisite: BMGT 1303.

(Proficiency Levels: Math 1, Language 2)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (Formerly: MGMT 2319)

**BMGT 2303 PROBLEM SOLVING AND DECISION MAKING**

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

Prerequisite: BMGT 1303.

(Proficiency Levels: Math 1, Language 2)

Decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application theory is provided by experiential activities such as small group discussions, case studies and the use of other managerial decision aids.



## COURSE DESCRIPTIONS

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### **BMGT 2309 LEADERSHIP**

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

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

Concepts of leadership and its relationship to management. Prepares the student with leadership and oral communication skills needed to inspire and influence. (Formerly: MGMT 2314)

### **BMGT 2331 TOTAL QUALITY MANAGEMENT**

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

Prerequisite: BMGT 1303 or permission of instructor.

(Proficiency Levels: Math 1, Language 2)

Quality of productivity in organizations. Includes planning for quality throughout the organization, analysis of costs of quality and employee empowerment.

### **BMGT 2341 STRATEGIC MANAGEMENT**

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

Prerequisite: BMGT 1303.

(Proficiency Levels: Math 1, Language 2)

Strategic management process involving analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment. (Formerly: MGMT 2310)

### **BMGT 2382 COOPERATIVE EDUCATION – BUSINESS ADMINISTRATION AND MANAGEMENT III**

**(1-20) Credit: 3**

Prerequisite: BMGT 1303.

(Proficiency Levels: Math 1, Language 2)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (Formerly: MGMT 2320)

## **MARKETING**

### **MRKG 1311 PRINCIPLES OF MARKETING**

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

Prerequisite: None

(Proficiency Levels: Math 1, Language 2)

Introduction to basic marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research.

## **MATHEMATICS**

### **MATH 0100 REVIEW OF MATHEMATICAL SKILLS FOR THEA**

**(0-2) Credit: 1**

Prerequisite: Completion of MATH 0300 and MATH 0303 or MATH 0304.

(Proficiency Levels: Math 2, Language 2)

A remedial course designed for students who have completed MATH 0300, MATH 0303 and MATH 0304 but who have failed the mathematics portion of the THEA exam. The course will include as needed: Applications of arithmetic including percents, ratio and proportion; estimating solutions to problems; scientific notation; interpretation of data from tables, charts, and graphs; graphs of functions; polynomial operations and factoring; first and second degree equations; systems of equations in two variables; calculations involving geometric figures; and reasoning skills.

### **MATH 0300 BASIC MATHEMATICS**

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

Prerequisite: None.

(Proficiency Levels: Math 0, Language 0)

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.

**MATH 0303 INTRODUCTORY ALGEBRA**  
(4-1) Credit: 3

Prerequisite: MATH 0300 or a score of 20 on ASSET mathematics subtest, or a score of 220 on the THEA mathematics subtest.

(Proficiency Levels: Math 1, Language 1)

A one semester course covering the topics of high school algebra for the student who did not take algebra in high school or needs a review of basic algebraic concepts. Topics include signed numbers, laws of exponents, operations with polynomials, factoring and simple first degree equations and inequalities. Throughout the course emphasis will be placed on building operational skills.

**MATH 0304 INTERMEDIATE ALGEBRA**  
(4-0) Credit: 3

Prerequisite: Two years of high school algebra, MATH 0303 or a passing score on the divisional placement test, or a score of 250 on the THEA mathematics subtest.

(Proficiency Levels: Math 1, Language 2)

A one semester course covering the topics of high school algebra for the student who needs to review algebra before continuing college level mathematics. Topics are taken from exponents and radicals, factoring, fractions, linear equations, functions, quadratic equations, complex numbers, inequalities.

**+MATH 1414 COLLEGE ALGEBRA**  
(4-0) Credit: 4

Prerequisite: A grade of "C" or better in MATH 0304 or a passing score on the divisional placement test, or a score of 270 on the THEA mathematics subtest.

(Proficiency Levels: Math 3, Language 3)

An introduction to the basic concepts of modern algebra. Topics are taken from relations, functions, equations, inequalities, determinants, matrices, progressions, sequences and series.

**+MATH 1316 PLANE TRIGONOMETRY**  
(3-0) Credit: 3

Prerequisite: A grade of "C" or better in MATH 1314.

(Proficiency Levels: Math 3, Language 3)

Trigonometric functions and their applications, trigonometric equations and identities, solving right and oblique triangles, radian

measure.

**+MATH 1324 MATHEMATICS FOR BUSINESS AND SOCIAL SCIENCES I: FINITE BUSINESS MATHEMATICS**  
(3-0) Credit: 3

Formerly known as FINITE BUSINESS MATH)

Prerequisite: A grade of "C" or better in MATH 0304.

(Proficiency Levels: Math 3, Language 3)

An introduction to topics from college algebra from the finite point of view with applications to business. Topics include sets, inequalities, functions, linear programming, statistics, probability theory, elementary decision theory and matrices.

**+MATH 1425 MATHEMATICS FOR BUSINESS AND SOCIAL SCIENCES II**  
(4-1) Credit: 4

Formerly known as MATH 1325 ANALYSIS FOR BUSINESS DECISIONS)

Prerequisite: MATH 1324.

(Proficiency Levels: Math 3, Language 3)

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 differential equations.

**+MATH 2412 PRECALCULUS MATHEMATICS**  
(4-0) Credit: 4

Prerequisite: MATH 1414 and High School Trigonometry.

(Proficiency Levels: Math 3, Language 3)

A concise integrated treatment of the mathematical concepts necessary for calculus. Intended for students with good ability in mathematics. Elementary functions and their graphs, including polynomials, rational algebraic functions, exponential and logarithmic concepts, geometric and trigonometric functions, systems of equations and inequalities and topics from analytic geometry.

## COURSE DESCRIPTIONS

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### **+MATH 2513 CALCULUS I: CALCULUS WITH ANALYTICAL GEOMETRY I**

**(5-0) Credit 5**

(Formerly known as MATH 2413 CALCULUS WITH ANALYTIC GEOMETRY I)

Prerequisite: A grade of "C" or better in MATH 1316 or MATH 2412.

(Proficiency Levels: Math 3, Language 3)

Inequalities, introductory topics from analytic geometry, limits and definition of the derivative; derivative of algebraic and trigonometric functions, differentials, curve sketching, applications of derivatives, maxima and minima, the mean value theorem, introduction to integration, definite and indefinite integrals, basic applications of integration.

### **+MATH 2414 CALCULUS II: CALCULUS WITH ANALYTIC GEOMETRY II**

**(4-0) Credit: 4**

(Formerly known as CALCULUS WITH ANALYTIC GEOMETRY II)

Prerequisite: MATH 2513.

(Proficiency Levels: Math 3, Language 3)

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, Taylor series, infinite series, and power series.

### **MATH 2315 CALCULUS III: CALCULUS WITH ANALYTIC GEOMETRY III**

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

(Formerly known as MATH 2415 CALCULUS WITH ANALYTIC GEOMETRY III)

Prerequisite: MATH 2414.

(Proficiency Levels: Math 3, Language 3)

Vectors in the plane and in space, vector functions, vector differentiation and integration, differentiation of functions of several variables, and multiple integrals.

## **MEDICAL RECORD MANAGEMENT TECHNOLOGY**

### **MRMT 1101 COMPUTERS IN HEALTH CARE**

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

Prerequisite: None

(Proficiency Levels: Math 0, Language 1)

Introduction to the concepts of computer technology related to health care and the tools and techniques for collecting, storing, and retrieving health care data. Provides a working knowledge in the use of computers, word processing, spreadsheets, presentations, and the internet. A computerized method for the management and operation of a health care delivery system.

## **MUSIC**

### **MUSI 1211 MUSIC THEORY I**

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

Prerequisite: None.

(Proficiency Levels: Math 1, Language 3)

Analysis and writing of elementary melodic and rhythmic patterns, notations, simple triads in all keys, and simple cadences. Written and keyboard exercises.

### **MUSI 1212 MUSIC THEORY II**

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

Prerequisite: MUSI 1211.

(Proficiency Levels: Math 1, Language 3)

Intermediate written and keyboard instructions to include completion of triads and dominant seventh chords and their inversions.

### **MUSI 1216 ELEMENTARY SIGHT SINGING AND EAR TRAINING I**

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

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

Elementary singing in tonal music in treble, bass, alto, and tenor clefs. Aural study (including dictation) of rhythm, melody and diatonic harmony.

**MUSI 1217 ELEMENTARY SIGHT SINGING AND EAR TRAINING II**

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

Prerequisite: MUSI 1216.

(Proficiency Levels: Math 0, Language 3)

Intermediate singing in tonal music in treble, bass, and tenor clefs. Aural study (including dictation) of rhythm, melody, and diatonic harmony. A continuation of MUSI 1216.

**MUSI 1301 FUNDAMENTALS OF MUSIC I**

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

Prerequisite: None.

(Proficiency Levels: Math 1, Language 3)

An introduction to the elements of music, including a study of the staff, clefs, key signatures, scales, time signatures, notation, rhythm and meter, major and minor chords, intervals, introduction to the keyboard, rhythmic, melodic and harmonic ear-training. Recommended for students desiring a basic course in musical skills; not applicable to a music degree.

**+MUSI 1306 MUSIC APPRECIATION**

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

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

Understanding music through the study of cultural periods, major composers, and musical elements; illustrated with audio recordings and/or live performances.

**MUSI 1308 MUSIC LITERATURE I**

**(3-1) Credit: 3**

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

A chronological study of musical styles from antiquity through the sixteenth century. Classes include listening to recorded examples and examining printed scores.

**MUSI 1309 MUSIC LITERATURE II**

**(3-1) Credit: 3**

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

A chronological study of musical styles from the seventeenth century to the present. Classes include listening to recorded examples and examining printed scores.

ENSEMBLES: Each course listed below may be repeated once for credit.

**MUSI 1310 AMERICAN MUSIC (SPECIFIC TOPICS)**

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

Prerequisite: None

(Proficiency Levels: Math 0, Language 3)

General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music.

**MUEN 1131, INSTRUMENTAL ENSEMBLE**

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

(Formerly known as MUSI 1131 AND MUSI 2131 INSTRUMENTAL ENSEMBLE)

Prerequisite: None for MUSI 1131; MUSI 1131 for MUSI 2131.

(Proficiency Levels: Math 0, Language 0)

Open to all instrumentalists. Literature will be determined by the variety of the instruments.

**MUEN 1141 CHOIR**

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

(Formerly known as MUSI 1141 CHOIR)

Prerequisite: None for MUSI 1141; MUSI 1141 for MUS 2141.

(Proficiency Levels: Math 0, Language 0)

Open to all singers. Choral literature of a variety of periods and styles will be rehearsed and performed. (5009035730)

**MUSI 1159, MUSICAL THEATER I**

**MUSI 2159, MUSICAL THEATER II**

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

Prerequisite: None for MUSI 1159; MUSI 1159 for MUSI 2159.

(Proficiency Levels: Math 0, Language 0)

The study and performance of works from the musical theater repertoire.

**MUSI 2211 MUSIC THEORY III**

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

Prerequisite: MUSI 1212.

(Proficiency Levels: Math 1, Language 3)

Harmony part writing and keyboard analysis and writing of more advanced tonal harmony. More emphasis on creative composition. (5009045230)

## COURSE DESCRIPTIONS

### MUSI 2212 MUSIC THEORY IV (2-1) Credit: 2

Prerequisite: MUSI 2211.

(Proficiency Levels: Math 1, Language 3)

A continuation of MUSI 2211. Advanced instruction in part writing and keyboard skills. Includes an introduction to twentieth-century techniques. (5009045230)

### MUSI 2216 ADVANCED SIGHT SINGING AND EAR TRAINING I (1-2) Credit: 2

Prerequisite: MUSI 1217.

