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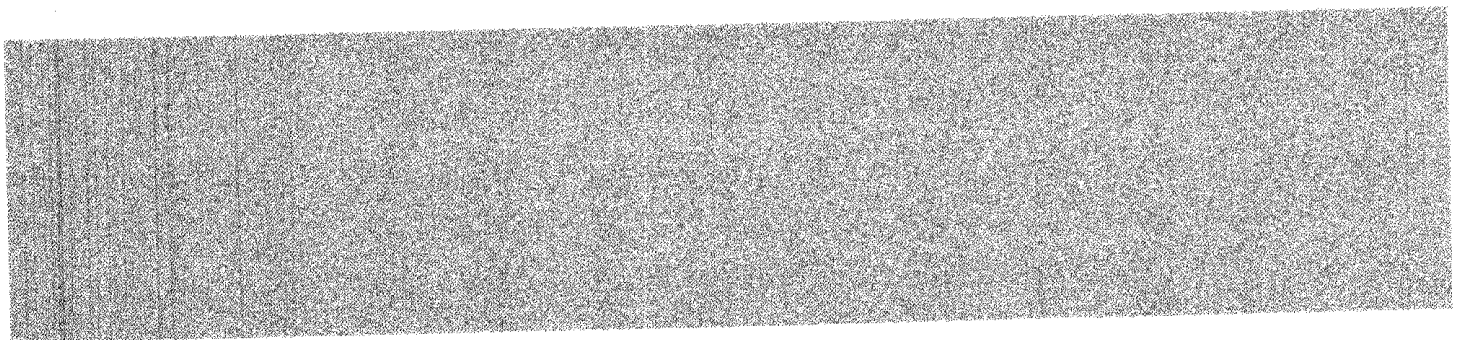
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# 2006 - 2007 CATALOG





# **GALVESTON COLLEGE**

**2006-2007**

## **CATALOG**

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 Vice President of Academic Affairs and Student Services.

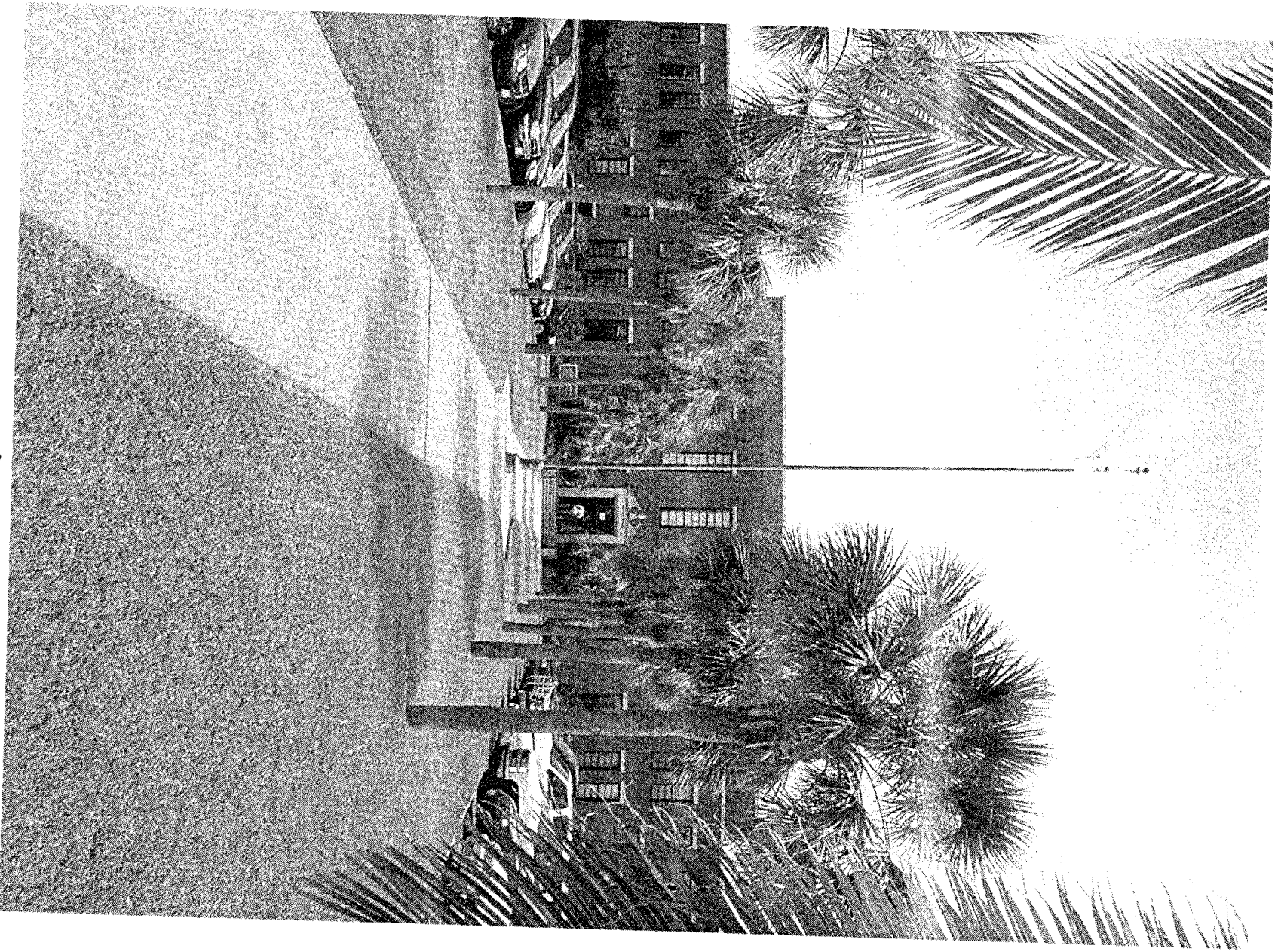
Galveston College will not be held responsible for injuries sustained while participating in any credit or non-credit physical education course or for injuries sustained while using the College's physical education facilities.

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

Es la política de Galveston College proporcionar oportunidades iguales sin consideración alguna hacia edad, raza, color, religión, origen nacional, sexo, discapacidad o estado de veterano.

Esta política se extiende al empleo, admisión, y todos los programas y actividades apoyados por Galveston College. Las investigaciones referentes a oportunidades iguales se pueden dirigir al Vicepresidente Para Asuntos Académicos y Servicios al Estudiante.

**UN COLEGIO CON OPORTUNIDADES IGUALES/ACCIÓN AFIRMATIVA EN LA EDUCACIÓN Y EL EMPLEO**



**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 (TEA) 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:**

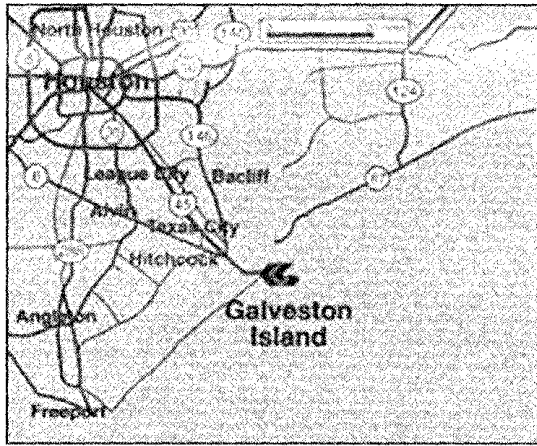
American Association of Community Colleges  
Southern Association of Colleges and Schools  
Texas Public Community/Junior College Association  
National Commission for Cooperative Education  
American Hotel/Motel Association  
Texas Business Educators Association  
Texas Computer Education Association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

**ACCREDITATION**

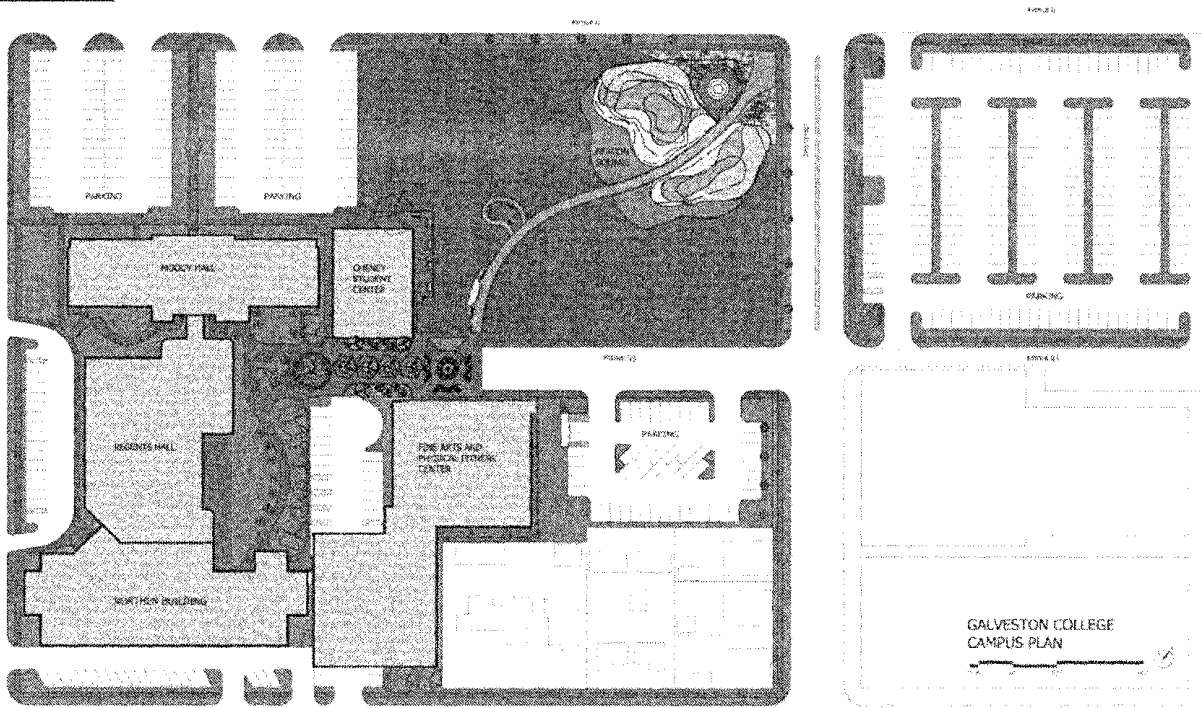
# GALVESTON COLLEGE MAP

## DIRECTIONS 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. 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 is available on Avenue Q, Avenue R and satellite parking at 39th and Avenue Q.



## CAMPUS MAP





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## TELEPHONE DIRECTORY

These offices may be reached directly by dialing:

Academics.....	(409) 944-1317
Admissions.....	(409) 944-1230
Bookstore.....	(409) 944-1260
Building Bridges to Success Program.....	(409) 944-1295
Business and Industry.....	(409) 944-1286
Business Office.....	(409) 944-1362
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) 944-1494
Financial Aid.....	(409) 944-1235
Fitness Center.....	(409) 944-1308
Foundation.....	(409) 944-1303
Health Sciences.....	(409) 944-1490
Home Plate.....	(409) 944-1284
Human Resources.....	(409) 944-1280
Information Technology.....	(409) 944-1352
Intercollegiate Athletics.....	(409) 944-1315
Learning Resource Center.....	(409) 944-1240
Math and Sciences.....	(409) 944-1277
Media.....	(409) 944-1250
Nursing Programs.....	(409) 944-1396
President's Office.....	(409) 944-1200
Print Center.....	(409) 944-1249
Public Affairs.....	(409) 944-1303
Radiologic Health Sciences.....	(409) 944-1490
Institutional Effectiveness and Research.....	(409) 944-1207
Research and Planning.....	(409) 944-1207
Security.....	(409) 944-1364 or 0
Special Services.....	(409) 944-1227
Student Activities.....	(409) 944-1224
Surgical Technology.....	(409) 944-1495
Technical Studies and Career Education.....	(409) 944-1330
Testing Center.....	(409) 944-1290
Tutoring Center.....	(409) 944-1244
Upward Bound.....	(409) 944-1254
Vice President for Academic Affairs and Student Services.....	(409) 944-1203
Vice President for Administrative Services.....	(409) 944-1206
Workforce Education.....	(409) 944-1286

TELEPHONE DIRECTORY



**DR. ELVA CONCHA LEBLANC**

Dr. Elva Concha LeBlanc became President of Galveston College in July of 2001.

Welcome to Galveston College.

As you walk through our campus, you will note several positive changes which are evidence of our transformation into a "Learning College". So how is a learning college different from other educational institutions? The answer is simple, **we put students first**. We want to provide a student-centered environment and to focus all college staff and resources on student learning, student development, and student success. We make students active partners in the learning process.

Our library has been transformed into a 21st Century Learning Resource Center complete with cyber café, group study rooms, testing center and thousands of online reading and research opportunities.

We are making more coursework available to students through the Virtual College of Texas. For students in high school we offer early college start, dual enrollment, and tech prep.

We are implementing new strategies throughout the campus that will help students reach their educational goals. Part of these strategies has been the development and implementation of our new Quality Enhancement Program focused on "Keys to Student Success". "Keys to Student Success" is an umbrella to cover all aspects of creating success at Galveston College for our students. Galveston College provides the resources but you must bring the commitment. Commitment means attending classes, setting aside adequate study time, using college support services and arriving every day ready to learn.

We hope you will join us as your remarkably good community college offers you its best! For more information about Galveston College please visit our website at [www.gc.edu](http://www.gc.edu).

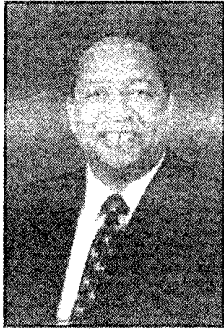
Sincerely,

A handwritten signature in cursive script, appearing to read "Elva Concha LeBlanc".

Dr. Elva Concha LeBlanc

## BOARD OF REGENTS

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



**Carl E. Kelley,**  
Chairman



**Florentino Gonzalez,**  
Vice Chairman



**George Black,**  
Secretary



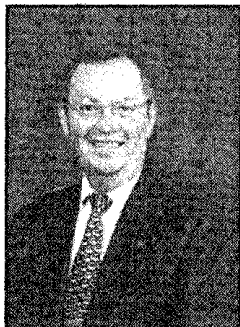
Barbara Crews



Paul Cunningham, M.D.



Phyllis H. Moore



F.A. Odom

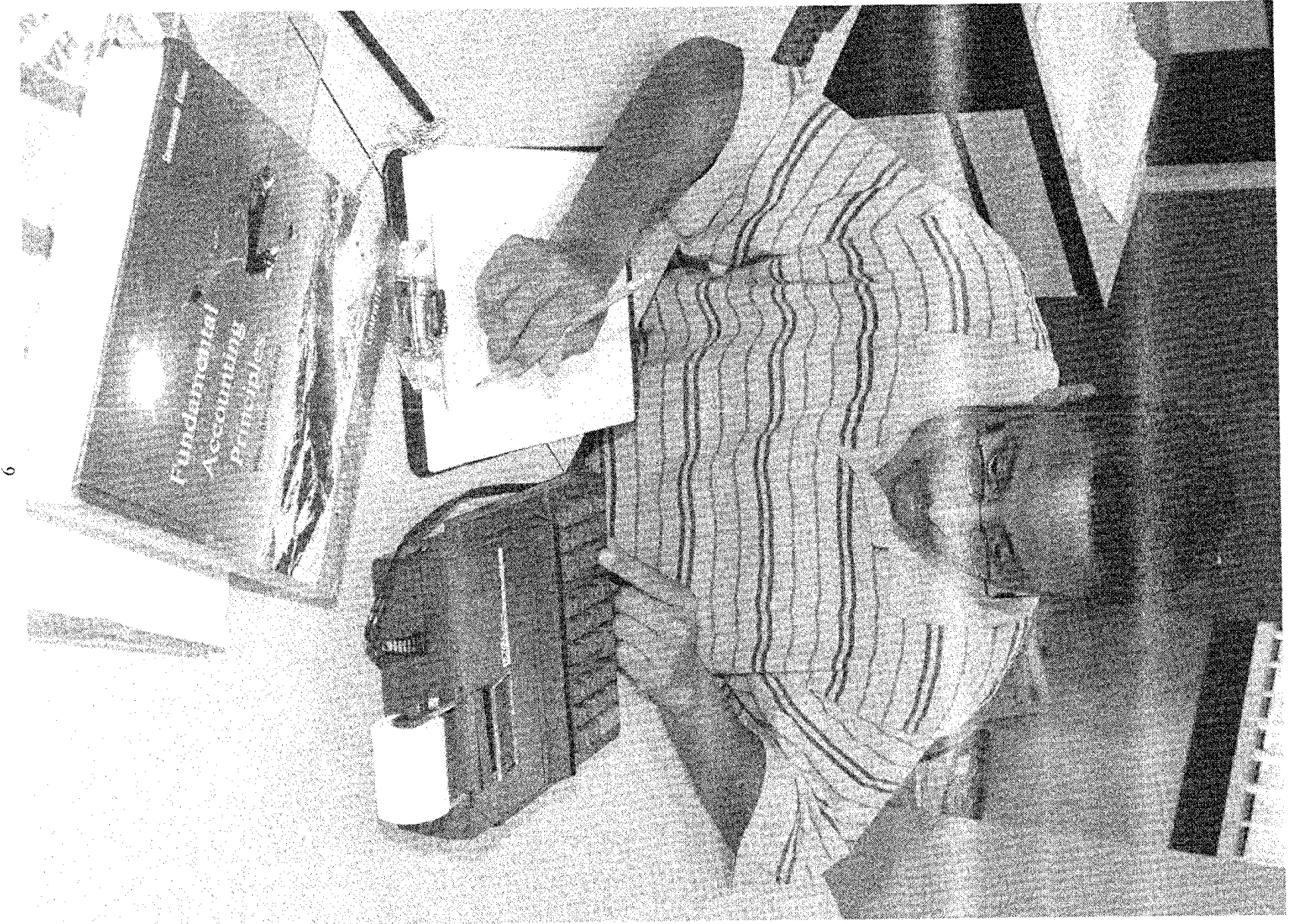


Gregory Roof, Ph.D.



Carroll G. Sunseri

**BOARD OF REGENTS**



**FALL 2006**

July 25, 27 or August 19	Orientation (Required for all new full-time students)
July 31-August 10	Early Registration
August 21	Faculty & Staff General Assembly (No Registration)
August 22-25	Open Registration (Ends at 1:00 p.m. on August 25 <sup>th</sup> )
August 28	Classes Begin
August 28 & 29	Late Registration/Schedule Changes
September 4	Labor Day (Holiday)
September 13	Last Day to Drop Without Receiving a "W"
September 25	College and Career Information Night
November 1	Last Day to File For Fall Graduation
November 3	Last Day to Submit AWN
November 16	Last Day to Withdraw (3:00 p.m.)
November 23-24	Thanksgiving Holidays (College Closes at 3:00 p.m. on November 22)
November 27	Classes Resume
December 8	Classes End
December 11-14	Last Day to Apply for Spring 2007 Graduation
December 15	Final Exams
	Grades Due to Admissions by 4:00 p.m.

**SPRING 2007**

November 27-December 1	Early Registration
January 8-12	Open Registration (Ends at 1:00 p.m. on January 12)
January 15	Martin Luther King Holiday
January 16	Classes Begin
January 16-17	Late Registration/Schedule Changes
January 31	Last Day to Drop Without Receiving a "W"
March 12-17	Mid-Semester Holidays
March 19	Classes Resume
March 30	Last Day to Submit AWN
April 12	Last Day to Withdraw (3:00 p.m.)
May 3	Classes End
May 7-10	Last Day to Apply for Summer I 2007 Graduation
May 11	Final Exams
	Grades Due to Admissions by 4:00 p.m.

**SUMMER I 2007**

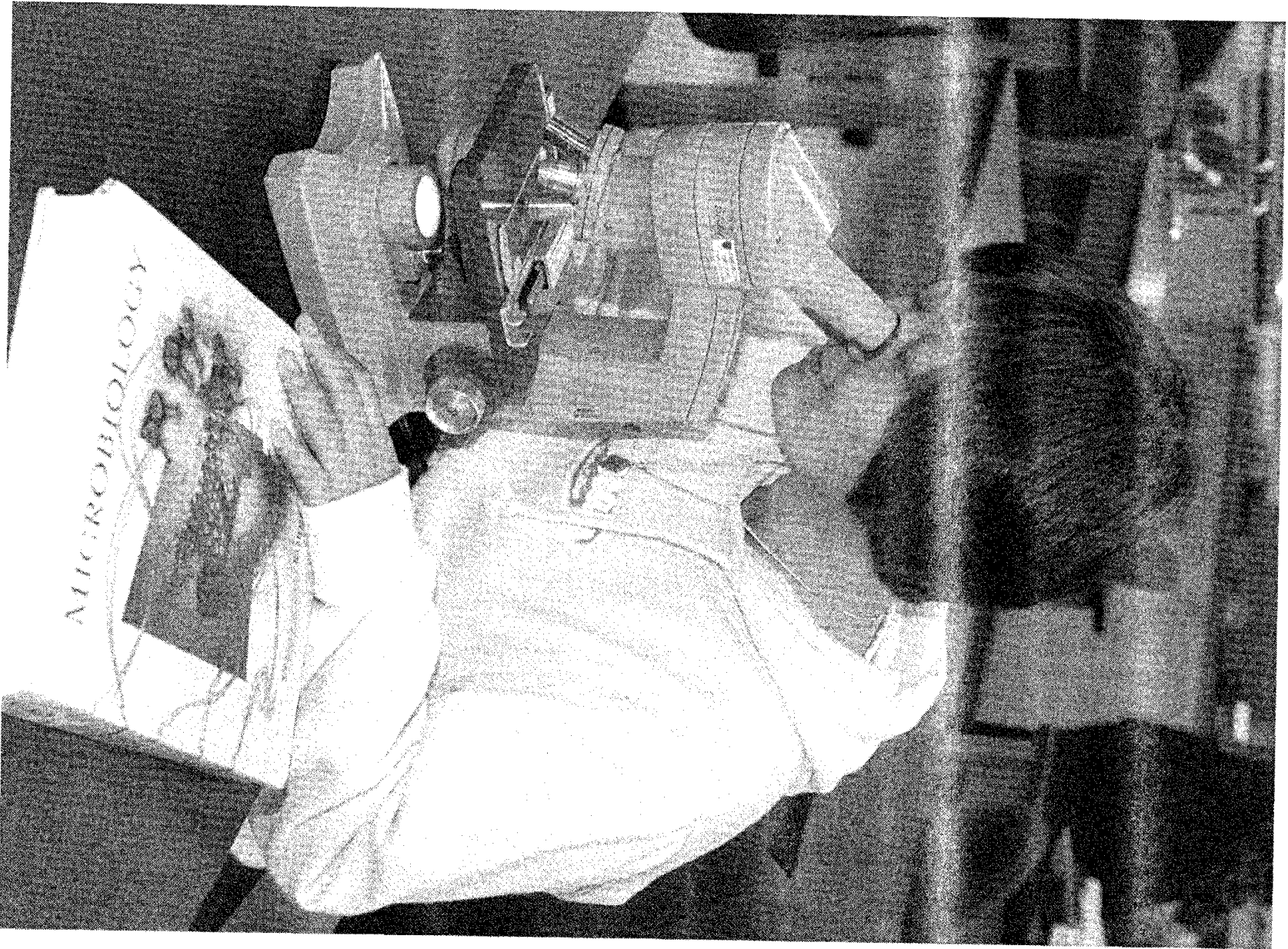
April 23-27	Early Registration for Summer I & II (Ends at 1:00 p.m. on April 27)
May 22-24	Open Registration
May 28	Memorial Day (Holiday)
May 29	Classes Begin
May 29-30	Late Registration/Schedule Changes
June 4	Last Day to Drop Without Receiving a "W"
June 11	Last Day to Submit AWN
June 12	Last Day to Drop Without Receiving a "W" (12 week courses)
June 21	Last Day to Withdraw
July 4	Independence Day Holiday
July 5	Final Exams (SSI) Classes End
	Last Day to Apply for SS II Graduation (6 weeks & 12 weeks)
July 9	Grades Due to Admissions by 4:00 p.m. (SSI)
July 17	Last Day to Submit AWN (12 week courses)
July 26	Last Day to Withdraw (12 week courses)
August 15	Final Exams (12 week courses)
August 16	Grades Due to Admissions by 4:00 p.m. (12 week courses)

**SUMMER II 2007**

July 2-3	Open Registration
July 9	Classes Begin
July 9 & 10	Late Registration & Schedule Changes
July 12	Last Day to Drop Without Receiving a "W"
July 24	Last Day to Submit AWN
August 1	Last Day to Withdraw
August 14	Final Exams Classes End
	Last Day to Apply for Fall 2007 Graduation
August 16	Grades Due to Admissions by 4:00 p.m.

**2006-2007 COLLEGE HOLIDAYS**

Labor Day	September 4
Thanksgiving (College closes at 3:00 p.m. on November 22)	November 23-25
Holiday-Semester Break (College closes at 3:00 p.m. on December 19)	December 20, 2006-January 2, 2007
Martin Luther King Day	January 15
Mid-Semester Holidays	March 12-17
Good Friday	April 6
Memorial Day	May 28
Independence Day	July 4





## MISSION AND GOALS

### VISION STATEMENT

*"GALVESTON COLLEGE – a beacon of light guiding lifelong learning"*

### 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 21st 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 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.
- Continuing Education Vocational programs lead to the development of marketable skills and pro-

vide 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.

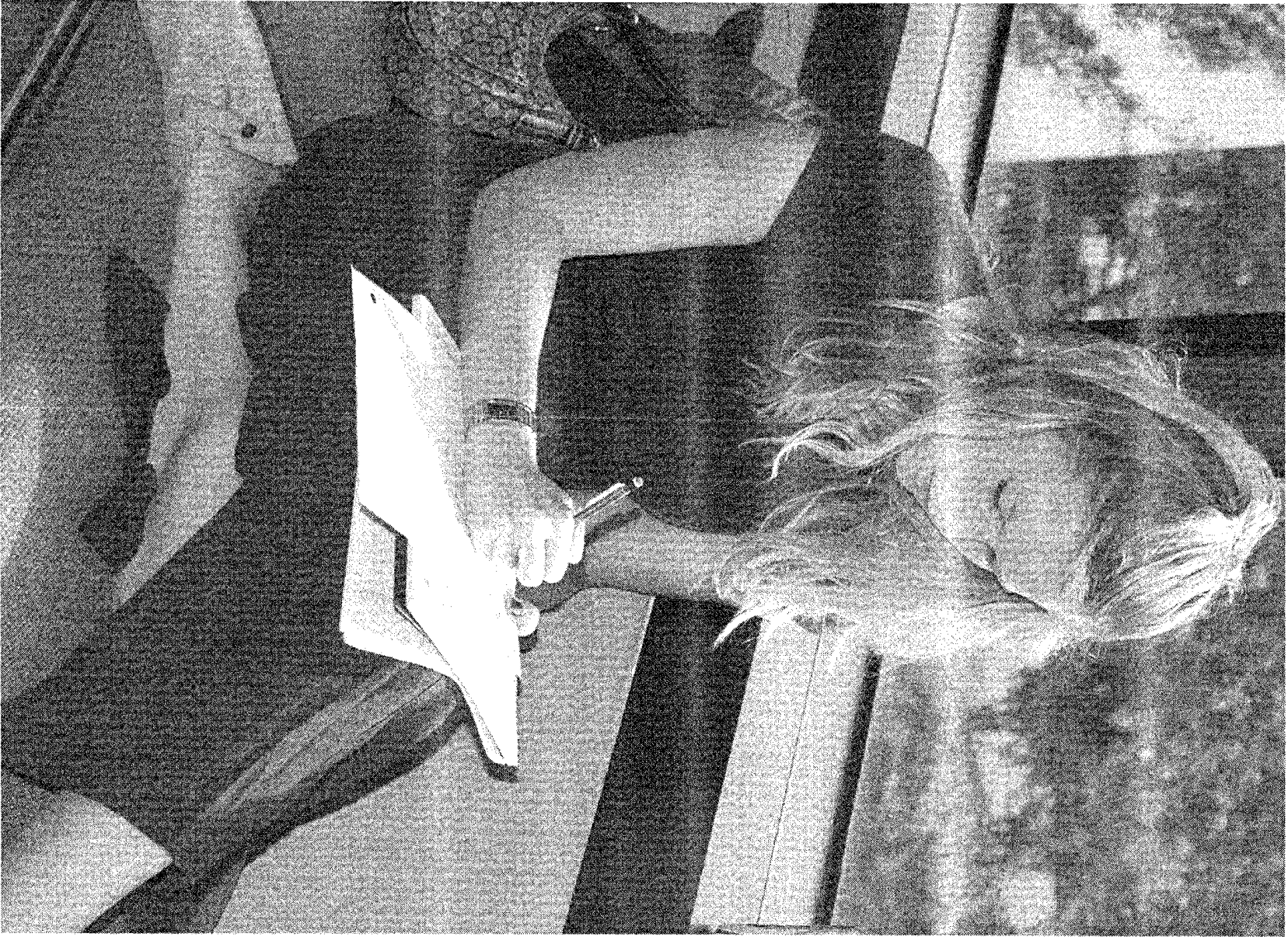
### **SERVICES**

- Instructional support services are provided through the library, the media and copy center, the Learning Resource 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



## HISTORY OF GALVESTON COLLEGE

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

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 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, and 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, human development, and surgical technology. Also, a grant from the National Science Foundation 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 anniver-

sary 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 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 a 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 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.

In the fall of 2003, the Galveston College President led an effort to transform Galveston College to a true learning college designed for the 21st century learner. By the end of 2004, despite several cutbacks in state funding, the College managed to streamline its operations, lend its Fort Crockett campus to the Galveston Independent School District and complete the move of all operations to the 4015 Avenue Q campus.

The Galveston College Foundation reported assets of nearly \$5 million, the College's annual operating budget was over \$13 million and architects and builders completed renovations creating the new Health Sciences Center and the Learning Resource Center by November 2004. By June 2005 Galveston College had survived another round of state legislative cuts, begun development of its new front door Beacon Square and recorded its second highest credit enrollment with a Spring 2005 headcount of 2,560.

By summer 2005, the College's associate's degree program of Biotechnology was gaining notoriety and partners. Facilities and parking areas were being extended and utilized by a growing number of students, and visitors were attracted from around the region and the world.

In fall of 2005 Galveston College announced receipt of a 2.4 million dollar first-time Title V grant which would be coupled with the \$450,000 Achieving the Dream Grant and the \$100,000 Dreamkeepers grant to push forward the learning college transformation.

In late September 2005, Hurricane Rita – a category 5 storm – threatened Galveston and 299 general aid students were financially assisted in the evacuation by the Dreamkeepers fund. In spring of 2006 Galveston College hosted a successful regional Emotional Intelligence Conference, celebrating its mentoring, tutoring, Upward Bound and Building Bridges programs. In May 2006 the 39<sup>th</sup> Commencement of Galveston College was held featuring the largest graduating class in the College's history with 290 students.

Galveston College enters its 40<sup>th</sup> Anniversary year in fall 2006.

## GALVESTON COLLEGE FOUNDATION

The Galveston College Foundation exists to support and enhance the ability of Galveston College to accomplish its mission of improving people's lives through lifelong learning.

The Galveston College Foundation was formed in 1996 as a separate 501(c)(3) non-profit organization that would support the projects and programs of Galveston College through fundraising and friendraising. A twenty-one member volunteer board of directors sets its policies and oversees activities of the Foundation Director and staff. The President and the Director serve as ex-officio members of the Galveston College Foundation Board of Directors.

Galveston College is Galveston's college. It exists to serve the community. However, the traditional sources of funding available to the College (state funding, property taxes, tuition and fees) are not enough to provide for all that needs to be done. The Galveston College Foundation provides opportunities for any individual, company or other organization to make a difference in our community by supporting Galveston College. There are many ways that to assist the College in fulfilling its Vision.

- **Universal Access**

Universal Access, a nationally recognized program that the community of Galveston created, provides education and career training opportunities for Galveston citizens regardless of income. The Universal Access commitment encourages and inspires Galveston students to complete their education and improve their quality of life in Galveston. Since Fall 2001 every local high school, GED and home schooled graduate has been eligible to apply for free tuition and fees through the Universal Access program at Galveston College. A one time book stipend of \$200 is awarded to eligible students.

- **Named Scholarships**

You can help us meet the ever-increasing demand for scholarships and assist deserving students by contributing to the Named Scholarship Fund. Funding scholarships is a long-term commitment with positive implications for Galveston and its citizens.

- **Athletic Scholarships**

The Whitecaps inter-collegiate athletic program provides opportunities for students to improve their athletic and academic abilities. The Whitecaps athletic program has produced successful graduates, professional baseball players and outstanding career minded individuals. Donate to Athletic Scholarships in the amount of your choice.

- **Music Scholarships**

Galveston College is seeking Music scholarships for students of all ages. Galveston College offers vocal instruction and individual instruction on multiple instruments including piano, guitar and violin.

- **President's Partners Fund**

Galveston College has enjoyed various partnerships with individuals, businesses, industries and organizations that have helped to support and employ its students. The President's Partners Fund was established to allow the College's Chief Executive Officer to interact with different groups on a local, state, and national level that can help further the mission of Galveston College. President's Partners Fund contributors of \$100 or more will be extended an invitation to join the President in a culinary and conversational experience.