(Proficiency Levels: Math 1, Language 3)

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.

### MUSI 2217 ADVANCED SIGHT SINGING AND EAR TRAINING II (1-2) Credit: 2

Prerequisite: MUSI 2216.

(Proficiency Levels: Math 0, Language 3)

Advanced sight singing and ear training. A continuation of MUSI 2216. Singing more difficult tonal music including modal, ethnic, and twentieth-century materials. Aural study (including dictation) of more complex rhythm, melody, chromatic harmony, and extended tertian structures.

### 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.

**(Proficiency Levels for the following MUAP courses: Math 0, Language 0)**

### FIRST YEAR

MUAP 1165 Organ (0-1) Credit: 1

MUAP 1169 Piano (0-1) Credit: 1

MUAP 1181 Voice (0-1) Credit: 1

MUAP 1101 Strings\* (0-1)

Credit: 1

MUAP 1117 Woodwinds (0-1)

Credit: 1

MUAP 1137 Brass\* (0-1) Credit: 1

(Proficiency Levels for above MUAP courses: Math 0, Language 0)

Any of the courses listed above may be repeated once for credit. Prerequisite: None (Except for Organ – Prior keyboard experience is necessary.) The student will receive 30 minutes of private instruction each week, a total of 7 1/2 hours for the semester. Each course has a practice requirement of one-half hour daily.

MUAP 1201 Strings\* (0-2)

Credit: 2

MUAP 1217 Woodwinds (0-2)

Credit: 2

MUAP 1237 Brass\* (0-2) Credit: 2

MUAP 1265 Organ (0-2) Credit: 2

MUAP 1269 Piano (0-2) Credit: 2

MUAP 1281 Voice (0-2) Credit: 2

(Proficiency Levels for above MUAP courses: Math 0, Language 0)

Any of the courses listed above may be repeated once for credit. Prerequisite: None. (Except for Organ – prior keyboard experience is necessary.) The student will receive one hour, or two 30 minute private instructions each week, a total of 15 hours for the semester.) Each course has a practice requirement of one hour daily.

### SECOND YEAR

MUAP 2101 Strings\* (0-1)

Credit: 1

MUAP 2117 Woodwinds\* (0-1)

Credit: 1

MUAP 2137 Brass\* (0-1) Credit: 1

MUAP 2165 Organ (0-1) Credit: 1

MUAP 2169 Piano (0-1) Credit: 1

MUAP 2181 Voice (0-1) Credit: 1

Any of the courses listed above may be repeated once for credit. Prerequisite: A passing grade in two first year courses in the same field. A student will receive 30 minutes of private instruction each week (7 1/2 hours for the semester.) Each course has a practice requirement of one-half hour daily. (Proficiency Levels for the following MUAP courses: Math 0, Language 0)

- MUAP 2201 Strings\*** (0-2)  
**Credit: 2**
- MUAP 2217 Woodwinds\*** (0-2)  
**Credit: 2**
- MUAP 2237 Brass\*** (0-2) **Credit: 2**
- MUAP 2265 Organ** (0-2) **Credit: 2**
- MUAP 2269 Piano** (0-2) **Credit: 2**
- MUAP 2281 Voice** (0-2) **Credit: 2**

Any of the courses listed above may be repeated once for credit. Prerequisite: A passing grade in two first year courses in the same field. The student will receive one hour of private instruction each week (15 hours for the semester). Each course has a practice requirement of one hour daily. \*THE STUDENT MUST SUPPLY HIS/HER OWN INSTRUMENT.

## NUCLEAR MEDICINE TECHNOLOGY

- NMTT 1162 CLINICAL-NUCLEAR MEDICINE TECHNOLOGY**  
**(0-8) Credit: 1**

Prerequisite: Enrollment in the Nuclear Medicine Technology Program.

Co-requisite: NMTT 2305, NMTT 1309, NMTT 2401, NMTT 1413

(Proficiency Levels: Math 3, Language 3)

A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed by the faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. (510905)

- NMTT 1205 NUCLEAR MEDICINE DATA PROCESSING**

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

Prerequisite: Enrollment in the Nuclear Medicine Technology Program.

(Proficiency Levels: Math 3, Language 3)

Co-requisite: ENGL 1301

Develops proficiency in the use of nuclear medicine computer systems including computer processing of various nuclear medicine procedures. (510905)

- NMTT 1291 SPECIAL TOPICS IN NUCLEAR MEDICINE TECHNOLOGY**  
**(1-2) Credit: 2**

Prerequisite: Enrollment in the Nuclear Medicine Technology Program.

(Proficiency Levels: Math 3, Language 3)

Co-requisite: NMTT 2313, NMTT 2467

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviours pertinent to the technology or occupations and relevant to the professional development of the student.

- NMTT 1301 INTRODUCTION TO NUCLEAR MEDICINE TECHNOLOGY**  
**(1-4) Credit: 3**

Prerequisite: Enrollment in the Nuclear Medicine Technology Program.

Co-requisite: BIOL 2402, NMTT 1303, NMTT 1311, RADT 2317

(Proficiency Levels: Math 3, Language 3)

Introduction to the field of Nuclear Medicine with emphasis on the principles of radiation safety, health physics, and the various studies performed in a nuclear medicine area.

- NMTT 1303 RADIATION BIOLOGY AND SAFETY**

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

Prerequisite: Enrollment in the Radiological Health Sciences.

Co-requisite: BIOL 2402, NMTT 1301, NMTT 1311, RADT 2317

(Proficiency Levels: Math 3, Language 3)

This course presents principles of radiation biology and safety relevant to the nuclear medicine technology student. Topics include the effects of radiation on biologic systems, genetic and subcellular interactions and occupational exposure of nuclear medicine personnel.

- NMTT 1309 NUCLEAR MEDICINE INSTRUMENTATION**  
**(3-2) Credit: 3**

Prerequisite: Enrollment in the Nuclear Medicine Technology Program.

Co-requisite: NMTT 1162, NMTT 2305, NMTT 2401, NMTT 1413

(Proficiency Levels: Math 3, Language 3)

## COURSE DESCRIPTIONS

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Theory and application of electronic instrumentation used in the direction and analysis of ionizing radiation with special emphasis on gamma spectrometry and quality assurance relevant to nuclear medicine.

### **NMTT 1311 NUCLEAR MEDICINE PATIENT CARE**

**(2-4) Credit: 3**

Prerequisite: Enrollment in the Radiologic Health Sciences Program.

Co-requisites: BIOL: 2402, NMTT 1301, NMTT 1303, RADR 2317

(Proficiency Levels: Math 3, Language 3)

This course includes medical terminology, an introduction to the health care team, and ethical and legal issues for health care professionals. Patient assessment, transport procedures, infection control procedures, emergency and safety procedures, communication and patient interactions skills, and phlebotomy and injection procedures.

### **NMTT 1413 NUCLEAR MEDICINE PHYSICS**

**(3-3) Credit: 4**

Prerequisite: Enrollment in the Nuclear Medicine Technology Program.

Co-requisites: NMTT 1162, NMTT 2305, NMTT 1309, NMTT 2401

(Proficiency Levels: Math 3, Language 3)

This course provides a comprehensive study of the physical principles associated with nuclear medicine.

### **NMTT 2305 NUCLEAR MEDICINE METHODOLOGY I**

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

Prerequisite: Enrollment in the Nuclear Medicine Technology Program.

Co-requisites: NMTT 1162, NMTT 1309, NMTT 2401, NMTT 1413

(Proficiency Levels: Math 3, Language 3)

Introduction to the history, theory, and use of radioassay. Topics include the hematopoietic, lymphatic, and endocrine systems.

### **NMTT 2309 NUCLEAR MEDICINE METHODOLOGY II**

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

Prerequisite: Enrollment in the Nuclear Medicine Technology Program

Co-requisites: HPRS 2200, NMTT 2466

(Proficiency Levels: Math 3, Language 3)

Focus on the basic principles involved in all diagnostic and therapeutic tests and procedures normally found in a nuclear medicine facility with emphasis on anatomy, physiology, pathology, radio pharmaceuticals, instrumentation, data analysis, and diagnostic value. Includes the cardiovascular, genitourinary, respiratory systems and miscellaneous procedures

### **NMTT 2313 NUCLEAR MEDICINE METHODOLOGY III**

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

Prerequisite: Enrollment in the Nuclear Medicine Technology Program.

Co-requisites: NMTT 1291, NMTT 2467

(Proficiency Levels: Math 3, Language 3)

Focus on the basic principles involved in all diagnostic and therapeutic tests and procedures normally found in a nuclear medicine facility with emphasis on anatomy, physiology, pathology, radio pharmaceuticals, instrumentation, data analysis, and diagnostic value. Includes the gastrointestinal, central nervous, skeletal systems and tumor and inflammation

### **NMTT 2361 CLINICAL- NUCLEAR MEDICINE TECHNOLOGY**

**(0-9) Credit: 3**

Prerequisite: Enrollment in the Nuclear Medicine Technology Program.

(Proficiency Levels: Math 3, Language 3)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (510905)

### **NMTT 2401 RADIOCHEMISTRY AND RADIOPHARMACY**

**(3-3) Credit: 4**

Prerequisite: Enrollment in the Nuclear Medicine Technology Program.

Co-requisites: NMTT 1162, NMTT 2305, NMTT 1309, NMTT 1413

(Proficiency Levels: Math 3, Language 3)

Basic concepts of radiochemistry and radiopharmacy including the atomic structure, radioactive decay, and production of various radionuclides; emphasis on radiopharmaceuticals and their ideal characteristics, biodistribution, and clinical applications; and the

various dosage forms in which they may be dispensed; quality control tests; and their formation and dispensing. (510905)

**NMTT 2466 PRACTICUM-NUCLEAR  
MEDICINE TECHNOLOGY  
(0-28) Credit: 4**

Prerequisite: Enrollment in the Nuclear Medicine Technology Program.

Co-requisites: NMTT 2309, HPRS 2200

(Proficiency Levels: Math 3, Language 3)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**NMTT 2467 PRACTICUM-NUCLEAR  
MEDICINE TECHNOLOGY  
(0-28) Credit: 4**

Prerequisite: Enrollment in the Nuclear Medicine Technology Program.

Co-requisites: NMTT 2313, NMTT 1291

(Proficiency Levels: Math 3, Language 3)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**ADN PROGRAM**

**RNSG 1115 HEALTH ASSESSMENT  
(1-0) Credit: 1**

Prerequisites: Acceptance into the Associate Degree Nursing Program or Administrative Approval.

Co-requisites: none

(Proficiency Levels: Math 2, Language 3)

Development of skills and techniques required for a comprehensive health assessment within a legal/ethical framework.

**RNSG 1105 NURSING SKILLS I  
(0-4) Credit: 1**

Prerequisites: Admission to the Professional Nursing Program or administrative approval.

Co-requisites: Enrollment in RNSG 1260, RNSG 1413, RNSG 1171, HPRS 2200, BIOL 2402.

(Proficiency Levels: Math 2, Language 3)

Study of the concepts and principles essential for demonstrating competence in the performance of nursing procedures. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework.

**RNSG 1166 PRECEPTORSHIP  
(0-7) Credit: 1**

Prerequisites: Enrollment in the Associate Degree Nursing Program and successful completion of 1st, 2nd, 3rd, and 4th semester courses and completion of RNSG 1443 and RNSG 2360.

Co-requisites: GOVT 2305 or GOVT 2306 or PSYC 2314, RNSG 1443, RNSG 2360

(Proficiency Levels: Math 2, Language 3)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**RNSG 1171 INTRODUCTION TO  
NURSING PROCESS  
(1-0) Credit: 1**

Prerequisites: Acceptance into the Associate Degree Nursing Program or Administrative approval.

Co-requisites: BIOL 2402, RNSG 1413, RNSG 1260, RNSG 1115

(Proficiency Levels: Math 2, Language 3)

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**RNSG 1193 – SPECIAL TOPICS: ISSUES IN  
PEDIATRIC NURSING  
(1-0) Credit: 1**

Prerequisites: Acceptance into the Associate Degree Nursing Program.

Co-requisites: RNSG 2260, RNSG 2308, RNSG 2261, RNSG 2201, HUMA XXXX.

(Proficiency Levels: Math 2, Language 3)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course includes discussion of issues, problems and ethical dilemmas in the child health nursing community.



## COURSE DESCRIPTIONS

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### **RNSG 1260 CLINICAL NURSING**

**(0-8) Credit: 2**

Prerequisites: Admission to the Associate Degree Nursing Program.

Co-requisites: RNSG 1413, RNSG 1171, RNSG 1115, BIOL 2402

(Proficiency Levels: Math 2, Language 3)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

### **RNSG 1261 CLINICAL-PSYCH/MENTAL HEALTH**

**(0-6) Credit: 2**

Prerequisites: Enrollment in the Associate Degree Nursing program and successful completion of first and second semester courses.

Co-requisites: RNSG 2213, ENGL 1301, MRMT 1211

(Proficiency Levels: Math 2, Language 3)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

### **RNSG 1360 CLINICAL-NURSING**

**(0-16) Credit:**

Prerequisites: Enrollment in the Associate Degree Nursing Program and successful completion of 1st semester courses.

Co-requisites: BIOL 2421, RNSG 1441, HPRS 2200

(Proficiency Levels: Math 2, Language 3)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

### **RNSG 1441 COMMON CONCEPTS OF ADULT HEALTH**

**(3-4) Credit: 4**

Prerequisites: Admission to the Associate Degree Nursing program and successful completion of the 1st semester courses.

Co-requisites: BIOL 2421, RNSG 1360, HPRS 2200

(Proficiency Levels: Math 2, Language 3)

Study of the general principles of caring for selected adult clients and families in structured settings with common medical-surgical health care needs related to each body system. Emphasis on knowledge judgment, skills, and professional values within a legal/ethical framework. (511601)

### **RNSG 1443 COMPLEX CONCEPTS OF ADULT HEALTH**

**(4-1) Credit: 4**

Prerequisites: Enrollment in the Associate Degree Nursing Program and successful completion of 1st, 2nd, 3rd, and 4th semester courses.

Co-requisites: GOVT 2305 or GOVT 2306 or PSYC 2314, RNSG 2360, RNSG 1166

(Proficiency Levels: Math 2, Language 3)

Integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of care, coordinator of care, and member of a profession in the care of adult clients/families in structured health care settings with complex medical-surgical health care needs associated with each body system Emphasis on knowledge, judgments, skills, and professional values within a legal/ethical framework. (511601)

### **RNSG 1413 FOUNDATIONS OF NURSING PRACTICE**

**(4-0) Credit: 4**

Prerequisites: Admission to the Associate Degree Nursing Program

Co-requisites: Enrollment in RNSG 1260, RNSG 1171, RNSG 1115, and BIOL 2402

(Proficiency Levels: Math 2, Language 3)

Introduction to the role of the professional nurse as provider of care, coordinator of care, and member of the profession. Topics include but are not limited to the fundamental concepts of nursing practice, history of professional nursing, a systematic framework for decision-making, mechanisms of disease, the needs and problems that nurses help patients manage, and basic psychomotor skills. Emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework.

**RNSG 2201 CARE OF CHILDREN AND FAMILIES**

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

Prerequisites: Enrollment in the Associate Degree Nursing Program and successful completion of the 1st, 2nd, and 3rd semester nursing and science courses.

Co-requisites: RNSG 2260, RNSG 2308, RNSG 2261, RNSG 1193, HUMA XXXX

(Proficiency Levels: Math 2, Language 3)

Study of concepts related to the provision of nursing care for children and their families, emphasizing judgment, and professional values within a legal/ethical framework.

**RNSG 2213 MENTAL HEALTH NURSING**

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

Prerequisites: Enrollment in the Associate Degree Nursing program and successful completion of first and second semester courses.

Co-requisites: RNSG 1261, ENGL 1301, MRMT 1211

(Proficiency Levels: Math 2, Language 3)

Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families.

**RNSG 2260 CLINICAL-NURSING**

**(0-6) Credit: 2**

Prerequisites: Enrollment in the Associate Degree Nursing Program and successful completion of the 1st, 2nd, and 3rd semester courses.

Co-requisites: RNSG 2201, RNSG 2308, RNSG 2261, RNSG 1193, HUMA XXXX

(Proficiency Levels: Math 2, Language 3)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**RNSG 2261 CLINICAL-NURSING**

**(0-8) Credit: 2**

Prerequisite: Enrollment in the Associate Degree Nursing Program and successful completion of the 1st, 2nd, and 3rd semester courses.

Co-requisites: RNSG 2201, RNSG 2260,

RNSG 2308, RNSG 1193, HUMA XXXX

(Proficiency Levels: Math 2, Language 3)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**RNSG 2308 MATERNAL/NEWBORN WOMEN'S HEALTH**

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

Prerequisites: Enrollment in the Associate Degree Nursing Program and successful completion of 1st, 2nd and 3rd semester courses.

Co-requisites: RNSG 2201, RNSG 2260, RNSG 2261, RNSG 1193, HUMA XXXX

(Proficiency Levels: Math 2, Language 3)

Study of concepts related to the provision of nursing care for childbearing families. Topics may include selected complications. topics include knowledge judgment, skills, and professional values within a legal/ethical framework

**RNSG 2360 CLINICAL-NURSING**

**(0-12) Credit: 3**

Prerequisites: Enrollment in the Associate Degree Nursing Program and successful completion of 1st, 2nd, 3rd, and 4th semester courses.

Co-requisites: GOVT 2305 or GOVT 2306 or PSYC 2314, RNSG 1443, RNSG 1166

(Proficiency Levels: Math 2, Language 3)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**LVN – ADN/Role Transition**

**RNSG 1262 CLINICAL-NURSING**

**(0-6) Credit: 2**

Prerequisites: Acceptance into the Associate Degree Nursing program and successful completion of all prerequisite courses.

Co-requisites: RNSG 2307, RNSG 1171, RNSG 1140

(Proficiency Levels: Math 2, Language 3)

## COURSE DESCRIPTIONS

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A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

### **RNSG 2307    TRANSITION TO NURSING PRACTICE**

**(3-1) Credit: 3**

Prerequisites: Acceptance into the Associate Degree Nursing program and successful completion of all prerequisite courses.

Co-requisites: RNSG 1262, RNSG 1171, RNSG 1140

(Proficiency Levels: Math 2, Language 3)

Introduction to selected concepts related to the role of the professional nurse as a provider of care, coordinator of care, and member of the profession. Review of trends and issues impacting nursing and health care today and in the future. Topics include knowledge, judgment, skill, and professional values within a legal/ethical framework.

## **PMT – ADN Role Transition**

### **RNSG 1140    NURSING SKILLS FOR ARTICULATING STUDENTS**

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

Prerequisites: Enrollment in the PMT-ADN Roll Transition Option.

Co-requisites: RNSG 2307, RNSG 1262, RNSG 1171

(Proficiency Levels: Math 2, Language 3)

Validation of current skills and procedures in a variety of settings; application of a systematic problem solving process and critical thinking skills; focus on the expansion of the scientific knowledge and principles underlying nursing skills and procedures; and competency in knowledge, judgment, skills, and professional values within a legal/ethical framework. (511601)

## **OFFICE ADMINISTRATION**

### **HITT 1205    MEDICAL TERMINOLOGY I** **(2-0) Credit: 2**

Prerequisite: None

(Proficiency levels: Math 0, Language 1)

Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

### **HITT 1341    CODING AND CLASSIFICATIONS SYSTEMS**

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

Prerequisite: POFM 1213 or HITT 1205

(Proficiency Levels: Math 0, Language 2)

Application of basic coding rules, principles, guidelines, and conventions. Identify different nomenclatures and classification systems and assign codes using appropriate rules, principles, guidelines, and conventions.

### **HITT 1353    LEGAL/ETHICAL ASPECTS OF HEALTH INFORMATION**

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

Prerequisite: None

(Proficiency Levels: Math 0, Language 2)

Concepts of confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information. Apply local, state, and federal standards and regulations for the control and use of health information; demonstrate appropriate health information disclosure practices; and identify and discuss ethical issues in health care.

### **HITT 2335    CODING AND REIMBURSEMENT METHODOLOGIES**

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

Prerequisite: HITT 1341

(Proficiency Levels: Math 0, Language 2)

Development of advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of

reimbursement. Sequence codes according to established guidelines and standards; and demonstrate knowledge in reimbursement methodologies.

**ITNW 1337 INTRODUCTION TO THE INTERNET**  
(2-2) Credit: 3

Prerequisite: Competency in desktop operating systems.

(Proficiency Levels: Math 1, Language 2)

Introduction to the Internet with emphasis on using the World Wide Web to locate, transfer, and publish information. Survey of emerging technologies on the Internet. (Formerly OFAD 2300)

**ITSC 1309 INTEGRATED SOFTWARE APPLICATIONS I**  
(2-2) Credit: 3

Prerequisite: POFT 1227 or POFT 1329

(Proficiency Levels: Math 1, Language 2)

Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. (Formerly BUSI 1402 or OFAD 2304)

**ITSC 2321 INTEGRATED SOFTWARE APPLICATIONS II**  
(2-2) Credit: 3

Prerequisites: ITSC 1309 or COSC 1401

(Proficiency Levels: Math 1, Language 2)

Continued study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. (Formerly OFAD 1105)

**MDCA 1208 ANATOMY AND PHYSIOLOGY FOR MEDICAL ASSISTANTS**  
(2-0) Credit: 2

Prerequisite: HITT 1205 or POFM 1213

(Proficiency Levels: Math 0, Language 2)

Emphasis on normal human anatomy and physiology of cells, tissues, organs, and systems with overview of common pathophysiology. Identify and correlate cells, tissues, organs, and systems of the human

body; differentiate normal from abnormal structure and function; and identify all body systems, their organs, and relevant pathophysiology.

**POFM 1213 MEDICAL TERMINOLOGY I**  
(2-0) Credit: 2

Prerequisite: None.

(Proficiency Levels: Math 0, Language 1)

This course provides instruction in the practical application of a medical vocabulary system.

Topics include structure; recognition; analysis; definitions; spelling; pronunciation; and combination of medical terms from prefixes, suffixes, roots, and combining forms. (Formerly MDRT 1305)

**POFM 1309 MEDICAL OFFICE PROCEDURES**  
(2-2) Credit: 3

Prerequisite: POFT 1329, ITSC 1309, POFT 1313

(Proficiency Levels: Math 1, Language 2)

Introduction to basic medical office skills including telephone techniques, filing and indexing, mail handling, appointment scheduling, travel arrangements, correspondence, and business transactions. Emphasis on human relations and customer service skills. (Replaces OFAD 2400)

**POFM 1327 MEDICAL INSURANCE**  
(3-0) Credit: 3

Prerequisite: HITT 1205, basic keyboarding skills, or POFM 1213.

(Proficiency Levels: Math 1, Language 2)

Survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations, and ethical issues. (Formerly MDRT 2302)

**POFM 1331 MEDICAL TRANSCRIPTION I\***  
(2-3) Credit: 3

Prerequisite: HITT 1205 or POFM 1213, ITSC 1309 or COSC 1401

(Proficiency Levels: Math 1, Language 3)

Fundamentals of medical transcription including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Emphasis on development of speed and accuracy. (Formerly MDRT 1401)

## COURSE DESCRIPTIONS

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\* It is recommended that students take MDCA 1208 or BIOL 2401 Anatomy & Physiology I as their science elective before taking POFM 1331.