- **Faculty/Staff Professional Development**

Faculty must constantly work to stay current with technology and learning methods, as well as developments in their particular field. Sending a faculty member to a professional conference or having an expert provide an onsite workshop can make all the difference. Support for professional development ensures that our faculty serve their students with the most current knowledge and technology available.



- **Nursing Faculty Endowments**  
Galveston College is interested in establishing endowments for faculty positions. Nursing is one of the College's primary programs but donations can be made to any faculty area.
- **Students Leadership Fund**  
The Student Leadership Fund was established to support student's service learning opportunities and training. The fund is used to pay for leadership conferences, honor society memberships and other projects that contribute to student leadership development.
- **Facility Naming Campaign**  
Galveston College Foundation raises money by providing naming opportunities for trees, flowers, benches, classrooms, galleries, athletic facilities, dormitories, lecture halls and new construction. Donation opportunities exist from several hundred dollars to several million dollars.
- **Beacon Square Development**  
Funds are needed to continue the enhancement of the new front door of Galveston College. The College's Vision Statement - Galveston College, a beacon of light guiding lifelong learning - has inspired the development of Beacon Square. Beacon Square will provide a walkway entry featuring the South Jetty Lighthouse cupola at 39th and Avenue Q. You have an opportunity to be a lasting part of the front entrance of Galveston College, near an important piece of Galveston history. The South Jetty Lighthouse was located two miles from Galveston Island from 1916 to 2000 when a storm toppled it. Through a lease with the U.S. Coast Guard, the restored lighthouse cupola has become part of the Galveston College campus. As part of the College's expansion project, bricks were placed around the cupola at the entrance of 39th and Avenue Q that have names of donors or honorees inscribed. Donations are sought for tree and bench placements.
- **Other**  
Any designation or amount of the donor's choice is tax deductible to the extent allowed by law.

All gifts to the Galveston College Foundation 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.

Community's support for its college, at whatever level, is critical. Any and all 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) 944-1302, for further information.



## 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.

#### *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.

#### *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.

#### *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 and Student Services, Vice President for Administration, Director of Public Affairs and the Galveston College Foundation, and the Director of Human Resources and Risk Management.

#### *BUSINESS OFFICE*

The College's Business Office handles most daily transactions of a financial nature. The outgoing mail services 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 maximum 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 40,000 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 Northern 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 Northern Center.

### ***BUILDING BRIDGES TO SUCCESS***

The Building Bridges to Success Information Center is located on the second floor of Regents Hall.

### **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.

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

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

Located on the first floor of the Northern 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.

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

The College provides supervised babysitting for children of single parents who are vocational majors with documented financial need. Eligible children must be between the ages of 18 months and seven years. The playroom/study hall is located on the third floor, west wing of the Northern Center.

### ***OFFICE TECHNOLOGY LABORATORIES***

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

## **EUDINE MEADOWS CHENEY STUDENT CENTER**

The Eudine Meadows Cheney Student Center is located east of Moody Hall on the Main Campus. It houses a

snack bar, a student lounge with television 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; and SC means Eudine Meadows Cheney Student Center.

**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. 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 39th 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 Office of Public Relations.

**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. Smoking is not permitted in buildings or on campus grounds.

**Posting of Notices:** No public notice of any kind will be posted in College buildings or on College property without approval of the Dean of Enrollment Management and Student Success. Notices will be posted on bulletin boards or other appropriate fixtures. Notices will not be posted on walls, doors or windows.

**Bulletin Boards:** Bulletin boards are located throughout the campus. Please contact the Enrollment Management and Student Success for information on posting.

# Galveston College Parking Rules and Regulations

## General Provisions

Galveston College has developed regulations for the purpose of proper identification of vehicles of persons who have legitimate business with the College; to ensure safety/notification of students, faculty and staff in an emergency; to provide orderly parking, traffic and use of parking facilities; to provide for the issuance of vehicle identification permits; to ensure pedestrian safety; and to provide for enforcement in the event of violation. The operation of a motor vehicle on Galveston College property is governed by College policies and regulations.

The fact that a violation notice is not issued when a violation occurs does not imply that the regulation or rule is not in effect. Each vehicle operator is responsible for knowing and following the parking rules and regulations.

Campus Security has been charged with the authority to enforce these regulations, including the right to tow vehicles for specific violations and repeat violators. The owner or operator of a towed vehicle is responsible for the cost of towing and storage fees in addition to any other fines.

Proof that a parking or traffic controls device, sign, signal, or marking was in place at any location on the campus shall constitute prima facie evidence that it was official and was installed under proper authority by College, city, state, and federal guidelines.

The College assumes no responsibility for any vehicle or its contents while the vehicle is parked or operated on College property. All vehicle operators should lock or otherwise secure their vehicles when parked on the Galveston College campus.

## Definitions

**Abandoned Vehicle** – a motor vehicle, bicycle, or other conveyance parked on Galveston College property for more than three (3) days without being moved.

**GC** – Galveston College.

**Campus** – all property owned or controlled by Galveston College.

**Citation** – Notification issued by a Galveston police officer which may be written to any vehicle found in violation of state law or city ordinances on GC property.

**Parking for Disabled Individuals** – spaces or areas reserved for any disabled individual who has an appropriate hang tag or license plate.

**Habitual Violator** – any person who has received three (3) or more violations notices within a twelve-month period.

**Impound** – towing and storage of a vehicle at a towing facility.

**Marked Space** – parking space defined by two parallel lines.

**Motor Vehicle** – all automobiles, buses, trucks, motorcycles, motor scooters, motorbikes, mopeds, etc.

**Moving Violations** – moving traffic law violations as enacted by the State of Texas.

**No Parking Zones** – all areas not specifically designated for parking, including painted curbs, fire lanes, loading zones, service delivery and dumpster pads.

**Parking Permit** – a temporary card, hang tag or self-adhering decal issued by GC, authorizing the motor vehicle properly displaying the permit to be lawfully parked within designated areas. The issuance and display of the permit serves as proper registration.

**Reserved Parking** – parking spaces identified by signs and/or pavement markings; enforced during business hours.

**Restricted Parking** – parking spaces reserved for use by holders of designated permits.

**Visitors** – persons other than students, faculty members, staff members or employees of GC.

**Violation Notice** – a notification issued by GC Security for violations of parking and traffic regulations. **VIP** – Vehicle Identification Permit; same as Parking Permit.

## Parking Regulations

**Registration of Motor Vehicles:** All students, faculty and staff at Galveston College are required to identify their motor vehicles on campus through the use of a Galveston College parking permit. Parking permits

can be obtained from Media Services by completing the appropriate form.

**Procurement of a Parking Permit by students or employees does not guarantee a specified parking space. Each driver is responsible for finding a legal parking space. Inability to locate a parking space is not an excuse for violating parking regulations.**

A Parking Permit may not be obtained for or displayed by an individual ineligible to receive the permit. The College may suspend for a period of one (1) year the parking privileges of individuals who violate this regulation.

Reserved Parking Permit: GC Employees assigned to designated reserved (restricted) parking spaces will be required to display a valid parking permit and the red reserved parking hang-tag.

Visitor Parking: Reserved parking spaces for short-term parking for campus visitors. Visitor parking spaces are designated with signs and are limited to one (1) hour parking. Visitor parking spaces will not be used by motor vehicles with other types of parking permits.

Temporary Parking Permits: After arranging for temporary parking through the Physical Plant Director, temporary parking permits can be obtained from Campus Security to allow parking on GC property for up to six (6) weeks. Temporary permits are designed to assist temporary employees, consultants, contractors, etc., in finding a parking space to facilitate completion of assigned college business.

Parking for Disabled Persons: GC will follow state law regarding parking for disabled persons. Students, faculty and staff who have qualified and obtained a license plate or placard reflecting disability from the County Tax assessor's Office will be issued a parking permit. Those individuals may park in any parking space for disabled persons as long as their license plate reflects disabled status or their placard reflecting disability is hanging in their vehicle and is clearly visible.

Display of Parking Permits: Parking permits must be current and properly displayed on the motor vehicle. On automobiles and trucks, the parking permit must be prominently displayed in a manner that allows a clear view of the permit: Decals will be placed on the lower left corner of the rear window or left side of the rear bumper for convertibles. Hang-tags will be hung from the inside rear-view mirror. On motorcycles, the parking permit must be prominently displayed in a manner that allows a clear view of the permit.

## **Enforcement**

### **Policy and Procedures:**

All laws of the State of Texas, ordinances of the City of Galveston and rules and regulations of Galveston College are in effect on the campus 24 hours a day.

The campus speed limit is ten (10) miles per hour.

Special temporary parking arrangements must be made through the Physical Plant Director.

Reserved spaces, whether by designated "Reserved" signs or reserved by Campus Security for special events, will be enforced.

Traffic and Parking Notices: GC Security may issue GC Violation Notices.

**Towing of Motor Vehicles: All GC parking lots are posted with signs stating "Towing Enforced – Permit Parking Only – Unauthorized Vehicles Will Be Towed at Owner's or Operator's Expense – Towing Enforced 24 Hours a Day." Unauthorized, illegally parked and abandoned motor vehicles are subject to removal from GC parking lots by towing. Towing will be in accordance with Texas Transportation Code – Chapter 684.**

Penalties: Parking privileges may be suspended for a period of up to one (1) year for habitual violators. The vehicles of habitual violators may also be towed without notice at the expense of the vehicle owner.

### **Parking Violations:**

Parking without a valid GC parking permit in a "Permit Parking Only" parking lot.

Failure to display parking permit. Parking on campus at any time without displaying a parking permit.

(Exception will be for campus visitors using the reserved "Visitor Parking" for short-term parking.)

Improper display of parking permit. Parking permit not displayed as required.

Displaying a parking permit that has been altered or forged. Forging or fraudulently using a parking permit.

Parking in a "No Parking" zone.

Parking where prohibited by signs, painted curbs or lines.

Parking where no marked space exists.

Parking on grass, grounds, lawn, turf or any unapproved ground which has not been specifically designated for parking.

Parking in a fire zone.

Parking in loading zones.

Parking in a reserved space or area.

Parking illegally within a faculty/staff designated reserved space.

Parking illegally in "Visitor Only" reserved spaces.

Parking illegally within any barricaded or controlled space and/or area.

Parking illegally in a space for disabled individuals. Parking in a space for disabled individuals without properly displaying a license plate or placard (hang-tag) for disabled individuals.

Blocking drives, sidewalks, exits or loading zones.

Parking in a manner that obstructs or impairs proper usage of sidewalks, driveways, streets, curbs, ramps, loading zones, marked crosswalks, or disabled access.

Parking in a manner to prevent, impair or obstruct other vehicles from entering or exiting parking lots, parking spaces, or access streets that enter and exit the campus.

Parking in a manner that obstructs truck access to dumpsters.

Parallel parking on two-way streets and roadways.

Parking in a manner that obstructs two-way flow of traffic on any campus street or within a parking lot.

Failure to park with right-hand wheels within eighteen (18) inches of the street curb.

Failure to park within marked space. Failure of one vehicle to park within the marked boundaries is not implied consent for others to park with any part of the vehicle over the line.

Parking in a "double parked" fashion. Stopping or parking a vehicle on the roadway side of any vehicle parked at the edge or curb of a street or parking lot.

Violation Notices or Impounds:

**Receiving three (3) Violation Notices for any violation will result in vehicle being immediately towed at owner's expense.**

**For any violation causing disruption or a safety concern, the vehicle may be immediately towed at owner's expense.**

If the student has the same family name or home address as the registered owner of a vehicle for which a Violation Notice has been issued, the Violation Notice will be recorded in the student's name.

Appeals of Violation Notices or Impounds:

A student who receives a Violation Notice, or whose vehicle has been impounded, may request an appeal.

The appeal is handled through the Dean of Enrollment Management & Student Success. If the Dean of Enrollment Management & Student Success finds that vehicle was improperly impounded, the Violation Notice and towing/impounding expenses incurred by the student whose vehicle was impounded will be reimbursed by the College.

Faculty and staff who receive a Violation Notice, or whose vehicle has been impounded, may request an appeal. The appeal is handled through the Physical Plant Director. If the Physical Plant Director finds that the vehicle was improperly impounded, the Violation Notice and towing/impounding expenses incurred by the faculty/staff whose vehicle was impounded will be reimbursed by the College.

All appeals will be heard within fifteen (15) working days of the date an appeal is requested. Appeals for which the 15-working-day deadline falls within the winter break shall carry into the beginning of the spring semester.

### **Bicycle, Motorcycle, Motor Scooter and Moped Parking Regulations**

In accordance with Texas law, operators of bicycles, motorcycles, motor scooters and mopeds shall be granted all the rights and shall be subject to all the laws and duties applicable to the driver of a motor vehicle while on the Galveston College campus.

Parking of bicycles must be restricted to designated areas or bicycle racks. Bicycle racks are located next to the Northen Building, east side.

Parking of motorcycles, motor scooters or mopeds must be restricted to areas or spaces marked or designated for these types of vehicles. Designated motorcycle parking spaces are located between the Fine Arts Building and the Northen Building and on the eastside of the Hermes Fitness Center.

Any of these vehicles found parked illegally and creating a potential safety hazard may be impounded or cited.

### **GC Security**



Campus Security is a public service-oriented security department charged with the responsibility of providing protection for College students, faculty, staff and property.

All incidents, thefts or other criminal offenses on GC property are to be reported to Campus Security.

You can assist security by reporting:

Crime, no matter how insignificant it may seem.

Suspicious activity.

Suspicious persons at any place on campus.

An individual's report may prevent a crime.

Services Provided:

Safety escorts to vehicles.

Battery jumpstarts.

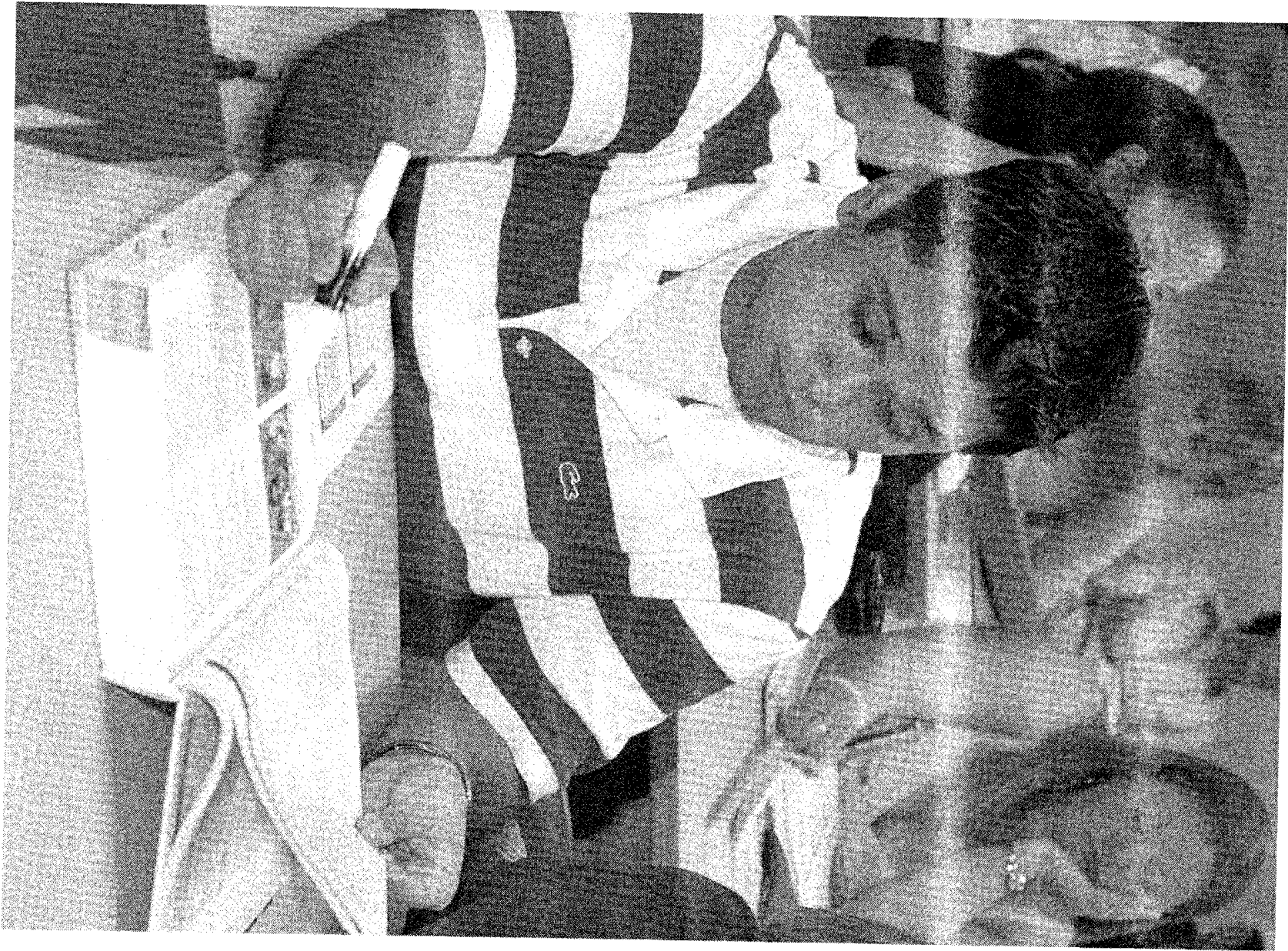
Assistance in locating vehicles.

Campus Security is located in the Mary Moody Northen Building, room 102. Individuals are encouraged to contact Campus Security 24 hours a day, 7 days a week, as may be necessary.

Dial "0" during normal working hours for non-emergency calls.

To report a crime or emergency, members of the campus community should call (409)-944-4242, Ext. 0, from off-campus phones or Ext 0 from on-campus phones. This number is monitored by the Dispatcher during normal business hours and will automatically "roll over" to the Campus Security cell phone after normal business hours.

Emergency Telephones: Several in-house emergency telephones are located throughout the campus. These telephones may be used to report any criminal activity, medical emergencies, fire, and any other type of emergency. They may also be used for non-emergency calls, such as to request an escort.



**GENERAL ADMISSIONS 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. Students who are not in good standing may be admitted with individual approval by the Dean of Enrollment Management & Student Success.
5. Individual approval by the Dean of Enrollment Management & Student Success 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 (Concurrent Credit & Dual Credit) -- 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. Students enrolled in Concurrent Credit take classes outside of high school hours. Dual Credit students take classes at the high school in courses that have been approved for high school and college credit. In addition to the applications, students must submit a letter of permission from the high school principal or designee and have qualifying scores on the following tests:

1. SAT -- 1070+ combined with 500 or higher math and verbal.
2. ACT -- 23+ composite with 19 or higher math and English
3. TAKS (exit level) -- 2200+ in math and/or 2200+ with a writing subscore of at least 3 in English/Language Arts (ELA)
4. COMPASS (THEA Alternative test) - Reading Skills 81+; Algebra -- 39+; Writing Skills (objective) -- 59+; and Written Essay -- 6+ or 5 with objective Writing Skills of 59

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. 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 Technical Preparatory (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 in high school and complete the coursework for an Associate of Applied Science degree at Galveston College. 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 after demonstrating evidence of an ability-to-benefit from college instruction. Students admitted under ability-to-benefit are required to take the COMPASS test and achieve the following minimum scores: Prealgebra/Numerical (25+), Reading (62+), Writing Objective (32+). Note: students receiving a certificate of completion from high school must demonstrate the ability-to-benefit from instruction by achieving minimum scores above on the COMPASS test.
- d. Home schooled students may apply for admission by completing an Application for Admission, taking the THEA test or THEA alternative test, and submitting a high school transcript. The transcript must be official and should include, but is not limited to:

- Course/class title
- Grading Scale
- Length of course and date completed
- Student GPA
- Grade in the course

Curriculum  
Course description

A personal interview with the Dean of Enrollment Management & Student Success will be necessary for Early Admission home schooled students who have not completed the 10th grade.

6. Non-traditional or non-degree seeking student:

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. Students accepted for admission as a non-traditional or non-degree seeking student must demonstrate required pre-requisites.

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 TSI 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.

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 Galveston College 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.

#### **TUITION REBATE**

The Texas Legislature approved tuition rebates up to \$1000 beginning in 2001 for students who graduate from Texas public universities with a first baccalaureate degree. The tuition rebate program is authorized by Texas Education Code 54.0065.

Eligible students must be a resident of Texas at all times while pursuing their first baccalaureate degree and have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which they are graduated.

Students may contact the public university awarding the degree for forms and instructions requesting tuition reimbursement at the time they apply for the baccalaureate degree.

### **TEXAS SUCCESS INITIATIVE**

The Texas Success Initiative (TSI) was passed by the Texas State Legislature in 2003 to improve the success of students attending public colleges and universities in Texas. The Texas Success Initiative replaced the Texas Academic Skills Program (TASP). The Texas Success Initiative requires the assessment of academic skills of each entering undergraduate student to determine the student's readiness to enroll in freshman-level academic coursework. Galveston College has filed the Student Success Initiative plan with the Texas Higher Education Coordinating Board detailing compliance with the Texas Success Initiative. Sections 51.307, 51.3062, and 51.403(e) of the Texas Education Code govern the Texas Success Initiative. The Texas Higher Education Assessment (THEA) is a state-wide administered test that assesses the academic skills of students. Galveston College administers the COMPASS<sup>®</sup> test as an alternative to THEA to assess entering student's academic skills. Other tests that are considered THEA alternative are ASSET<sup>®</sup> and ACCUPLACER<sup>®</sup>. Information on the Texas Success Initiative, THEA test, and COMPASS<sup>®</sup> test is available in the Counseling Center.

#### **WHO MUST BE TESTED FOR COLLEGE READINESS?**

All full and part-time students enrolling in Galveston College in Spring 2004 and thereafter, except:

- a. Students who met requirements or were exempt under the Texas Academic Skill Program (TASP).
- b. Those who enroll in a level-one certificate program. (NOTE: Students may be assessed to determine placement in courses).
- c. Students who transfer from an accredited private or out-of-state institution of higher education with demonstrated college readiness in reading, writing, or mathematics.
- d. Students who received a baccalaureate or associate degree
- e. Students who have an ACT composite score of 23 or higher, and a Math and ENGLISH score of 19 (valid for five years from the date of testing).
- f. Students who have a SAT score of 1070 or higher with at least 500 on both the Math and Verbal (Critical Reasoning) sections (valid for five years from the date of testing).
- g. Students who scored at least TLI X-89 in reading, TLI X-86 in math and 1770 in writing on the exit-level TAAS test (valid for three years from the date of testing).
- h. Students who scored at least 2200 English/Language Arts (ELA) with a writing subscore of at least 3, and/or 2200 in math on the exit-level TAKS test (valid for three years from the date of testing).
- i. Students with qualifying military service (NOTE: Students may be assessed to determine placement in courses).
- j. Students who have attended any Texas public institution of higher education and have been determined to have met readiness standards by that institution
- k. Students not seeking a degree or certificate (NOTE: Students may be assessed to determine placement in courses).

#### **WHEN MUST THE TEST BE TAKEN?**

Non-exempt students and students who require assessment for placement must take the THEA or THEA alternative test prior to enrolling in any courses at Galveston College.

#### **WHAT IF A STUDENT DOES NOT TAKE THE TEST AT THE REQUIRED TIME?**

The student will not be permitted to enroll at Galveston College for courses until test scores are available.

Galveston College offers the THEA test on state-wide dates determined by NES. The COMPASS<sup>®</sup> test is administered as a THEA alternative on a continuous basis throughout the semester in the Learning Resource Center. The COMPASS<sup>®</sup> test is a computer based with results given upon completion. Please contact the Learning Resource Center or the Counseling Center for information on dates, times, and cost for the Compass<sup>®</sup> test.

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

#### **WHAT IS COVERED ON THE TEST?**

The THEA and COMPASS<sup>®</sup> tests includes mathematics, reading, and writing (objective test and a writing sample) sections. Information on test content and retesting requirements can be obtained from the Counseling Center.

#### **HOW ARE THE TESTS USED IN THE TEXAS SUCCESS INITIATIVE?**

The scores from the THEA and THEA alternative tests are used for placement in developmental or college level courses and to determine college readiness (NOTE: higher test scores than the minimum test score for college readiness may be required for college level courses).

## WHAT MUST A STUDENT DO TO MEET THE TSI REQUIREMENTS?

Students who are not exempt who do not achieve a college readiness score :

- a. Must enroll continuously in developmental instruction (excluding summer sessions) directly related to the section(s) of the test where the score does not meet the college readiness standard, 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 not meeting the minimum score for college readiness. Students not attending developmental classes assigned may be administratively withdrawn from ALL classes in which they are enrolled.)
- b. Complete satisfactorily all coursework in the developmental sequence at the point of placement before enrolling in college level courses.
- c. Will be prohibited from enrolling in courses where college-readiness has not been met.
- d. Cannot graduate from an associate degree program, or from a level-two certificate program.
- e. Cannot enroll at a senior institution in upper-division courses that require the college-readiness standard to have been satisfied.

Galveston College will make every effort to prepare students for the THEA test through its own Learning Resources 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 in the Texas Success Initiative requirements.

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.

## SCORES FOR TESTS USED TO SATISFY TSI REQUIREMENTS

(1) THEA	RDG	230	MTH	230	WRT	220
(2) ASSET®	RDG	41	Elem Alg	38	WRT	6 or 5 and 40
(3) ACCUPLACER®	RDG	78	Elem Alg	63	WRT	6 or 5 and 80
(4) COMPASS®	RDG	81	ALG	39	WRT	6 or 5 and 59

## PLACEMENT TEST

Each credit course in the Galveston College catalog has been assigned prerequisites or placement levels. Students wishing to enroll in these courses must demonstrate the assigned competency level through prerequisites on a required placement test (COMPASS), and/or the THEA. If that competency level is not achieved on a placement test or prerequisites, the alternative is to pass an appropriate developmental course or courses.

## 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. Visit the Counseling Center prior to registration.

**APPLICANTS WHO HAVE NOT COMPLETED THE ADMISSIONS PROCESS PRIOR TO REGISTRATION MAY BE ADMITTED ON A PROVISIONAL BASIS FOR ONE SEMESTER. PLEASE CON-**

## **TACT THE ADMISSIONS OFFICE FOR ADDITIONAL INFORMATION.**

Applicants should contact the Office of Admissions for clarification regarding admission requirements. 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 status 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.

### **VETERANS INFORMATION**

Veterans, dependents or survivors of a veteran may be eligible for Veterans' Educational Benefits to assist with educational needs. For eligibility of benefits and general information visit the Department of Veteran Affairs at [www.va.gov](http://www.va.gov).

#### Applying

- Students should apply on-line with the Department of Veteran Affairs at Veteran On-line application website (VONAPP).
- Expect 4 to 6 weeks after the add-drop or census date of a semester before educational benefits begin. Therefore, all students are encouraged to apply for Financial Aid. If eligible, a student can concurrently receive Financial Aid and VA benefits.
- All official transcripts of previously attended institutions of higher education must be submitted to Galveston College.
- All students must meet with a counselor and complete a degree plan and submit a copy of the degree plan to the VA Representative in the Admissions Office. The degree plan submitted will be the degree plan and worksheet of record. Students will not be certified for courses outside the degree plan on file.
- After registering for classes students must submit their schedule and receipt of registration to The Office of Admissions and complete an Enrollment Certification form. A new Enrollment Certification Form must be completed every semester while receiving benefits. Certification of enrollment will not be submitted to the VA for students who fail to complete an Enrollment Certification Form.

#### General Information

**Repeats** -The VA will not pay for repeated coursework previously passed at Galveston College or a previous institution. (Galveston College will only accept transfer work with a grade of "C" or better)

**Withdrawal** – Formally withdrawing from courses may result in overpayment and repayment of your VA benefits. Questions regarding withdrawing from courses, enrollment status, and academic status should be directed to the VA representative in The Office of Admissions.

**Tuition, Fees and Books** – Students are responsible for paying tuition, fees and books on time (check the Credit Class Schedule for these dates). VA benefits will not begin until after the VA receives the certification of enrollment from The Office of Admissions. All students should apply for Financial Aid.

**Academic Satisfactory Progress** – A minimum cumulative GPA of 2.0 is required to maintain VA eligibility

**Military Credit** – A maximum of 9 semester credit hours may be earned for military course work upon receipt of an official military transcript.

## **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.**

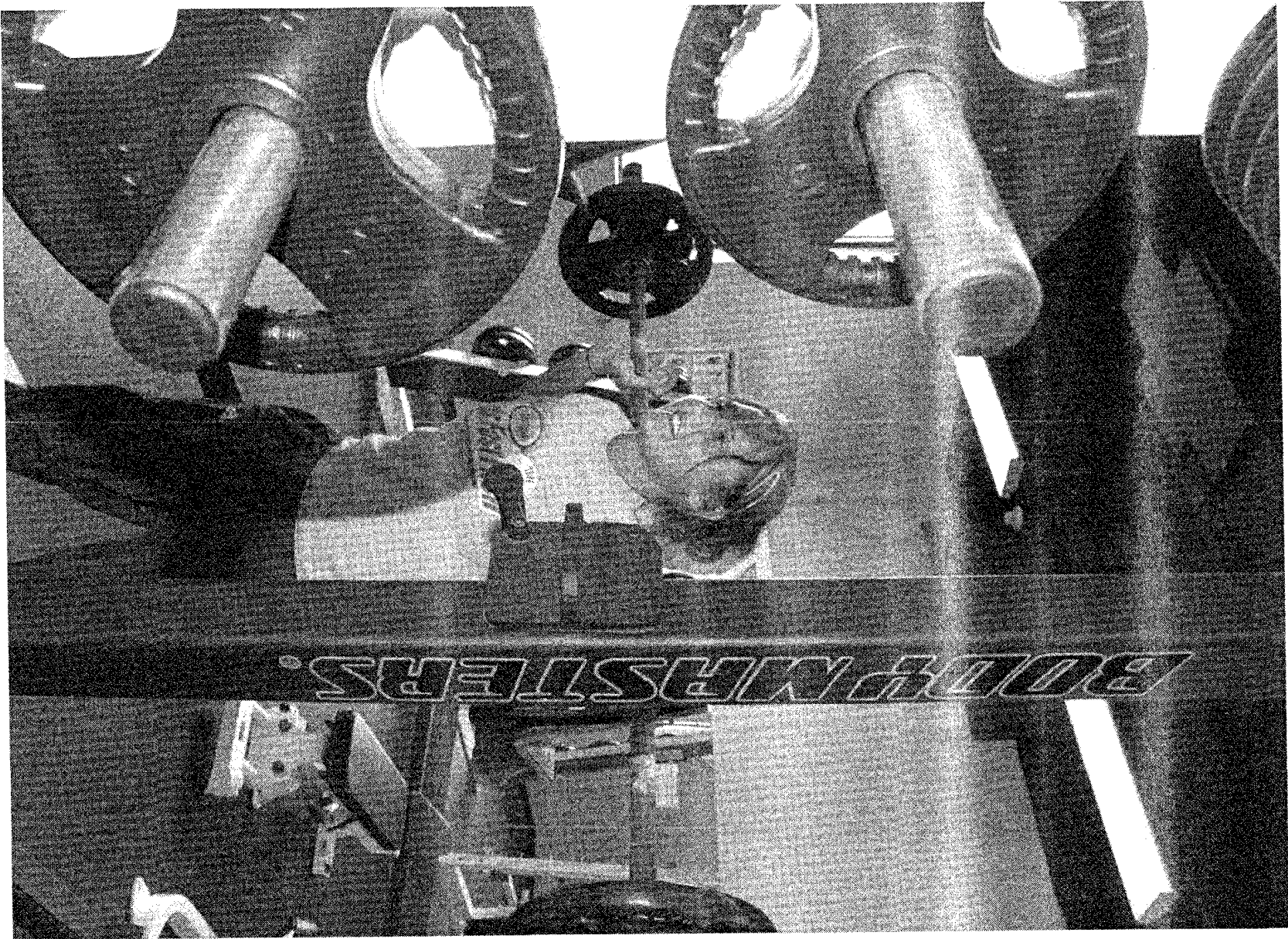
## **CHANGING INFORMATION**

- a. **Address:** Students may update their mailing address and/or place of residence via Campus Online at [www.gc.edu](http://www.gc.edu). Students may also update this information by completing a change of address form in the Office of Admissions.
- b. **Name:** The listing of a student's name at Galveston College is originally recorded from the admission application. A legal document confirming change will be required.
- c. **Major:** All students will enter Galveston College with a major of General Studies in the Associate of Arts (AA) degree program. Students who wish to change their major must request a Change of Major form from the Office of Admissions. Students will need to complete the form and submit it to the appropriate department/program for approval. The Program Director, Chair, or Dean must approve the major change and return it to the Office of Admissions before the major change can be updated.
- d. **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. Galveston College also provides a unique student identification number to each student.

## **REGISTRATION**

The registration process to enroll in courses is held prior to the beginning of classes each semester during an Early and Open Registration. Students are encouraged to register early for best course selection. Details for registration dates, procedures and course offerings are published each semester in the Galveston College Credit Class Schedule.