### **POFM 1353 MEDICAL CODING**

**(2-2) Credit: 3**

Prerequisite: POFM 1213 or HITT 1205

(Proficiency Levels: Math 1, Language 2)

Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems.

### **POFM 1380 COOPERATIVE EDUCATION-MEDICAL ADMINISTRATIVE ASSISTANT/SECRETARY**

**(1-20) Credit: 3**

Prerequisite: POFT 2301 or ITSC 1309, or COSC 1401, POFT 1313 AND POFT 1301.

(Proficiency Levels: Math 1, Language 2)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (Formerly OFAD 2350)

### **POFM 2313 MEDICAL TRANSCRIPTION II**

**(2-3) Credit: 3**

Prerequisite: HITT 1205 or POFM 1213, POFM 1331, ITSC 1309 or COSC 1401.

(Proficiency Levels: Math 1, Language 3)

Skill development in the production of medical reports including history and physicals, consultations, discharge summaries, operative reports, and other medical reports. Emphasis on speed and accuracy. (Formerly MDRT 2401)

### **POFM 2333 MEDICAL DOCUMENT PRODUCTION**

**(2-2) Credit: 3**

Prerequisite: HITT 1205 or POFM 1213, POFM 1309, POFM 1331, POFM 1327, POFT 2301 OR ITSC 1309.

(Proficiency Levels: Math 1, Language 3)

Study of advanced concepts of medical office activities, practices, and procedures. Topics include advanced medical reports, transcription, coding, billing, insurance activities, and records management.

### **POFT 1127 INTRODUCTION TO KEYBOARDING**

**(0-2) Credit: 1**

Prerequisite: None

(Proficiency Levels: Math 0, Language 1)

Skill development in keyboarding with emphasis on alphabet, number, and symbol keys by touch. Skills can be applied to computers, typewriters, and other equipment with keyboards.

### **POFT 1227 INTRODUCTION TO KEYBOARDING**

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

Prerequisite: None

(Proficiency Levels: Math 0, Language 1)

Skill development in keyboarding with emphasis on alphabet, number, and symbol keys by touch. Skills can be applied to computers, typewriters, and other equipment with keyboards.

### **POFT 1329 KEYBOARDING & DOCUMENT FORMATTING**

**(2-3) Credit: 3**

Prerequisite: None

(Proficiency Levels: Math 0, Language 1)

Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

### **POFT 1301 BUSINESS ENGLISH**

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

Prerequisite: Pass Reading 0301 and/or enrolled in English 0301

(Proficiency Levels: Math 0, Language 1)

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. This includes the eight parts of speech, spelling, and punctuation. (Formerly BUSI 1305) (520501)

**POFT 1309 ADMINISTRATIVE OFFICE PROCEDURES I**

**(2-2) Credit: 3**

Prerequisites: POFT 1329, POFT 1313

(Proficiency Levels: Math 1, Language 2)

Study of current office procedures including telephone skills, time management, travel and meeting arrangements, mail processing, and other duties and responsibilities in an office environment. (Formerly OFAD 2400) (520401)

**POFT 1313 PROFESSIONAL DEVELOPMENT FOR OFFICE PERSONNEL**

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

Prerequisite: None

(Proficiency Levels: Math 0, Language 2)

Preparation for the work force including business ethics, team work, professional attire, and promotability. This course also recognizes communication barriers, importance of self-worth and diversity, and how to develop work attitudes, thinking skills, stress management skills, problem-solving techniques, and critical thinking skills. (Formerly OFAD 1300)

**POFT 1319 RECORDS & INFORMATION MANAGEMENT I**

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

Prerequisites: ITSC 1309 or COSC 1401

(Proficiency Levels: Math 0, Language 2)

Introduction to basic records and information management. Includes the life cycle of a record, manual and electronic records management, and basic filing procedures and rules. (Formerly BUSI 2303)

**POFT 1325 BUSINESS MATHEMATICS & MACHINE APPLICATIONS**

**(2-2) Credit: 3**

Prerequisite: None

(Proficiency Levels: Math 1, Language 2)

Skill development in the use of electronic calculators and business mathematical functions. Emphasis on business problem-solving skills using spreadsheet software and/or electronic calculator/keyboard. (Formerly OFAD 1403)

**POFT 1380 COOPERATIVE EDUCATION-ADMINISTRATIVE ASSISTANT/SECRETARIAL SCIENCE GENERAL**

**(1-20) Credit: 3**

Prerequisite: POFT 2333 or ITSC 1309, or COS 1401, & POFT 1313, POFT 1301

(Proficiency Levels: Math 1, Language 2)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. (Formerly OFAD 2350)

**POFT 2301 DOCUMENT FORMATTING & SKILL BUILDING**

**(2-3) Credit: 3**

Prerequisite: POFT 1329

(Proficiency Levels: Math 0, Language 1)

A continuation of keyboarding skills in document formatting, emphasizing speed, and accuracy. Emphasis on proofreading, editing, and following instructions, and keying documents from various copies.

**POFT 2312 BUSINESS CORRESPONDENCE & COMMUNICATION**

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

Prerequisite: POFT 1301 or ENGL 1301

(Proficiency Levels: Math 0, Language 3)

Skill development in practical applications which emphasize the improvement of writing skills necessary for effective business communications. This course also includes the importance of cultural diversity, non-verbal and oral communication, and teamwork in business communications. (Formerly BUSI 2302)

**POFT 2331 ADMINISTRATIVE SYSTEMS**

**(2-2) Credit: 3**

Prerequisite: POFT 1309, POFT 1301, ITSC 1309 or COSC 1401.

## COURSE DESCRIPTIONS

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(Proficiency Levels: Math 1, Language 3)

Experience in project management and office procedures utilizing integration of previously learned skills. An office simulated package will be used. (Formerly BUSI 2402)

### **POFT 2333    ADVANCED DOCUMENT                   FORMATTING & SKILL                   BUILDING**

**(2-3) Credit: 3**

Prerequisite: POFT 2301 or equivalent.

(Proficiency Levels: Math 0, Language 1)

Study of advanced concepts in a variety of offices correspondence activities with emphasis on organization, prioritizing, decision making, composition, placement, accuracy, and speed development. (Formerly OFAD 1401)

## **PASTRY**

### **PSTR 1401    FUNDAMENTALS OF                   BAKING**

**(3-3) Credit: 4**

Prerequisite: Permission of Coordinator or Dean.

(Proficiency Levels: Math 1, Language 2)

Fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts and doughnut. Instruction in flours, fillings and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients and the evaluation of baked products.

### **PSTR 2431    ADVANCED PASTRY SHOP**

**(3-3) Credit: 4**

Prerequisite: Permission of Coordinator or Dean.

(Proficiency Levels: Math 1, Language 2)

A study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work and decorations. Emphasis on advanced techniques. (120501)

## **PHILOSOPHY**

### **+PHIL 1301    INTRODUCTION TO                   PHILOSOPHY**

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

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

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.

### **+PHIL 1316    HISTORY OF RELIGIONS I**

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

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

An historical survey of major religions. Topics may vary and could include the Old Testament, the New Testament, and the study of other major religions of the world. (3802015135)

### **PHIL 2306    INTRODUCTION TO                   ETHICS**

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

Prerequisite: PHIL 1301.

(Proficiency Levels: Math 0, Language 3)

An introduction and survey of classical and contemporary theories concerning the good life, human conduct in society, and moral ethical standards. The advantages of each major theory will be thoroughly explored as well as the disadvantages they engender. A brief survey of professional ethics will also be included. Critiques of all theories will be required.

### **PHIL 2307    INTRODUCTION TO                   SOCIAL AND POLITICAL                   PHILOSOPHY**

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

This course entails a critical examination of the social and political philosophies espoused in particular historical time periods in Jewish history. Major theories concerning the organization of the Jewish experience from Biblical times until the present will be considered.

**PHIL 2321 PHILOSOPHY OF RELIGION**

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

A critical investigation of major religious ideas and experiences. Topics may include philosophical and literary ideas in the classical religious literature with selections from the Bible (Old and New Testament), Koran, Talmud, Vedas, various Buddhist writings, and Patristic literature.

**PHLEBOTOMY TECHNOLOGY**

**PLAB 1166 PRACTICUM I**

**(0-6) Credit: 1**

Prerequisites: Acceptance into the Phlebotomy program.

Corequisites: MLAB 1223, MLAB 1391, HPRS 2333

(Proficiency Levels: Math 0, Language 1).

Practical general training and experiences in the workplace. The college and the employer develop and document an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.

**PLAB 1223 PHLEBOTOMY**

**(2-0) Credit: 2**

Prerequisites: Acceptance into the Phlebotomy Program

Corequisites: HPRS 2333, MLAB 1166, MLAB 1391

(Proficiency Levels: Math 0, Language 1).

Skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning.

**PLAB 1391 SPECIAL TOPICS: SEMINAR (3-0) Credit: 3**

Prerequisites: Acceptance into the Phlebotomy program.

Corequisites: MLAB 1223, MLAB 1166, HPRS 2333

(Proficiency Levels: Math 0, Language 1).

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**PHYSICAL EDUCATION AND RECREATION THEORY COURSES**

**PHED 1301 FOUNDATIONS OF KINESIOLOGY AND RECREATION**

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

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

An orientation to the historical evolution of movement, the essential component of life. Emphasis is on the physical as well as the social and emotional growth of the individual.

**PHED 1304 PERSONAL/ COMMUNITY HEALTH I: HUMAN SERVICES**

**(3-0) Credit 3**

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

This course is designed to increase student awareness of health concepts, fitness, and lifestyle modification. The class includes laboratories and practical activities which help students improve the quality of their lives, reduce risk for chronic disease, and achieve well being.

**PHED 1305 PERSONAL/ COMMUNITY HEALTH II: HUMAN SERVICES FOR BEHAVIORAL ASPECTS OF DRUG USE AND ABUSE**

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

Prerequisite: PSYC 2301 and SOCI 2340 or consent of instructor

(Proficiency Levels: Math 1, Language 3)



## COURSE DESCRIPTIONS

The study of use, abuse and misuse of drugs in today's society emphasizing the physiological, sociological and psychological factors the human service professional needs to understand. Competencies specifically focusing on: curriculum critique and design, policy development and achievement, life skills strategies for dealing with at-risk youth and other high risk populations (i.e., eating disorders, gambling, teen-pregnancy, violence, etc.), networking and resource use.

**PHED 1306 FIRST AID (3-0) Credit: 3**

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

This course is a study of emergency first aid and safety procedures as established by the American Red Cross. Instruction includes Standard First Aid and Personal Safety, and Cardiopulmonary Resuscitation (CPR). Upon successful completion of the course, American Red Cross Certifications are awarded. (5103015328)

**PHED 1331 PHYSICAL EDUCATION FOR EMENTARY EDUCATION MAJORS (3-0) Credit: 3**

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

An overview of the program of activities in elementary school physical education. Includes the study and practice of activities and principles that promote physical fitness with an emphasis on historical development, philosophical implications, physical fitness, and kinesiology. (3105015223)

**PHYSICAL EDUCATION AND RECREATION ACTIVITY COURSES (3601085128)**

**PHED 1100 AEROBICS: DANCE I (1-2) Credit: 1**

**PHED 1101 AEROBICS: DANCE II (1-2) Credit: 1**

**PHED 1102 AEROBICS: KICKBOXING I (1-2) Credit: 1**

**PHED 1103 AEROBICS: KICKBOXING II (1-2) Credit: 1**

**PHED 1104 AEROBICS: STEP I (1-2) Credit: 1**

**PHED 1105 AEROBICS: STEP II (1-2) Credit: 1**

**PHED 1106 AEROBICS: STRETCH & TONE I (1-2) Credit: 1**

**PHED 1107 AEROBICS: STRETCH & TONE II (1-2) Credit: 1**

**PHED 1110 AEROBICS: WALK/RUN (1-2) Credit: 1**

**PHED 1111 LEISURE TIME: YOGA I (1-2) Credit: 1**

**PHED 1112 LEISURE TIME: YOGA II (1-2) Credit: 1**

**PHED 1113 WEIGHT MANAGEMENT I (1-2) Credit: 1**

**PHED 1114 WEIGHT MANAGEMENT II (1-2) Credit: 1**

**PHED 1115 WEIGHT TRAINING I (1-2) Credit: 1**

**PHED 1116 WEIGHT TRAINING II (1-2) Credit: 1**

**PHED 1117 FITNESS TRAINING: LAW ENFORCEMENT I (1-2) Credit: 1**

**PHED 1118 FITNESS TRAINING: LAW ENFORCEMENT II (1-2) Credit: 1**

**PHED 1119 WEIGHT TRAINING: BASEBALL I (1-2) Credit: 1**

**PHED 1120 WEIGHT TRAINING: BASEBALL II (1-2) Credit: 1**

**PHED 1121 VARSITY BASEBALL I (1-2) Credit: 1**

**PHED 1122 VARSITY BASEBALL II (1-2) Credit: 1**

COURSE DESCRIPTIONS

<p><b>PHED 1123</b>   <b>WEIGHT TRAINING: SOFTBALL I</b> (1-2) Credit: 1</p>	<p><b>PHED 2100</b>   <b>FITNESS TRAINING: LAW ENFORCEMENT III</b> (1-2) Credit: 1</p>
<p><b>PHED 1124</b>   <b>WEIGHT TRAINING: SOFTBALL II</b> (1-2) Credit: 1</p>	<p><b>PHED 2101</b>   <b>FITNESS TRAINING: LAW ENFORCEMENT IV</b> (1-2) Credit: 1</p>
<p><b>PHED 1125</b>   <b>VARSITY SOFTBALL I</b> (1-2) Credit: 1</p>	<p><b>PHED 2102</b>   <b>WEIGHT TRAINING: BASEBALL III</b> (1-2) Credit: 1</p>
<p><b>PHED 1126</b>   <b>VARSITY SOFTBALL II</b> (1-2) Credit: 1</p>	<p><b>PHED 2103</b>   <b>WEIGHT TRAINING: BASEBALL IV</b> (1-2) Credit: 1</p>
<p><b>PHED 1127</b>   <b>WEIGHT TRAINING: VOLLEYBALL I</b> (1-2) Credit: 1</p>	<p><b>PHED 2104</b>   <b>VARSITY BASEBALL III</b> (1-2) Credit: 1</p>
<p><b>PHED 1128</b>   <b>WEIGHT TRAINING: VOLLEYBALL II</b> (1-2) Credit: 1</p>	<p><b>PHED 2105</b>   <b>VARSITY BASEBALL IV</b> (1-2) Credit: 1</p>
<p><b>PHED 1129</b>   <b>VARSITY VOLLEYBALL I</b> (1-2) Credit: 1</p>	<p><b>PHED 2106</b>   <b>WEIGHT TRAINING: SOFTBALL III</b> (1-2) Credit: 1</p>
<p><b>PHED 1130</b>   <b>VARSITY VOLLEYBALL II</b> (1-2) Credit: 1</p>	<p><b>PHED 2107</b>   <b>WEIGHT TRAINING: SOFTBALL IV</b> (1-2) Credit: 1</p>
<p><b>PHED 1131</b>   <b>BOWLING I</b> (1-2) Credit: 1</p>	<p><b>PHED 2108</b>   <b>VARSITY SOFTBALL III</b> (1-2) Credit: 1</p>
<p><b>PHED 1132</b>   <b>BOWLING II</b> (1-2) Credit: 1</p>	<p><b>PHED 2109</b>   <b>VARSITY SOFTBALL IV</b> (1-2) Credit: 1</p>
<p><b>PHED 1135</b>   <b>LIFE SAVING</b> (1-2) Credit: 1</p>	<p><b>PHED 2110</b>   <b>WEIGHT TRAINING: VOLLEYBALL III</b> (1-2) Credit: 1</p>
<p><b>PHED 1136</b>   <b>RACQUETBALL</b> (1-2) Credit: 1</p>	<p><b>PHED 2111</b>   <b>WEIGHT TRAINING: VOLLEYBALL IV</b> (1-2) Credit: 1</p>
<p><b>PHED 1137</b>   <b>SAILING</b> (1-2) Credit: 1</p>	<p><b>PHED 2112</b>   <b>VARSITY VOLLEYBALL III</b> (1-2) Credit: 1</p>
<p><b>PHED 1138</b>   <b>SCUBA DIVING</b> (1-2) Credit: 1</p>	<p><b>PHED 2113</b>   <b>VARSITY VOLLEYBALL IV</b> (1-2) Credit: 1</p>
<p><b>PHED 1139</b>   <b>SURFING</b> (1-2) Credit: 1</p>	
<p><b>PHED 1140</b>   <b>SWIMMING</b> (1-2) Credit: 1</p>	
<p><b>PHED 1142</b>   <b>TENNIS I</b> (1-2) Credit: 1</p>	
<p><b>PHED 1143</b>   <b>TENNIS II</b> (1-2) Credit: 1</p>	
<p><b>PHED 1144</b>   <b>WATER EXERCISE</b> (1-2) Credit: 1</p>	

## PHYSICS

### +PHYS 1401 COLLEGE PHYSICS I

(3-3) Credit: 4

Prerequisite: MATH 1414.

(Proficiency Levels: Math 3, Language 3)

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.

### +PHYS 1402 COLLEGE PHYSICS II

(3-3) Credit: 4

Prerequisite: PHYS 1401.

(Proficiency Levels: Math 3, Language 3)

Continuation of PHYS 1401. Optics, reflection, refraction, interference, diffraction and polarization; electric charges and fields, potential, resistance, capacitance, electric currents and circuits, magnetic fields; selected topics in modern physics.

### +PHYS 2425 UNIVERSITY PHYSICS I: MECHANICS

(3-3) Credit: 4

Prerequisite: Credit for or registration in MATH 2513.

(Proficiency Levels: Math 3, Language 3)

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.

### +PHYS 2426 UNIVERSITY PHYSICS II: ELECTRICITY AND MAGNETISM

(3-3) Credit: 4

Prerequisite: PHYS 2425.

(Proficiency Levels: Math 3, Language 3)

Charge, electric field and potential, capacitance, dielectrics, resistance, electric circuits, magnetic field and induction, inductance, radiation. (4008015439)

## PETROCHEMICAL PROCESS TECHNOLOGY

### PTAC 1302 INTRODUCTION TO PROCESS TECHNOLOGY

(3-0) Credit: 3

Prerequisite: None

(Nelson Denny 10.5, CPT Reading 61)

Introduction to chemical and refinery plant operations. Topics include process technician duties, responsibilities and expectations; plant organizations; plant process and utility systems; and the physical and mental requirements of the process technician.

### PTAC 1308 SAFETY, HEALTH, AND ENVIRONMENT I

(3-0) Credit: 3

Prerequisite: None

(Nelson Denny 10.5, CPT Reading 61)

Development of knowledge and skills to reinforce the attitudes and behaviors required for safe and environmentally sound work habits. Emphasis on safety, health, and environmental issues in the performance of all job tasks and regulatory compliance issues.

### FIRT 1315 HAZAARDOUS MATERIALS (3-0) Credit: 3

Prerequisite: None

(Proficiency Levels: Math 1, Language 2)

Study of chemical characteristics and behavior of various materials that burn or react violently related to storage, transportation, handling hazardous materials, i.e., flammable liquids, combustible solids, and gases. Emphasis on emergency situation and most favorable methods of handling fire fighting and control.

### PTAC 1350 INDUSTRIAL ECONOMICS (3-0) Credit: 3

Prerequisite: PTAC 2410, TECM 1303 or MATH 1314

Examination of the profitability factors of plant operations including both personal and business strategies, objectives, and operating profitability.

**PTAC 2314 QUALITY**

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

Prerequisite: None

(Proficiency Levels: Math 1, Language 2)

Study of the background and application of quality concepts. Topics include team skills, quality tools, and economics and continuous improvement.

**PSYCHOLOGY**

**SSFC 0100 ORIENTATION TO COLLEGE**

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

Prerequisite: None.

(Proficiency Levels: Math 0, Language 0)

Critical thinking, academic planning, and research skills which apply to all academic disciplines. Competencies in skills 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. (3201015235)

**SSFC 0301 STUDY SKILLS FOR COLLEGE**

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

Prerequisite: None.

(Proficiency Levels: Math 0, Language 0)

Techniques of study such as time management, listening, note-taking, text marking, library and research skills, preparing for examinations and using learning resources. Competencies are emphasized to improve the student's college potential and enhance lifelong learning. (3201015235) (Proficiency Levels: Math 0, Language 0)

**PSYC 1300 LEARNING FRAMEWORK**

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

(Proficiency Levels: Math 0, Language 2)

A study of the 1) research and theory in the psychology of learning, cognition and motivation; 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help

them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.

**+PSYC 2301 GENERAL PSYCHOLOGY**

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

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

A survey of the major topics in psychology. Introduces the study of behavior and the factors that determine and effect behavior. Competencies with the scientific approach to the study of behavior will be emphasized to develop understanding of the biological basis, mental states, learning, memory, language, emotion, motivation, personality, development, psychological disorders, and therapy.

**PSYC 2302 APPLIED PSYCHOLOGY: COUNSELING METHODS**

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

Prerequisite: PSYC 2301 and PSYC 2315 with grades of C or better in both courses.

(Proficiency Levels: Math 0, Language 3)

A survey of the applications of psychological concepts and principles to counseling methods. Competencies of therapeutic treatment of psychological problems. Emphasis on behavioral, cognitive, client-centered, and psychoanalytic techniques of therapy.

**+PSYC 2306 HUMAN SEXUALITY**

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

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

A study of the biological, sociological, and psychological aspects of human sexuality in an effort to increase the student's awareness of various sexual practices, to develop competencies in identifying certain diseases and dysfunction as well as the therapeutic means of dealing with them and to foster a healthy attitude and responsible approach to sexual behavior and sex education.

## COURSE DESCRIPTIONS

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### **PSYC 2308 CHILD PSYCHOLOGY (3-0) Credit: 3**

Prerequisite: PSYC 2301.

(Proficiency Levels: Math 0, Language 3)

The study of the relationship of the physical, emotional, social, and mental factors of growth and development. Competencies with the scientific approach to the study of children will be emphasized to develop understanding of the major theoretical models in child psychology.

### **PSYC 2311 ADULT DEVELOPMENT (3-0) Credit: 3**

Prerequisite: **PSYC 2301**

(Proficiency Levels: Math 1, Language 3)

The study of the relationship of the physical, emotional, social, and mental factors of adulthood. Competencies with the scientific approach to the study of adults will be emphasized to develop understanding of the major theoretical models in adult psychology.

### **PSYC 2314 LIFESPAN GROWTH AND DEVELOPMENT (3-0) Credit: 3**

Prerequisite: PSYC 2301.

(Proficiency Levels: Math 0, Language 3)

The study of the relationship of the physical, emotional, social, and mental factors of growth and development of children and throughout the lifespan. Competencies with the scientific approach to the study of children, adolescents, and adults will be emphasized to develop understanding of the major theoretical models of developmental psychology.

### **PSYC 2315 PSYCHOLOGY OF ADJUSTMENT:BEHAVIOR MODIFICATION (3-0) Credit: 3**

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

A competency based course which aims to teach the student techniques of managing his/her own behavior in everyday situations. Subject matter and programming skills include the use of learning principles such as stimulus control, shaping, relaxation training, reinforcement scheduling and token economics.