## TUITION AND FEES

Semester Hours	Resident of Texas	Non-Resident of Texas	Student Building Use Fee	Student Services Fee	Registration Fee	General Services Fee	Resident Total	Non-Resident Total
1	\$120	\$300	\$12	\$10	\$25	\$37	\$204	\$384
2	\$120	\$300	\$24	\$10	\$25	\$37	\$216	\$396
3	\$120	\$300	\$36	\$10	\$25	\$37	\$228	\$408
4	\$120	\$300	\$48	\$10	\$25	\$37	\$240	\$420
5	\$150	\$300	\$60	\$10	\$25	\$37	\$282	\$432
6	\$180	\$360	\$72	\$10	\$25	\$37	\$324	\$504
7	\$210	\$420	\$84	\$10	\$25	\$37	\$366	\$576
8	\$240	\$480	\$96	\$10	\$25	\$37	\$408	\$648
9	\$270	\$540	\$108	\$15	\$25	\$37	\$455	\$725
10	\$300	\$600	\$120	\$15	\$25	\$37	\$497	\$797
11	\$330	\$660	\$132	\$15	\$25	\$37	\$539	\$869
12	\$360	\$720	\$144	\$15	\$25	\$37	\$581	\$941
13	\$390	\$780	\$156	\$15	\$25	\$37	\$623	\$1,013
14	\$420	\$840	\$168	\$15	\$25	\$37	\$665	\$1,085
15	\$450	\$900	\$180	\$15	\$25	\$37	\$707	\$1,157
16	\$480	\$960	\$192	\$15	\$25	\$37	\$749	\$1,229
17	\$510	\$1,020	\$204	\$15	\$25	\$37	\$791	\$1,301
18	\$540	\$1,080	\$216	\$15	\$25	\$37	\$833	\$1,373
19	\$570	\$1,140	\$228	\$15	\$25	\$37	\$875	\$1,445
20	\$600	\$1,200	\$240	\$15	\$25	\$37	\$917	\$1,517

- \* 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

### 2006-2007 SEMESTER CREDIT HOUR TUITION AND FEES

#### IN-DISTRICT REGISTRATION:

Tuition	\$30 per hour (\$120 minimum)
Building Use Fee	\$12 per hour
Activity Fee	\$10 minimum, \$15 over 8 hours
General Fees*	\$62

#### NON-RESIDENT REGISTRATION:

Tuition	\$60 per hour (\$300 minimum)
Building Use Fee	\$12 per hour
Activity Fee	\$10 minimum, \$15 over 8 hours
General Fees*	\$62

\*General fees include registration and general services fees. The fee is charged to all students, on or off campus.

**NOTE:** Tuition, fees, and the refund policy listed in this catalog are accurate at the time of printing.

GC reserves the right to change its tuition and fees and refund policy structure wholly or in part during the year covered in this catalog.

#### NON-REFUNDABLE FEES:

Registration Fee	\$25
Drop/Add Fee	\$10
Late Registration Fee	\$25
Returned Check Fee	\$35
Stop Payment Fee	\$10
Stop Payment Fee to Reissue a Refund	
Check Mailed to the Incorrect Address:	\$10
Installment Plan Administration Fee	\$25
Installment Plan Late Fee	\$25
Transcript Fees	\$0
Transcript Delivery Fee by Fax	\$5
Transcript Delivery Fee by Overnight Service	\$20

**TUITION AND FEES**

Reissue Diploma	\$5
Compass Test	\$29
Test Administration Fee-for Non GC test	\$25
CLEP Test Administration Fee	\$20
CLEP Test Fee	\$55

All tuition and fees are due and payable at registration. A student is not registered for any course until the full amount is paid or an installment contract is executed.

#### DISTANCE EDUCATION COURSE FEES

GC does not charge a fee for distance education courses.

#### FLEXIBLE-ENTRY COURSE FEES

The cost of courses taken in the flex-entry term is the same as for regular semester-hour courses.

#### LABORATORY/SUPPLY FEES

Laboratory supply fees, which help defray the cost of materials used in lab classes, vary. The maximum charge is \$24. Certain programs have program-specific fees.

#### REFUNDS

Refunds are processed as quickly as possible. They are generally mailed four to six weeks following the last refund date. See calendar for actual dates. If payment is by check, allow four weeks for the check to clear the bank. If payment is by credit card, credit can be issued to the card. All refund checks are mailed. Any refunds mailed to the name and address that is on record are considered delivered. A \$10 fee will be charged to reissue a refund check.

Tuition and fees paid directly to the institution by sponsor or scholarship will be refunded to the source rather than directly to the student, unless otherwise specified.

One hundred percent refund of all tuition and fees will be made only when a class does not make or a college error is involved.

Course withdrawal does not release the student from the obligation to pay any balance owed to the College. Students with unpaid balances, declined credit cards or returned checks will not be permitted to register until all claims have been cleared. **Should a student register and later be found on any list showing indebtedness to the College, the student will be administratively withdrawn.** Exceptions must be approved by the Dean of Enrollment Management and Students Success.

## REFUND POLICY

### COLLEGE CREDIT AND CERTIFICATE PROGRAM COURSES

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

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.

All other refunds will be processed and mailed after the official State reporting period.

### CONTINUING EDUCATION COURSES

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 to drop the course in question.

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

### STUDENT SERVICES FEE

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.).

### RETURNED CHECKS

Galveston College will assess a thirty-five dollar (\$35) 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 be disallowed until the matter is settled.

### **CONCURRENT INSTITUTIONAL ENROLLMENT**

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 date 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.**

### **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. Currently the cost for students enrolled in Emergency Medical Services Programs is \$ 61.00 annually; \$30.50 is paid in the fall semester and

\$30.50 in the spring semester. 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.

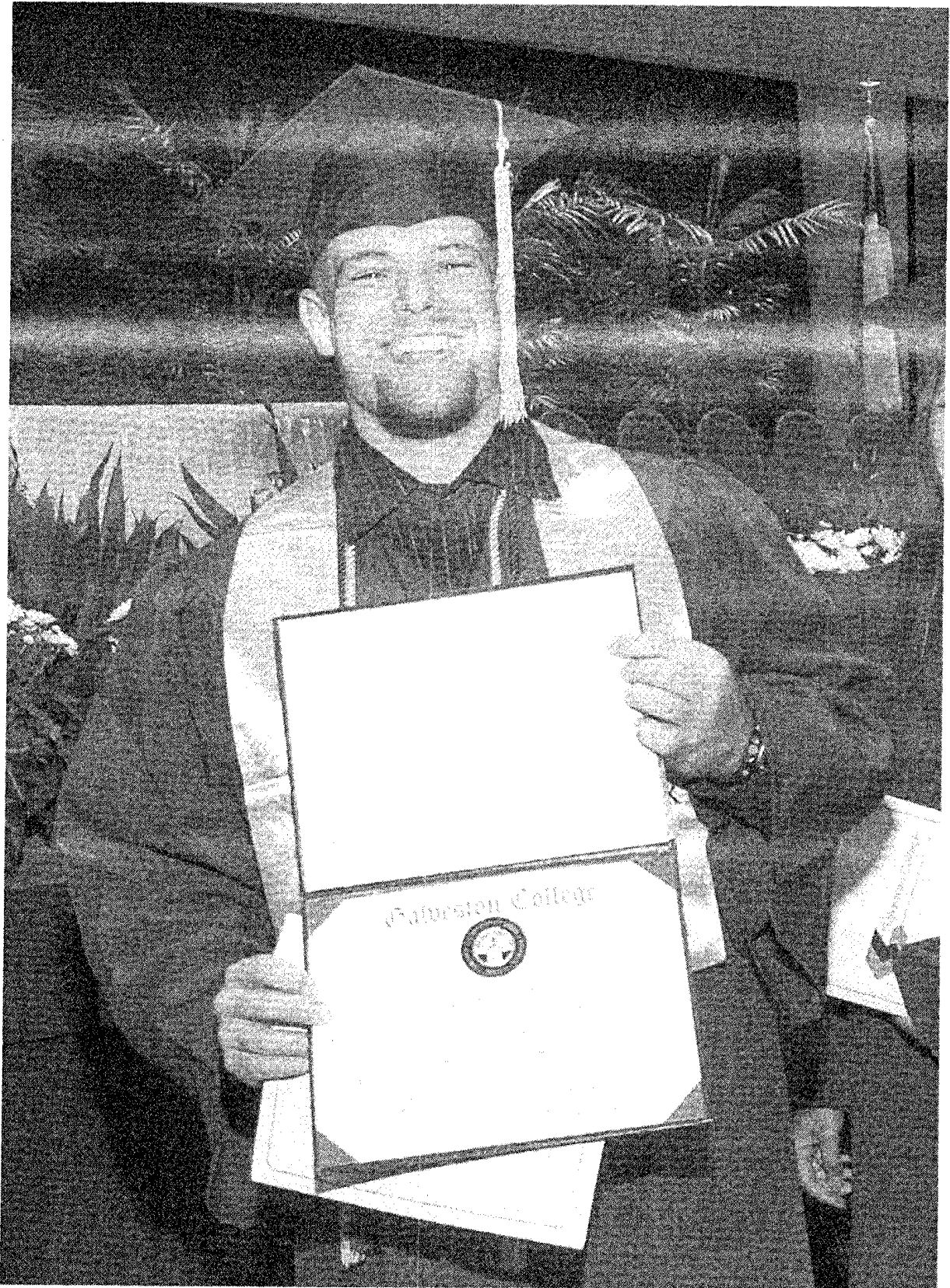
Students must maintain this insurance coverage to participate in clinical experiences.

### **TRANSCRIPTS**

All requests for transcripts must be made in writing by the student either by completing the transcript request form in the Admissions Office by letter or on-line at [www.gc.edu](http://www.gc.edu). 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.

Incomplete requests will be returned to the requester. Requests will not be taken over the telephone. Transcript services will normally be provided within 3-4 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.

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

### CREDIT BY EXAMINATION

A person who believes he/she is qualified by experience or previous training is provided with an opportunity to establish college credit in specific courses through a variety of testing programs. Credit established through examination becomes part of the student's record following successful completion of six (6) semester hours of credit at Galveston College. Students receive a grade of "CR" on their transcript and the semester credit hours will apply toward graduation requirements but is not used in the grade point average calculation. 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 the College's 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.

#### I. 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.

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 by the designation of the grade "CR" on the student's transcript. The semester credit hours will apply toward graduation requirements but is not used in the grade point average calculation.

**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 Score	Course	Semester Hrs
Composition I	620	ENGL 1301	3
Composition I	550	ENGL 1301	3

3. Students desiring to establish credit as outlined above must complete a Petition for Credit form which is available in the Counseling Office. Credit will be granted by the designation of the grade "CR" on the student's transcript. The semester credit hours will apply toward graduation requirements but is not used in the grade point average calculation.

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

Some subject examinations will be recognized for credit. Students desiring credit for a subject examination should contact a Galveston College counselor prior to taking the examination. Credit will be granted by the designation of the grade "CR" on the student's transcript. The semester credit hours will apply toward graduation requirements but is not used in the grade point average calculation.

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

CEEB Achievement Test	Minimum Score	Course	Semester Hrs
Introductory Accounting	60	ACCT 1401	4
Introductory Accounting	55	ACCT 1401	4
Intro. Macro-Econ.	63	ECON 2301	3
	55	ECON 2301	3
Intro. Macro-Econ.	61	ECON 2302	3
	54	ECON 2302	3
General Chemistry I	65	CHEM 1411	4
General Chemistry I	50	CHEM 1411	4
College Algebra	60	MATH 1414	4
College Algebra	55	MATH 1414	4
Plan Trigonometry	60	MATH 1316	3
Plan Trigonometry	55	MATH 1316	3
Calculus with Elem. Functions	60	MATH 2413	4
Calculus with Elem. Functions	55	MATH 2513	4

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

These examinations may be taken in high school which offers advanced placement courses. Credit will be granted by the designation of the grade "CR" on the student's transcript. The semester credit hours will apply toward graduation requirements but is not used in the grade point average calculation.

CEEB Achievement Test	Minimum Score	Course	Semester Hrs
General Biology	5	BIOL 1406-1407	8
General Biology	4	BIOL 1406-1407	8
American History I	5	HIST 1301	3
American History I	4	HIST 1301	3
Spanish	4	SPAN 1411 & 1412	8
Spanish	3	SPAN 1411 & 1412	8
French	4	FREN 1411 & 1412	8
French	3	FREN 1411 & 1412	8
Composition I	5	ENGL 1301	3
Composition I	4	ENGL 1301	3



CEEB Achievement Test	Minimum Score	Course	Semester Hrs.
Chemistry	4	CHEM 1411 & 1412	8
Chemistry	3	CHEM 1411 & 1412	8
Calculus AB	5, 4	MATH 2513	4
Calculus AB	3	MATH 2513	4
Calculus BC	5	MATH 2414	4
Calculus BC	4	MATH 2414	4
Physics Form B	5	PHYS 1401 & 1402	8
Physics Form B	5	PHYS 1401 & 1402	8

#### 6. Proposed International Baccalaureate (IB) Policy for Galveston College

The Board of Regents of Galveston College authorizes the President of Galveston College to implement the provisions of Senate Bill 111 for new student applicants who have earned the International Baccalaureate (IB) Diploma effective for the 2006-2007 academic year.

Galveston College will post the procedures for credit awarded to International Baccalaureate Diploma recipients and successfully completed International Baccalaureate courses with a score between 4-7 via the Admissions and Records webpage and in the Galveston College catalog for academic year 2006-2007 and subsequent catalogs.

Galveston College will continue to evaluate and assess International Baccalaureate Program courses. IB courses approved for credit will be updated appropriately on the Admission and Records webpage and in the Galveston College catalog.

#### INTERNATIONAL BACCALAUREATE (IB) Acceptance Procedures

Galveston College, in compliance with SB 111, will award a minimum of 24 semester credit hours of course-specific college credit in subject-appropriate areas on all International Baccalaureate (IB) exam scores of 4 or above as long as the incoming freshman has earned an IB Diploma. While some course credit will be awarded regardless of a student's IB Diploma status, some course credit at Galveston College may be subject to the successful completion of the IB Diploma. IB credit will be awarded and graded as Credit Only (CR) at Galveston College.

Entering freshman students for the 2006-07 academic year should submit their International Baccalaureate transcript to the Office of Admissions regarding their eligibility for course credit. Students should work with a Counselor or Academic Advisor to determine the application of the IB credits in their individual degree. The evaluation of IB courses in order to identify the appropriate course credit is continuing and will be posted as it becomes available.

IB Examination	Minimum Score	GC Course(s)	Credit Hours
Biology (HL)	4	BIOL 1406	4
	5	BIOL 1406/1407	8
Chemistry (HL)	4	CHEM 1411	4
	5	CHEM 1411/1412	8
Economics	4	ECON 2301	3
English: Language A	4	ENGL 1301	3
	5	ENGL 1301/1302	6
French: Language A or B (SL)	4w/diploma	FREN 1411	4
	5w/diploma	FREN 1411/1412	8
Language A or B (HL)	4	FREN 1411/1412	8
	5	FREN 1411/1412/2311/2312	14
Fundamentals of Music	5	MUSC 1301/1302	6
Further Mathematics (SL)	4 w/diploma	MATH 1414	4
	5	MATH 2412	4
German: Language A or B (SL)	4w/diploma	GERM 1411	4
	5w/diploma	GERM 1411/1412	8
Language A or B (HL)	4	GERM 1411/1412	8
	5	GERM1411/1412/2311/2312	14
Mathematics (HL)	4	MATH 2412	4
	5	MATH 2412/2413	8
Mathematical Methods (SL)	4 w/diploma	MATH 1414	4
	5	MATH 2412	4
Mathematical Studies (SL)	4 w/diploma	MATH 1414	4
	5	MATH 2412	4
Philosophy	4	PHIL 1301	3
Physics (HL)	4	PHYS 1401/1402	8
Psychology	4	PSYC 2301	3
Spanish Language A or B (SL)	4w/diploma	SPAN 1412	4
	5w/diploma	SPAN 1411/1412	8
Language A or B (HL)	4	SPAN 1411/1412	8
	5	SPAN 1411/1412/2311/2312	14
Visual Arts	5	ARTS 1311	3

HL = Higher Level Exams  
SL = Standard Level Exams

## 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 developmental courses limit their course load to 12-13 hours or less and remaining students not exceed 18 semester hours. Students enrolled during summer terms should enroll in 8 hours or less per term.

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 "AWN".

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 AWN policy may be applied.

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

The student, instructor and financial aid office will receive copies of the 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 and Student Services.

**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 type 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".

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 RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights regarding their education records. They are:

- a) The right to inspect and review the student's records. The student may request to review his/her records by submitting a written request with student signature to the Registrar or other school official having custody of such records;
- b) The right to seek amendment of the student's records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy right. Requests for amendment of records must be in writing and must describe the specific portions of specific record(s) the student wishes to have amended, text or instructions as to the change desired, and the reasons why the change is justified;
- c) The right to restrict the disclosure of Directory Information;
- d) The right to file a complaint with the Department of Education's Family Policy Compliance Office concerning alleged failures by the college/university to comply with the requirements of FERPA.

## **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.

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
- (m) Photographs
- (n) Sports participation
- (o) Weight/Height of athletic team

#### GRADING SYSTEM

Grade	= Interpretation	Grade Point Value
A	= Excellent	4
B	= Good	3
C	= Average	2
D	= Poor	1
F	= Failure	0
I	= Incomplete Work *Note 1	Not computed
IP	= In Progress-No Grade Reported Yet	Not computed
W	= Official Withdrawal *Note 2	Not computed
AUDIT	= No credit	Not computed
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 AWN is processed before a student completes the drop procedure, the 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 AWN will be assigned to the student. The grade of AWN is not computed in a student's grade point average or semester hours earned. If an AWN is processed before a student completes the drop procedures, the AWN will become the grade of record. The student, instructor, and financial aid officer will receive copies of the 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 student's 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 AWN." The grade point average (GPA) 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). Entries of "Audit," "I," "IP," "AWN," "CR," "NC," "NR," "WX," are not assigned grade point values.

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

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

Courses	Grade	Grade Points
BIOL 2401	A	16
ENGL 1301	B	9
HIST 1301	B	9
SPCH 1315	C	6
PSYC 2301	D	3
PHED 1115	F	0
Total Credit Hours:		17
Total Grade Points:		43÷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. How-

ever, 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.

### 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.	Grade Pt.	Sem Hrs.	Grade Pt.	Sem Hrs.	Grade Pt.
Attempted	Requirements	Attempted	Requirements	Attempted	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 observed:

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. A witness 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 and Student Services. The Vice President for Academic Affairs and Student Services will review the appeal with the appropriate Dean and render a decision. The grade appeal due process ends with the decision of the Vice President for Academic Affairs and Student Services.

## **GRADE REPORTS**

Final grade reports for the semester and summer term are available via Campus Online at [www.gc.edu](http://www.gc.edu). 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. Students can request up to five transcripts per week at no cost from the Admissions Office.

## **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 for Academic Affairs and Student Services and the Dean of Enrollment Management and Student Success. The Associate of Arts (AA) degree requires a total of 60 credits with passing grades (a minimum of 43 core credits are required) The As-

sociate of Applied Science (AAS) degree and certificate programs total credit requirements vary according to state requirements. A minimum grade point average of 2.0 ("C") is required on all course work applying toward a degree and/or a certificate. **DEVELOPMENTAL COURSES MAY NOT BE APPLIED TOWARD DEGREES.**

Only those candidates who have fulfilled all proficiency-level and scholastic requirements for a degree or certificate and who have met the TSI 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 and Student Services.

### **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 selected. To change majors, a change of major form must be completed and filed in the Admissions Office. 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.

### **APPLICATION FOR DEGREE/CERTIFICATE**

Students who plan to receive an Associate of Arts degree, Associate of Applied Science degree or a Program Certificate from Galveston College must submit an Application For Graduation to The Office of Admissions by the end of the semester preceding the semester of anticipated graduation. For example: If a student plans to graduate in the spring, the student should apply for graduation by the end of the preceding fall semester.

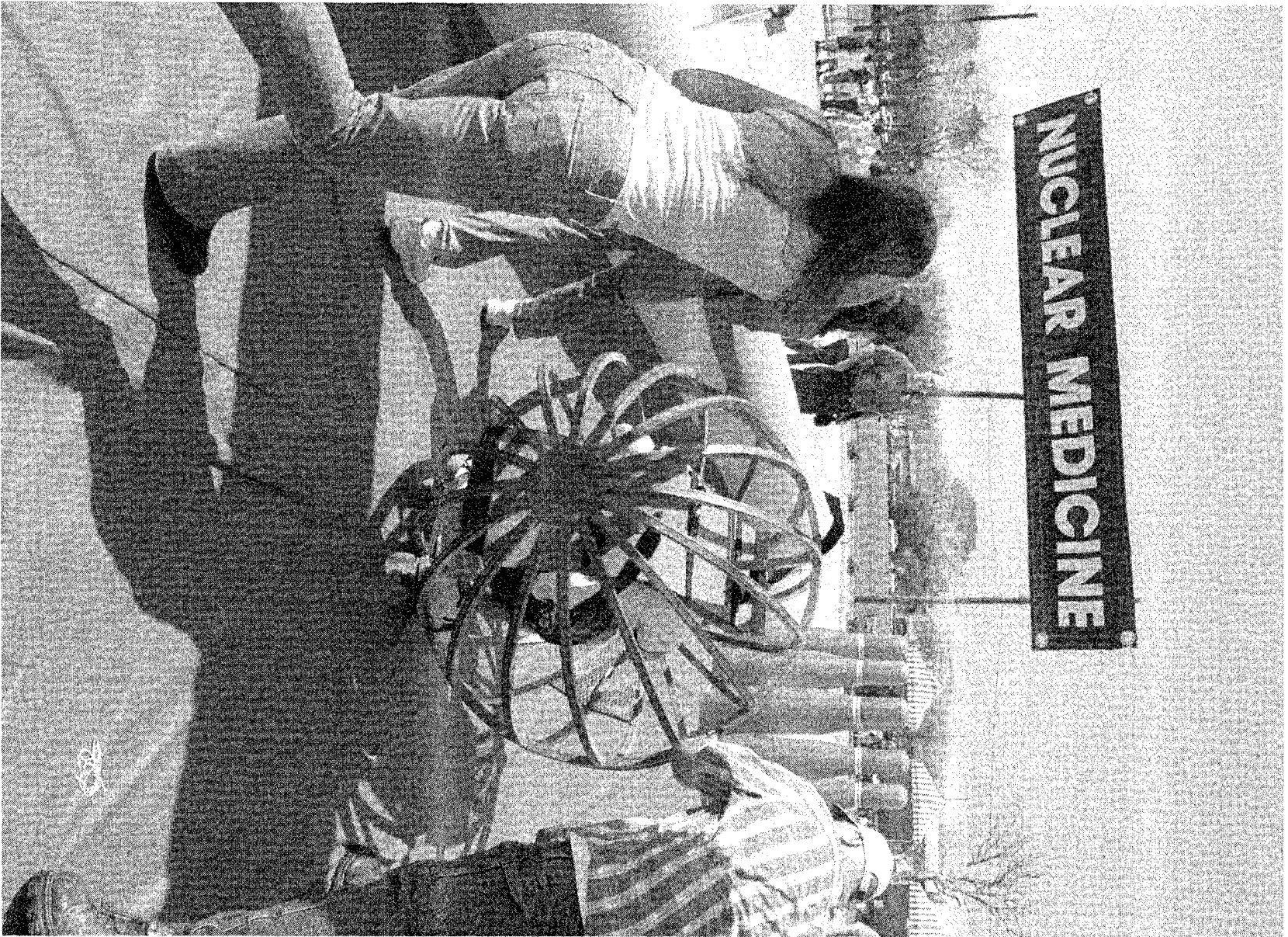
Applying for graduation in advance to the Office of Admissions permits timely updating of degree audits, allowing students to plan or change their final semester courses to ensure completion of all requirements.

All grade changes, removals of incompletes, and transfer work necessary for completion of degree requirements must be on file in the Office of Admissions by the end of the semester of graduation. Academic records are sealed thirty days after the conferral of a degree/certificate; no changes to the record will be made following that date. Incomplete grades that are not resolved in thirty days will result in reapplying for graduation for the subsequent semester.

There is one formal commencement exercise held at the end of spring semester. All graduating students are encouraged to participate in the exercise. Summer and fall graduates are also encouraged to participate.

#### **Graduation With Honors**

Students who graduate from Galveston College in a degree program with an overall grade point average of 3.0 to 3.49 will graduate with "Honors". Students achieving an overall grade point average of 3.5 or better in a degree program will graduate with "High Honors".



## STUDENT SERVICES

Galveston College is committed to providing Student Services that support the vision, mission and goals of the institution. Student Services are provided by the Admissions Office, Financial Aid, Placement Services, Counseling, Student Life, Special Services, Learning Resource Center, Public Affairs, and the Dean of Enrollment Management and Student Success.

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 admitting students and the management of student records. A variety of local, state and federal reports are compiled by this office.

**Admissions:** Prospective students are required to complete a Galveston College Admissions Application and submit official transcripts from previously attended institutions. Information on the College is provided through an on-going distribution of college publications and web based information (Galveston College catalog; Fall, Spring, and Summer class schedules; department brochures; publicity pamphlets; and news releases on new and developing programs).

**Student Records:** Student records are maintained 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. Final grades for the semester and summer term are available via Campus Online at [www.gc.edu](http://www.gc.edu). Official transcripts detailing a student's academic record at Galveston College may be obtained from the Admissions Office. Information is also maintained and provided on special admissions programs, international students, veterans, and residency.

**Registration:** The registration of students is held prior to the beginning of classes each semester. Students are encouraged to participate in Early Registration to select courses that best fit their schedule. Details for registration dates, procedures and course offerings are published each semester in the Galveston College Credit Class Schedule.

### COUNSELING CENTER

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

**Advising Services:** The Counseling Center is responsible for advising, interpretation of TSI test scores, placement, and follow-up services at Galveston College. Academic advisement assists in the selection of majors, examine appropriate choices of courses, degree panning, and transferability of courses. Current and prospective students may find the advising services helpful as they make plans and decisions that affect their educational goals. Academic advisors are also located in the Health Science Center and Nursing Department and provide services for students in Nursing, Allied Health and Transfer Education.

**Counseling Services:** Seminars and workshops are presented or hosted by the Counseling Office throughout the academic year on a variety of topics related to student success. Confidential personal counseling is also provided on a short-term basis to assist students with academic as well as personal issues. The Counseling Center also maintains a list of community resources available to students who may need assistance with services not provided by the college.

**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 or hosted by counselors focusing on choosing a career, job search techniques, and resume writing.
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 goals are to increase the admission, retention and graduation rates of students who self-identify as having a disability, impairment, or health condition. 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.

**Career Services:** The main purpose of the Career 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.

Career 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.

**BUILDING BRIDGES TO SUCCESS:** The Building Bridges to Success (BBS) program at Galveston College is a federally-funded TRIO student support services program through the Department of Education. BBS is 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.

**UPWARD BOUND:** Galveston College Upward Bound program is a federally funded TRIO program through the Department of Education. It is a college preparatory program designed to serve fifty 9th – 12th graders at Ball High School. Upward Bound students must be a U.S. Citizen or in the process of filing for permanent residency and fall within economic and first generation college (neither parent has obtained a four year degree from college) guidelines prepared by the Department of Education.

The programs goals are to generate skills and the motivation to enter college and earn a bachelors degree from college. Services provided to students include mentoring, weekly tutoring, academic, career and personal advising, college and career exploration, social, educational, and cultural enrichment, leadership activities, college admissions assistance, SAT, ACT, college placement exam preparation, financial aid and scholarship assistance. Students in the Upward Bound program are four times more likely to earn an undergraduate degree than those students from similar backgrounds who did not participate in TRIO.

## **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 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.

#### **PRIORITY DATES:**

Applicants may apply throughout the year but should apply before June 9th for the following fall semester and November 1st for the Spring. 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 \$4,050 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-Hazelwood)*  
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.
- *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 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. See the Financial Aid Office for details.

- *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.
- *TEOG (Texas Educational Opportunity Grant):*  
The TEOG 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.

**Hazelwood Act:**

Under the Hazelwood Act certain veterans who have exhausted remaining educational benefits from the Veterans Administration can attend Texas state-supported institutions and have tuition and 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 Hazelwood 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:**  
Galveston College Foundation

**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 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.

- 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
- "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. 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 may do so, in writing, to the Dean of Enrollment Management and Student Success. All appeals are to be submitted within ten school days after suspension from financial aid.

### **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 2005-2006 figures):

	Not living with Parents	Living with Parents
Tuition/fees	\$ 1,414	\$ 1,414
Books/Supplies	\$ 814	\$ 814
Room/Board	\$ 5,328	\$ 2,500
Transportation	\$ 1,588	\$ 1,588
Miscellaneous	\$ 1,884	\$ 1,446
<b>Sub-total</b>	<b>\$11,028</b>	<b>\$ 7,662</b>

For out-of-state students, add \$900 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
¾-time	9, 10, or 11 semester hours
½-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.

**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.

**SERVICE MEMBER'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.

## LEARNING RESOURCE CENTER

### 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 in the Learning Resource Center 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 journals databases are available both on and off campus. Over 50 journal databases are available on the web, located on the Library home page ([www.gc.edu/libraCi](http://www.gc.edu/libraCi)). 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 30,000 volumes and more than 4,000 periodical titles, plus more than 20,000, electronic books. The software collection includes DVD, VHS video tapes, 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 other academic libraries. Additionally, the Library participates in the TexShare program which allows students to check out books from other college libraries and universities.

ID cards and Parking Permits are obtained in the Media Center. 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. ID cards are required to use all computers in the Library area. Neither food nor drinks are allowed in the Library.

Photocopying machines and printers are available at a nominal fee. A scanner is also available in the Library for student use. All materials copied are subject to copyright law. The Learning Resource Center also provides a computer laboratory for student use. An array 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.

### TESTING CENTER

The college Testing Center, located in the LRC, provides proctoring services for Galveston College and the local community. The Testing Center currently administers placement exams (Compass, CLEP, & Nursing Entrance Testing), supports distance learning programs (Virtual College of Texas, WebCT, & Correspondence testing), and community based programs (GED, TCLOSEE). The Testing Center is equipped to serve 40 students on a drop in basis. Some exams require pre-registration. All exams require **photo identification to test**. The Testing Center's website will provide more detailed information. Please check us out at [www.gc.edu/gc/Testing.asp](http://www.gc.edu/gc/Testing.asp).

### TUTORING CENTER

The Tutoring Center, located in the LRC, provides drop-in tutoring for any Galveston College student in the Core curriculum offered at the college or via Distance Education. Students must bring their student identification card (ID). Reference materials and textbooks are available for check-out within the LRC only. The tutoring website ([http://www.gc.edu/gc/Tutoring\\_ServicesI.asp](http://www.gc.edu/gc/Tutoring_ServicesI.asp)) contains many links to valuable resources on the world-wide web

for each discipline and study skills. There are six private rooms with boards for group studying and/or tutoring, one computer designated for tutoring, six additional computers in the cyber café, and an open area with tables for one-on-one tutoring or studying. Each semester group tutoring sessions are conducted for math and biology. Welcome to the casual atmosphere and get help from the friendly tutors.

## 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 (SAC):** 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 administration, 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).

**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.

**Environmental Awareness Club:** The Environmental Awareness Club is dedicated to improving the local campus through proactive volunteerism while focusing on student leadership and networking opportunities with the city and established local groups. The club is also involved in community projects that raise awareness of the ecosystem.

**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.

**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 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.

**Journalism Club:** The Journalism Club at Galveston College focuses its efforts on the production and maintenance of a student newspaper at Galveston College. In addition, students support other media related activities which focus on income-producing efforts in the field. The club increases awareness of opportunities in the field of print and broadcast journalism. In addition, the club cultivates efforts that create media opportunities and information for students and the community at large.

**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





## STUDENTS 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 Dean for Enrollment Management and Student Success. 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 the Dean for Enrollment Management and Student Success.

### 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 choosing so long as such are not in conflict with the educational purposes of the college. Students have the right to affiliate with officially recognized campus organizations of their choice, within the requirements of those organizations relative to membership.

### D. Academic Rights of Students

The college has the responsibility of providing a program of quality education in keeping with its financial resources; students have protection through campus designed procedures against prejudiced or capricious academic evaluation. Student performance shall be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

Students are responsible for the proper completion of their academic program, 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 responsible 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 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 Dean for Enrollment Management and Student Success 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 Dean for Enrollment Management and Student Success 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 Dean for Enrollment Management and Student Success.

2. The student will be issued an Administrative Summons by the Dean for Enrollment Management and Student Success 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 Dean for Enrollment Management and Student Success within seven (7) working days of receiving notice of the decision.