### **PSYC 2317 STATISTICAL METHODS IN PSYCHOLOGY (3-0) Credit: 3**

Prerequisite: PSYC 2301.

(Proficiency Levels: Math 2, Language 3)

The study of the measures of central tendency and variability, statistical inference, correlation, and regression as these apply to psychology. Competencies with statistical concepts and computations will be emphasized to develop understanding of the empirical methods of research in psychology. (4201015240)

### **PSYC 2389 ACADEMIC COOPERATIVE IN PSYCHOLOGY: CHEMICAL DEPENDENCY COUNSELING (3-3) Credit: 3**

Prerequisite: Completion of the Certificate in Chemical Dependency Counseling or its equivalent of a Counselor In Training (CIT) status with the Texas Commission of Alcohol and Drug Abuse or consent of instructor.

(Proficiency Levels: Math 0, Language 3)

An instructional program designed to integrate on-campus study with practical hands-on work experience in psychology. In conjunction with class seminars, the individual student and the instructor will set specific goals and objectives in the study of chemical dependency counseling. Competencies in the twelve core functions for the addictions counselor will be emphasized. (4501015142)

## **RADIOGRAPHY**

### **RADR 1166 PRACTICUM I (0-10) Credit: 1**

Prerequisite: Enrollment in the Radiography Program.

Corequisites: RADR 1411, 1301, 1303 and NMTT 1303

(Proficiency Levels: Math 3, Language 3)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**RADR 1301 INTRODUCTION TO RADIOGRAPHY**

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

Prerequisite: Enrollment in the Radiography Program.

Corequisites: RADR 1411, RADR 1166, NMTT 1303, RADR 1303

(Proficiency Levels: Math 3, Language 3)

This course includes the historical development of radiography, basic radiation protection, and introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and the health care system.

**RADR 1313 PRINCIPLES OF RADIOGRAPHY I**

**(2-2) Credit: 3**

Prerequisite: Enrollment in the Radiography Program and successful completion of the 1st semester courses.

Corequisites: BIOL 2402, RADR 1366, RADR 2401

(Proficiency Levels: Math 3, Language 3)

This course will analyze radiographic image qualities and the effects of exposure variables upon these qualities.

**RADR 1366 PRACTICUM II**

**(0-10) Credit: 1**

Prerequisite: Enrollment in the Radiography Program and successful completion of the 1st semester courses.

Corequisites: RADR 1313, RADR 2401

(Proficiency Levels: Math 3, Language 3)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**RADR 1367 PRACTICUM III**

**(0-21) Credit: 3**

Prerequisite: Enrollment in the Radiography Program and successful completion of the 1st semester courses.

Corequisites: BIOL 2402, RADR 1313 and 2401

(Proficiency Levels: Math 3, Language 3)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**RADR 1411 BASIC RADIOGRAPHIC PROCEDURES**

**(2-4) Credit: 4**

Prerequisite: Enrollment in the Radiography Program.

Corequisites: RADR 1301, RADR 1303, RADR 1166 and NMTT 1303

(Proficiency Levels: Math 3, Language 3)

This course includes an introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy and related pathology.

**RADR 2217 RADIOGRAPHIC PATHOLOGY**

**(2-0) Credit: 2**

Prerequisite: Enrollment in the Radiography Program and successful completion of the 1st, 2nd and 3rd semester courses.

Corequisites: RADR 2305, RADR 2366, PSYC 2301, COSC 1101

(Proficiency Levels: Math 3, Language 3)

An overview of the disease process and common diseases and their appearance on medical images.

**RADR 2305 PRINCIPLES OF RADIOGRAPHY II**

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

Prerequisite: Enrollment in the Radiography Program and successful completion of the 1st, 2nd, and 3rd semester courses.

Corequisites: RADR 2217, 2366, and PSYC 2301

(Proficiency Levels: Math 3, Language 3)

A continuation of the study of radiographic imaging technique formulation, image quality assurance, and the synthesis of all variables in image production.

**RADR 2333 ADVANCED MEDICAL IMAGING**

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

Prerequisite: Enrollment in the Radiography Program and successful completion of the 1st, 2nd, 3rd and 4th semester courses.

Corequisites: ENGL 1302, RADR 2367, 2335, and COSC 1101

(Proficiency Levels: Math 3, Language 3)

## COURSE DESCRIPTIONS

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An introduction to the use of computers in medical imaging and a survey of specialized imaging modalities.

### **RADR 2335 RADIOGRAPHIC TECHNOLOGY SEMINAR** (3-0) Credit: 3

Prerequisite: Enrollment in the Radiography Program and successful completion of the 1st, 2nd, 3rd and 4th semester courses.

Corequisites: ENGL 1302, RADR 2367, RADT 2333, and COSC 1101

(Proficiency Levels: Math 3, Language 3)

This is a capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning.

### **RADR 2366 PRACTICUM IV** (0-21) Credit: 3

Prerequisite: Enrollment in the Radiography Program and successful completion of the 1st, 2nd, and 3rd semester courses.

Corequisites: RADR 2305, 2217, and PSYC 2301

(Proficiency Levels: Math 3, Language 3)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.(510907)

### **RADR 2367 PRACTICUM V** (0-21) Credit: 3

Prerequisite: Enrollment in the Radiography Program and successful completion of the 1st, 2nd, 3rd and 4th semester courses.

Corequisites: ENGL 1302, RADT 2333, RADR 2335, COSC 1101.

(Proficiency Levels: Math 3, Language 3)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.(510907)

### **RADR 2401 INTERMEDIATE RADIOGRAPHIC PROCEDURES** (2-4) Credit: 4

Prerequisite: Enrollment in the Radiography Program and successful completion of the 1st semester courses.

Corequisites: BIOL 2402, RADR 1366, RADR 1313

(Proficiency Levels: Math 3, Language 3)

A continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of intermediate anatomy and related pathology.

## **RADIOLOGIC HEALTH SCIENCES**

### **NMTT 1303 RADIATION BIOLOGY AND SAFETY** (3-0) Credit: 3

Prerequisite: Enrollment in a Radiologic Health Science Program

(Proficiency Levels: Math 2, Language 3)

This core course presents principles of radiation biology and safety relevant to the radiologic health science student. Topics include the effects of ionizing radiation on biological systems, genetic and subcellular interactions and occupational exposure and protection of radiologic personnel.

### **RADR 1303 PATIENT CARE** (2-2) Credit: 3

Prerequisite: Enrollment in a Radiologic Health Science Program

(Proficiency Levels: Math 2, Language 3)

This core course presents patient care procedures relevant to the radiologic health science student. This course provides the student with specific knowledge and skills required of a practicing radiologic technologist.

### **RADT 2317 RADIOLOGICAL PHYSICS I:** (3-0) Credit: 3

Prerequisite: Enrollment in a Radiologic Health Science Program

(Proficiency Levels: Math 2, Language 3)

This core course surveys the concepts of physics relevant to radiologic health science students. Topics include classical and atomic physics, basic electrical principles, the interaction of radiation with matter and nuclear physics.

**RADR 2340 SECTIONAL ANATOMY  
FOR MEDICAL IMAGING**  
**(3-0) Credit: 3**

Prerequisite: Enrollment in a Radiologic Health Science Program

(Proficiency Levels: Math 2, Language 3)

In-depth coverage of anatomic relationships that are present under various sectional orientations as depicted by medical imaging.

(Proficiency Levels: Math 2, Language 3)

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**RADIATION THERAPY  
TECHNOLOGY**

**RADT 1266 PRACTICUM I**  
**(0-16) Credit: 2**

Prerequisite: Enrollment in the Radiation Therapy Technology Program

Corequisite: BIOL 2402, MATH 1414, RADT 1344

(Proficiency Levels: Math 3, Language 3)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**RADT 1301 INTRODUCTION TO  
RADIATION THERAPY**  
**(3-0) Credit: 3**

Prerequisite: Enrollment in the Radiation Therapy Technology Program and successful completion of the first semester courses.

Corequisite: NMTT 1303, RADR 1303, RADT 2317

(Proficiency Levels: Math 3, Language 3)

Introduction to the field of radiation therapy with emphasis on the principles of terminology, and history, as well as an orientation to clinical practices and oncological practices.

**RADT 1271 INTRODUCTION TO  
RADIATION THERAPY –  
CLINICAL**  
**(0-8) Credit: 2**

Prerequisite: Enrollment in the Radiation Therapy Technology Program.

Corequisite: NMTT 1303, RADR 1303, RADT 2317, RADT 1301)

(Proficiency Levels: Math 3, Language 3)

Provides an orientation and introduction into the clinical facilities of a radiation therapy department. Students learn basic clinical and equipment terminology routinely used in the radiation therapy department. An overview of the expectation of students in clinical setting is provided and discussed. The primary objective of this course is to introduce, define and familiarize the student with the clinical setting and each clinical affiliate.

**RADT 1344 INSTRUMENTATION AND  
METHODOLOGY**  
**(3-0) Credit: 3**

Prerequisite: Enrollment in the Radiation Therapy Technology Program.

Corequisite: BIOL 2402, MATH 1414, RADT 1266

(Proficiency Levels: Math 3, Language 3)

Presentation of the fundamentals of the technical and clinical aspects of radiation therapy. Includes principles of equipment operation, concepts of quality assurance and instruction in medical imaging.

**RADT 1391 SPECIAL TOPICS: SEMINAR**  
**(3-0) Credit: 3**

Prerequisite: Enrollment in the Radiation Therapy Technology Program.

Corequisite: RADT 2303, RADT 2367

(Proficiency Levels: Math 3, Language 3)

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (510907)

**RADT 1291 SPECIAL TOPICS: TRENDS**  
**(2-0) Credit: 2**

Prerequisite: Enrollment in the Radiation Therapy Technology Program.

Corequisite: RADT 2266

**RADT 2266 PRACTICUM II**  
**(0-16) Credit: 3**

Prerequisite: Enrollment in the Radiation Therapy Technology Program.

Corequisite: ENGL 1302, RADT 1291



## COURSE DESCRIPTIONS

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(Proficiency Levels: Math 3, Language 3)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (510907)

### **RADT 2301 ONCOLOGY I**

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

Prerequisite: Enrollment in the Radiation Therapy Technology Program.

Corequisite: RADT 2307, RADT 2366, SPCH 1318

(Proficiency Levels: Math 3, Language 3)

A continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of anatomy. (510907)

### **RADT 2303 ONCOLOGY II**

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

Prerequisite: Enrollment in the Radiation Therapy Technology Program.

Corequisite: RADT 1391, and RADT 2367

(Proficiency Levels: 3, Language 3)

A continuing study of malignant conditions, their etiology, treatment and prognosis, psycho-social effects of cancer and specific nursing skills required to deal with cancer patients.

### **RADT 2307 DOSIMETRY I**

**(2-2) Credit: 3**

Prerequisite: Enrollment in the Radiation Therapy Technology Program.

Corequisite: RADT 2301, RADT 2366, SPCH 1318

(Proficiency Levels: Math 3, Language 3)

The principles, aims and techniques of applying ionizing radiation to the human body are presented in this course. Topics include discussions of applications of radiotherapy equipment with emphasis on treatment planning and dose calculations. The physical aspects and properties of ionizing radiation are discussed.

### **RADT 2366 PRACTICUM III**

**(0-24) Credit: 3**

Prerequisite: Enrollment in the Radiation Therapy Technology Program.

Corequisite: RADT 2307, RADT 2301, SPCH 1318

(Proficiency Levels: Math 3, Language 3)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

### **RADT 2367 PRACTICUM IV**

**(0-24) Credit: 3**

Prerequisite: Enrollment in the Radiation Therapy Technology Program.

(Proficiency Levels: Math 2, Language 3)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

## **READING**

### **READ 0101 THEA REMEDIATION IN READING**

**(0-2) Credit: 1**

Prerequisite: Credit in READ 0302 or ENGL 1301.