### **C. Sanctions**

The Dean for Enrollment Management and Student Success may use disciplinary measures that include, but are not limited to, the following:

2. Administrative Warning: A written warning by the Dean for Enrollment Management and Student Success.
3. 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.
4. Suspension: Forbidden to attend classes for the remainder of the term; the student may be permitted to register for the following term.
5. Expulsion: Permanent termination of student status; the student will not be permitted to re-enroll.
6. Restitution: Reimbursement for damage to or misappropriation of property.
7. The student may appeal the decision. This appeal must be made in writing and received in the Office of the Dean for Enrollment Management and Student Success within seven (7) working days of receiving notice of the decision.

### **D. Disciplinary Appeals Process**

Upon receipt of a written request to appeal, the Dean for Enrollment Management and Student Success shall assign the Student Success 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 Dean for Enrollment Management and Student Success.

An appeal to the Dean for Enrollment Management and Student Success 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 Dean for Enrollment Management and Student Success 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 Success Committee)**

If the complainant wishes to appeal the case further, the complainant may present a request for review to the Student Success Committee by obtaining the Student Grievance Form from the Office of the Dean for Enrollment Management and Student Success. The complainant is to submit the completed form and copies of all supporting documents to the Office of the Dean of Enrollment Management and Student Success within seven (7) working days. The Dean for Enrollment Management and Student Success will then forward the completed form to the Chairperson of the Student Success 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 Success 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 Success Committee will review all documents pertaining to the grievance. The Student Success Committee has full authority to interview witnesses and/or individuals involved in the issue. An appeal to the Student Success Committee may result in one of the following recommendations:

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

The Student Success Committee Chair will communicate the decision and recommended action to the Office of the Dean for Enrollment Management and Student Success 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 Success 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 Success 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.

#### **STUDENT-FACULTY CLASSROOM RELATIONSHIP:**

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

#### **STUDENT SUCCESS COMMITTEE:**

The Student Success Committee is appointed annually and consists of faculty, staff and a student representative. This committee may review procedures in the areas of admission, residency, retention, academic probation and suspension, and financial aid. Student appeals of academic suspension will be processed by the Director of Admissions in conference with the coordinator of the Counseling Center. A student's next step in these appeal procedures would be to the Dean of Enrollment Management and Student Success. The committee may also conduct a hearing after a student has filed a formal grievance (See STUDENT GRIEVANCE PROCEDURES).

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

#### **SUMMONS TO ADMINISTRATIVE OFFICES:**

At times it becomes necessary that a student be requested to report to an administrative office for a conference. The summons may be transmitted by letter, by telephone, or by other means of communication. A student who receives a summons is expected to report immediately. Failure to heed such summons may result in disciplinary action.

#### **STUDENT CODE OF CONDUCT:**

Students are asked to turn off their cell phones and pagers when they enter class. This request is made in courtesy for the instructor, fellow students, and to enhance the teaching-learning process. If a unique situation warrants a student being contacted during class by phone or pager, the student must notify the instructor in advance of the situation.

#### **RESOLUTION OF TRANSFER DISPUTES**

The following procedures will be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower division courses according to the Texas Higher Education Coordinating Board and Texas Education code 61.826:

1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution will give written notice to the student and to the sending institution that the transfer of the course credit is denied. A receiving institution will also provide written notice of the reasons for denying credit for a particular course or set of courses at the request of the sending institution.
2. A student who receives the notice of denial for transfer credit may dispute the denial of credit by contacting a designated official at either the sending institution or the receiving institution.

3. The two institutions and the student will attempt to resolve transfer of the course credit in accordance with Board rules and regulations.
4. If the transfer dispute is not resolved to the satisfaction of the student or sending institution within 45 days after the date the student received written notice of denial, the institution that denies the course credit for transfer will notify the Commission of its denial and the reason for its denial.
5. The Commissioner of Higher Education or the Commissioner's designee will make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
6. The Board will collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the Commissioner or the Commissioner's designee.
7. If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner of Higher Education, who may investigate the course. If the quality is found to be unacceptable, the Board may discontinue funding for the course.

More information on the guidelines of the resolution of transfer disputes is available in the office of the Dean of Enrollment Management and Student Success.

## **COMPUTER USAGE POLICIES**

### **Purpose and Scope**

This policy applies to all computers on Galveston College's property, whether administered centrally, in a classroom, within a department, stand-alone or networked.

This policy also establishes rules and prohibitions that define acceptable use of Galveston College computer laboratories. When using these resources, individuals agree to abide by the applicable policies of the College, as well as federal, state, and local laws. The College reserves the right at any time to limit, restrict, or deny access to its computer resources, as well as to take disciplinary and/or legal action against anyone in violation of these policies and/or laws. College computer laboratory resources may not be transported without appropriate authorization.

Computer laboratory resources include hardware, software, communications networks, electronic storage media, manuals and other documentation. Data includes all files, regardless of size or storage media, including e-mail messages, system logs, and software (commercial or locally developed).

Computer software purchased or leased by the College is the property of the College or the company from whom it is leased. Any unauthorized access, use, alteration, duplication, destruction, or disclosure of any of these assets may constitute a computer-related crime, punishable under Texas statutes and federal laws.

### **Authorized Use**

Galveston College provides computer resources for the purpose of accomplishing tasks related to the mission of the College. It should be noted that the use of some of the computer laboratories and software located on the College campus may be dedicated to specific aspects or purposes that limit their use or access.

Galveston College authorized users, shall be allowed to use the College's computer resources for school-related and incidental purposes, subject to this policy and other applicable College policies, and state and federal law, as long as personal use does not result in any additional costs to the College or interfere with education-related use by other users.

Users who graduate or leave the College for any reason will have their computer access rights terminated.



## **Privacy**

Users' right to privacy is addressed in Board Policy FLC.

## **Intellectual Property**

Intellectual property laws extend to the electronic environment. Users should assume that works communicated through the computer network are subject to copyright laws, unless specifically stated otherwise.

## **Misuse of Computing Resources**

The following actions are strictly prohibited:

1. Criminal and illegal acts. College computer resources are not to be used in support of or for illegal activities. Any such use will be reported and dealt with by the appropriate College authorities and/or law enforcement agencies. Criminal and illegal use may involve, but is not limited to, unauthorized access, intentional corruption or misuse of computer resources, theft, obscenity, pornography, and third party sexual harassment.
2. Use of College computer resources in support of or for pornography or sexually explicit materials, gambling, and dating/match-making services.
3. Failure to comply with laws, policies, procedures, license agreements, and contracts that pertain to and limit the use of the College's computer resources.
4. Abuse of computer resources including, but not limited to, any act which endangers or damages specific computer software, hardware, program, network or the system as a whole, whether located on campus or elsewhere on the global Internet; creating or purposely allowing a computer malfunction or interruption of operation; injection of a computer virus on to the computer system; sending a message with the intent to disrupt College operations or the operations of outside entities; print outs that tie up computer resources for an unreasonable time period; and failure to adhere to time limitations which apply at particular computer facilities on campus.
5. Use of College computer resources for personal financial gain or a personal commercial purpose.
6. Prolonged use of computing resources for non-College related activities.
7. Failure to protect a password or account from unauthorized use.
8. Permitting someone to use another's computer account, or using someone else's computer account.
9. Unauthorized use, access, or reading of any electronic file, program, network, or the system.
10. Unauthorized use, access, duplication, disclosure, alteration, damage, or destruction of data contained on any electronic file, program, network, or College hardware or software.
11. Unauthorized duplication of commercial software. All commercial software is covered by a copyright of some form. Duplication of software covered by such copyrights is a violation of the copyright law and this policy.
12. Attempting to circumvent, assisting someone else to circumvent, or requesting that someone else circumvent any security measure or administrative access control that pertains to College computer resources.
13. Use of College computer resources in a manner that violates other College policies such as racial, ethnic, religious, sexual, or other forms of harassment.
14. Use of the College's computer system for the transmission of commercial or personal advertisements, solicitations, or promotions.

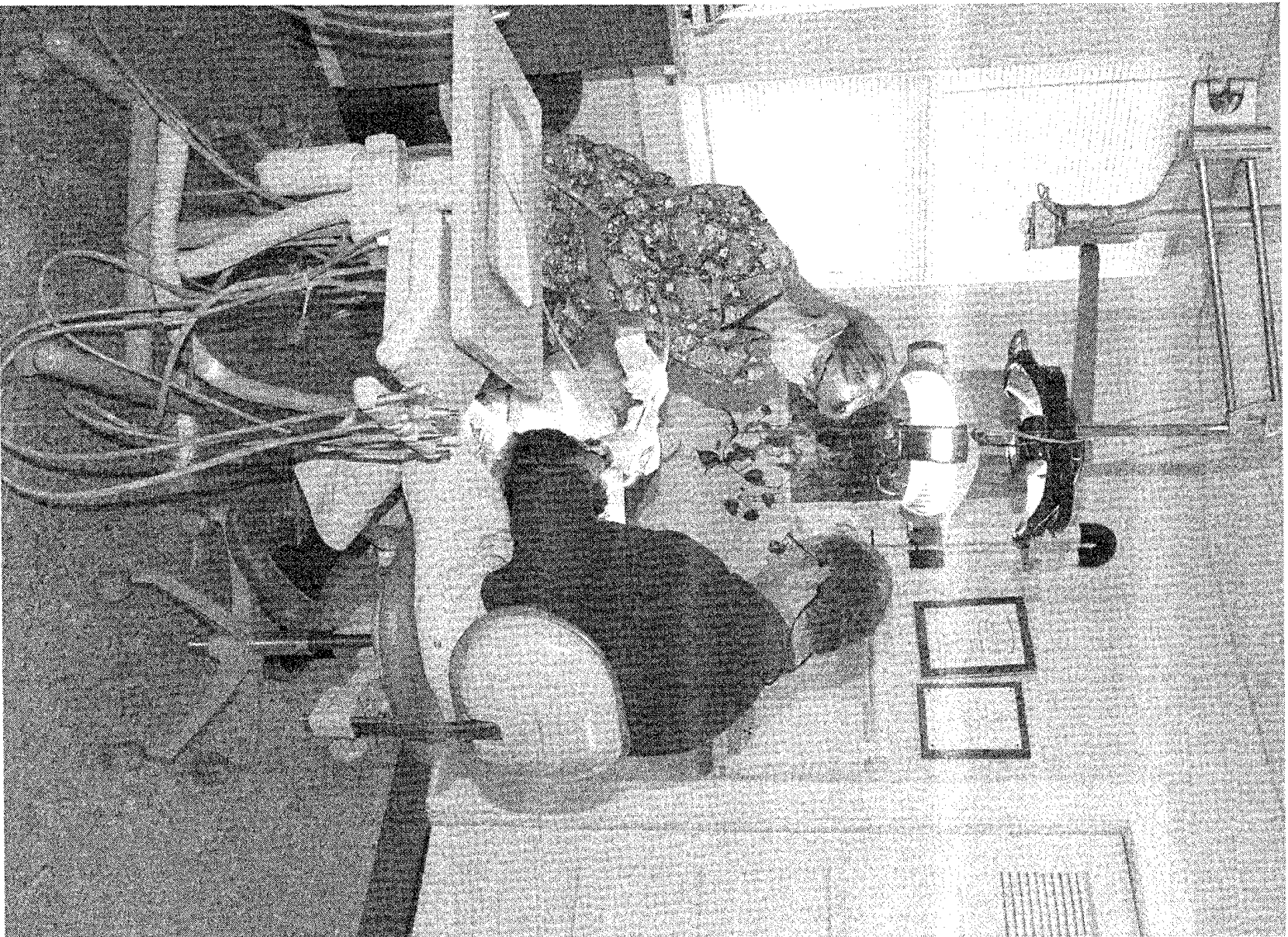
## **Responsibilities of Users**

1. A user shall use the College computer resources responsibly, always showing consideration and respecting the rights of others by not displaying materials that are offensive to others.
2. A user is responsible for any usage of his or her computer account. Users should maintain the secrecy of their password(s).
3. A user must comply with all reasonable requests and instructions from the computer system operator/administrator.

4. When communicating with others via the College computer system, a user's communications should reflect high ethical standards, mutual respect, and civility.
5. Users are responsible for adhering to relevant network acceptable use policies.

**Potential Liability for Failure to Adhere to this Policy**

Failure to adhere to this policy may lead to the cancellation of a user's computer access, suspension, dismissal, or other disciplinary action by the College, as well as referral to legal and law enforcement agencies, if appropriate.



## 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.

#### 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. Continuing Education offers a variety of Leisure Learning classes. 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 Contract Training 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.

Below is a partial list of Continuing Education classes:

#### **Bank Teller Specialist Certificate**

#### **Bookkeeping/Accounting Clerk**

#### **Clerical Skills:**

Computer Keyboarding, Computer Software, Word Processing

#### **Computers:**

Introduction to Microcomputers and Windows, Intro to Internet, Basic Computer Skills, Microsoft Office 2003, Microsoft Excel, Access, PowerPoint, ED2GO Computer Classes

#### **Culinary:**

Food Preparation, Baking, and a wide range of culinary classes

#### **Customized Contract Training**

Can tailor a new class or enhance a current workforce skill to meet professional needs.

#### **Criminal Justice:**

In-Service Training, Security Academy

#### **Grant Writing**

#### **Hospitality-Customized Training:**

Customer Service, Facilities Management, Marketing and Sales, Introduction to the Hospitality Industry

#### **\*Languages:**

Conversational Spanish, Work Specific: Health Care Spanish; Spanish for Teachers; Command Spanish: ESL for Spanish and Asian cultures; ESL for the Workplace

**General Interest/Leisure Classes:**

Art, Cake Decorating, Dance Classes, Floral, Food, Music, Senior Lifelong Learning Programs, Special Interest; Motorcycle Safety

**Medical:**

Medical Coding, Pharmacy Tech, EKG Tech, Dental Assisting, Certified Medication Aide, Medical Record Coding Specialist, Certified Nurse Assistant, CPR Instructor

**Real Estate Classes****Welding****LEISURE**

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	Dance: Cardio Hip Hop
Cake Decorating	Dog Obedience
Conversational Spanish	Floral Design
Cooking	Kids' College
Dance: Country	Motorcycle Safety
Dance: Shape & Tone Ballet	On-Line Computer Classes
Dance: Total Body Jazz	Physical Education

**LIFELONG LEARNING—"P.A.L.S."**

Program and activities for learning seniors.

Aerobics	Cooking Healthy
Art Classes	Excursions
Ballroom Dancing	Seminars/Workshops
Computer Classes	Weight Lifting

**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.

**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 available on-line at [www.gc.edu](http://www.gc.edu).

## 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. 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 Continuing Education Division for more information.

## DISTANCE EDUCATION

Distance Education at Galveston College provides educational opportunities to those learners who may be unable to attend traditional on-campus classes due to work, family needs, or personal matters. Distance education may also be an excellent option for students who like to try new ways of learning or are unable to attend a course on a specific day and time. Although distance learning is generally not limited by specific times and places, there may be occasional instances in which a student must come to campus (e.g., course orientations, exams, and labs). 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.

In the fall of 1987, Galveston College initiated the delivery of distance education courses with the introduction of a single telecourse. Since that time, the number of distance education classes has grown steadily to include more than two dozen telecourses and fourteen web-based online classes. In addition to distance education courses based at Galveston College, students are also eligible to take online courses through the Virtual College of Texas (VCT). The VCT is a consortium of all accredited, public community and technical colleges in the state. VCT enables sharing of distance learning resources to maximize student access. By enrolling in a local college (such as Galveston College), students may take courses provided by other colleges throughout Texas, while receiving support services from the local institution.

Students wishing to enroll in distance education courses must meet the same admissions requirements as on-campus students. In addition, all registered distance education students must participate in a distance learning orientation. Information provided at these orientation sessions includes course requirements, assignments, testing procedures, schedules for review sessions, and expectations for student interaction with the instructor and other learners.

All distance education students are eligible for the same support services (e.g., library, tutoring, counseling, financial aid) as on-campus students. Galveston College-based distance education courses will be listed in the regular schedule of classes. Information about classes available through the Virtual College of Texas (VCT) is available at <http://www.vct.org/>. Additional information about distance education courses offered by Galveston College is available online at <http://www.gc.edu/gc/DE.asp>





## 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 a minimum of 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.**

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

- Accounting
- Biotechnology
- Computer Science Technology
  - Microcomputer Applications and Networking
- Criminal Justice
- Culinary Arts/Hospitality Management
- Emergency Medical Services
- Management Development
  - General Management Option
  - Hotel, Restaurant and Tourism Management
- Nursing
  - Associate Degree Nursing
  - EMT-P to ADN Transitional
  - LVN to ADN Transitional
- 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 degree is a program of study requiring a minimum of 60 credit hours for completion. This program normally satisfies 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 at senior colleges and universities vary, students should select courses with the assistance of a Galveston College counselor or faculty advisor.

NOTE: Students desiring to earn a second associate degree must complete a minimum of an additional 18 semester hours in residence. A number of courses contained in the AAS degree programs are specifically created as workforce education courses and may not transfer to baccalaureate programs - see counselors, advisors and program coordinators for more information.



## 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:

- Para-Professional Accounting
- Administrative Professional
- Breast Imaging/Mammography
- Computerized Tomography Technology
- Criminal Justice
- Culinary Arts
- Culinary Arts/Baking and Pastry
- EMT Basic
- EMT Intermediate
- EMT Paramedic
- General Management
- Law Enforcement Academy
- Magnetic Resonance Imaging
- Medical Office Assistant
- Microcomputer Applications
- Microcomputer Networking
- Office Assistant
- Phlebotomy Technology
- Radiation Therapy Technology
- 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.

## 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
History	Select two from the following courses: HIST 1301, HIST 1302, HIST 2301	6
Humanities	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, PHIL 1316	3
Mathematics	Select one from the following courses:	

Natural Sciences	MATH 1414*, MATH 1316, MATH 1324, MATH 1425*, MATH 2412*, MATH 2513*, MATH 2414*, MATH 2315* 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	3
Political Sciences	GOVT 2305 and GOVT 2306	8
Visual/Performing Arts	Select from the following courses: ARTS 1301, DRAM 1310, MUSI 1306, MUSI 1301	6
Behavioral/Social Sciences	Select one from the following courses: ANTH 2346, ANTH 2351, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, SOCI 1301	3
Institutionally Designated Option	COSC 1301 and a 1 credit PHED Activity Course	4
<b>TOTAL</b>		<b>45</b>

\* If additional semester credit hours are taken in 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**

<b>Core Component</b>	<b>Course Selection</b>	<b>Credit Hours</b>
Computer Science*	COSC 1301	3
Composition*	ENGL 1301, ENGL 1302	6
History*	Select two from the following courses: HIST 1301, HIST 1302, HIST 2301	6
Literature	Select one from the following courses: ENGL 2322, ENGL 2323, ENGL 2332, ENGL 2333, 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 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1316	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 2305 and GOVT 2306	6
Visual/Performing Arts*	Select from the following courses: ARTS 1301, DRAM 1310, MUSI 1306, MUSI 1301	3
Behavioral/Social Sciences*	ANTH 2346, ANTH 2351, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PHIL 1301, PSYC 2301, PSYC 2306, SOCI 1301	3
Physical Activity	A 1 credit PHED Activity Course	1
Electives		15
<b>TOTAL</b>		<b>63</b>

NOTE: -Students must complete the core curriculum requirements to complete 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 per-

sons 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, Wiley College, University of Houston and Midwestern 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 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 (0502)**

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 paraprofessional 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**

<b>Course</b>	<b>Description</b>	<b>Credit</b>
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 1301	Microcomputer Applications	3
	or	
ITSC 1309	Integrated Software Applications I	<u>3</u>
		15

**Second Semester**

ACNT 1382	Cooperative Education	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**

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

**Second Semester**

ACCT 2402	Principles of Accounting II – Managerial	4
ACNT 2382	Cooperative Education CAPSTONE	3
BUSI 2301	Business Law	3
<u>ENGL 1302</u>	<u>Composition II</u>	3
<u>GOVT 2306</u>	<u>Texas Government</u>	3
		16

<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>	<b>60</b>
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Identifies courses to meet academic, general education requirements for AAS degree; minimum 15 credit hours.

**ACCOUNTING-PARA PROFESSIONAL  
Level-One Certificate Program (1001)**

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.

**First Semester**

<b>Course</b>	<b>Description</b>	<b>Credit</b>
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 1301	Microcomputer Applications	3
	or	
ITSC 1309	Integrated Software Applications I	<u>3</u>
		15

**Second Semester**

ACNT 1382	Cooperative Education CAPSTONE	3
ACNT 1411	Introduction to Computerized Accounting	4
BMGT 1303	Principles of Management	3
HRPO 2307	Organizational Behavior	<u>3</u>
		13
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>		<b>28</b>

**BIOTECHNOLOGY  
Associate of Applied Science Degree (S200)**

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 of 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.

### 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

Course	Description	Credit
<u>BIOL 1406</u>	<u>General Biology I</u>	4
CHEM 1405	Introductory Chemistry I	4
MATH 0304	Intermediate Algebra	3
<u>ENGL 1301</u>	<u>Composition I</u>	<u>3</u>
		<b>14</b>

### FIRST YEAR

#### First Semester (Fall)

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

#### Second Semester (Spring)

BITC 1402	Biotech Lab Methods and Techniques	4
<u>COSC 1301</u>	<u>Microcomputer Applications</u>	3
CHEM 1411	General Chemistry I	4
BITC 1291	Special Topics-Ethics	<u>2</u>
		<b>13</b>

#### Third Semester (Summer)

BIOL 2421	Microbiology	4
BITC 2286	Internship	<u>2</u>
		<b>6</b>

#### Fourth Semester (Fall)

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

#### Fifth Semester (Spring)

BITC 1391	Special Topics-Advanced Biotechnology	3
BITC 2387	*Internship (CAPSTONE)	3
HUMA XXXX	Core Curriculum Humanities	3
ENGL 2311	Technical Report Writing	<u>3</u>
		<b>12</b>

### TOTAL SEMESTER CREDIT HOURS IN PROGRAM

(including prerequisites) **73**

\*CAPSTONE experience 16 week course

Identifies courses to meet academic, general education requirements for AAS degree; minimum 15 credit hours.

**COMPUTER SCIENCE TECHNOLOGY  
MICROCOMPUTER APPLICATIONS AND NETWORKING  
Associate of Applied Science Degree (6024)**

The microcomputer revolutionized the operations of business, industry, family and social organizations. Micro-computers 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**

<b>Course</b>	<b>Description</b>	<b>Credit</b>
ACNT 1303	Introductory Accounting	3
COSC 1301	Microcomputer Applications	3
	or	
ENGL 1301	Composition I	3
MATH	College Level Mathematics	3
		<b>12</b>

**Second Semester**

COSC 1436	Programming Fundamentals I	4
ITSC 1305	Introduction to PC Operating Systems	3
ITSC 1325	Personal Computer Hardware	3
ITSC 2431	Integrated Software Applications III	4
		<b>14</b>

**Summer Semester**

ELECTIVE	Social Science Elective*	3
ELECTIVE	Humanities/Fine Arts Elective*	3
		<b>6</b>

**SECOND YEAR**

**Third Semester**

<b>Course</b>	<b>Description</b>	<b>Credit</b>
COSC 1437	Programming Fundamentals II	4
ITNW 1425	Fundamentals of Networking Technologies	4
SPCH 1321	Business & Professional Speaking	3
ELECTIVE	Elective in Computers	3
		<b>14</b>

**Fourth Semester**

ITNW 1448	Implementing & Support Client Operating System	4
ITNW 1454	Implementing & Support Serving	4
ITSC 1313	Internet/Web Page Development	3
ITSC 1380	Cooperative Education I**	3
		<b>14</b>
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>		<b>60</b>

\* Can be taken in regular semesters

\*\* Capstone

Identifies courses to meet academic, general education requirements for AAS degree; minimum 15 credit hours.



**MICROCOMPUTER NETWORKING CERTIFICATE**  
**Level-One Certificate Program (6025)**

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.

<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	4
ITxx	3rd Course in a departmentally approved Networking sequence	4
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>		<b>18</b>

**MICROCOMPUTER APPLICATIONS CERTIFICATE**  
**Level-One Certificate Program (6022)**

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 1301	Microcomputer Applications	3
	or	
ITSC 1309	Integrated Software Applications I	3
ITSC 1313	Internet/Web Page Development	3
ITSC 2431	Integrated Software Applications III CAPSTONE	4
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>		<b>16</b>

## CRIMINAL JUSTICE

### Associate of Applied Science Degree – Tech Prep (5505)

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
<u>ENGL 1301</u>	<u>Composition I</u>	3
<u>PSYC 2301</u>	<u>Introduction to Psychology</u>	
	OR	
<u>SOCL 1301</u>	<u>Introduction to Sociology</u>	3
		<b>15</b>

##### Second Semester

ENGL 1302	Composition II	3
CRIJ 1306	Court Systems and Practices	3
CRIJ 1313	Juvenile Justice System	3
CRIJ 2313	Correctional Systems & Practices	3
CRIJ 2301	Community Resources in Corrections	3
		<b>15</b>

#### SECOND YEAR

##### First Semester

Course	Description	Credit
CRIJ 2314	Criminal Investigation	3
CRIJ 2328	Police Systems and Practices	3
GOVT 2301	American National and State Government I	3
HUMA 1302	Introduction to Humanities II	3
<u>SPCH 1315</u>	<u>Public Speaking</u>	3
		<b>15</b>

##### Second Semester

<u>MATH 1324</u>	<u>Finite Business Mathematics</u>	3
CRIJ 2323	Legal Aspects of Law Enforcement	3
CJSA 1382	Law Enforcement Experience CAPSTONE	3
<u>COSC 1301</u>	<u>Microcomputer Applications</u>	3
GOVT 2302	American National and State Government II	3
		<b>15</b>
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>		<b>60</b>

Identifies courses to meet academic, general education requirements for AAS degree; minimum 15 credit hours.

## CRIMINAL JUSTICE

### Level-One Certificate Program – Tech Prep (5504)

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

**CRIMINAL JUSTICE  
LAW ENFORCEMENT CERTIFICATE  
Level One Certificate Program (5506)**

<b>First Semester</b>		
<b>Course</b>	<b>Description</b>	<b>Credit</b>
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	1
		<b>12</b>
<b>Second Semester</b>		
CJLE 1518	Basic Peace Officer III	5
CJLE 1524	Basic Peace Officer IV CAPSTONE	5
PHED 2100	Fitness Training: Law Enforcement III	1
PHED 2101	Fitness Training: Law Enforcement IV	1
		<b>12</b>
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>		<b>24</b>

**CULINARY/HOSPITALITY MANAGEMENT  
Associate of Applied Science Degree (5656)**

**FIRST YEAR**

<b>First Semester</b>		
<b>Course</b>	<b>Description</b>	<b>Credit</b>
CHEF 1401	Basic Food Preparation	4
CHEF 2402	Saucier	4
PSTR 1401	Fundamentals of Baking	4
CHEF 2301	Intermediate Food Preparation	3
		<b>15</b>
<b>Second Semester</b>		
PSTR 2431	Advanced Pastry Shop	4
CHEF 1445	International Cuisine	4
CHEF 1410	Garde Manger	4
CHEF 1441	American Regional Cuisine	4
		<b>16</b>
<b>Third Semester</b>		
CHEF 1380	Cooperative Education-Culinary Arts/Chef Training	3

HAMG 1308	Introduction to the Hospitality Industry	3
CHEF 1305	Sanitation and Safety	3
IWFA 1318	Nutrition for the Food Service Professional	3
		<b>12</b>
<b>SECOND YEAR</b>		
<b>First Semester</b>		
<b>Course</b>	<b>Description</b>	<b>Credit</b>
<u>COSC 1301</u>	<u>Microcomputer Applications I OR</u>	3
<u>ITSC 1309</u>	<u>Integrated Software I (3)</u>	
<u>ENGL 1301</u>	<u>Composition I</u>	3
<u>GOVT 2306</u>	<u>Texas Government</u>	3
<u>MATH 1414</u>	<u>College Algebra</u>	
	<u>or</u>	
<u>BIOL 1322</u>	<u>Nutrition and Diet Therapy I</u>	3/4
		<b>12/13</b>
<b>Second Semester</b>		
<u>HUMA XXXX</u>	<u>Humanities Elective from Core Curriculum</u>	3
RSTO 2301	Principles of Food and Beverage Controls	3
RSTO 1313	Hospitality Supervision	3
HAMG 2307	Hospitality Marketing and Sales	3
		<b>12</b>
<b>Third Semester</b>		
CHEF 1381	Cooperative Education-Culinary Arts/Chef Training	3
		<b>3</b>
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>		<b>70-71</b>

Identifies courses to meet academic, general education requirements for AAS degree; minimum 15 credit hours.

### **Culinary Hospitality Management Level-One Certificate Program (5655)**

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.

<b>First Semester</b>		
<b>Course</b>	<b>Description</b>	<b>Credit</b>
HAMG 1308	Introduction to the Hospitality Industry	3
HAMG 2337	Hospitality Facilities Management	3
CHEF 1305	Sanitation and Safety	3
IWFA 1318	Nutrition for the Food Service Professional	3
		<b>12</b>
<b>Second Semester</b>		
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 1301	Microcomputer Applications I	
	<u>Or</u>	
<u>ITSC 1309</u>	<u>Integrated Software I (3)</u>	<u>3</u>
		<b>15</b>

<b>Third Semester</b>		
RSTO 1381	Cooperative Education-Food and Beverage/ Restaurant Operations Management	3
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>		<b>30</b>

**CULINARY ARTS**  
**Level-One Certificate Program (6228)**

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.

<b>First Semester</b>		
<b>Course</b>	<b>Description</b>	<b>Credit</b>
CHEF 1401	Basic Food Preparation	4
CHEF 2402	Saucier	4
PSTR 1401	Fundamentals of Baking	4
CHEF 2301	Intermediate Food Preparation	3
		<b>15</b>
<b>Second Semester</b>		
PSTR 2431	Advanced Pastry Shop	4
CHEF 1445	International Cuisine	4
CHEF 1410	Garde Manger	4
CHEF 1441	American Regional Cuisine	4
COSC 1301	Microcomputer Applications OR	
ITSC 1309	Integrated Software I (3)	3
		<b>19</b>
<b>Third Semester</b>		
CHEF 1380	Cooperative Education-Culinary Arts/ Chef Training CAPSTONE	3
		<b>3</b>
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>		<b>37</b>

**CULINARY ARTS/BAKING AND PASTRY**  
**Level One Certificate (6229)**

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	4
PSTR 1306	Cake Decorating I	3
PSTR 1305	Breads and Rolls	3
PSTR 1310	Pies, Tarts, Tea Cakes and Cookies	<u>3</u>
		<b>13</b>

**Second Semester**

PSTR 1307	Cake Decorating II	3
PSTR 1312	Laminated Dough, Pate Choux, and Donuts	3
PSTR 2431	Advanced Pastry Shop	4
CULA 2341	Advance Pastry Culinary Competition	3
COSC 1101	Microcomputer Applications I	
	or	
ITSC 1309	Integrated Software I (3)	<u>3</u>
		<b>16</b>

**Third Semester**

PSTR 1381	Cooperative Education-Baker/ Pastry Chef CAPSTONE	<u>3</u>
		<b>3</b>
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>		<b>32</b>

**EMERGENCY MEDICAL SERVICES**  
**Associate of Applied Science Degree (7104)**

**Mission Statement**

In keeping with the mission of Galveston College, it is the goal of the program faculty and staff to produce graduates who complete Paramedic certification, who pass NREMT certification exam on the first attempt, who are able to enter the job market as entry level paramedics, who demonstrate empathy and compassion for their patients, and graduates who are committed to life-long learning.

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).

All prospective students who wish to be admitted to the Emergency Medical Services Degree Program should contact the Health Science Advisor to complete the following admission criteria:

**Admission Requirements:**

- 1) Complete the requirements for admission to the College. **Admission to the College does not guarantee admission to the EMS Program.**
- 2) Application to the EMS Program requires filing of a 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) A score of 250 or higher on the THEA or be eligible for MATH 0304 Intermediate Algebra.
  - c) Satisfactory completion of BIOL 2401, Anatomy & Physiology I within five years of acceptance into the program with a minimum GPA of 2.0
  - d) Meet with the EMS Program Director.
- 3) Complete the following prior to enrollment: a physical examination which includes TB skin test and immunizations including Hepatitis B vaccination series including the titer by the start of the program. (This process takes approximately seven months to complete.)
- 4) Complete a background check through the College at students cost upon acceptance to program.
- 5) Complete Health Care Provider CPR.
- 6) Recommended to complete HPRS 1260 Medical Terminology prior to starting EMS programs.