(Proficiency Levels: Math 0, Language 2)

A pre-transfer level college course designed for students who have received credit for READ 0302 or ENGL 1301 but who have failed the reading portion of THEA. The course may be repeated for credit. Students will continue to enroll in the course until they pass the THEA. Instructors will work cooperatively with each student to design an individualized education program which provides practice in areas failed on the THEA. The student will work in assigned areas until she/he achieves 85% accuracy.

### **READ 0301 READING IMPROVEMENT**

**(3-2) Credit: 3**

(Proficiency Levels: Math 0, Language 0)

A development course designed to increase reading comprehension, vocabulary and study skills. Because this course is tailored to lead into READ 0302, students must pass an appropriate exit exam.

### **READ 0302 COLLEGE READING**

**(3-2) Credit: 3**

(Proficiency Levels: Math 0, Language 0)

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.

## RESTAURANT AND TOURISM

### **RSTO 1313 HOSPITALITY SUPERVISION**

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

Prerequisite: Permission of Coordinator or Dean

(Proficiency Levels: Math 1, Language 2)

Fundamentals recruiting, selection and training of food service and hospitality personnel. Topics include job descriptions, schedules, work improvement, motivation and applicable personnel laws and regulations. Emphasis on leadership development.

### **RSTO 1317 NUTRITION FOR THE FOOD SERVICE PROFESSIONAL**

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

Prerequisite: Permission of Coordinator or Dean

(Proficiency Levels: Math 1, Language 2)

An introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modifications, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques.

### **RSTO 1325 PURCHASING FOR HOSPITALITY OPERATIONS**

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

Prerequisite: Permission of Coordinator or Dean

(Proficiency Levels: Math 1, Language 2)

Study of purchasing and inventory management of foods and other supplies to include development of purchase specifications, determination of order quantities, formal and informal price comparisons, proper receiving procedures, storage management, and issue procedures. Emphasis on product cost analysis, yields, pricing formulas, controls and record keeping at each state of the purchasing cycle.

### **RSTO 1381 COOPERATIVE EDUCATION-FOOD AND BEVERAGE OPERATIONS MANAGER**

**(1-20) Credit: 3**

Prerequisite: Permission of Coordinator or Dean

(Proficiency Levels: Math 1, Language 2)

Course description: Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (407015142)

### **RSTO 2301 PRINCIPLES OF FOOD AND BEVERAGE CONTROLS**

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

Prerequisite: Permission of Coordinator or Dean

(Proficiency Levels: Math 1, Language 2)

A study of financial principles and controls of food service operation including review of operation policies and procedures. Topics include financial budgeting and cost analysis emphasizing food and beverage labor costs, operational analysis and international and regulatory reporting procedures. (407015142)

## SOCIAL WORK

### **SOCW 2361 INTRODUCTION TO SOCIAL WORK: SOCIAL WORK I**

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

Prerequisite: SOCI 1301 and/or PSYC 2301 with a grade of "C" or better.

(Proficiency Levels: Math 0, Language 3)

Development of the philosophy and practice of social work in the United States, survey of the fields and techniques of social work. Competencies of the purpose and function of professional organizations, current issues confronting the social work profession, and knowledge of populations targeted for social services will be emphasized. (4407015142)

## COURSE DESCRIPTIONS

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### **SOCW 2362 SOCIAL WELFARE AS A SOCIAL INSTITUTION : SOCIAL WORK II**

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

Prerequisite: SOCW 2361 with a grade of "C" or better.

(Proficiency Levels: Math 0, Language 3)

An introduction to the study of modern social work, the underlying philosophy and ethics of social work, and the major divisions and types of social work together with their methods and objectives. Competencies of the social welfare system, current Social Security Act provisions as well as other relevant social legislation with strategies for influencing legislation and social policy will be emphasized.

### **SOCW 2363 SOCIAL WORK FIELD EXPERIENCE: CHEMICAL DEPENDENCY COUNSELING**

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

Prerequisite: SOCW 2361 with a grade a "C" or better and completion of the Certificate in Chemical Dependency Counseling or consent of instructor.

(Proficiency Levels: Math 0, Language 3)

Classroom lectures and discussion plus 64 hours of supervised observation, volunteer work, and service delivery in selected social service agencies. Competencies of basic analytical abilities, clinical practice skills, agency administration and organization, skills in observing and communicating individual, group, and community relationships and behavior, principles of ethical conduct and confidentiality, and the twelve core functions for chemical dependency counseling will be emphasized.

## **SOCIOLOGY**

### **+SOCI 1301 INTRODUCTORY SOCIOLOGY**

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

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

The study of human society, human behavior and personality as a product of group life, human ecology and population, social organi-

zations, socio-cultural change, and current social problems.

### **SOCI 1306 SOCIAL PROBLEMS**

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

Prerequisite: None

(Proficiency Levels: Math 0, Language 3)

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.

### **SOCI 2301 MARRIAGE AND THE FAMILY**

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

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

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

### **SOCI 2340 DRUG USE AND ABUSE: INTRODUCTION TO ALCOHOLISM AND DRUG ABUSE**

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

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

An in-depth study of specific contemporary topics in sociology such as sociobiology, urban society, gerontology, death and dying, or sex-roles. Specifically the course focuses on chemical dependency and the factors associated with the abusive use of chemicals. Competencies of the models associated with helping the chemically dependent person including the history, definitions, study and treatment methods, patterns and prevalence of this social problem will be emphasized.

### **SOCI 2336 CRIMINOLOGY**

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

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

Current theories and empirical research pertaining to crime and criminal behavior; its causes, methods of prevention, systems of punishment and rehabilitation. (Usually offered concurrently with Crime in America – CRIJ 1307. Credit can only be earned for one of these courses. See a counselor for registration information.)

**SOCI 2340 DRUG USE AND ABUSE: INTRODUCTION TO ALCOHOLISM AND DRUG ABUSE**

Formerly known as BIOL 1323 NUTRITIONAL AND BIOLOGICAL ASPECTS OF SUBSTANCE ABUSE.)

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

Prerequisite: PSYC 2301 and/or SOCI 2331

(Proficiency Levels: Math 0, Language 3)

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.

**SOCI 2389 ACADEMIC COOPERATIVE IN SOCIOLOGY: CHEMICAL DEPENDENCY COUNSELING**

**(3-3) Credit: 3**

Prerequisite: Completion of the Certificate in Chemical Dependency Counseling or its equivalent and Counselor In Training (CIT) status with the Texas Commission on Alcohol and Drug Abuse and consent of instructor.

(Proficiency levels: Math 1, Language 3)

An instructional program designed to integrate on-campus study with practical hands-on work experience in sociology. In conjunction with class seminars, the individual student and instructor will set specific goals and objectives in the study of chemical dependency counseling. Competencies in the twelve (12) core functions for the addictions counselor will be emphasized. (4501015142)

**SPANISH**

**SPAN 1411 BEGINNING SPANISH I**

**(4-0) Credit: 4**

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

Fundamentals of grammar, basic vocabulary, pronunciation, conversation, reading of elementary texts, emphasis on development of audiolingual skills. (1609055131)

**SPAN 1412 BEGINNING SPANISH II**

**(4-0) Credit: 4**

Prerequisite: SPAN 1411.

(Proficiency Levels: Math 0, Language 3)

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

**SPAN 2311 INTERMEDIATE SPANISH I**

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

Prerequisite: SPAN 1412.

(Proficiency Levels: Math 0, Language 3)

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

**SPAN 2312 INTERMEDIATE SPANISH II**

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

Prerequisite: SPAN 2311.

(Proficiency Levels: Math 0, Language 3)

Continuation of reading in Hispanic culture and civilization; completion of grammar review; composition and conversation.

**SPEECH**

**+SPCH 1311 INTRODUCTION TO SPEECH COMMUNICATION**

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

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

A broad-based introduction to the field of speech communication studies. The course explores basic speech principles, theories and practices in interpersonal, small group and public speaking contexts.

**+SPCH 1315 PUBLIC SPEAKING**

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

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

This is an introductory course that focuses on the researching, composing, organizing, delivery and analysis of public speeches. Informative and persuasive speaking is emphasized.

## COURSE DESCRIPTIONS

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### **+SPCH 1318 INTERPERSONAL COMMUNICATION**

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

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

An introductory course focusing on face-to-face communication and relational development. The principles of self-concept, perception, self-disclosure, language, verbal and non-verbal communication, listening and conflict management are practically applied in this course.

### **+SPCH 1321 BUSINESS AND PROFESSIONAL SPEAKING**

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

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

A course designed to prepare students for the workforce by exposing them to the fundamentals of speech as used in communication situations such as group processes, interviews and public speaking.

### **SPCH 2333 DISCUSSION AND SMALL GROUP COMMUNICATION**

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

(Formerly known as SMALL GROUP COMMUNICATION)

Prerequisite: SPCH 1311, SPCH 1315 or SPCH 1321.

(Proficiency Levels: Math 0, Language 3)

This course is an introduction to group process and interaction. The course focuses on the principles of group dynamics, problem-solving, role-playing, group productivity, cohesion, norms, decision-making and leadership. Active participation in small groups will take place.

### **SPCH 2341 ORAL INTERPRETATION**

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

Prerequisite: SPCH 1311, SPCH 1315 or SPCH 1321.

(Proficiency Levels: Math 0, Language 3)

A course that studies the theories and techniques used to analyze and interpret literature. The preparation and delivery of various literary forms such as poetry, reading and dramatic interpretation are taught.

## **SURGICAL TECHNOLOGY**

### **SRGT 1160 BEGINNING CLINICAL**

**(0-6) Credit: 1**

Prerequisites: Admission to the Surgical Technology program.

Corequisites: SRGT 1305, SRGT 1409, SRGT 1491, and HPRS 2200

(Proficiency Levels: Math 1, Language 3)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

### **SRGT 1305 INTRO TO SURGICAL TECHNOLOGY**

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

Prerequisites: Admission to the Surgical Technology program.

Corequisites: SRGT 1409, SRGT 1491, SRGT 1160, and HPRS 2200

(Proficiency Levels: Math 1, Language 3)

Orientation to surgical technology theory, surgical pharmacology and anesthesia, and patient care concepts. (510909)

### **SRGT 1409 FUND OF ASEPTIC TECHNIQUE**

**(3-3) Credit: 4**

Prerequisites: Admission to the Surgical Technology program.

Corequisites: SRGT 1305, SRGT 1491, SRGT 1160, and HPRS 2200

(Proficiency Levels: Math 1, Language 3)

In-depth coverage of aseptic technique principles and practices, infectious processes, wound healing, and creation and maintenance of the sterile field. (510909)

### **SRGT 1441 SURGICAL PROCEDURES I**

**(3-3) Credit: 4**

Prerequisites: Enrollment in the Surgical Technology program and successful completion of first semester courses.

Corequisites: SRGT 1660 and SRGT 1492

(Proficiency Levels: Math 1, Language 3)

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the general, OB/GYN, genitourinary, and orthopedic

surgical specialties incorporating instruments, equipment, and supplies required for safe patient care. (510909)

**SRGT 1442 SURGICAL PROCEDURES II**  
**(3-3) Credit: 4**

Prerequisite: Enrollment in the Surgical Technology program and successful completion of first and second semester courses.

Corequisites: SRGT 2660, and SRGT 2260  
(Proficiency Levels: Math 1, Language 3)

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the thoracic, peripheral vascular, plastic/reconstructive, EENT, cardiac, and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.

**SRGT 1491 BASIC GROSS HUMAN ANATOMY I**

**(4-1) Credit: 4**

Prerequisites: Admission to the Surgical Technology program.