**Prerequisite Courses**

<b>Course</b>	<b>Description</b>	<b>Credit</b>
<u>BIOL 2401</u>	<u>Anatomy and Physiology I</u>	4
		<b>4</b>

**First Semester**

<b>Course</b>	<b>Description</b>	<b>Credit</b>
EMSP 1501	EMT-Basic	5
EMSP 1260	Clinical – Emergency Medical Technician	2
EMSP 1291	Special Topics	2
<u>COSC 1301</u>	<u>*Microcomputer Applications</u>	3
HPRS 1206	Medical Terminology	<u>2</u>
		<b>14</b>

**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>
		<b>15</b>
<b>Third Semester</b>		
EMSP 2348	Emergency Pharmacology	3
<u>ENGL 1301</u>	<u>Composition I</u>	<u>3</u>
EMSP 2544	Cardiology	5
EMSP 2160	Clinical – Emergency Medical EMT Paramedic	<u>1</u>
		<b>12</b>
<b>Fourth Semester</b>		
EMSP 2434	Medical Emergencies	4
EMSP 2430	Special Populations	4
EMSP 2260	Clinical – Emergency Medical EMT Paramedic	2
PSYC 2301	General Psychology	<u>3</u>
		<b>13</b>
<b>Fifth Semester</b>		
EMSP 2143	Assessment Based Management **	1
EMSP 2338	EMS Operations	3
EMSP 2261	Clinical – Emergency Medical EMT Paramedic	2
<u>HUMA X3XX</u>	<u>Humanities Elective***</u>	<u>3</u>
<u>SPCH 1318</u>	<u>Interpersonal Communications</u>	<u>3</u>
		<b>12</b>
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>		<b>70</b>

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

\*\*Capstone experience.

\*\*\* Any Humanities course 3 credits or more.

Underline identifies courses to meet academic, general education requirements for AAS degree; minimum 15 credit hours.

### **EMERGENCY MEDICAL SERVICES BASIC CERTIFICATE Level-One Certificate Program (7100)**

All prospective students who wish to be admitted to the Emergency Medical Services Certificate Programs should contact the Health Science Advisor to complete the following admission criteria:

#### **Admission Requirements:**

- 1) Complete the requirements for admission to the College. **Admission to the College does not guarantee admission to the EMS Program.**
- 2) Application to the EMS Program requires filing of a 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) A minimum GPA of 2.0
  - c) Meet with the EMS Program Director.
- 3) Complete the following prior to enrollment: a physical examination which includes TB skin test and immunizations including Hepatitis B vaccination series including the titer by the start of the program. (This process takes approximately seven months to complete.)
- 4) Complete a background check through the College at students cost upon acceptance to program.
- 5) Complete Health Care Provider CPR.
- 6) Recommended to complete HPRS 1260 Medical Terminology and BIOL 2401 Anatomy & Physiology prior to starting EMS programs.



**First Semester**

<b>Course</b>	<b>Description</b>	<b>Credit</b>
EMSP 1501	EMT-Basic	5
EMSP 1260	Clinical – Emergency Medical Technician	2
EMSP 1291	Special Topics	<u>2</u>
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>		<b>9</b>

Upon completion of EMS Basic courses student is eligible to take the national registry EMT Basic certificate test.

**EMERGENCY MEDICAL SERVICES  
INTERMEDIATE CERTIFICATE  
Level-One Certificate Program (7101)**

**First Semester**

<b>Course</b>	<b>Description</b>	<b>Credit</b>
EMSP 1501	EMT-Basic	5
EMSP 1260	Clinical – Emergency Medical Technician	2
EMSP 1291	Special Topics	<u>2</u>
		<b>9</b>

**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>
		<b>11</b>
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>		<b>20</b>

Upon completion of EMS Intermediate courses student is eligible to take the national registry EMT Intermediate certificate test.

**EMERGENCY MEDICAL SERVICES PARAMEDIC CERTIFICATE  
Level-Two Certificate Program (7103)**

**First Semester**

<b>Course</b>	<b>Description</b>	<b>Credit</b>
EMSP 1501	EMT-Basic	5
EMSP 1260	Clinical – Emergency Medical Technician	2
EMSP 1291	Special Topics	<u>2</u>
		<b>9</b>

**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>
		<b>11</b>

**Third Semester**

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

**Fourth Semester**

EMSP 2430	Special Populations	4
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EMSP 2434	Medical Emergencies	4
EMSP 2260	Clinical-Emergency Medical EMT Paramedic	<u>2</u>
		<b>10</b>
<b>Fifth Semester</b>		
EMSP 2143	Assessment Based Management*	1
EMSP 2338	Emergency Medical Services Operations	3
EMSP 2261	Clinical-Emergency Medical EMT Paramedic	<u>2</u>
		<b>6</b>
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>		<b>45</b>

\*capstone experience.

Upon completion of EMS Paramedic courses student is eligible to take the national registry EMT Paramedic certificate test.

### HOTEL, RESTAURANT AND TOURISM MANAGEMENT Associate of Applied Science Degree (5656)

#### FIRST YEAR

##### First Semester

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

##### Second Semester

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

#### SECOND YEAR

##### First Semester

Course	Description	Credit
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 Administration	3
		<b>18</b>

##### 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	3

<b>Summer</b>		
HAMG 1380	Cooperative Education: CAPSTONE Hospitality Administration and Management	3
		<b>3</b>
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>		<b>*70</b>

\*ITSC 1309 Integrated Software I may be substituted for COSC 1301.

Identifies courses to meet academic, general education requirements for AAS degree; minimum 15 credit hours.

**HOTEL, RESTAURANT AND TOURISM MANAGEMENT  
Level One Certificate (5676)**

<b>First Semester</b>		
<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 1301	Microcomputer Applications (TP)	
	or	
ITSC 1309	Integrated Software Applications I	3
		<b>12</b>
<b>Second Semester</b>		
HAMG 2332	Hospitality Financial Management	3
HAMG 1313	Front Office Procedures	3
HAMG 2337	Hospitality Facilities Management	3
HAMG 1380	Cooperative Education: CAPSTONE Hospitality Administration and Management	3
		<b>12</b>
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>		<b>24</b>

**SALES, CONFERENCE SERVICES AND CATERING CERTIFICATE  
Level One Certificate (5677)**

<b>First Semester</b>		
<b>Course</b>	<b>Description</b>	<b>Credit</b>
HAMG 1305	Principles of Tourism Management	3
HAMG 1321	Introduction to the Hospitality Industry	3
HAMG 2330	Convention and Group Management Services	3
COSC 1301	Microcomputer Applications I	3
	or	
ITSC 1309	Integrated Software I	3
		<b>12</b>
<b>Second Semester</b>		
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: CAPSTONE Hospitality Administration and Management	3
		<b>12</b>
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>		<b>24</b>

**MANAGEMENT DEVELOPMENT  
GENERAL MANAGEMENT OPTION  
Associate of Applied Science Degree (5621)**

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**

<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
<u>COSC 1301</u>	<u>Microcomputer Applications</u>	3
HRPO 2301	Human Resource Management	3
HRPO 2307	Organizational Behavior	3
		<b>15</b>

**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	3
		<b>18</b>

**SECOND YEAR**

**First Semester**

<b>Course</b>	<b>Description</b>	<b>Credit</b>
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
<u>ENGL 1301</u>	<u>Composition I</u>	3
<u>SPCH 1315</u>	<u>Beginning Public Speaking</u>	
	or	
SPCH 1321	Business and Professional Speaking	3
		<b>16</b>

**Second Semester**

BMGT 2341	Strategic Management	3
<u>ENGL 1302</u>	<u>Composition II</u>	3
BMGT 2341	Strategic Management	3
<u>MATH 1324</u>	<u>Mathematics for Business &amp; Social Sciences II</u>	3
ELEC	Elective	3
		<b>15</b>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM**

**64**

Identifies courses to meet academic, general education requirements for AAS degree; minimum 15 credit hours.

**GENERAL MANAGEMENT  
Level-One Certificate Program (5623)**

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 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 1301	Microcomputer Applications	3
HRPO 2301	Human Resource Management	3
HRPO 2307	Organizational Behavior	3
		<b>15</b>

**Second Semester**

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

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM**

**33**

**NURSING**  
**ASSOCIATE OF APPLIED SCIENCE IN NURSING (ADN-TECH PREP)**  
**ADMISSIONS (1299)**

**Admission Requirements:**

All prospective candidates who wish to be admitted to the Associate Degree Nursing Program should contact the Nursing Advisor. 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) Have satisfied Texas Success Initiative (TSI)
  - b) Satisfactory completion of CHEM 1405, Introductory Chemistry I, within five years of the date of acceptance to the nursing program.
  - c) Satisfactory completion of an Introductory Algebra course, or a passing placement test score, within five years of the date of acceptance to the nursing program.
  - d) Satisfactory completion of BIOL 2401, Anatomy and Physiology I, within five years of the date of acceptance to 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. Science courses must have been taken within five years of the date of acceptance to the nursing program. Transcripts may not reflect more than one (1) D or F in any nursing course.
- 3) Be in good standing at Galveston College
- 4) Obtain a clear background check or declaratory order from the Texas Board of Nurse Examiners.

Acceptance to the Associate Degree Nursing program is through a selection process based on a point system and is highly competitive. Students will earn points based on selected pre-requisite and science courses, Grade Point Average, NET scores, and general education and pre-nursing courses completed. The information packet, available in the Nursing Advisor's office and on-line, details the procedure for program application. Potential applicants are expected to be familiar with the application requirements and process. Not everyone who applies will be accepted.

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. Information on dates and time of NET administration is available from the Nursing Office. Students who do not pass the examination will be counseled and remediation will be recommended. The student may retake the examination one time each year. 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 nursing orientation session and will be required to attend.
- 2) Submit a complete personal health history form furnished by the UTMB Office of Student Wellness. Physical examinations and required immunizations will be at student expense.
- 3) Maintain certification in Basic Life Support (CPR-Health Professional Level) throughout the course of study.
- 4) Provide a clear drug screening test as directed by the school.

### **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 by the Nursing Advisor beginning September 15 of each year for the next academic year. Only those prospective students whose files are completed by January 15 will be considered for admission according to specific criteria. Applicants completing prerequisites by the end of the spring semester will be considered on a space available basis.

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 admission. 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 Nursing Advisor's office. Only students who have completed all admission requirements will be considered for admission to the Associate Degree Nursing Program. Applicants completing prerequisites by the end of the spring semester will be considered on a space available basis.

### **TRANSFER POLICIES**

Students who wish to transfer credits should submit official transcripts to Galveston College Admissions. 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 from acceptance to the nursing program. Only one nursing course repeat is allowed. Students transferring credits must meet with the nursing advisor to have their transcripts evaluated.

Transfer students from other nursing programs who meet the standard admission requirements is eligible for admission a 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) Arrange to have transcripts from former institutions including high school or 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 Nursing Advisor.
- 6) Successfully complete all testing requirements.
- 7) Enter the ADN program before or at the beginning of the second year.
- 8) Complete 18 of the last 36 semester hours at Galveston College prior to graduation from Galveston College (ADN).
- 9) Obtain a clear background check and a clear drug screening test as directed by the Associate Degree Nursing Program. A Texas Board of Nursing Declaratory order may be required

### **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 "AWN", 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 nursing courses will be dismissed from the ADN program without the option of readmission for a period of two (2) years.

#### **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 the date of acceptance to the nursing program;
- 4) Satisfactorily complete testing re-admission requirements identified for each course.
- 5) Resubmit current clear background and drug screening tests as directed by the Associate Nursing Degree Program. A Texas Board of Nursing Declaratory order may be required

As part of an exit interview, the Nursing Advisor, 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 two nursing 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 (1st semester or transition). The student would be required to follow the curriculum requirements in place at their time of reentry.

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.
- 6) Resubmit current, clear background and drug screening tests as directed by the Associate Degree Nursing Program. A Texas Board of Nursing Declaratory order may be required.

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 and student nurse organizations.

### **NURSING-ASSOCIATE DEGREE Associate of Applied Science Degree – Tech Prep (5208)**

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. 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 Nursing Advisor 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 of Applied Science degree in Associate Degree Nursing.

#### **Prerequisite Courses\***

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

**FIRST YEAR****First Semester (Fall)**

BIOL 2402	Anatomy & 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>
		<b>13</b>

**Second Semester (Spring)**

BIOL 2421	Microbiology	4
RNSG 1441	Common Concepts of Adult Health	4
RNSG 1360	Clinical-Nursing	3
RNSG 1201	Pharmacology	<u>2</u>
		<b>13</b>

**Third Semester (Summer)**

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

**SECOND YEAR****First Semester (Fall)**

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

**Second Semester (Spring)**

<u>GOVT 2305</u>	<u>Federal Government</u>	
	<u>OR</u>	3
GOVT 2306	Texas Government	
	OR	3
PSYC 2314	Lifespan Growth and Development	3
RNSG 1443	Complex Concepts of Adult Health	4
RNSG 2360	Clinical-Nursing	3
RNSG 1166	Practicum CAPSTONE	<u>1</u>
		<b>11</b>

**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.

Identifies courses to meet academic, general education requirements for AAS degree; minimum 15 credit hours.

## LVN TO TRANSITION ADN 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 Nursing Advisor office beginning **September 15** of each year for the next academic year. Prospective students whose files are completed by **January 15th** will be considered first for admission in summer according to specific criteria. Applicants completing prerequisites by the end of the spring semester will be considered on a space available basis. For admission, the applicant should contact the Nursing Advisor. 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) Have satisfied Texas Success Initiative (TSI).
  - b) Satisfactory completion of sciences, within five years of the date of acceptance to the Role transition program.
  - c) Satisfactory completion of an Introductory Algebra course, or a passing placement test score, within five years of the date of acceptance to 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 is the minimal requirement for admission consideration. Acceptance to the ADN Transition program is through a competitive selection process based on a point system. Students will earn points based on pre-requisite and science courses, and general education and pre-nursing courses. The information packet available in the Nursing Advisor's office and on-line details the procedure for program application.
- 6) Submit current, clear background and drug screening tests. A Texas Board of Nursing Declaratory order may be required

### 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 five years of acceptance.

**NURSING – LVN to Transition ADN Program  
Associate of Applied Science Degree (1298)**

<b>Prerequisites*</b>		
<b>Course</b>	<b>Description</b>	<b>Credit</b>
<u>BIOL 2401</u>	<u>Anatomy and Physiology I</u>	4
BIOL 2402	Anatomy and Physiology II	4
BIOL 2421	Microbiology	4
CHEM 1405	Introductory Chemistry I	4
<u>ENGL 1301</u>	<u>Composition I</u>	3
<u>HUMA XXXX</u>	<u>Core Curriculum Humanities</u>	3
HPRS 1206	Medical Terminology	2
PSYC 2301	<u>General Psychology</u>	3
RNSG 1171	Intro to Nursing Process	1
RNSG 1115	Health Assessment	<u>1</u>
		<b>29</b>
<b>Summer Semester</b>		
RNSG 1262	Clinical-Nursing	2
RNSG 2307	Transition to Nursing Practice	16
		**18
RNSG 1201	Pharmacology	2
		<b>20</b>
<b>Fall Semester</b>		
RNSG 2201	Care of Children and Families	2
RNSG 2260	Clinical-Nursing	2
RNSG 2308	Maternal/Newborn Nursing and Women's Health	3
RNSG 2261	Clinical-Nursing	2
RNSG 1193	Special Topics Issues in Pediatric Nursing	1
HITT 1211	Computers in Health Care	2
		<b>12</b>
<b>Spring Semester</b>		
RNSG 1443	Complex Concepts of Adult Health	4
RNSG 2360	Clinical-Nursing	3
RNSG 1166	Practicum CAPSTONE	1
<u>GOVT 2305</u>	<u>Federal Government</u>	
	<u>OR</u>	3
<u>GOVT 2306</u>	<u>Texas Government</u>	
	<u>OR</u>	
<u>PSYC 2314</u>	<u>Lifespan Growth and Development</u>	<b>11</b>
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>		<b>72</b>

\*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 18 credits for education and experience upon successful completion of RNSG 1262 and 2307.

Identifies courses to meet academic, general education requirements for AAS degree; minimum 15 credit hours.

**EMT-P TO TRANSITION ADN 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 prerequi-

site 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 Transition program. **Applications** will be accepted in the Nursing Advisor's Office beginning **September 15** of each year for the next academic year. Prospective students whose files are completed by **January 15th** will be considered first for admission in summer according to specific criteria. Applicants completing prerequisites by the end of the spring semester will be considered on a space available basis. For admission, the applicant should contact the Nursing Advisor.

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) Have satisfied Texas Success Initiative (TSI).
  - b) Satisfactory completion of science courses within five years of the date of acceptance to the nursing program.
  - c) Satisfactory completion of an Introductory Algebra course, or a passing placement test score, within five years of the date of acceptance to 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.
- 4) Submit current, clear background and drug screening tests as directed by the Associate Degree Nursing Program. A Texas Board of Nursing Declaratory order may be required

**NURSING – EMT-P to Transition ADN Program  
Associate of Applied Science Degree (1295)**

**Prerequisites\***

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

**Summer Semester**

RNSG 1140	Nursing Skills for Articulating Students	1
RNSG 1262	Clinical-Nursing	2
RNSG 2307	Transition to Nursing Practice	15
		<b>**18</b>
RNSG 1201	Pharmacology	2
		<b>20</b>

**Fall Semester**

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

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

\*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 18 credits for education and experience upon successful completion of RNSG 1140, 1262 and 2307.

Identifies courses to meet academic, general education requirements for AAS degree; minimum 15 credit hours.

### NURSING – VOCATIONAL ADMISSIONS (7820)

**Admission Requirements:**

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

- 1) Complete the requirements for admission to the College. Admission to the College does not guarantee admission to the Vocational Nursing Program.
- 2) Have satisfied Texas Success Initiative (TSI).
- 3) 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.
- 4) Satisfactory completion of Anatomy and Physiology within five years of the date of acceptance to the nursing program.
- 5) Satisfactory completion of an Introductory Algebra course, or passing placement test score, within five years of the acceptance to the nursing program.
- 6) Provide a current, clear background check and drug screening test. A Texas Board of Nursing Declaratory order may be required
- 7) Be in good standing at Galveston College

**Prerequisite Courses:**

Candidates for admission to the Vocational Nursing program must complete the following prerequisite courses to be eligible for consideration:

Courses		Credit Hrs.
HPRS1206	Medical Terminology	2
VNSG 1227	Essentials of Medication Administration	2
*VNSG 1420	A&P for Allied Health	<u>4</u>
		8

\* NOTE: BIOL 2401 and BIOL 2402, Anatomy and Physiology may be substituted for VNSG 1420. VNSG 1420 will not be counted for credit toward LVN to ADN transition program.

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

Applications will be accepted in the Nursing Advisor's Office beginning **September 15** of each year for the next academic year. Prospective students whose files are completed by **January 15** will be considered first for admission in the summer according to specified criteria. Applicants completing prerequisites by the end of the spring semester will be considered on a space available basis.

**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 nursing orientation for new students. All entering students will be notified by mail of the dates and times of the scheduled orientation session.
- 2) Submit a completed personal health history form furnished by the UTMB Office of Student Wellness. 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, (512-305-7400).

**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 Nursing Admissions Office. 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.
- 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.
- 9) Submit clear background and drug screening tests as directed by the nursing program. A Texas Board of Nursing Declaratory order may be required

**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 Nursing Advisor;
- 4) Satisfactorily complete re-admission requirements identified at the time of exit.
- 5) Satisfactorily complete testing re-admission requirements identified for each course.
- 6) Submit a clear background check and drug screening test as directed by the nursing program, You may be required to submit a Texas State Board of Nursing Declaratory Order.

As part of the exit interview, the Nursing Advisor, 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 (7821)**

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.

**Prerequisite Courses:**

<b>Course</b>	<b>Description</b>	<b>Credit</b>
HPRS 1206	Medical Terminology	2
VNSG 1227	Essentials of Medication Administration	2
VNSG 1420	Anatomy & Physiology for Allied Health	4
<b>Total</b>		<b>8</b>

**Semester I**

VNSG 1216	Nutrition & Diet Therapy	2	12 weeks
VNSG 1222	Vocational Nursing Concepts	2	12 weeks
VNSG 1400	Nursing in Health & Illness I	4	12 weeks
VNSG 1402	Applied Nursing Skills I	4	Summer I (6 weeks)
VNSG 1413	Applied Nursing Skills II	4	Summer II (6 weeks)
RNSG 1201	Pharmacology	2	12 weeks
<b>Total</b>		<b>18</b>	

**Semester II**

VNSG 1236	Mental Health	2	2 weeks
VNSG 1234	Pediatrics	2	4 weeks
VNSG 1161	Clinical Vocational Nursing (Pediatrics)	1	1 week
VNSG 1409	Nursing in Health & Illness II	4	9 weeks
VNSG 2361	Clinical Vocational Nursing (Medical-Surgical I)	3	9 weeks
VNSG 1214	Applied Nursing Skills III	2	6 weeks
<b>Total</b>		<b>14</b>	

**Semester III**

VNSG 1230	Maternal/Neonatal Nursing	2	6 weeks
VNSG 1162	Clinical Vocational Nursing (Maternal/Neonatal)	1	6 weeks



VNSG 1410	Nursing in Health & Illness III	4	10 weeks
VNSG 2461	Clinical Vocational Nursing (Medical-Surgical II)	4	10 weeks
HPRS 1205	Medical Law/Ethics for Health Professionals	2	8 weeks
VNSG 1191	Special Topics: NCLEX Preparation	1	10 weeks
<b>Total</b>		<b>14</b>	

**TOTAL CREDIT HOURS** **54**

Identifies courses to meet academic, general education requirements for AAS degree; minimum 15 credit hours.

**OFFICE ADMINISTRATION**  
**Associate of Applied Science Degree-Tech Prep (5814)**

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>
POFT 1313	Professional Development for Office Personnel	3
POFT 1301	Business English	3
POFT 1325	Business Math and Machine Applications	3
POFT 1329	Beginning Keyboarding	3
<u>ELEC</u>	<u>Social Science</u>	<u>3</u>
		<b>15</b>

**Second Semester**

<u>ENGL 1301</u>	<u>Composition I:</u>	3
ITSC 1309	Integrated Software Applications I OR	
COSC 1301	Microcomputer Applications	3
ACNT 1303	Introduction to Accounting	3
POFT 2301	Intermediate Keyboarding	<u>3</u>
		<b>12</b>

**Third Semester**

ITSC 2321	Integrated Software Applications II	3
POFT 1319	Records and Information Management I	3
ITNW 1337	Introduction to the Internet	<u>3</u>
		<b>9</b>

**Fourth Semester**

POFT 2312	Business Correspondence and Communication	3
POFT 1309	Administrative Office Procedures I	3
<u>HUMA 1302</u>	<u>Introduction to the Humanities II</u>	3
<u>SPCH 1321</u>	<u>Business &amp; Professional Speaking</u>	<u>3</u>
		<b>12</b>

**Fifth Semester**

<u>ELEC</u>	<u>Math/Science</u>	3-4
POFT 1380	Cooperative Education CAPSTONE	3
POFT 2331	Administrative Systems	3
BUSI 1301	Business Principles	<u>3</u>
		<b>12-13</b>
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>		<b>60-61</b>

Identifies courses to meet academic, general education requirements for AAS degree; minimum 15 credit hours.

**ADMINISTRATIVE PROFESSIONAL**  
**Level-one Certificate Program-Tech Prep (5007)**

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 1301	Microcomputer Applications	
	or	
ITSC 1309	Integrated Software Applications I	3
POFT 1313	Professional Development for Office Personnel	3
POFT 1301	Business English	3
POFT 1325	Business Math and Machine Applications	3
POFT 1329	Beginning Keyboarding	3
		<b>15</b>

**Second Semester**

ACNT 1303	Introduction to Accounting I	3
ITSC 2321	Integrated Software Applications II	3
POFT 1380	Cooperative Education CAPSTONE	3
POFT 1309	Administrative Office Procedures I	3
POFT 1319	Records and Information Management I	3
		<b>15</b>
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>		<b>30</b>

**OFFICE ASSISTANT**  
**Level-one Certificate Program-Tech Prep (5006)**

**First Semester**

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

**MEDICAL SECRETARY**  
**Associate of Applied Science Degree (5825)**

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.

<b>First Semester</b>		
<b>Course</b>	<b>Description</b>	<b>Credit</b>
<u>ELEC</u>	<u>Math/Science**</u>	3-4
HITT 1305	Medical Terminology I*	3
POFT 1305	Professional Development for Office Personnel	3
POFT 2301	Intermediate Keyboarding	3
POFT 1301	Business English	3
		<b>15-16</b>
<b>Second Semester</b>		
<b>Course</b>	<b>Description</b>	<b>Credit</b>
POFM 1327	Medical Insurance *	3
HITT 1353	Legal/Ethical Aspects of Health Information	3
HITT 1341	Coding Classification Systems*	3
MRMT 1307	Medical Transcription I	3
<u>ENGL 1301</u>	<u>Composition I</u>	3
		<b>15</b>
<b>Third Semester</b>		
ITNW 1337	Introduction to the Internet	3
<u>COSC 1301</u>	<u>Microcomputer Applications</u>	
	OR	
ITSC 1309	Integrated Software Applications I	3
		<b>6</b>
<b>Fourth Semester</b>		
<b>Course</b>	<b>Description</b>	<b>Credit</b>
MRMT 2333	Medical Transcription II	3
POFT 1319	Records & Information Management I	3
POFM 1309	Medical Office Procedures	3
<u>ELEC</u>	<u>Social Science</u>	3
POFT 1325	Business Math & Machine Applications	3
		<b>15</b>
<b>Fifth Semester</b>		
POFM 1380	Cooperative Education CAPSTONE	3
<u>SPCH 1321</u>	<u>Business &amp; Professional Speaking</u>	3
<u>HUMA 1302</u>	<u>Introduction to the Humanities II</u>	3
POFM 2333	Medical Document Production	3
		<b>12</b>
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>		<b>63-64</b>

Identifies courses to meet academic, general education requirements for AAS degree; minimum 15 credit hours.

\*These courses will prepare you for the Medical Coding Physician's certification

\*\* Recommend BIOL 2401

### **MEDICAL OFFICE ASSISTANT CERTIFICATE Level-One Certificate Program (5111)**

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.

<b>First Semester</b>		
<b>Course</b>	<b>Description</b>	<b>Credit</b>
POFT 1313	Professional Development for Office Personnel	3
HITT 1305	Medical Terminology I*	3

POFT 1329	Beginning Keyboarding	3
MDCA 1309	Anatomy & Physiology for Medical Assistants	3
POFT 1301	Business English	3
		<b>15</b>
<b>Second Semester</b>		<b>Credit</b>
ITNW 1337	Introduction to the Internet	3
ITSC 1309	Integrated software Applications I OR	
COSC 1301	Microcomputer Applications	3
HITT 1341	Coding & Classification Systems*	3
POFM 1327	Medical Insurance*	3
		<b>12</b>
<b>Third Semester</b>		<b>Credit</b>
<b>Course</b>	<b>Description</b>	
POFM 1309	Medical Office Procedures OR	
HITT 2346	Advanced Medical Coding	3
POFM 1380	Cooperative Education CAPSTONE	3
MRMT 1307	Medical Transcription I	3
HITT 1353	Legal/ethical Aspects of Health Information	3
		<b>12</b>
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>		<b>39</b>

\*These courses will prepare you for the Medical Coding Physician's certification

### **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 (8235)

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 Nursing Advisor. 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:
  - a) Placement tests – a proficiency level of reading and English post-high school
  - OR
  - b) Passing READ 0302 and ENGL 0302.
- 2) Graduation from high school or GED.
- 3) Current health professional level CPR (At time of entrance).
- 4) Submit a completed personal health history form furnished by the UTMB Office of Student Wellness. 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 HITT 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 (5110)

### First Semester

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

## **RADIOLOGIC HEALTH SCIENCE**

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

The Radiologic Health 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 Health Science Advisor.

Applicants must:

- 1) Complete the requirements for admission to the College. Admission to the College does not guarantee admission to the Radiologic Health Sciences Programs.  
Application to the Radiologic Health Sciences Programs requires the filing of a 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 an Intermediate Algebra course or a passing placement test score within five years of acceptance into the Radiologic Health Sciences Programs. MATH 1414-College Algebra is required for Radiation Therapy and MRI and is strongly recommended for Nuclear Medicine prior to program entrance.
  - 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.
- 2) Achieve a grade of "C" or better in all required courses. An overall G.P.A. of 2.5 is required to apply to the program. \*Math and Science courses must have been taken within five years of acceptance into the Radiologic Health Sciences program.
- 3) Proof of the Hepatitis B immunization series with a Hepatitis B titer and the Varicella (chicken pox) immunization or proof of illness is required prior to application to the program.
- 4) 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 Radiologic Health Science 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. Due to limited enrollment, we can not accept every applicant. An interview may be requested by the program coordinator.

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.

All students requesting admission to a Radiologic Health Science program must have a degree plan on file in the Health Science Office. Only applicants who have completed all admission requirements will be considered for admission to the Radiologic Health Science programs.

#### **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.
- 5) Complete background check through the College at students expense. Forms are provided by the Radiologic Health Sciences office.

#### **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 American Registry of Radiologic Technologist (ARRT) at (615) 687-0048 ext. 580 and or the Nuclear Medicine Technology Certification Board (NMTCB) (404) 315-1739.

#### **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 coordinator.

The director of each respective program evaluates the documents and determines which courses may be applicable to the program. The Director of Admissions at Galveston College evaluates general academic credit courses.

#### **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 and NMTT 1303, Radiation Biology and Safety.)

- 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.

The Radiologic Health Sciences Review Committee will review all students who wish to re-enter the program. 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 coordinator 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.

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 while the Certificate students receive a certificate of completion from Galveston College. The graduate qualifies to apply



for the national certification/licensure examination.

**NUCLEAR MEDICINE TECHNOLOGY**  
**Associate of Applied Science Degree (8038)**

The Nuclear Medicine Program is nationally accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology, (JRCNMT).

**Mission Statement:**

In addition to supporting the mission and goals of Galveston College, the mission of the Nuclear Medicine Technology Program is to provide a comprehensive, competency-based nuclear medicine curriculum to prepare a diverse group of graduates with the entry-level skills needed to provide quality nuclear medicine procedures, the best possible patient care, and rewarding careers; encouraged to become leaders in the nuclear medicine community with a need for a lifetime of continued learning.

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).

**WHEN DO I NEED TO ENROLL?**

Formal applications are accepted beginning September 15th of each year for the next academic year. Files that are completed by April 15th will be considered first for the next academic year. Due to limited enrollment, we can not accept every applicant. An interview may be requested by the Program Coordinator.

## NUCLEAR MEDICINE TECHNOLOGY ADMISSION CRITERIA

All prospective candidates who wish to be admitted to the Nuclear Medicine Technology program should contact the Health Science Advisor to complete the following admission criteria:

Applicants must:

- 1) Complete the requirements for admission to the College. **Admission to the College does not guarantee admission to the Nuclear Medicine Technology Program.**
- 2) Application to the Nuclear Medicine Technology Program requires the filing of a 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 an Intermediate Algebra course or a passing placement test score within five years of acceptance into the Radiologic Health Sciences program. MATH 1414-College Algebra is strongly recommended.
  - c) Satisfactory completion of BIOL 2401, Anatomy and Physiology I, within five years of acceptance into the Radiologic Health Sciences program. BIOL 2402, Anatomy and Physiology II are strongly recommended as a prerequisite.
  - d) Satisfactory completion of HPRS 1206, Medical Terminology.
- 3) Achieve a grade of "C" or better in all required courses. An overall G.P.A. of 2.5 is required for application to the program. Math and Science courses must have been taken within five years of acceptance into the Radiologic Health Sciences program.
- 4) Complete a background check through the College at students cost upon acceptance to program.
- 5) Complete Hepatitis B vaccination series or proof of illness including the Hepatitis B titer by the start of the program. (This process takes approximately seven months to complete.)
- 6) Complete Varicella vaccination (Chicken pox) or proof of illness by the start of the program.
- 7) It is highly recommended that the general education courses be completed prior to enrollment in the Nuclear Medicine Technology Program.

### Prerequisite Courses\*

Course	Description	Credit
<u>BIOL 2401</u>	<u>Anatomy and Physiology I</u>	4
HPRS 1206	Medical Terminology	2
		<b>6</b>
<b>FIRST YEAR</b>		
<b>Fall Semester</b>		
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	3
		<b>16</b>
<b>Spring Semester</b>		
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	3
		<b>15</b>
<b>Summer Semester I</b>		
NMTT 1205	Nuclear Medicine Data Processing	2
<u>ENGL 1301</u>	<u>Composition I</u>	3
		<b>5</b>
<b>Summer Semester II</b>		
<u>ELEC x3xx</u>	<u>Humanities Elective</u>	3

<u>ELEC x3xx</u>	<u>Behavioral/Social Science Course**</u>	3
		<b>6</b>
<b>SECOND YEAR</b>		
<b>Fall Semester</b>		
<b>Course</b>	<b>Description</b>	<b>Credit</b>
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	4
		<b>9-10</b>
<b>Spring Semester</b>		
<b>Course</b>	<b>Description</b>	<b>Credit</b>
NMTT 2235	Nuclear Medicine Technology Seminar ***	2
NMTT 2313	Nuclear Medicine Methodology III	3
NMTT 2467	Practicum-Nuclear Medicine Clinical Technology	4
		<b>9</b>
<b>Summer Semester I</b>		
<b>Course</b>	<b>Description</b>	<b>Credit</b>
NMTT 2361	Clinical-Nuclear Medicine Technology	3
		<b>3</b>
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>		<b>69-70</b>

\* MATH 0304 Intermediate Algebra is a requirement to be met for program by placement or course completion. MATH 1414 College Algebra is highly recommended.

\*\* Any Social or behavior science course of 3 credit hours or more.

\*\*\*Capstone experience.

Identifies courses to meet academic, general education requirements for AAS degree; minimum 15 credit hours.