Corequisites: SRGT 1305, SRGT 1409, SRGT 1160, and HPRS 2200

(Proficiency Levels: Math 1, Language 3)

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**SRGT 1492 BASIC GROSS HUMAN ANATOMY II**

**(4-1) Credit: 4**

Prerequisites: Enrollment in the Surgical Technology program and successful completion of first semester courses.

Corequisites: SRGT 1441 and SRGT 1660  
(Proficiency Levels: Math 1, Language 3)

A continuation of Applied Basic Gross Human Anatomy I. Study of basic gross human anatomy applicable to the study of Surgical Technology. The Reproductive, Urinary, Respiratory, Nervous and Endocrine systems will be presented. Special emphasis focuses on disease process and clinical circumstances. Specific surgical procedures and those inter-

actions that are uniquely applicable to the role of the Surgical Technician are incorporated into the course content.

**SRGT 1660 INTERMEDIATE CLINICAL**  
**(0-18) Credit: 6**

Prerequisites: Enrollment in the Surgical Technology program and successful completion of first semester courses.

Corequisites: SRGT 1441 and SRGT 1492  
(Proficiency Levels: Math 1, Language 3)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**HPRS 2200 PHARMACOLOGY**

**(2-0) Credit: 2**

Prerequisite: Admission to the Surgical Technology program.

Co-requisite: SRGT 1305, SRGT 1409 and SRGT 1491, and SRGT 1160

(Proficiency Levels: Math 1, Language 3)

A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages. This course provides the student with an introduction to anesthesia, weights and measures, and hemostasis.

**SRGT 2260 SPECIALTY CLINICAL**

**(0-6) Credit: 2**

Prerequisites: Enrollment in the Surgical Technology program and successful completion of first and second semester courses.

Corequisites: SRGT 1442 and SRGT 2660  
(Proficiency Levels: Math 1, Language 3)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**SRGT 2660 ADVANCED CLINICAL**

**(0-18) Credit: 6**

Prerequisites: Enrollment in the Surgical Technology program and successful completion of first and second semester courses.

Corequisites: SRGT 1442 and SRGT 2260  
(Proficiency Levels: Math 1, Language 3)

## COURSE DESCRIPTIONS

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An advanced clinical setting that uses a variety of methods for instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences.

## VOCATIONAL NURSING

### **VNSG 1160 CLINICAL-PRACTICAL NURSING (MENTAL HEALTH)**

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

Prerequisites: Enrollment in the Vocational Nursing Program and the successful completion of 1st semester courses.

Corequisites: VNSG 1161, VNSG 1429, VNSG 1261, VNSG 1236, VNSG 1234, VNSG 1420

(Proficiency Levels: Math 1, Language 3)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.(511613)

### **VNSG 1161 CLINICAL-PRACTICAL NURSING (PEDI)**

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

Prerequisites: Enrollment in the Vocational Nursing Program and the successful completion of 1st semester courses.

Corequisites: VNSG 1160, VNSG 1429, VNSG 1261, VNSG 1236, VNSG 1234, VNSG 1420

(Proficiency Levels: Math 1, Language 3)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.(511613)

### **VNSG 1162 CLINICAL-PRACTICAL NURSING (MATERNAL-NEONATAL NURSING)**

**(0-5) Credit: 1**

Prerequisites: Enrollment in the Vocational Nursing Program and the successful completion of 1st and 2nd semester courses.

Corequisites: VNSG 1115, VNSG 1230, VNSG 1432, VNSG 2461

(Proficiency Levels: Math 1, Language 3)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.(511613)

### **VNSG 1216 NUTRITION**

**(2-0) Credit: 2**

Prerequisites: Enrollment in the Vocational Nursing Program.

Corequisites: VNSG 1222, HPRS 2200, VNSG 1227, VNSG 1423, VNSG 1260

(Proficiency Levels: Math 1, Language 3)

Introduction to nutrients and their role in proper growth and development and the maintenance of health.

### **VNSG 1222 VOCATIONAL NURSING CONCEPTS**

**(2-0) Credit: 2**

Prerequisites: Enrollment in the Vocational Nursing Program.

Corequisites: VNSG 1216, HPRS 2200, VNSG 1227, VNSG 1423, VNSG 1260

(Proficiency Levels: Math 1, Language 3)

Introduction to the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional.

### **VNSG 1227 ESSENTIAL OF MEDICATION ADMINISTRATION**

**(0-2) Credit: 2**

Prerequisites: Acceptance in the Vocational Nursing Program, or Administrative approval.

Corequisites: VNSG 1222, HPRS 2200, VNSG 1423, VNSG 1260, VNSG 1216, HPRS2200

(Proficiency Levels: Math 1, Language 3)

General principles of medication administration including determination of dosage,

preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement.

**VNSG 1230 MATERNAL-NEONATAL NURSING**

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

Prerequisites: Enrollment in the Vocational Nursing Program and the successful completion of 1st and 2nd semester courses.

Corequisites: VNSG 1115, VNSG 1432, VNSG 1162, VNSG 2461

(Proficiency Levels: Math 1, Language 3)

Utilization of the nursing process in the assessment and management of the childbearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions.

**VNSG 1234 PEDIATRICS**

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

Prerequisites: Enrollment in the Vocational Nursing Program and the successful completion of 1st semester courses.

Corequisites: VNSG 1161, VNSG 1429, VNSG 1261, VNSG 1160, VNSG 1236, VNSG 1420

(Proficiency Levels: Math 1, Language 3)

Study of childhood diseases and childcare from infancy through adolescence. Focus on the care of the well and the ill child utilizing the nursing process.

**VNSG 1236 MENTAL HEALTH**

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

Prerequisites: Enrollment in the Vocational Nursing Program and the successful completion of 1st semester courses.

Corequisites: VNSG 1161, VNSG 1429, VNSG 1261, VNSG 1160, VNSG 1234, VNSG 1420

(Proficiency Levels: Math 1, Language 3)

Introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms, and therapeutic communication skills.

**VNSG 1260 CLINICAL-PRACTICAL NURSING (BASIC NURSING SKILLS)**

**(0-6) Credit: 2**

Prerequisites: Enrollment in the Vocational Nursing Program.

(Proficiency Levels: Math 1, Language 3)

Corequisites: VNSG 1222, HPRS 2200, VNSG 1227, VNSG 1216, VNSG 1423

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**VNSG 1261 CLINICAL-PRACTICAL NURSING**

**(0-9) Credit:2**

Prerequisites: Enrollment in the Vocational Nursing Program and the successful completion of 1st semester courses.

Corequisites: VNSG 1160, VNSG 1429, VNSG 1161, VNSG 1236, VNSG 1234, VNSG 1420

(Proficiency Levels: Math 1, Language 3)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**VNSG 1420 ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH**

**(3-2) Credit: 4**

Prerequisites: Enrollment in the Vocational Nursing Program and the successful completion of 1st semester courses.

Corequisites: VNSG 1161, VNSG 1261, VNSG 1234, VNSG 1160, VNSG 1236, VNSG 1429

(Proficiency Levels: Math 2, Language 3)

Introduces to the normal structure and function of the body including an understanding of the relationship of body systems in maintaining homeostasis.

**VNSG 1423 BASIC NURSING SKILLS**

**(4-4) Credit: 4**

Prerequisites: Enrollment in the Vocational Nursing Program.

Corequisites: VNSG 1222, HPRS 2200, VNSG 1227, VNSG 1260, VNSG 1216

(Proficiency Levels: Math 1, Language 3)



## COURSE DESCRIPTIONS

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Mastery of entry level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions. (511613)

### **VNSG 1429 MEDICAL SURGICAL NURSING I**

**(3-2) Credit: 4**

Prerequisites: Enrollment in the Vocational Nursing Program and the successful completion of 1st semester courses.

Corequisites: VNSG 1161, VNSG 1261, VNSG 1234, VNSG 1160, VNSG 1236, VNSG 1420

(Proficiency Levels: Math 1, Language 3)

Application of the nursing process to the care of adult patients experiencing medical-surgical conditions in the health-illness continuum. A variety of health care settings are utilized. (511613)

### **VNSG 1432 MEDICAL SURGICAL NURSING II**

**(4-1) Credit: 4**

Prerequisites: Enrollment in the Vocational Nursing Program and the successful completion of 1st and 2nd semester courses.

Corequisites: VNSG 1115, VNSG 1230, VNSG 1162, VNSG 2461

(Proficiency Levels: Math 1, Language 3)

Continuation of Medical-Surgical Nursing I with application of the nursing process to the care of adult patients experiencing medical-surgical conditions in health-illness continuum. Includes a variety of health care settings. (511613)

### **VNSG 2461 CLINICAL – PRACTICAL NURSING (MEDICAL-SURGICAL NURSING II)**

**(0-12) Credit: 4**

Prerequisites: Enrollment in the Vocational Nursing Program and the successful completion of 1st and 2nd semester courses.

Corequisites: VNSG 1115, VNSG 1230, VNSG 1432, VNSG 1162

(Proficiency Levels: Math 1, Language 3)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

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A.A.S., Milwaukee Are Technical College  
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M.S., Ph.D., Texas A&M University

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B.A., University of Texas at Austin  
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Graduate Study, University of Texas and  
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Psychology  
B.S., M.Ed., University of Houston

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B.S., M.B.A., Southern Methodist  
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M.A., The University of Texas at Austin

**Marie L. Eliaz**, Assistant Professor/  
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B.B.A., University of Houston,  
Graduate Study, University of Houston-  
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A.A.S., Galveston College  
B.S.N., University of Texas School of  
Nursing-Galveston  
M.S.N., Graduate School of Biomedical  
Sciences, University of Texas Medical  
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Associate Degree Nursing  
B.S.N., Grand View College, Des Moines  
M.S.N., Graduate School of Biomedical  
Sciences, University of Texas Medical  
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ABD, Graduate School of Biomedical  
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B.S., Marquette University  
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B.S.N., University of Texas School of  
Nursing at Galveston  
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Sciences, University of Texas Medical  
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of Vocational Nursing  
B.S.N., University of Arizona  
Graduate Study, California College for  
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A.A., A.A.S., Galveston College,  
B.A., M.A., University of Houston, Clear  
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B.S., M.S., Texas Tech University

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A.A.S., Galveston College  
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# GLOSSARY OF TERMS

**Add:** To enroll in additional course(s) after regular registration.

**Admission:** Formal application and acceptance as a student.

**Academic advisor:** A member of the College staff who assists students in planning appropriate academic programs.

**Audit:** On a space available basis, permission to audit a course may be granted by a Dean. Such permission allows the audit student to listen and observe, but not complete assignments, enter into class discussions, or take part in laboratory work unless agreed to by the instructor.

A student may not change from audit to credit status after the census date. Full tuition and fees will be charged and these students will receive a grade of Audit. No college credit is granted.

**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.

**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.

**Core Courses:** Those courses common to each of the associate degrees.

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

**Credit:** A unit 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.

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

**Dual Credit:** Simultaneous high school and college credit for pre-approved courses.

**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.

## GLOSSARY

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**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.

**General Education Courses:** Each degree plan for the associate degree includes 15 credit hours of general education courses with at least one course taken from each of the following areas: humanities / fine arts, behavioral / social sciences, and natural science / mathematics. In addition, evidence of computer literacy must be satisfied by completion of COSC 1101 or a higher level of computer science.

**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 dean. Such permission allows the student to participate in the class but without college credit.

Enrollment is through the Community Education division and fees are set by that division. 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.

**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.

**Transfer courses:** Transfer courses are those that are designed to transfer to other colleges and universities. Students need to consult with an advisor or counselor about the transfer-

ability of specific courses. There is no guarantee, however, that a course which “transfers” will apply toward a specific major or degree at a four-year college or university.

Transfer courses are identified by a four digit course number of 1000 or above. Developmental courses do not transfer and are identified with a four digit course number

beginning with a 0. Example: Transfer course = ENGL 1301; Non-transfer course = MATH 0303.

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

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