**HIGHLY RECOMMENDED** that the following courses be completed prior to enrollment in the Nuclear Medicine Program:

One semester of College Algebra (MATH 1414)

One semester of English 1301 Composition I (3 credit hrs)

One semester Social/Behavioral Sciences (3 credit hrs)

One semester of Humanities (3 credit hrs)

One semester of Anatomy & Physiology II (4 credit hrs)

One semester of CTMT 2372 Tomographic Anatomy & Pathology (2 credit hrs) or HPRS 2200 Pharmacology for Health Professionals (3 credit hrs)

### **RADIATION THERAPY TECHNOLOGY** **Associate of Applied Science Degree (8046)**

The Joint Review Committee on Education in Radiologic Technology, 20 N Wacker Dr., Suite 900, Chicago, IL, 60606-2901, nationally accredits the Galveston College Radiation Therapy Technology program.

#### **MISSION STATEMENT**

In keeping with the mission of Galveston College, the Radiation Therapy Program is committed to providing its students a basic general education as well as presenting the opportunity for students to develop specific skills through the program which will prepare the graduate for a entry level position in the field of Radiation Therapy. The faculty and staff of the Radiation Therapy program are committed to assisting the student toward the greatest academic, personal and professional potential through quality courses and instruction.

### **WHAT IS THE ROLE OF THE RADIATION THERAPIST?**

The Radiation Therapist assists in the treatment of patients with cancer. Radiation is directed at the tumor site under strictly controlled conditions in an attempt to cure or palliate the disease. The radiation therapist positions the patient for treatment, performs or assists in performing the necessary mathematical calculations to determine the proper radiation dose under the supervision of a physician and delivers the required radiation utilizing highly complex equipment. The radiation therapist also receives training regarding the significant impact that cancer has on patients and their families.

There is a nationwide demand for skilled, registered radiation therapist that is expected to increase over the next decade. With advance training and education, radiation therapist also enjoys opportunities to pursue therapist careers in Dosimetry, Medical physics, teaching and administration.

### **HOW MUCH CAN I EXPECT TO EARN AS A RADIATION THERAPIST?**

Depending on a number of factors, including geographic location and duties of employment and their own personal qualities, graduates can reasonably expect entry level salaries ranging from \$55,000 to \$60,000 per year.

### **WHEN DO I NEED TO ENROLL?**

Applications are accepted beginning September 15 of each year for the next academic year. Files that are completed by April 15 will be considered first for the next academic year. Due to limited enrollment we can not accept every applicant. Potential students may be requested to complete an interview process with the Radiation Therapy Coordinator.

### **RADIATION THERAPY ADMISSION CRITERIA**

All prospective candidates who wish to be admitted to the Radiation Therapy Program should contact the Health Science Advisor to complete the following admission criteria:

Applicants must:

- 1) Complete the requirements for admission to the College. Admission to the College does not guarantee admission to the Radiation Therapy Program.
- 2) Application to the Radiation Therapy Program requires the filing of a 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 College Algebra course (MATH 1414) or a passing placement test score within five years of acceptance into the Radiologic Health Sciences program.
  - c) Satisfactory completion of BIOL 2401, Anatomy and Physiology I, within five years of acceptance into the Health Sciences program. BIOL 2402, Anatomy and Physiology II is strongly recommended as a prerequisite.
  - d) Satisfactory completion of HPRS 1206, Medical Terminology.
  - e) Satisfactory completion of HITT 1211, Computers in Health Care.
- 3) Achieve a grade of "C" or better in all required courses. A G.P.A. of 2.5 is required to apply to the program. Math and Science courses must have been taken within five years of acceptance into the Health Sciences Program.
- 4) Complete background check through college at students cost upon acceptance to program.
- 5) Complete Hepatitis B vaccination series including the Hepatitis B titer by the start of the program. (This process takes approximately 7 months to complete.)
- 6) Complete Varicella vaccination (Chicken pox) or proof of illness by the start of the program.
- 7) It is highly recommended that the general education courses be completed to enrollment in Radiation Program.

### **CURRICULUM**

All professional (NMTT or RADT) course work must be completed with a grade of 75 or better in order to progress in the program.

Classroom instruction is presented at Galveston College, while clinical training is conducted through multiple

clinical affiliates.

Upon completion of requirements, the student receives the Associate of Applied Science degree from Galveston College. The graduate is then eligible to apply for the national certification examination.

**RADIATION THERAPY TECHNOLOGY  
A.A.S. Degree**

**PREREQUISITES**

HPRS 1206	Medical Terminology	2
BIOL 2401	Anatomy & Physiology	4
HITT 1211	Computers in Health Care	2
MATH 1414	College Algebra	<u>4</u>
		12

**FIRST YEAR**

**Semester I**

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 1171	Introduction to RT-Clinical	<u>1</u>
		13

**Semester II**

BIOL 2402	Anatomy & Physiology II	4
RADT 1344	Instrumentation/Methods	3
RADT 2301	Oncology I	3
RADT 1266	Practicum I	<u>2</u>
		12

**Semester III**

ENGL 1301	Composition I	3
RADT 2266	Practicum II (12 weeks)	2
RADT 1191	Special Topics: Trends	1
RADT 2307	Dosimetry I	<u>3</u>
		9

**Semester IV**

ELEC x3xx	Humanities Elective	3
PSYC 2301	or SOCI 1301 or GOVT 2305	<u>3</u>
		6

**SECOND YEAR**

**Semester V**

RADT 2309	Dosimetry II	3
RADT 2303	Oncology II	3
RADT 2366	Practicum III	3
CTMT 2372	Tomographic Anatomy & Pathology	3
<b>SPCH 1318</b>	<b>Interpersonal Communication</b>	<u>3</u>
		15

**Semester VI**

RADT 1291	Special Topics: Seminar*	2
RADT 2367	Practicum IV	<u>3</u>
		5

**Total Credit Hours for the Program** 72

\*Capstone Experience.

### **STUDENT CHECK LIST**

- All College Transcripts
- Successful completion of College Algebra or placement test
- Successful completion of Anatomy & Physiology I.
- Proof of Medical Terminology or successful completion of HPRS 1206 at Galveston College or Galveston College Medical Terminology Placement Test.
- See Health Science Advisor for Degree Plan.
- Application to Program in Radiologic Health Science Office
- Required to complete Background Check through College at students cost upon acceptance to program.
- Show proof of Hepatitis B immunization series or proof of illness including titer (takes 7 months to complete) before start of program.
- Show proof of Varicella (chicken pox) immunization --or proof of illness before start of program

**HIGHLY RECOMMENDED** that the following courses be completed prior to enrollment the Radiation Therapy Program:

One semester of English, ENGL 1301 Composition I (3 credit hrs)

One semester of Humanities (3 credit hrs)

One semester of Anatomy & Physiology II (4 credit hrs)

One semester of Behavioral Science (3 credit hrs)

One semester of Speech (3 credit hrs)

### **RADIOGRAPHY**

#### **Associate of Applied Science Degree (8033)**

The Joint Review Committee on Education in Radiologic Technology, 20 N Wacker Dr., Suite 900, Chicago, IL, 60606-2901, nationally accredits the Galveston College Radiography program.

### **MISSION STATEMENT**

In keeping with the mission of Galveston College, it is the goal of the program faculty and staff to produce graduates who complete their AAS degree in Radiography, who pass the ARRT certification exam on the first attempt, who are able to enter the job market as entry-level radiographers, who demonstrate empathy and compassion for their patients, and graduates who are committed to life-long learning.

### **GOALS:**

1. Provide students with academic and clinical instruction in radiography required to produce entry-level radiographers.
2. Produce graduates who achieve a job placement rate of at least 85% within six months of graduation.
3. Produce radiographers who demonstrate empathy and compassion for the patient.
4. Produce graduates who complete the American Registry of Radiologic Technologists certification exam with a pass rate of at least 85% over the previous five years.
5. Produce graduates who have met all the requirements for an Associate of Applied Science (AAS) degree in Radiography from Galveston College within 120% of the published program length from the date of matriculation.
6. Produce graduates who achieve a course completion rate of at least 85% over the last five years.
7. Produce graduates who are "life-long learners."
8. Provide students with quality instruction and employers with competent employees.

### **WHAT IS THE ROLE OF THE RADIOGRAPHER?**

The Radiographer is a health professional educated to utilize ionizing radiation to produce images used in the diagnosis of disease. Radiography by virtue of its capability to render visible otherwise hidden internal structures of the human body 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.

### **HOW MUCH CAN I EXPECT TO EARN AS A RADIOGRAPHER?**

Depending on a number of factors, including geographic location, duties of employment and their own personal qualities, graduates can reasonably expect entry level salaries ranging from \$37,000 to \$42,000 per year.

**WHEN DO I NEED TO ENROLL?**

Applications are accepted beginning September 15 of each year for the next academic year. Files that are completed by April 15 will be considered first for the next academic year. Due to limited enrollment we can not accept every applicant. Potential students will need to complete an interview process with the Radiography faculty.

**RADIOGRAPHY ADMISSION CRITERIA**

All prospective candidates who wish to be admitted to the Radiography Program should contact the Health Science Advisor to complete the following admissions criteria:

Applicants must:

- 1) Complete the requirements for admission to the College. Admission to the College does not guarantee admission to the Radiography Program.
- 2) Application to the Radiography Program requires the filing of a 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 an Intermediate Algebra (MATH 0304) course or a passing placement test score within five years of acceptance into the Radiography Program. MATH 1414-College Algebra is recommended prior to program entrance.
  - c) Satisfactory completion of BIOL 2401, Anatomy and Physiology I, within five years of acceptance into the Radiography Program. BIOL 2402, Anatomy and Physiology II is recommended prior to program entrance.
  - d) Satisfactory completion of HPRS 1206, Medical Terminology.
- 3) Achieve a grade of "C" or better in all required courses. An overall G.P.A. of 2.5 is required for application to the program. Math and Science courses must have been taken within five years of acceptance into the Radiologic Health Sciences program.
- 4) Complete a background check through the College at students cost upon acceptance to program.
- 5) Complete Hepatitis B vaccination series or proof of illness including the Hepatitis B titer by the start of the program. (This process takes approximately seven months to complete.)
- 6) Complete Varicella vaccination (Chicken pox) or proof of illness by the start of the program.
- 7) It is highly recommended that the general education courses be completed prior to enrollment in the Radiography Program.

**Prerequisite Courses\***

<b>Course</b>	<b>Description</b>	<b>Credit</b>
<u>BIOL 2401</u>	<u>Anatomy &amp; Physiology I</u>	4
<u>HPRS 1206</u>	Medical Terminology	<u>2</u>
		<b>6</b>
<b>FIRST YEAR</b>		
<b>Fall Semester</b>		
RADR 1411	Basic Radiographic Procedures	4
RADR 1301	Introduction to Radiography	3
NMTT 1303	Radiation Biology and Safety	3
RADR 1303	Patient Care	3
RADR 1166	Practicum I	<u>1</u>
		<b>14</b>
<b>Spring Semester</b>		
<u>BIOL 2402</u>	<u>Anatomy &amp; Physiology II</u>	4
RADR 1366	Practicum II	3
RADR 1313	Principles of Radiographic Imaging I	3
RADR 2401	Inter. Radiographic Procedures	<u>4</u>
		<b>14</b>
<b>Summer Semester</b>		
<u>ENGL 1301</u>	<u>Composition I</u>	3

RADR 1367	Practicum III	3
<u>SPCH 1318</u>	<u>Interpersonal Communication</u>	3
<u>ELEC x3xx</u>	<u>Humanities Elective**</u>	<u>3</u>
		<b>12</b>

**SECOND YEAR**

**Fall Semester**

Course	Description	Credit
RADR 2305	Principles of Radiographic Imaging II	3
RADR 2217	Radiography Pathology	2
RADR 2366	Practicum IV	3
<u>PSYC 2301</u>	<u>General Psychology</u>	3
<u>HITT 1211</u>	<u>Computers in Healthcare</u>	<u>2</u>
		<b>13</b>

**Spring Semester**

Course	Description	Credit
<b>ENGL 1302</b>	Composition II	3
RADR 2367	Practicum V	3
RADR 2333	Advanced Medical Imaging	3
RADR 2335	Radiographic Tech. Seminar***	<u>3</u>
		<b>12</b>
		<b>71</b>

**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.

\*\* Any Humanities course with 3 credits.

\*\*\* Capstone experience

Underline identifies courses to meet academic, general education requirements for AAS degree; minimum 15 credit hours.

**STUDENT CHECK LIST**

- All College Transcripts
- Successful completion of Intermediate Algebra (Math 0304) or placement test (you can supercede Intermediate Algebra) MATH 1414-College Algebra is recommended prior to program entrance.
- Successful completion of Anatomy & Physiology I.
- Proof of Medical Terminology or successful completion of HPRS 1206 at Galveston College or Galveston College Medical Terminology Placement Test.
- See Health Science Advisor for degree plan.
- Application to Program in Radiologic Health Science Office.
- Required to complete Background Check through College at students cost upon acceptance to program.
- Show proof of Hepatitis B immunization series or proof of illness including Hepatitis B titer (takes 7 months to complete) before start of program.
- Show proof of Varicella (chicken pox) immunization or proof of illness before start of program

**HIGHLY RECOMMENDED** that the following courses be completed prior to enrollment the Radiography Program:

- 1 semester of English, ENGL 1301 Composition I (3 credit hrs)
- 1 semester of English, ENGL 1302 Composition II (3 credit hrs)
- 1 semester General Psychology (3 credit hrs)
- 1 semester of Humanities (3 credit hrs)
- 1 semester of Anatomy & Physiology II, BIOL 2402 (4 credit hrs)
- 1 semester of Speech (3 credit hrs)
- 1 semester of Computers in Health Care, HITT 1211 (2 credit hrs)

For more information about the Radiography program, contact the Health Science Programs at (409) 944-1497 or (409) 944-1495.



## **CERTIFICATE PROGRAMS (RADIOLOGIC HEALTH SCIENCES)**

Certificate programs which are offered through the Division of Radiologic Health Science include:

- Breast Imaging/Mammography
- Computerized Tomography Technology
- Magnetic Resonance Imaging Technology
- Radiation Therapy Technology Certificate Program

### **BREAST IMAGING/MAMMOGRAPHY Certificate Program (5300)**

Breast Imaging/Mammography is a post-associate degree certificate program presented by Galveston College.

#### **WHAT IS THE ROLE OF THE MAMMOGRAPHER?**

Mammography is a branch of radiology that employs specialized x-ray equipment to produce images of the breast which aid the radiologist in diagnosing breast cancer and other pathologies. The mammographer works closely with patients to provide instruction and ensure quality care while performing various specialized breast-imaging studies.

In order to produce quality images, the mammographer must be able to communicate and work effectively with patients and health professionals, operate sophisticated equipment, observe radiation protection measures, and participate in quality assurance measures.

#### **HOW MUCH CAN I EXPECT TO EARN AS A MAMMOGRAPHER?**

Depending on a number of factors, including geographic location, duties of employment and their own personal qualities, mammographers can reasonably expect entry-level salaries ranging from \$41,000 to \$46,000 per year.

#### **WHEN DO I NEED TO ENROLL?**

Applications for admission are accepted in the Radiologic Health Science Office beginning April 1st for the fall semester and August 1st for the spring semester.

#### **BREAST IMAGING/MAMMOGRAPHY ADMISSION CRITERIA**

All prospective candidates who wish to be admitted to the Breast Imaging/Mammography program should contact the Health Science Advisor to file a degree plan to show evidence of the following admissions criteria.

Applicant must:

- 1) Obtain, complete and return admissions application to the Admissions Office. Admission to the College does not guarantee admission to the Mammography Program.
- 2) Arrange for official transcripts from all schools (high school and college) attended to be sent to the Admissions Office.
- 3) Take a placement test and/or THEA test and have official scores sent to the Admissions Office. Official THEA scores must appear on a transcript or be sent directly to Galveston College from the test company on an official test score report form.
- 4) Have an overall 2.5 G.P.A.
- 5) Be a graduate of an accredited radiologic health science program.
- 6) Be a registered technologist by the start of the program.
- 7) File a copy of current Texas Department of Health (if applicable) and ARRT certificate in the Admissions Office and in the Health Science Center.
- 8) Complete Galveston College admission requirements.
- 9) Complete Hepatitis B vaccination series or proof of illness including the Hepatitis B titer by the start of the program. (This process takes approximately seven months to complete.)
- 10) Complete Varicella vaccination (Chicken pox) or proof of illness by the start of the program.
- 11) Complete a background check through the College at students cost upon acceptance to program.

## CURRICULUM

The program is offered in the fall and spring semester and can be completed in 11-13 weeks 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 will be conducted at Galveston College clinical training will be conducted at UTMB hospitals and a number of affiliated health care institutions.

Upon completion of requirements, the student receives a certificate of completion from Galveston College.

### BREAST IMAGING/MAMMOGRAPHY CERTIFICATE PROGRAM

Course	Description	Credit
MAMT 2233	Anatomy/Positioning & Patient Assessment	2
MAMT 2231	Instrumentation/Modalities	2
MAMT 2230	Quality Assurance	2
MAMT 2260	Clinical Applications I*	<u>2</u>
<b>TOTAL CREDIT HOURS OF PROGRAM</b>		<b>8</b>

\*Capstone experience

The first eight weeks will be academic classes and the last three – five weeks will be the clinical application portion.

#### STUDENT CHECKLIST:

- Official college transcripts from all colleges attended
- Cumulative G.P.A. of 2.5
- Graduate of an accredited radiologic health science program.
- Copy of current Texas Department of Health License (if applicable) filed in Admissions Office and in the Health Science Center.
- Copy of current ARRT certification filed in the Admissions Office and in the Health Sciences Center.
- Complete a degree plan in the Health Science Center.
- Submit an application to Breast Imaging / Mammography Program in the Health Sciences Center.
- Complete a background check through the College at students cost upon acceptance to program.
- Complete Hepatitis B vaccination series or proof of illness including the Hepatitis B titer by the start of the program. (This process takes approximately seven months to complete.)
- Complete Varicella vaccination (Chicken pox) or proof of illness by the start of the program.

For more information about the Breast Imaging/ Mammography Program, contact the Health Science Office at (409) 944-1490.

### COMPUTERIZED TOMOGRAPHY Certificate Program (5292)

Computerized Tomography is a post-associate degree certificate program presented by Galveston College.

#### WHAT IS THE ROLE OF THE CT TECHNOLOGIST?

Computerized Tomography (CT) is a branch of radiology that employs specialized x-ray equipment to produce sectional images of the human anatomy. The CT Technologist performs various diagnostic procedures under the supervision of a licensed radiologist. In order to produce quality images, the CT Technologist must be able to work effectively with patients and health professionals, operate sophisticated computer equipment and observe radiation protection measures.

#### HOW MUCH CAN I EXPECT TO EARN AS A CT TECHNOLOGIST?

Depending on a number of factors, including geographic location, duties of employment and their own personal qualities, graduates can reasonably expect entry level salaries ranging from \$41,000 to \$46,000 per year.

### WHEN DO I NEED TO ENROLL?

Applications for admission are accepted in the Health Sciences Center beginning April 1 for the fall semester and August 1 for the spring semester.

### COMPUTERIZED TOMOGRAPHY TECHNOLOGY ADMISSION CRITERIA

All prospective candidates who wish to be admitted to the Computerized Tomography Technology program should contact the Health Science Advisor to file a degree plan to show evidence of the following admissions criteria:

Galveston College operates an open door admissions policy. **Acceptance to Galveston College does not mean acceptance to the Radiologic Health Sciences Program.**

- 1) Obtain, complete and return admissions application to the Admissions Office.
- 2) Arrange for official transcripts from all schools (high school and college) attended to be sent to the Admissions Office.
- 3) Take a placement test and/or THEA test and have official scores sent to the Admissions Office. Official THEA scores must appear on a transcript or be sent directly to Galveston College from the test company on an official test score report form.
- 4) Have an overall 2.5 G.P.A.
- 5) Be a graduate of an accredited radiologic health science program.
- 6) Be a registered technologist by the start of the program.
- 7) File a copy of current Texas Department of Health (if applicable) and ARRT certificate in the Admissions Office and in the Health Sciences Center.
- 8) Complete Galveston College admission requirements.
- 9) Complete a background check through the College at students cost upon acceptance to program.
- 10) Complete Hepatitis B vaccination series or proof of illness including the Hepatitis B titer by the start of the program. (This process takes approximately seven months to complete.)
- 11) Complete Varicella vaccination (Chicken pox) or proof of illness by the start of the program.

### CURRICULUM

The program is offered in the fall or spring semester and can be completed in one semester of full-time study.

Classroom instruction will be conducted at Galveston College clinical training will be conducted at The University of Texas Medical Branch hospital and a number of affiliated health care institutions.

Upon completion of requirements, the student receives a certificate of completion from Galveston College.

### COMPUTERIZED TOMOGRAPHY TECHNOLOGY CERTIFICATE PROGRAM

Course Description	Credit
CTMT 2336	CT Equipment & Methodology 3
CTMT 2372	Tomographic Anatomy & Pathology 3
CTMT 2560	CT Clinical Applications* 5
<b>TOTAL CREDITS</b>	<b>11</b>

\*Capstone experience

### STUDENT CHECKLIST:

- Official college transcripts from all colleges attended
- Cumulative G.P.A. of 2.5
- Graduate of an accredited radiologic health science program.
- Copy of current Texas Department of Health License (if applicable) filed in Admissions Office in the Health Sciences Center.
- Copy of current ARRT certification and a current Texas Department of Health certificate (if applicable) filed in the Admissions Office in the Health Sciences Center.
- Complete a degree plan in the Health Science Center.
- Submit an application to CT Program in the Health Science Center.

- Complete a background check through the College at students cost upon acceptance to program.
- Show proof of Hepatitis B immunization series or proof of illness including Hepatitis B titer (takes seven months to complete) before start of program.
- Show proof of Varicella (chicken pox) immunization or proof of illness before start of program

For more information about the Computerized Tomography Technology program, contact the Health Science Office at (409) 944-1490.

### **MAGNETIC RESONANCE IMAGING TECHNOLOGY Certificate Program (5293)**

Magnetic Resonance Imaging is a post-associate degree certificate program offered by Galveston College.

#### **WHAT IS THE ROLE OF THE MRI TECHNOLOGIST?**

The MRI Technologist performs various diagnostic procedures under the supervision of a licensed physician and works closely with patients to provide instruction and quality care while performing diagnostic procedures. These procedures are quite varied and provide images of virtually all parts of the anatomy.

MRI is unique in the field of diagnostic imaging because of the manner in which images are obtained. The patient is positioned within a powerful magnetic field and radio frequency signals are utilized to create images of the patient's internal structures. This is accomplished without the use of radiation.

#### **HOW MUCH CAN I EXPECT TO EARN AS A MRI TECHNOLOGIST?**

Depending on a number of factors, including geographic location, duties of employment and their own personal qualities, graduates can reasonably expect entry level salaries ranging from \$41,000 to \$46,000 per year.

#### **WHEN DO I NEED TO ENROLL?**

Formal applications are accepted beginning September 15 of each year for the next academic year. Files that are completed by April 15 will be considered first.

#### **MRI TECHNOLOGY ADMISSION CRITERIA**

All prospective candidates who wish to be admitted to the Magnetic Resonance Imaging Technology program should contact the Health Science Advisor to file a degree plan to show evidence of the following admissions criteria:

Galveston College operates an open door admissions policy. **Acceptance to Galveston College does not mean acceptance to the Radiologic Health Sciences Program.** To enroll in a College credit program of study:

- 1) Obtain, complete and return admissions application to the Admissions Office.
- 2) Arrange for official transcripts from all schools (high school and college) attended to be sent to the Admissions Office and in the Health Sciences Center.
- 3) Take a placement test and/or THEA test and have official scores sent to the Admissions Office. Official THEA scores must appear on a transcript or be sent directly to Galveston College from the test company on an official test score report form.
- 4) File a copy of current Texas Department of Health (if applicable) and ARRT certificate in the Admissions Office.
- 5) Complete Galveston College admission requirements.
- 6) Successfully complete College Algebra. (college physics strongly recommended.)
- 7) Complete a background check through the college at students cost upon acceptance to program.
- 8) Complete Hepatitis B vaccination series or proof of illness including the Hepatitis B titer by the start of the program. (This process takes approximately seven months to complete.)
- 9) Complete Varicella vaccination (Chicken pox) or proof of illness by the start of the program.

## CURRICULUM

The program begins in the fall semester and can be completed in two semesters of full-time study.

Classroom instruction will be conducted at Galveston College and The University of Texas Medical Branch. Clinical training will be conducted at The University of Texas Medical Branch and a number of other affiliated health care institutions.

Upon completion of requirements, the student receives a certificate of completion from Galveston College.

### MAGNETIC RESONANCE IMAGING TECHNOLOGY CERTIFICATE PROGRAM

Course	Description	Credit
<b>Fall Semester</b>		
MRIT 2330	Principles of MRI	3
MRIT 2372	Tomographic Anatomy & Pathology	3
MRIT 2660	MRI Clinical Applications I	<u>6</u>
<b>Semester Credits</b>		<b>12</b>
<b>Spring Semester</b>		
MRIT 2334	MRI Equipment & Methodology	3
MRIT 2374	Advanced MRI Physics	3
MRIT 2661	MRI Clinical Applications II*	<u>6</u>
<b>Semester Credits</b>		<b>12</b>
<b>TOTAL CREDITS IN PROGRAM</b>		<b>24</b>

\*Capstone experience

The Clinical Application courses (MRIT 2660 and MRIT 2661) will consist of 16 hours per week each semester. Total clinical hours for the program will be 512 hours.

#### STUDENT CHECKLIST:

- Official college transcripts from all colleges attended
- Cumulative G.P.A. of 2.5
- Successful completion of College Algebra, (college physics recommended)
- Graduate of an accredited radiologic health science program.
- Copy of current Texas Department of Health License (if applicable) filed in Admissions Office and in the Health Sciences Center.
- Copy of current ARRT certification filed in the Admissions Office and in the Health Sciences Center.
- Complete a degree plan in the Health Science Center.
- Submit an application to the MRI Program in the Health Sciences Center.
- Complete a background check through the College at students cost upon acceptance to program.
- Complete Hepatitis B vaccination series or proof of illness including the Hepatitis B titer by the start of the program. (This process takes approximately seven months to complete.)
- Complete Varicella vaccination (Chicken pox) or proof of illness by the start of the program.

For more information about the Magnetic Resonance Imaging Technology program, contact the Health Science office at (409) 944-1490.

### RADIATION THERAPY TECHNOLOGY CERTIFICATE (8047)

Radiation Therapy Certificate Program is a post registered radiographer program offered by Galveston College. The Joint Review Committee on Education in Radiologic Technology, 20 N Wacker Dr., Suite 900, Chicago, IL, 60606-2901, nationally accredits the Galveston College Radiation Therapy Technology program.

### **WHAT IS THE ROLE OF THE RADIATION THERAPIST?**

The Radiation Therapist assists in the treatment of patients with cancer. Radiation is directed at the tumor site under strictly controlled conditions in an attempt to cure or palliate the disease. The radiation therapist positions the patient for treatment, performs or assists in performing the necessary mathematical calculations to determine the proper radiation dose under the supervision of a physician and delivers the required radiation utilizing highly complex equipment. The radiation therapist also receives training regarding the significant impact that cancer has on patients and their families.

There is a nationwide demand for skilled, registered radiation therapist that is expected to increase over the next decade. With advance training and education, radiation therapist also enjoys opportunities to pursue therapist careers in Dosimetry, Medical physics, teaching and administration.

### **HOW MUCH CAN I EXPECT TO EARN AS A RADIATION THERAPIST?**

Depending on a number of factors, including geographic location and duties of employment and their own personal qualities, graduates can reasonably expect entry level salaries ranging from \$55,000 to \$60,000 per year.

### **WHEN DO I NEED TO ENROLL?**

Applications for admissions are due in the Admission Office April 15<sup>th</sup> for the summer semester. All applicants must be registered radiographers from an accredited program by April 15<sup>th</sup>. Due to limited enrollment we can not accept every applicant. Potential students may be requested to complete an interview process with the Radiation Therapy Coordinator.

### **RADIATION THERAPY ADMISSION CRITERIA**

Application to the Radiation Therapy Certificate program requires the filing of a degree plan with the Health Science Advisor which shows evidence of:

- 1) Complete the requirements for admission to the College. Admission to the College does not guarantee admission to the Radiation Therapy Certificate Program.
- 2) Apply to the Radiation Therapy Certificate Program which requires the filing of a degree plan.
- 3) Be a graduate of an accredited Health Science program.
- 4) Be registered radiographer by April 15<sup>th</sup>.
- 5) File a copy of current Texas Department of Health licensure (if applicable) and copy of ARRT certification in the Admissions Office and in the Health Sciences Center.
- 6) Have an overall G.P.A. of 2.5.
- 7) Successfully complete college algebra. (College physics is recommended.)
- 8) Complete background check through college at students cost upon acceptance to program.
- 9) Complete Hepatitis B vaccination series including the Hepatitis B titer. (This process takes approximately 7 months to complete.)
- 10) Complete Varicella vaccination (Chicken pox) or proof of illness.

### **CURRICULUM**

The program begins in the summer semester and is completed in the following summer semester. All classroom instruction is conducted at Galveston College and clinical education is conducted through multiple clinical affiliates.

Upon completion of the program, the student will receive a certification from Galveston College which states the student has successfully completed the certificate program and is eligible to take the national licensure exam administered by the American Registry of Radiologic Technologist.

### **RADIATION THERAPY TECHNOLOGY CERTIFICATE PROGRAM**

<b>Course</b>	<b>Description</b>	<b>Credit</b>
<b>Semester 1 – Summer</b>		
RADT 1301	Introduction to Radiation Therapy	3
RADT 2307	Dosimetry I	3
RADT 2301	Oncology I	3

RADT 1266	Practicum I	<u>2</u>
		11
<b>Semester 2 – Fall</b>		
CTMT 2372	Tomographic Anatomy and Pathology	3
RADT 2309	Dosimetry II	3
RADT 2303	Oncology II	3
RADT 1366	Practicum II	<u>3</u>
		12
<b>Semester 3 – Spring</b>		
RADT 1344	Instrumentation and Methodology	3
RADT 1291	Special Topics: Seminar	2
RADT 2366	Practicum III	<u>3</u>
		8
<b>Semester 4 – Summer</b>		
RADT 1191	Special Topics & Trends*	1
RADT 2367	Practicum IV	<u>3</u>
		4
Total Semester Credit Hours in Program		35

\*Capstone experience.

STUDENT CHECK LIST

- Official College Transcripts from all colleges attended
- Cumulative G.P.A. of 2.5
- Successful completion of College Algebra, (college physics recommended)
- Graduate of an accredited Radiologic Health Science Program.
- Copy of current Texas Department of Health License (if applicable) filed in Admissions Office and in the Health Sciences Center.
- Copy of current ARRT certification filed in the Admissions Office and in the Health Sciences Center.
- Complete a Degree Plan in the health science office.
- Application to Program in the Radiologic Health Science Office.
- Complete Background Check through College at students cost upon acceptance to program.
- Complete Hepatitis B immunization series or proof of illness including Hepatitis B titer (takes 7 mo. to complete) before start of program.
- Complete Varicella (chicken pox) immunization or proof of illness before start of program

**SURGICAL TECHNOLOGY**  
**Level-Two Certificate Program (5211)**

Surgical Technology courses are part of an interdisciplinary curriculum designed to provide educational experiences that 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 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 by the April 15 deadline will be considered for admission. Applications received after the April 15 deadline will be reviewed and ranked. Admission will be based on space availability. Applicants not admitted to the program are not automatically considered for the next year's class and must re-apply each year.

**SURGICAL TECHNOLOGY ADMISSION CRITERIA**

All prospective candidates who wish to be admitted to the Surgical Technology program should contact the Health Science Advisor.

Applicants must:

- 1) Complete the requirements for admission to the College. Admission to the College does not guarantee admission to the Surgical Technology Program.
- 2) Application to the Surgical Technology Program requires the filing of a 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) Math 0303 Introductory Algebra is required to be met for admissions to the program by placement or course completion.
  - c) Satisfactory completion of HPRS 1206, Medical Terminology.
  - d) Satisfactory completion of HITT 1211, Computers in Health Care or COSC 1301 Microcomputer Applications. \*
  - e) SRGT 1491 and HPRS 2200 are highly recommended to be taken as prerequisites.
- 3) An overall G.P.A. of 2.0 is required for admission consideration. Science courses must have been taken within five years of acceptance into the Surgical Technology Program
- 4) Complete a background check through the College at students cost upon acceptance to program.
- 5) Complete Hepatitis B vaccination series or proof of illness including the Hepatitis B titer by the start of the program. (This process takes approximately seven months to complete.)
- 6) Complete Varicella vaccination (Chicken pox) or proof of illness by the start of the program.
- 7) Students must be certified in Health Care Provider level CPR at program entry and maintain certification throughout their course of study.
- 8) Completion of Td (Tetanus/Diphtheria), MMR (measles, mumps & rubella), and TB skin test (Tuberculin Test) vaccinations by the start of the program.

\*HPRS 1206 and HITT1211 are required for admission. BIOL 2401 and BIOL 2402, and VNSG 1420 may count as substitutes for SRGT 1491.

**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. 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 2.0 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 2nd and 3rd 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 2.0 on all prerequisite courses.
- Submit a request to the Admission and Progression Committee.
- Satisfactorily complete re-admission requirements identified at the time of exit.

**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**

<b>Prerequisites</b>		
<b>Course</b>	<b>Description</b>	<b>Credit Hours</b>
HPRS 1206	Medical Terminology*	2
HITT 1211	Computers in Healthcare*	2
	or	
COSC 1301	Microcomputer Applications*	3
SRGT 1491	Basic Gross Human Anatomy**	4
HPRS 2200	Pharmacology and Anesthesia for Surgical Technology**	<u>2</u>
		<b>10-11</b>
<b>First Semester</b>		
SRGT 1405	Intro. to Surgical Technology	4
SRGT 1509	Fundamentals of Peri-operative Concepts and Techniques	5
SRGT 1160	Beginning Clinical	<u>1</u>
		<b>10</b>
<b>Second Semester</b>		
SRGT 1441	Surgical Procedures I	4
SRGT 1660	Intermediate Clinical	6
SRGT 1244	Technological Sciences for the Surgical Technologist	<u>2</u>
		<b>12</b>
<b>Third Semester</b>		
SRGT 1442	Surgical Procedures II	4
SRGT 2660	Advanced Clinical	6
SRGT 2260	Specialty Clinical***	2
SRGT 2130	Professional Readiness	<u>1</u>
		<b>13</b>
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>		<b>45-46</b>

\* Required Prerequisites

\*\*SRGT 1491 and HPRS 2200 are highly recommended to be taken as prerequisites. SRGT 1491 and HPRS 2200 can be taken in the first semester of the program if accepted to program.

\*\*\*Capstone Experience



## 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 Academic Affairs and Students Services. 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 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.  
This is an introductory accounting course with emphasis on the fundamentals of financial accounting. This course includes the basic structure of accounting, concepts and principles, the analysis of transactions, financial statement preparation and analysis, and equity accounting for sole proprietorships, partnerships, and corporations. Same as ACNT 1425.

### ACCT 2402 PRINCIPLES OF ACCOUNTING II

(3-3) Credit: 4

Prerequisite: ACCT 2401 with a grade of "C" or better.  
This is an introductory accounting course with emphasis on the fundamentals of managerial accounting. Included in the course are job order costs, process costs, and standards costs, cost control, cost behavior and cost allocation, cost/volume/profit analysis, budgeting, quantitative analysis for decision-making, present values and future values, and taxes and business decisions. Same as ACNT 1426.

### ACNT 1303 INTRODUCTION TO ACCOUNTING I

(3-0) Credit: 3

Prerequisite: MATH 0300.  
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.  
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.  
Basic instruction in the tax laws as currently implemented by the Internal Revenue Service, providing a working knowledge of preparing taxes for the individual. (Replaces ACCT 2306)

### ACNT 1382 COOPERATIVE EDUCATION – ACCOUNTING TECHNICIAN I

(1-20) Credit: 3

Prerequisite: ACNT 1303.  
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.  
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.  
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.  
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.  
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

(3-0) Credit: 3

Prerequisite: None.  
Study of human beings, their antecedents and related primates, and their cultural behavior and institutions. Introduces the major subjects: physical, anthropology, archeology, linguistics, and ethnology. (Cross listed as HUMA 2323)

### +ANTH 2351 CULTURAL ANTHROPOLOGY

(3-0) Credit: 3

Prerequisite: None.  
Key concepts, methods and theory in the study of cultural diversity, social institutions, linguistics, and culture change among world peoples.

## ART

### +ARTS 1301 ART APPRECIATION

(3-0) Credit: 3

Prerequisite: None.  
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.  
Examination of painting, sculpture, architecture, and other arts from prehistoric to present time.

### ARTS 1304 ART HISTORY II

(3-0) Credit: 3

Prerequisite: None.  
Examination of painting, sculpture, architecture, and other arts from prehistoric to present time.

<b>ARTS 1311 DESIGN I (2-Dimensional)</b>	(2-4) Credit: 3	Exploration of ideas using basic ceramic processes.
Prerequisite: None.		
Elements and principles of art using two dimensional concepts.		
<b>ARTS 1312 DESIGN II (3-Dimensional)</b>	(2-4) Credit: 3	<b>ARTS 2347 CERAMICS II</b>
Prerequisite: ARTS 1311.		(2-4) Credit: 3
Elements and principles of art using three dimensional concepts.		Prerequisite: ARTS 2346.
<b>ARTS 1316 DRAWING I</b>	(2-4) Credit: 3	Exploration of ideas using basic ceramic processes.
Prerequisite: None.		
Investigation of drawing media and techniques including descriptive and expressive possibilities		<b>ARTS 2356 PHOTOGRAPHY I</b>
<b>ARTS 1317 DRAWING II</b>	(2-4) Credit: 3	(2-4) Credit: 3
Prerequisite: ARTS 1316.		Prerequisite: None.
Investigation of drawing media and techniques including descriptive and expressive possibilities.		Introduction to the basics of photography. Includes camera operation, techniques, knowledge of (fine arts emphasis) chemistry, and presentation skills. Emphasis on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics.
<b>ARTS 2313 DESIGN COMMUNICATIONS I</b>	(3-3) Credit: 3	<b>ARTS 2357 PHOTOGRAPHY II</b>
Prerequisite: None		(2-4) Credit: 3
Communication of ideas through processes and techniques of graphic design and illustration.		Prerequisite: ARTS 2356.
<b>ARTS 2314 DESIGN COMMUNICATIONS II</b>	(3-3) Credit: 3	Extends the students' knowledge of technique and guides them in developing personal outlooks (fine arts emphasis) toward specific applications of the photographic process. Prerequisite: Photography I or its equivalent).
Prerequisite: ARTS 2313		
Communication of ideas through processes and techniques of graphic design and illustration.		<b>ARTS 2366 WATERCOLOR PAINTING I</b>
<b>ARTS 2316 PAINTING I</b>	(2-4) Credit: 3	(2-4) Credit: 3
Prerequisite: None.		Prerequisite: None.
Exploration of ideas using painting media and techniques.		Exploration of ideas using water-based printing media and techniques.
<b>ARTS 2317 PAINTING II</b>	(2-4) Credit: 3	<b>ARTS 2367 WATERCOLOR PAINTING II</b>
Prerequisite: ARTS 2316		(2-4) Credit: 3
Exploration of ideas using painting media and techniques		Prerequisite: ARTS 2366.
<b>ARTS 2323 LIFE DRAWING I: 3 RD SEMESTER DRAWING</b>	(2-4) Credit: 3	Exploration of ideas using water-based printing media and techniques.
Prerequisite: ARTS 1317.		
Basic study of the human form.		<b>BIOLOGICAL SCIENCES</b>
<b>ARTS 2324 LIFE DRAWING II: 4TH SEMESTER DRAWING</b>	(2-4) Credit: 3	<b>BIOL 1322 NUTRITION AND DIET THERAPY I</b>
Prerequisite: ARTS 2323.		(3-0) Credit: 3
Basic study of the human form.		Prerequisite: None.
<b>ARTS 2326 SCULPTURE I</b>	(2-4) Credit: 3	Study of chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications.
Prerequisite: None.		<b>+BIOL 1406 BIOLOGY FOR SCIENCE MAJORS I</b>
Exploration of ideas using sculpture media and techniques.		(3-3) Credit: 4
<b>ARTS 2327 SCULPTURE II</b>	(2-4) Credit: 3	Prerequisite: None.
Prerequisite: ARTS 2326.		Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included.
Exploration of ideas using sculpture media and techniques.		<b>+BIOL 1407 BIOLOGY FOR SCIENCE MAJORS II</b>
<b>ARTS 2346 CERAMICS I</b>	(2-4) Credit: 3	(3-3) Credit: 4
Prerequisite: None.		Prerequisite: BIOL 1406.
		Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included.
		<b>+BIOL 2401 ANATOMY AND PHYSIOLOGY I</b>
		(3-3) Credit: 4
		Prerequisite: None
		Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized
		<b>+BIOL 2402 ANATOMY AND PHYSIOLOGY II</b>
		(3-3) Credit: 4

Prerequisite: BIOL 2401.

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized.

#### **+BIOL 2421 MICROBIOLOGY FOR SCIENCE MAJORS**

**(3-3) Credit: 4**

Prerequisite: BIOL 1406 or BIOL 2401.

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**

**(3-2) Credit: 3**

Prerequisite: Acceptance into the Biotechnology program.

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: BITC 1311 (or taken concurrently).

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: BITC 1311, BITC 1402, AND BITC 2421

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: BITC 1311, BITC 1402, AND BITC 2421

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: Acceptance in the Biotechnology program

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 BIOTECHNOLOGY**

**(2-2) Credit: 3**

Prerequisite: BITC 1401

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 2286 INTERNSHIP I**

**Credit: 2**

Prerequisite: BITC 1311, BITC 1402

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.

#### **BITC 2387 INTERNSHIP II-CAPSTONE**

**Credit: 3**

Prerequisite: BITC 2286

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.

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.

Concepts, theories and equipment employed in breast imaging includes mamographic technique for breast compression, magnification and selection of technical factors and specimen radiology—Emphasizes interventional procedures, special exam and special modalities.

#### **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.

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 2260 MAMMOGRAPHY TECHNOLOGY CLINICAL**

**(0-12) Credit: 2**

Prerequisite: Certification in a Radiologic Health Sciences program and Enrollment in the Post-Associate Breast Imaging program.

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. Capstone experience.

## BUSINESS ADMINISTRATION

### BUSI 1301 BUSINESS PRINCIPLES

(3-0) Credit: 3

Prerequisite: None.

This course is designed to acquaint the student with the modern business world and the opportunities it offers. The course includes an overview of the operation of a business. It includes a history of business in the U.S. including the current business environment. The course includes an analysis of the specialized fields within business organizations, including organizational structure, the need for business plans, decision making and operations management, forms of ownership and current management problems.

### BUSI 2301 BUSINESS LAW

(3-0) Credit: 3

Prerequisite: Sophomore standing.

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

(3-3) Credit: 4

Prerequisite: None.

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science and allied health students.

### +CHEM 1411 GENERAL CHEMISTRY I

(3-3) Credit: 4

Prerequisite: High School chemistry or CHEM 1405.

General principles, problems, fundamental laws, and theories. Course content provides a foundation for work in advanced chemistry and related sciences.

### +CHEM 1412 GENERAL CHEMISTRY II

(3-3) Credit: 4

Prerequisite: CHEM 1411.

General principles, problems, fundamental laws, and theories. Course content provides a foundation for work in advanced chemistry and related sciences.

### CHEM 2423 ORGANIC CHEMISTRY I

(3-3) Credit: 4

Prerequisite: CHEM 1412.

Study of the properties and behavior of hydrocarbon compounds and their derivatives. Designed for students in science or pre-professional programs.

### CHEM 2425 ORGANIC CHEMISTRY II

(3-3) Credit: 4

Prerequisite: CHEM 2423.

Study of the properties and behavior of hydrocarbon compounds and their derivatives. Designed for students in science or pre-professional programs.

## COMPUTER SCIENCE

### COSC 1301 MICROCOMPUTER APPLICATIONS

(3-3) Credit: 3

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. 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 1420 C/C++ PROGRAMMING I

(3-3) Credit: 4

Prerequisite: MATH 0304, COSC 1301, (COSC 1436/1436 recommended)

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 1301 recommended)

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

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 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 2436 PROGRAMMING FUNDAMENTALS III

(3-3) Credit: 4

Prerequisite: MATH 0304, COSC 1437

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

### ITNW 2340 OBJECT ORIENTED DESIGN

(3-0) Credit: 3

Prerequisite: MATH 0304 and COSC 1301 and (COSC 1437 or COSC 1436 or COSC 1420)

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.

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 INFRA-STRUCTURE

(2-2) Credit: 3

Prerequisite: ITNW 1454.

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.

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.

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 1301

Corequisite: ITSC 1325.

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 1301.

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 1301

Corequisite: ITSC 1305.

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 1301.

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)

### ITSC 1381 COOPERATIVE EDUCATION II – COMPUTER AND INFORMATION SCIENCES GENERAL

(1-20) Credit: 3

Prerequisite: ITSC 1305, ITSC 1325, ITSC 1380.

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 1301 or ITSC 1309.

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.

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

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 post-mortem 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.

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.

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 provided.(510907)

#### **CFMT 2560 CLINICAL CT RADIOLOGIC TECHNOLOGY**

**(0-24) Credit: 5**

Prerequisite: Certification in a Radiologic Health Sciences program and Enrollment in the Computerized Tomography Technology Program.

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 clinic professional capstone experience.

### **CRIMINAL JUSTICE**

#### **CRIJ 1301 INTRODUCTION TO CRIMINAL JUSTICE**

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

Prerequisite: None.

History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact, overview of criminal justice system; prosecution and defense; trial process; corrections. (Formerly: CRIJ 1302)

#### **CRIJ 1306 COURTS SYSTEMS AND PRACTICES**

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

Prerequisite: None.

The judiciary in the criminal justice system; right to counsel; pre-trial release; grand juries; adjudication process; types and rules of evidence; sentencing. (Formerly: CRIJ 1305)

#### **CRIJ 1307 CRIME IN AMERICA**

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

Prerequisite: None.

American crime problems in historical perspective; social and public factors affecting crime; impact and crime trends, social characteristics of specific crimes; prevention of crime. (Usually taught concurrently with SOCI 2306. Credit can only be earned for one of these courses. See a counselor for registration information.) (Formerly: CRIJ 1301)

#### **CRIJ 1310 FUNDAMENTALS OF CRIMINAL LAW**

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

Prerequisite: None.

A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties using Texas statutes as illustrations; criminal responsibility. (Formerly: CRIJ 1303)

#### **CRIJ 1313 JUVENILE JUSTICE SYSTEM**

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

Prerequisite: None.

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.

#### **CRIJ 2301 COMMUNITY RESOURCES IN CORRECTIONS**

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

Prerequisite: None.

An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment. (Formerly: CRIJ 2306)

#### **CRIJ 2313 CORRECTIONAL SYSTEMS & PRACTICES**

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

Prerequisite: None.

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.

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.

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.

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.

**(3-3) Credit: 4**

#### **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)\*\*\*

#### **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)\*\*\*

### **CULINARY ARTS**

#### **CHEF 1401 BASIC FOOD PREPARATION**

Prerequisite: Permission of Coordinator or Dean.

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**

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.

A study of the development of regional cuisines 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.

A study of classical cooking skills associated with the preparation and service of international and ethnic cuisines. Topics include similarities between food production 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 principles 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.

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.

A study of specialty foods and garnishes. Emphasis on design, techniques, and display of fine foods. The preparation of charcuterie products including sausages, pates and terrines; carving of vegetables, fruits and ice; the seven families of hors d'oeuvres; composed salads; green salads; a variety of cold sauces and menu development are all addressed.(120503)

#### **CHEF 2301 INTERMEDIATE FOOD PREPARATION**

**(2-4) Credit: 3**

Prerequisite: Permission of Coordinator or Dean.

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 techniques. Topics to be covered

include: preparation of fruits, sandwiches, salads, breakfast cookery, product identification, and the cooking of various protein, vegetable, starches and farinaceous dishes. Menu development, food costing, sanitation, and leadership skills are addressed.

#### **CHEF 2402 SAUCIER**

**(3-3) Credit: 4**

Prerequisite: Permission of Coordinator or Dean.  
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.  
Survey of all phases of theater including its history, works, stage techniques, production procedures, and relation to the fine arts. Participation in a major productions may be required.

#### **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.  
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, emotion, and analysis as tools for the actor. (5005035126)

#### **DRAM 2366 DEVELOPMENT OF THE MOTION PICTURE I**

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

Prerequisite: None.  
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.  
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.  
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 1291 SPECIAL TOPICS IN EMERGENCY MEDICAL TECHNOLOGY**

**(2-0) Credit: 2**

Prerequisite: Permission of EMS Program Coordinator or Director  
Corequisites: EMSP 1501, EMSP 1260, EMSP1145  
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 TECHNICIAN**

**(0-6) Credit: 2**

Prerequisite: Permission of EMS Program Coordinator or Director  
Corequisites: EMSP 1501, EMSP 1191, EMSP1145  
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 TECHNICIAN**

**(0-6) Credit: 2**

Prerequisite: Enrollment in the EMS-Intermediate program and successful completion of first semester courses.  
Corequisites: EMSP 1338, EMSP 1355, EMSP1356  
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 1338 INTRODUCTION TO ADVANCED PRACTICE**

**(3-1) Credit: 3**

Prerequisite: Enrollment in the EMS-Intermediate program and successful completion of first semester courses.  
Corequisites: EMSP 1262, EMSP 1355, EMSP1356  
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  
A detailed study of the knowledge and skills 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  
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  
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

Comprehensive assessment based patient care management. Includes specific care when dealing with pediatric, adult, geriatric and special needs patients.

#### **EMSP 2160 CLINICAL – EMERGENCY MEDICAL EMT PARAMEDIC**

**(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

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 EMT PARAMEDIC**

**(0-12) Credit: 2**

Prerequisite: Enrollment in the EMS-Paramedic program and successful completion of first, second, and third semester courses.

Corequisites: EMSP 2434, EMSP 2430

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 EMT PARAMEDIC**

**(0-12) 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

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**

**(3-1) 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

A detailed study of the knowledge and skills to 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

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**

**(4-2) Credit: 4**

Prerequisite: Enrollment in the EMS-Paramedic program and successful completion of first, second, and third semester courses.

Corequisites: EMSP 2434, EMSP 2260

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

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

Assessment and management of patients with cardiac emergencies. Includes basic dysrhythmia interpretation, recognition of 12-lead EKG's for field diagnosis, and electrical and pharmacological interventions.

### **ENGLISH**

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 0301 INTRODUCTION TO WRITING SKILLS**

**(3-2) Credit: 3**

Prerequisite: THEA requirement/Compass requirements  
Development of fundamental writing skills such as idea generation, organization, style, utilization of standard English, and revision.

#### **ENGL 0302 BASIC WRITING SKILLS**

**(3-2) Credit: 3**

Prerequisite: Credit in ENGL 0301 or appropriate placement score  
Development of fundamental writing skills such as idea generation, organization, style, utilization of standard English, and revision.

#### **+ENGL 1301 COMPOSITION I**

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

Prerequisite: Credit in ENGL 0302 or appropriate placement score  
Principles and techniques of written, expository, and persuasive composition; analysis of literary, expository and persuasive texts, and critical thinking.

#### **+ENGL 1302 COMPOSITION II**

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

Prerequisite: ENGL 1301.  
Principles and techniques of written, expository, and persuasive composition; analysis of literary, expository and persuasive texts; and critical thinking.

#### **ENGL 2307 CREATIVE WRITING I**

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

(Formerly known as ENGL 1313 (CREATIVE WRITING))  
Prerequisite: ENGL 1302.  
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.  
Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, or drama.

#### **ENGL 2311 TECHNICAL AND BUSINESS WRITING**

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

Prerequisite: ENGL 1302.

Principles, techniques, and skills needed for college level scientific, technical, or business writing.

**+ENGL 2322 BRITISH LITERATURE I**

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

Prerequisite: ENGL 1302.

Selected significant works of British literature. May include study of movements, schools, or periods.

**+ENGL 2323 BRITISH LITERATURE II**

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

Prerequisite: ENGL 1302.

Selected significant works of British literature. May include study of movements, schools, or periods.

**+ENGL 2327 AMERICAN LITERATURE I**

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

Prerequisite: ENGL 1302.

Selected significant works of American literature. May include study of movements, schools, or periods.

**ENGL 2328 AMERICAN LITERATURE II**

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

Prerequisite: ENGL 1302

Selected significant works of American literature. May include study of movements, schools, or periods.

**+ENGL 2332 WORLD LITERATURE I**

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

(Formerly known as ENGL 2331 MASTERPIECES OF WORLD LITERATURE I)

Prerequisite: ENGL 1302.

Selected significant works of world literature. May include study of movements, schools, or periods.

**+ENGL 2333 WORLD LITERATURE II**

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

(Formerly known as ENGL 2332 MASTERPIECES OF WORLD LITERATURE II)

Prerequisite: ENGL 1302.

Selected significant works of world literature. May include study of movements, schools, or periods.

**+ENGL 2342 FORMS OF LITERATURE I: THE SHORT STORY AND NOVEL**

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

Prerequisite: ENGL 1302.

The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film.

**+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

The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film.

## ENGLISH AS A SECOND LANGUAGE

**ESOL 0301 DEVELOPMENTAL ESOL: ORAL COMMUNICATION**

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

Prerequisite: None.

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)

**ESOL 0302 DEVELOPMENTAL ESOL: READING AND VOCABULARY**

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

Prerequisite: None.

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.

## FRENCH

**FREN 1411 BEGINNING FRENCH I (1st Semester)**

**(4-0) Credit: 4**

Prerequisite: None

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structure, and culture.

**FREN 1412 BEGINNING FRENCH II (2nd Semester)**

**(4-0) Credit: 4**

Prerequisite: FREN 1411.

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structure, and culture.

**FREN 2311 INTERMEDIATE FRENCH I (3rd Semester)**

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

Prerequisite: FREN 1412.

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

**FREN 2312 INTERMEDIATE FRENCH II (4th Semester)**

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

Prerequisite: FREN 2311.

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

## GEOGRAPHY

**+GEOG 1303 WORLD REGIONAL GEOGRAPHY**

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

Prerequisite: None.

Study of major world regions with emphasis on prevailing conditions and developments, including emerging conditions and trends, and the awareness of diversity of ideas and practices to be found in those regions. Course content may include one or more regions.

## GERMAN

**GERM 1411 BEGINNING GERMAN I (1st Semester)**

**(4-0) Credit: 4**

Prerequisite: None.

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

**GERM 1412 BEGINNING GERMAN II (2nd Semester)**

**(4-0) Credit: 4**

Prerequisite: GERM 1411.

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

**GERM 2311 INTERMEDIATE GERMAN I (3rd Semester)**

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

Prerequisite: GERM 1412.

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

**GERM 2312 INTERMEDIATE GERMAN II (4th Semester)**

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

Prerequisite: GERM 2311

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

**GOVERNMENT**

*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 GOVT 2301 OR GOVT 2306.*

**+GOVT 2305 FEDERAL GOVERNMENT  
(Federal constitution & topics)**

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

Prerequisite: ENGL 1301 and ENGL 1302, HIST 1301 and HIST 1302  
Introduction to the theory and practice of politics and government in America at the national, state, and local levels, with special attention to Texas. Topics include political theory, the American and Texas constitutions, federalism, political participation and elections, the institutions of government, and domestic and foreign policies.

**+GOVT 2306 TEXAS GOVERNMENT  
(Texas constitution & topics)**

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

Prerequisite: ENGL 1301 and ENGL 1302, HIST 1301 and HIST 1302  
Introduction to the theory and practice of politics and government in America at the national, state, and local levels, with special attention to Texas. Topics include political theory, the American and Texas constitutions, federalism, political participation and elections, the institutions of government, and domestic and foreign policies.

**HEALTH RELATED STUDIES**

**HITT 1211 COMPUTERS IN HEALTH CARE**

**(2-0) Credit: 2**

Prerequisite: ENGL 0301, READ 0301

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: ENGL 0301, READ 0301

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.

**HPRS 1205 ESSENTIALS OF MEDICAL LAW/ETHICS FOR HEALTH PROFESSIONALS**

**(2-0) Credit: 2**

Pre-requisites: ENGL 0301, READ 0302 or TSI satisfied

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 ESSENTIALS OF MEDICAL TERMINOLOGY**

**(2-0) Credit: 2**

Prerequisite: MATH 0300, ENGL 0302 READ 0302 or placement by testing

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 2333 CONSUMER ORIENTED HEALTH DELIVERY SYSTEMS**

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

Prerequisites: ENGL 0301

Corequisites: PLAB 1223, PLAB 1166, PLAB 1391

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.

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.

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**

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

(Formerly known as UNITED STATES HISTORY TO 1877)

Prerequisite: None.

Survey of the political, social, economic, military, cultural, and intellectual history of the United States from the discovery of America to the present.

**+HIST 1302 UNITED STATES HISTORY II**

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

(Formerly known as UNITED STATES HISTORY FROM 1877)

Prerequisite: None.

Survey of the political, social, economic, military, cultural, and intellectual history of the United States from the discovery of America to the present.

**+HIST 2301 TEXAS HISTORY**

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

(Formerly known as HIST 2303 HISTORY OF TEXAS)

Prerequisite: None.

Survey of Texas from the Spanish exploration to the present.

**+HIST 2311 WESTERN CIVILIZATION I**

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

Prerequisite: None.

Survey of the political, social, economic, military, cultural, and intellectual development of Europe from prehistory to the present.

**+HIST 2312 WESTERN CIVILIZATION II**

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

Prerequisite: None.

Survey of the political, social, economic, military, cultural, and intellectual development of Europe from prehistory to the present.

**HOTEL, RESTAURANT AND TOURISM  
MANAGEMENT**

**HAMG 1305 PRINCIPLES OF TOURISM MANAGEMENT**

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

Prerequisite: None.

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.

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 office 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.

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)

**HAMG 1324 HOSPITALITY HUMAN RESOURCES MANAGEMENT**

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

Prerequisite: None.

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.

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.

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.

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.

**HAMG 1391 SPECIAL TOPICS IN HOSPITALITY ADMINISTRATION AND MANAGEMENT**

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

Prerequisite: None.

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.

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.

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.

A course in the scope of the various segments of the convention mar-



ket. 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.

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.

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

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

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.

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.

A multi-cultural/cross-cultural course. By critically evaluating humanities texts from a variety 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

Magnetic resonance imager focuses on underlying scientific theory and practice leading to magnetic resonance imaging. Includes the concepts and scientific principles employed in magnetic resonance imaging techniques. Emphasis on principles of magnetism and interactions of living matter within magnetic fields.

**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.

Operation of magnetic resonance imaging equipment. Focuses on routine protocols, image quality, and quality control of magnetic resonance imaging. Includes 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.

An in-depth study of MRI physics that will include advanced electro-dynamics, 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 CLINICAL I- MRI RADIOLOGIC TECHNOLOGY**

(0-16) Credit: 6

Prerequisite: Certification in a Radiologic Health Sciences Program and Enrollment in the Post-Associate Magnetic Resonance Imaging Technology program.

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.

**MRIT 2661 CLINICAL II- MRI RADIOLOGIC TECHNOLOGY**

(0-16) Credit: 6

Prerequisite: Certification in a Radiologic Health Sciences Program and Enrollment in the Post-Associate Magnetic Resonance Imaging Technology program.

A continuation of MRIT 2660. - 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. Capstone experience.

**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.

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 provided )

**MANAGEMENT DEVELOPMENT**

**BMGT 1301 SUPERVISION**

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

Prerequisite: None.

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.

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.

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.

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.

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.

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.

**BMGT 2309 LEADERSHIP**

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

Prerequisite: None.

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.

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.

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.

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

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 0300 BASIC MATHEMATICS**

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

Prerequisite: THEA/Compass score

Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems.

**MATH 0303 INTRODUCTORY ALGEBRA**

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

Prerequisite: THEA/Compass score or credit in MATH 0300.

Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems.

**MATH 0304 INTERMEDIATE ALGEBRA****(4-0) Credit: 3**

Prerequisite: THEA/Compass score or credit in MATH 0303.  
 Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems.

**+MATH 1414 COLLEGE ALGEBRA****(4-0) Credit: 4**

Prerequisite: Credit in MATH 0304 or appropriate placement score.  
 Study of quadratics; polynomial, rational, logarithmic, and exponential functions; systems of equations; progressions; sequences and series; and matrices and determinants.

**+MATH 1316 PLANE TRIGONOMETRY****(3-0) Credit: 3**

Prerequisite: A grade of "C" or better in MATH 1414 or appropriate placement score.  
 Trigonometry functions, identities, equations, and applications.

**+MATH 1324 MATHEMATICS FOR BUSINESS AND SOCIAL SCIENCES I (FINITE MATHEMATICS)****(3-0) Credit: 3**

Prerequisite: Credit in Math 0304 or appropriate placement score.  
 Sets, probability, functions, inequalities, linear programming, and differential and integral & Social Sciences I calculus with applications.

**+MATH 1425 MATHEMATICS FOR BUSINESS AND SOCIAL SCIENCES II (BUSINESS CALCULUS)****(4-0) Credit: 4**

Prerequisite: Grade of "C" or better in MATH 1324.  
 Sets, probability, functions, inequalities, linear programming, and differential and integral calculus with applications.

**+MATH 2412 PRECALCULUS MATHEMATICS****(4-0) Credit: 4**

Prerequisite: Grade of "C" or better in MATH 1414 and grade of "C" or better in High School Trigonometry.  
 Applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic, and trigonometric functions. May include topics from analytical geometry.

**+MATH 2513 CALCULUS I****(5-0) Credit: 5**

Prerequisite: A grade of "C" or better in MATH 1316 or a grade of "C" or better in MATH 2412.  
 Functions, limits, continuity, differentiation, integration, applications, sequences and series, vector analysis, partial differentiation, and multiple integration. This course may include topics in analytic geometry.

**+MATH 2414 CALCULUS II****(4-0) Credit: 4**

Prerequisite: A grade of "C" or better in MATH 2513.  
 Functions, limits, continuity, differentiation, integration, applications, sequences and series, vector analysis, partial differentiation, and multiple integration. This course may include topics in analytic geometry.

**MATH 2315 CALCULUS III****(3-0) Credit: 3**

Prerequisite: MATH 2414.  
 Functions, limits, continuity, differentiation, integration, applications, sequences and series, vector analysis, partial differentiation, and multiple integration. This course may include topics in analytic geometry.

**MUSI 1211 MUSIC THEORY I****(2-1) Credit: 2**

Prerequisite: None.  
 Analysis and writing of tonal melody and diatonic harmony up to an including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard.

**MUSI 1212 MUSIC THEORY II****(2-1) Credit: 2**

Prerequisite: MUSI 1211.  
 Analysis and writing of tonal melody and diatonic harmony up to an including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard.

**MUSI 1216 ELEMENTARY SIGHT SINGING AND EAR TRAINING I****(1-2) Credit: 2**

Prerequisite: None.  
 Elementary singing in tonal music in treble, bass, alto, and tenor clefs. Aural study (including dictation) of rhythm, melody and diatonic harmony.

**MUSI 1217 ELEMENTARY SIGHT SINGING AND EAR TRAINING II****(1-2) Credit: 2**

Prerequisite: MUSI 1216.  
 Intermediate singing in tonal music in treble, bass, and tenor clefs. Aural study (including dictation) of rhythm, melody, and diatonic harmony. A continuation of MUSI 1216.

**+MUSI 1301 FUNDAMENTALS OF MUSIC I****(3-0) Credit: 3**

Prerequisite: None.  
 Introduction the elements of music theory: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm.

**+MUSI 1306 MUSIC APPRECIATION****(3-0) Credit: 3**

Prerequisite: None.  
 Understanding music through the study of cultural periods, major composers, and musical elements; illustrated with audio recordings and/or live performances.

**MUSI 1308 MUSIC LITERATURE I****(3-1) Credit: 3**

Prerequisite: None.  
 Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers.

**MUSI 1309 MUSIC LITERATURE II****(3-1) Credit: 3**

Prerequisite: None.  
 Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers.

**MUSI 1310 AMERICAN MUSIC****(3-0) Credit: 3**

Prerequisite: None.  
 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.

**MUSIC**

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.

Open to all singers. Choral literature of a variety of periods and styles will be rehearsed and performed. (5009035730)

**MUSI 1159, MUSICAL THEATER I**

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

Prerequisite: None

The study and performance of works from musical theatre repertoire.

**MUSI 2159, MUSICAL THEATER II**

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

Prerequisite: MUSI 1159.

The study and performance of works from the musical theater repertoire.

**MUSI 2211 MUSIC THEORY III**

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

Prerequisite: MUSI 1212.

Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard.

**MUSI 2212 MUSIC THEORY IV**

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

Prerequisite: MUSI 2211.

Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard.

**MUSI 2216 ADVANCED SIGHT SINGING AND EAR TRAINING I**

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

Prerequisite: MUSI 1217.

Advanced sight singing and ear training. Singing tonal music including modal, ethnic, and twentieth-century materials. Aural study (including dictation) of rhythm, melody, chromatic harmony and extended tertian structures.

**MUSI 2217 ADVANCED SIGHT SINGING AND EAR TRAINING II**

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

Prerequisite: MUSI 2216.

Advanced sight singing and ear training. A continuation of MUSI 2216. Singing more difficult tonal music including modal, ethnic, and twentieth-century materials. Aural study (including dictation) of more complex rhythm, melody, chromatic harmony, and extended tertian structures.

**MUAP APPLIED MUSIC**

Each course requires memorization of literature, participation in student recitals and an oral examination at the end of the semester.

**PRIVATE INSTRUCTION (5009035430):**

Private instruction is offered in the following fields:

Brass, Instruments

Flute; Viola

Guitar; Violin

Organ; Voice

Piano

\*THE STUDENT MUST SUPPLY HIS/HER OWN INSTRUMENT.

**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**

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**

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.

**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.

## **NUCLEAR MEDICINE TECHNOLOGY**

### **NMTT 1162 CLINICAL-NUCLEAR MEDICINE TECHNOLOGY**

**(0-6) Credit: 1**

Prerequisite: Enrollment in the Nuclear Medicine Technology Program.

Co-requisite: NMTT 2305, NMTT 1309, NMTT 2401, NMTT 1413

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.

Co-requisite: ENGL 1301

Develops proficiency in the use of nuclear medicine computer systems including computer processing of various nuclear medicine procedures. (510905)

### **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

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

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

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**

**(2-2) Credit: 3**

Prerequisite: Enrollment in the Radiologic Health Sciences Program.

Co-requisites: BIOL 2402, NMTT 1301, NMTT 1303, RADR 2317

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

This course provides a comprehensive study of the physical principles associated with nuclear medicine.

### **NMTT 2235 NUCLEAR MEDICINE TECHNOLOGY SEMINAR**

**(2-0) Credit: 2**

Prerequisite: Enrollment in the Nuclear Medicine Technology Program.

Co-requisite: NMTT 2313, NMTT 2467

A capstone course focusing on the synthesis of professional knowledge, skills and attitudes in preparation for professional employment and lifelong learning.

### **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

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

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

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.

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

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  
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  
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**NURSING (ADN) PROGRAM**

**RNSG 1115 HEALTH ASSESSMENT**

**(1-1) Credit: 1**

Prerequisites: Acceptance into the Associate Degree Nursing Program or Administrative Approval. BIOL 2401, CHEM 1405, HPRS 1206, PSYC 2301;  
Co-requisites: none  
Lecture hours – 1; Lab hours – 1; Total contact hours  
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.  
Co-requisites ADN Student: Enrollment in RNSG 1260, RNSG 1413, RNSG 1171  
Lecture hours – 2; Lab hours – 2; Total contact hours – 64; Laboratory  
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 PRACTICUM**

**(0-7) Credit: 1**

Prerequisites: Enrollment in the Associate Degree Nursing Program and completion of RNSG 1443 and RNSG 2360.  
Co-requisites: none  
External hours – 7; Total contact hours – 112  
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 ADN Student: RNSG 1413, RNSG 1260, RNSG 1105.  
Lecture hours – 1; Total contact hours – 16;  
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: Enrollment into the Associate Degree Nursing Program.  
Co-requisites: RNSG 2260, RNSG 2201, (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.

**RNSG 1260 CLINICAL NURSING**

**(0-8) Credit: 2**

Prerequisites: Admission to the Associate Degree Nursing Program.  
Co-requisites: RNSG 1413, RNSG 1105.  
Lecture hours – 4; Lab hours – 0; Total contact hours – 64  
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.  
Co-requisites: RNSG 2213  
External hours – 8; Total contact hours – 96  
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: 3**

Prerequisites: Enrollment in the Associate Degree Nursing Program.  
Co-requisites: RNSG 1441  
External hours – 16; Total contact hours – 256  
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  
Co-requisites: BIOL 2421, RNSG 1360, RNSG 1201  
Lecture hours – 3; Lab hours – 4; Total contact hours – 112  
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  
Co-requisites: RNSG 2360  
Lecture hours – 4; Lab hours – 1 Total contact hours – 80  
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 FOR NURSING PRACTICE**

**(4-4) Credit: 4**

Prerequisites: Admission to the Associate Degree Nursing Program

Co-requisites: Enrollment in RNSG 1260, RNSG 1105.

Lecture hours – 4; Lab hours – 0; Total contact hours – 64

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 1201 PHARMACOLOGY**

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

Prerequisite: BIOL 2401, BIOL 2402, and admission to nursing program or administrative approval.

Lecture hours – 2; Lab hours – 1; Total contact hours - 48

A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages.

#### **RNSG 2201 CARE OF CHILDREN AND FAMILIES**

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

Prerequisites: Enrollment in the Associate Degree Nursing Program.

Co-requisites: RNSG 2260, RNSG 1193

Lecture hours – 2; Lab hours - 1 Total contact hours – 48

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.

Co-requisites: RNSG 1261

Lecture hours – 2; Lab hours – 1; Total contact hours – 48

Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families.

#### **RNSG 2260 CLINICAL-NURSING**

**(0-8) Credit: 2**

Prerequisites: Enrollment in the Associate Degree Nursing Program.

Co-requisites: RNSG 2201, RNSG 1193

External hours – 8; Total contact hours – 128

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

External hours – 8; Total contact hours – 96

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 NURSING & WOMEN'S HEALTH**

**(2(3)-1) Credit: 2(3)**

Prerequisites: Enrollment in the Associate Degree Nursing Program.

Co-requisites: RNSG 2261

Lecture hours – 3; Lab hours - 1 Total contact hours – 64

Study of concepts related to the provision of nursing care for child-bearing 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.

Co-requisites: RNSG 1443

External hours – 12; Total contact hours – 192

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.

#### **EMT-P-- ADN/ROLE TRANSITION**

#### **RNSG 1262 CLINICAL-NURSING**

**(0-6) Credit: 2**

Prerequisites: Admission into the Transition Associate Degree Nursing program and successful completion of all prerequisite courses.

Co-requisites EMT-P/LVN to ADN: RNSG 2307

Co-requisites EMT-P to ADN also needs: RNSG 1140

External hours – 6; Total contact hours - 96

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: Admission into the Transition Associate Degree Nursing program and successful completion of all prerequisite courses.

Co-requisites EMT-P/LVN to ADN: RNSG 1262

Co-requisites EMT-P to ADN also needs: RNSG 1140

Lecture hours – 3; Lab hours - 1; Total contact hours - 64

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.

#### **EMT-P to TRANSITION ADN PROGRAM**

#### **RNSG 1140 NURSING SKILLS FOR ARTICULATING STUDENTS**

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

Prerequisites: Admission in the EMT-P to Transition ADN Program.

Co-requisites: RNSG 2307, RNSG 1262

Lecture hours – 0; Lab hours – 1; Contact hours - 16

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 1305 MEDICAL TERMINOLOGY I**

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

Prerequisite: None. On-line students must meet computer literacy skills.

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: HITT 1305 and MDCA 1309

or permission of instructor.

Application of basic coding rules, principles, guidelines, and conven-

tions. 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: ENGL 0301

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.

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: COSC 1301 or ITSC 1309, and POFT 1329.

On-line students must meet computer literacy skills

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 1329. On-line students must meet computer literacy skills.

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 1301

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 1309 ANATOMY AND PHYSIOLOGY FOR MEDICAL ASSISTANTS**

(3-0) Credit: 3

Prerequisite: HITT 1305 or concurrently.

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 1309 MEDICAL OFFICE PROCEDURES**

(2-2) Credit: 3

Prerequisite: POFT 1329, ITSC 1309 or COSC 1301, POFT 1313 and HITT 1305.

Introduction to basic medical office skills including telephone techniques, filing and indexing, mail handling, appointment scheduling, travel arrangements, correspondence, and business transactions. Em-

phasis on human relations and customer service skills. (Replaces OFAD 2400)

**POFM 1327 MEDICAL INSURANCE**

(3-0) Credit: 3

Prerequisite: POFT 1227 or POFT 1329, HITT 1305.

Survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations, and ethical issues. (Formerly MDRT 2302)

**MRMT 1307 MEDICAL TRANSCRIPTION I\***

(2-3) Credit: 3

Prerequisite: HITT 1305, and POFT 1329.

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)

\* It is recommended that students take MDCA 1308 or BIOL 2401 Anatomy & Physiology I as their science elective before taking POFM 1331.

**POFM 1380 COOPERATIVE EDUCATION-MEDICAL ADMINISTRATIVE ASSISTANT/SECRETARY**

(1-20) Credit: 3

Prerequisite: POFT 1329, ITSC 1309 or COSC 1301, POFT 1313 and POFM 1309.

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)

**MRMT 2333 MEDICAL TRANSCRIPTION II**

(2-3) Credit: 3

Prerequisite: HITT 1305 and MRMT 1307

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: POFM 1309, POFM 1327, POFT 1329, MRMT 1307

POFT 1313, and ITSC 1309 or COSC 1301

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\*

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.

\* On-line students must meet computer literacy skills.

**POFT 1227 INTRODUCTION TO KEYBOARDING**

(1-2) Credit: 2

Prerequisite: None

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 BEGINNING KEYBOARDING**

**(2-3) Credit: 3**

Prerequisite: None

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

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)

**POFT 1309 ADMINISTRATIVE OFFICE PROCEDURES I**

**(2-2) Credit: 3**

Prerequisites: POFT 1329, POFT 1313, ITSC 1309 or COSC 1301 and POFT 1301.

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)

**POFT 1313 PROFESSIONAL DEVELOPMENT FOR OFFICE PERSONNEL**

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

Prerequisite: None

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 1301 and POFT 1329

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 MATH & MACHINE APPLICATIONS**

**(2-2) Credit: 3**

Prerequisite: None

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 1329, ITSC 1309 or COSC 1301, and POFT 1313, POFT 1309

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 INTERMEDIATE KEYBOARDING**

**(2-3) Credit: 3**

Prerequisite: POFT 1329

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 and POFT1329

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 1301 and POFT 1313

Experience in project management and office procedures utilizing integration of previously learned skills. An office simulated package will be used. (Formerly BUSI 2402)

**PHILOSOPHY**

**+PHIL 1301 INTRODUCTION TO PHILOSOPHY**

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

Prerequisite: None

Introduction to the study of ideas and their logical structure, including arguments and investigations about abstract and real phenomena. Includes introduction to the history, theories, and methods of reasoning.

**+PHIL 1316 HISTORY OF RELIGIONS I**

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

Prerequisite: None.

An historical survey of major religions.

**PHIL 2302 INTRODUCTION TO LOGIC**

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

Prerequisite: None.

Nature and methods of clear and critical thinking and methods of reasoning such as deduction, induction, scientific reasoning and fallacies.

**PHIL 2306 INTRODUCTION TO ETHICS**

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

Prerequisite: PHIL 1301.

Classical and contemporary theories concerning the good life, human conduct in society, and moral ethical standards.

**PHIL 2307 INTRODUCTION TO SOCIAL AND POLITICAL PHILOSOPHY**

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

Critical examination of the major theories concerning the organization of societies and Philosophy government.

**PHIL 2321 PHILOSOPHY OF RELIGION**

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

A critical investigation of major religious ideas and experiences.

## PHLEBOTOMY TECHNOLOGY

### PLAB 1166 PRACTICUM I

(0-6) Credit: 1

Prerequisites: Acceptance into the Phlebotomy program

Corequisites: PLAB 1223, PLAB 1391, HPRS 2333

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, PLAB 1166, PLAB 1391

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: PLAB 1223, PLAB 1166, HPRS 2333

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 Introduction to Physical Fitness & Sport

(3-0) Credit: 3

Prerequisite: None.

Students will be introduced to the field of physical fitness and sport, which includes the study and practice of activities and principles that promote physical fitness. Students will be able to demonstrate vocabulary and applied application towards motor development, physical fitness, careers and professionalism in sport science, basic biomechanics functions, teaching and coaching concepts, and general wellness.

### PHED 1301 PERSONAL COMMUNITY HEALTH I

(3-0) Credit: 3

Prerequisite: None

Investigation of the principles and practices in relation to personal and community health.

### PHED 1306 FIRST AID

(3-0) Credit: 3

Prerequisite: None.

This course is a study of emergency first aid and safety procedures as established by the American Red Cross. Instruction includes Standard First Aid and Personal Safety, and Cardiopulmonary Resuscitation (CPR). Upon successful completion of the course, American Red Cross Certifications are awarded. (5103015328)

### PHED 1321 COACHING/SPORT/ATHLETICS I

(3-0) Credit: 3

Prerequisite: None

Students will be able to demonstrate basic vocabulary, and applied application towards coaching college athletics, NJCAA and NCAA rules and regulations, goal setting, motivation, coaching philosophies, and application of sports in an educational setting.

### PHED 1331 PHYSICAL EDUCATION FOR ELEMENTARY 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)

### PHED 1336 RECREATION I

(3-0) CREDIT: 3

Prerequisite: None

Students will gain knowledge of recreation and leisure studies and their importance to movement studies. Students will learn how they impact their lives and the lives of other people. Students will explore the organizational structure of recreational activities.

### PHED 1338 CONCEPTS OF FITNESS

(3-0) CREDIT: 3

Prerequisite: None

Concepts and use of physiological variables of fitness, individual testing and consultation, and the organization of sport and fitness programs.

## 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 1131 BOWLING I	(1-2) Credit: 1	organizations; plant process and utility systems; and the physical and mental requirements of the process technician.
PHED 1132 BOWLING II	(1-2) Credit: 1	
PHED 1133 BADMINTON	(1-2) Credit: 1	<b>PTAC 1308 SAFETY, HEALTH, AND ENVIRONMENT I</b> (3-0) Credit: 3
PHED 1135 LIFE SAVING	(1-2) Credit: 1	Prerequisite: None (Nelson Denny 10.5, CPT Reading 61)
PHED 1136 RACQUETBALL	(1-2) Credit: 1	Development of knowledge and skills to reinforce the attitudes and behaviors required for safe and environmentally sound work habits.
PHED 1137 SAILING	(1-2) Credit: 1	Emphasis on safety, health, and environmental issues in the performance of all job tasks and regulatory compliance issues.
PHED 1138 SCUBA DIVING	(1-2) Credit: 1	<b>FIRT 1315 HAZARDOUS MATERIALS</b> (3-0) Credit: 3
PHED 1139 SURFING	(1-2) Credit: 1	Prerequisite: None
PHED 1140 SWIMMING	(1-2) Credit: 1	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.
PHED 1142 TENNIS I	(1-2) Credit: 1	
PHED 1143 TENNIS II	(1-2) Credit: 1	<b>PTAC 1350 INDUSTRIAL ECONOMICS</b> (3-0) Credit: 3
PHED 1144 STRENGTH & CONDITIONING	(1-2) Credit: 1	Prerequisite: PTAC 2410, TECM 1303 or MATH 1314
PHED 1145 INDOOR SOCCER	(1-2) Credit: 1	Examination of the profitability factors of plant operations including both personal and business strategies, objectives, and operating profitability.
PHED 2100 FITNESS TRAINING: LAW ENFORCEMENT III	(1-2) Credit: 1	
PHED 2101 FITNESS TRAINING: LAW ENFORCEMENT IV	(1-2) Credit: 1	<b>PTAC 2314 QUALITY</b> (3-0) Credit: 3

## PHYSICS

<b>+PHYS 1401 COLLEGE PHYSICS I</b>	(3-3) Credit: 4	
Prerequisite: MATH 1414. Algebra-level physics sequence, with laboratories, that includes study of mechanics, heat, waves, electricity and magnetism, and modern physics.		
<b>+PHYS 1402 COLLEGE PHYSICS II</b>	(3-3) Credit: 4	
Prerequisite: PHYS 1401. Algebra-level physics sequence, with laboratories, that includes study of mechanics, heat, waves, electricity and magnetism, and modern physics.		
<b>+PHYS 2425 UNIVERSITY PHYSICS I</b>	(3-3) Credit: 4	
Prerequisite: Credit for or registration in MATH 2513. Calculus-level physics sequence, with laboratories, that includes study of mechanics, heat waves, electricity and magnetism.		
<b>+PHYS 2426 UNIVERSITY PHYSICS II</b>	(3-3) Credit: 4	
Prerequisite: PHYS 2425. Calculus-level physics sequence, with laboratories, that includes study of mechanics, heat waves, electricity and magnetism.		

## PETROCHEMICAL PROCESS TECHNOLOGY

<b>PTAC 1302 INTRODUCTION TO PROCESS TECHNOLOGY</b>	(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		

Prerequisite: None  
Study of the background and application of quality concepts. Topics include team skills, quality tools, and economics and continuous improvement.

## PSYCHOLOGY

<b>SSFC 0100 ORIENTATION TO COLLEGE</b>	(1-0) Credit: 1	
Prerequisite: None. 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)		
<b>PSYC 2306 Human Sexuality</b>	(3-0) Credit: 3	
Prerequisite: None. Study of the psychological, sociological, and physiological aspects of human sexuality.		
<b>PSYC 2308 CHILD PSYCHOLOGY</b>	(3-0) Credit: 3	
Prerequisite: None. Study of the relationship of the physical, emotional, social, and mental factors of growth and development of children and throughout the lifespan.		
<b>PSYC 2311 ADULT DEVELOPMENT</b>	(3-0) Credit: 3	
Prerequisite: None. Study of the relationship of the physical, emotional, social, and mental factors of growth and development of children and throughout the lifespan.		

**PSYC 2314 LIFESPAN GROWTH AND DEVELOPMENT**  
(3-0) Credit: 3

Prerequisite: PSYC 2301.

Study of the relationship of the physical, emotional, social, and mental factors of growth and development of children and throughout the lifespan.

**PSYC 2315 PSYCHOLOGY OF ADJUSTMENT**  
(3-0) Credit: 3

Prerequisite: None.

Study of the processes involved in adjustment of individuals to their personal and social environments. A competency based course which aims to teach the student.

**PSYC 2317 STATISTICAL METHODS IN PSYCHOLOGY**  
(3-0) Credit: 3

Prerequisite: PSYC 2301.

Study of statistical methods used in psychological research, assessment, and testing. Includes the study of measures of central tendency and variability, statistical inference, correlation and regression as these apply to psychology.

## RADIOGRAPHY

**RADR 1166 PRACTICUM I**  
(0-14) Credit: 1

Prerequisite: Enrollment in the Radiography Program.

Corequisites: RADR 1411, 1301, 1303 and NMTT 1303

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

An overview of historical development of radiography, basic radiation protection, an 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 RADIOGRAPHIC IMAGING I**  
(3-0) Credit: 3

Prerequisite: Enrollment in the Radiography Program and successful completion of the 1st semester courses.

Corequisites: BIOL 2402, RADR 1366, RADR 2401

This course will analyze radiographic image quality and the effects of exposure variables.

**RADR 1366 PRACTICUM II**  
(0-21) Credit: 3

Prerequisite: Enrollment in the Radiography Program and successful completion of the 1st semester courses.

Corequisites: RADR 1313, RADR 2401

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

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

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.

**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

An overview of the disease processes and their appearance on radiographic images.

**RADR 2305 PRINCIPLES OF RADIOGRAPHIC IMAGING 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

A continuation of the study of radiographic imaging technique formulation includes concepts and theories of equipment operations and their integration for medical diagnosis 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

Specialized imaging modalities. Includes concepts and theories of equipment operations and their integration for medical diagnosis.

**RADR 2335 RADIOLOGIC 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

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

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**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.

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**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

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.

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

## **RADIOLOGIC HEALTH SCIENCES**

### **NMTT 1303 RADIATION BIOLOGY AND SAFETY**

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

Prerequisite: Enrollment in a Radiologic Health Science Program  
This core course presents principles of radiation biology and safety relevant to the radiologic student. Includes the effects of radiation on biological systems, genetic and subcellular interactions and occupational exposure of radiologic personnel.

### **RADR 1303 PATIENT CARE**

**(2-2) Credit: 3**

Prerequisite: Enrollment in a Radiologic Health Science Program  
An introduction in patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology.

## **RADIATION THERAPY TECHNOLOGY**

### **RADT 1266 PRACTICUM I**

**(0-18) Credit: 2**

Prerequisite: Enrollment in the Radiation Therapy Technology Program  
Corequisite: BIOL 2402, MATH 1414, RADT 1344  
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

### **RADT 1171 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  
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 1191 SPECIAL TOPICS: RADIATION THERAPY TRENDS**

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

Prerequisite: Enrollment in the Radiation Therapy Technology Program.  
Corequisite: RADT 2266  
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.

### **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  
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 1344 INSTRUMENTATION AND METHODOLOGY**

Prerequisite: Enrollment in the Radiation Therapy Technology Program.

Corequisite: BIOL 2402, MATH 1414, RADT 1266

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 1291 SPECIAL TOPICS: RADIATION THERAPY SEMINAR**

**(2-0) Credit: 2**

Prerequisite: Enrollment in the Radiation Therapy Technology Program.

Corequisite: RADT 2303, RADT 2367

Topics addressed prepare the students for taking the National registry examination. Students identify academic strengths and weakness using mock registries and program test modules. Capstone experience

### **RADT 1366**

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

Prerequisite: Enrollment in the Radiation Therapy Technology Program.

Corequisite: CTMT 2374, RADT 2309, and RADT 2303

Practical, general workplace training support by an individualized learning plan developed by the employer, college and students.

### **RADT 2266 PRACTICUM II**

**(0-18) Credit: 2**

Prerequisite: Enrollment in the Radiation Therapy Technology Program.

Corequisite: ENGL 1302, RADT 1291

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

### **RADT 2317 RADIOLOGICAL PHYSICS I:**

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

Prerequisite: Enrollment in a Radiologic Health Science Program  
A comprehensive foundation for 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.

### **RADT 2301 ONCOLOGY I**

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

Prerequisite: Enrollment in the Radiation Therapy Technology Program.

Corequisite: RADT 1266, RADT 1344.

Fundamentals of radiation oncology. A study of malignant conditions, their etiology, treatment of cancer; identify diagnostic and staging procedures, various treatment modalities, and prognostic factors surrounding malignant diseases.

### **RADT 2303 ONCOLOGY II**

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

Prerequisite: Enrollment in the Radiation Therapy Technology Program.

Corequisite: RADT 2309, RADT 2366, CTMT 2374 and RADT 2367

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**

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

Prerequisite: Enrollment in the Radiation Therapy Technology Program.

Corequisite: RADT 1191, RADT 2266, RADT 2307, SPCH 1318

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 2309 DOSIMETRY II**

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

A continuation of Dosimetry I, this course presents the principles, aims, and techniques of applying ionizing radiation to the human body. Topics include 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  
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.  
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

### **READING**

#### **READ 0301 READING IMPROVEMENT**

**(3-2) Credit: 3**

Fundamental reading skills to develop comprehension, vocabulary, and rate.

#### **READ 0302 COLLEGE READING**

**(3-2) Credit: 3**

Prerequisite: Credit in READ 0301 or appropriate placement score  
Fundamental reading skills to develop comprehension, vocabulary, and rate.

### **RESTAURANT AND TOURISM**

#### **RSTO 1313 HOSPITALITY SUPERVISION**

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

Prerequisite: Permission of Coordinator or Dean  
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.

#### **IWFA 1318 NUTRITION FOR THE FOOD SERVICE PROFESSIONAL**

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

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  
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  
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  
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)

### **SOCIOLOGY**

#### **+SOCI 1301 INTRODUCTORY SOCIOLOGY**

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

Prerequisite: None  
Introduction to the concepts and principles used in the study of group life, social institutions, and social processes.

#### **SOCI 1306 SOCIAL PROBLEMS**

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

Prerequisite: None  
Application of sociological principles to the major problems of contemporary society such as inequality, crime and violence, substance abuse, deviance, or family problems.

#### **SOCI 2301 MARRIAGE AND THE FAMILY**

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

Prerequisite: None.  
Sociological examination of marriage and family life. Problems of courtship, mate selection, and marriage adjustment in modern American society.

#### **SOCI 2336 CRIMINOLOGY**

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

Prerequisite: None.  
Current theories and empirical research pertaining to crime and criminal behavior; its causes, methods of prevention, systems of punishment and rehabilitation. (Usually offered concurrently with Crime in America – CRIJ 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  
Study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological, and psychological factors.

## SPANISH

### SPAN 1411 BEGINNING SPANISH I

(4-0) Credit: 4

Prerequisite: None.

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

### SPAN 1412 BEGINNING SPANISH II

(4-0) Credit: 4

Prerequisite: SPAN 1411.

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

### SPAN 2311 INTERMEDIATE SPANISH I

(3-0) Credit: 3

Prerequisite: SPAN 1412.

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

### SPAN 2312 INTERMEDIATE SPANISH II

(3-0) Credit: 3

Prerequisite: SPAN 2311.

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

## SPEECH

### +SPCH 1311 INTRODUCTION TO SPEECH COMMUNICATION

(3-0) Credit: 3

Prerequisite: None.

Theories and practice of communication in interpersonal, small group, and public speech.

### +SPCH 1315 PUBLIC SPEAKING

(3-0) Credit: 3

Prerequisite: None.

Research, composition, organization, delivery, and analysis of speeches for various purposes and occasions.

### +SPCH 1318 INTERPERSONAL COMMUNICATION

(3-0) Credit: 3

Prerequisite: None.

Theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships.

### +SPCH 1321 BUSINESS AND PROFESSIONAL COMMUNICATION

(3-0) Credit: 3

Prerequisite: None.

The application of theory and practice of speech communication as applied to business and professional situations.

### 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.

Discussion and small group theories and techniques as they relate to group process and interaction.

### SPCH 2341 ORAL INTERPRETATION

(3-0) Credit: 3

Prerequisite: SPCH 1311, SPCH 1315 or SPCH 1321.

Theories and techniques in analyzing and interpreting literature. Preparation and presentation of various literary forms.

## SURGICAL TECHNOLOGY

### SRGT 1160 BEGINNING CLINICAL

(0-6) Credit: 1

Prerequisites: Admission to the Surgical Technology program.

Corequisites: SRGT 1405, SRGT 1509, SRGT 1491, and HPRS 2200

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 1244 TECH SCIENCES FOR THE SURG TECH

(2-0) Credit: 2

Prerequisites: Admission to the Surgical Technology program.

Co-requisites: SRGT 1441, SRGT 1660, and SRGT 1344

In depth coverage of specialized surgical modalities. Areas covered include endoscopy, microsurgery, therapeutic surgical energies, and integrated sciences such as physics, chemistry, robotics, and computers (510909)– Effective Fall 2004

### SRGT 1405 INTRO TO SURGICAL TECHNOLOGY

(4-0) Credit: 4

Prerequisites: Admission to the Surgical Technology program.

Corequisites: SRGT 1509, SRGT 1491, SRGT 1160, and HPRS 2200

Explain the physical, interpersonal, and ethical aspects of the operating room environment; relate basic concepts of surgical pharmacology and anesthesia; identify basic concepts of technological sciences; and identify and demonstrate patient care concepts. (510909)

### SRGT 1509 PERI-OPERATIVE CONCEPTS AND TECHNIQUE

(4-3) Credit: 5

Prerequisites: Admission to the Surgical Technology program.

Corequisites: SRGT 1405, SRGT 1491, SRGT 1160, and HPRS 2200

In-depth coverage of perioperative concepts such as aseptic principles and practices, infectious processes, wound healing, and creation and maintenance of the sterile field (510909)–Effective Summer 2004

### 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

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

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the thoracic, peripheral vascular, plastic/reconstructive, ophthalmology, burns, EENT, cardiac, and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.

### SRGT 1491 BASIC GROSS HUMAN ANATOMY I

(3-2) Credit: 4

Prerequisites: Admission to the Surgical Technology program.

Corequisites: SRGT 1405, SRGT 1509, SRGT 1160, and HPRS 2200

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. Study

**SRGT 1660 INTERMEDIATE CLINICAL****(0-21) Credit: 6**

Prerequisites: Enrollment in the Surgical Technology program and successful completion of first semester courses.

Corequisites: SRGT 1441

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts in the Operating Room, Day Surgery & Clinics. 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 1405, SRGT 1509, SRGT 1160 and SRGT 1401

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 2130 PROFESSIONAL READINESS****(1-0) Credit: 1**

Prerequisite: Admission to the Surgical Technology program.

Co-requisite: SRGT 1442, SRGT 2660, SRGT 2260 and SRGT 2130

Exploration of issues and situations faced as surgical technologists. Topics may include job-seeking skills and written professional portfolios, pros/cons of malpractice insurance, reality shock of employment, coping with issues of death and dying, organ procurement issues, and national certification preparation (51.0909) – effective Spring 2005

**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

This course is to provide advanced level training and work-based educational experiences with direct patient/client care generally at a clinical site. On site clinical instruction, supervision, evaluation and placement are the responsibility of the faculty. It will provide a total concept of the functions and responsibilities of the surgical technologist and operation room team in the student's selected specialty areas. Capstone experience.

**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

This course is designed to provide advanced level training and work-based educational experiences with direct patient/client care, generally at a clinical site. Onsite clinical instruction, supervision, evaluation and placement are the responsibility of the faculty. It will provide a total concept of the functions and responsibilities of the operating room.

**STUDY SKILLS****SSFC 0100 ORIENTATION TO COLLEGE**

Psychology of learning and success. Examines factors that underlie Learning, success, and personal development in higher education.

**SSFC 0301 STUDY SKILLS FOR COLLEGE**

Psychology of learning and success. Examines factors that underlie Learning, success, and personal development in higher education.

**VOCATIONAL NURSING****VNSG 1161 CLINICAL- VOCATIONAL NURSING (PEDIATRICS)****(0-3) Credit: 1**

Prerequisites: Enrollment in the Vocational Nursing Program and the successful completion of 1st semester courses.

Corequisites: VNSG 1236, VNSG 1234, VNSG 1409, VNSG 2361

Lecture hours – 0; Lab hours – 3; Total contact hours – 48

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-VOCATIONAL 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 1230, VNSG 1410, VNSG 2461, VNSG 1191

Lecture hours – 0; Lab hours – 3; Total contact hours – 80

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 1214 APPLIED NURSING SKILLS III****(0-3) Credit: 2**

Prerequisites: Enrollment in the Vocational Nursing Program and the successful completion of (1<sup>st</sup>) semester Vocational Nursing Courses.

Corequisites: VNSG 1234, VNSG 1236, and VNSG 1161, VNSG 1409, VNSG 2361.

Lecture hours – 0; Lab hours – 3; Total contact hours – 48

Continuation of Applied Nursing Skills II. Application of nursing skills to meet complex client needs utilizing the nursing process and related scientific principles. (511613)

**\*VNSG 1191 SPECIALITY TOPIC: NCLEX PREPARATION****(0-1) Credit: 1**

Prerequisites: Enrollment in the Vocational Nursing Program and the successful completion of 1<sup>st</sup> and 2nd semester courses.

Corequisites: VNSG 1410, VNSG 2461, VNSG 1230, AND VNSG 1162

Lecture hours – 0; Lab hours – 1; Total contact hours – 16

Computer-testing strategies and stress reduction theory will be emphasized. Actual hands-on practice with sample NCLEX-type computerized exams would be utilized in the laboratory portion of the course. (511613)

**VNSG 1216 NUTRITION AND DIET THERAPY****(2-0) Credit: 2**

Prerequisites: Admission into the Vocational Nursing Program.

Corequisites: VNSG 1222, VNSG 1400, VNSG 1402, VNSG 1413

Lecture hours – 2; Lab hours – 0; Total contact hours – 32

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 into the Vocational Nursing Program.

Corequisites: VNSG 1216, VNSG 1400, VNSG 1402, VNSG 1413

Lecture hours – 2; Lab hours – 0; Total contact hours – 32

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: MATH 0300, READ 0302, ENGL 0302

Lecture hours – 0, Lab hours – 2; Total contact hours - 32

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 1<sup>st</sup> and 2<sup>nd</sup> semester courses.

Corequisites: VNSG 1162, VNSG 1410, VNSG 2461, VNSG 1191

Lecture hours – 2, Lab hours – 1; Total contact hours - 48

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 1236, VNSG 1161, VNSG 1409, VNSG 2361, VNSG 1214

Lecture hours – 2, Lab hours – 1; Total contact hours - 48

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 1234, VNSG 1161, VNSG 1409, VNSG 2361, VNSG 1214

Lecture hours – 1, Lab hours – 1; Total contact hours - 32

Introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms, and therapeutic communication skills.

**VNSG 2361 CLINICAL-VOCATIONAL NURSING**

**(0-9) Credit: 3**

Prerequisites: Enrollment in the Vocational Nursing Program and the successful completion of 1<sup>st</sup> semester courses.

Corequisites: VNSG 1236, VNSG 1234, VNSG 1409, VNSG 1214, VNSG 1161

Lecture hours – 0; Lab hours – 9; Total contact hours - 144

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 1400 NURSING IN HEALTH AND ILLNESS I**

**(4-0) Credit: 4**

Admission into the Vocational Nursing Program

Corequisites: VNSG 1216, VNSG 1222, VNSG 1402, and VNSG 1413

Lecture hours – 4; Lab hours – 0; Total contact hours - 64

Introduction to general principles of growth and development, primary health care needs of the client across the life span, and therapeutic nursing interventions. (511613)

**\*VNSG 1402 APPLIED NURSING SKILLS I**

**(0-5) Credit: 4**

Prerequisites: Enrollment in the Vocational Nursing Program

Corequisites: VNSG 1216, VNSG 1222, VNSG 1400

Lecture hours – 0, Lab hours – 5; Total contact hours - 80

Introduction to and application of primary nursing skills. Emphasis on utilization of the nursing process and related scientific principles.

**VNSG 1413 APPLIED NURSING SKILLS II**

**(0-5) Credit: 4**

Prerequisites: Enrollment in the Vocational Nursing Program and the successful completion of VNSG 1402.

Corequisites: VNSG 1216, VNSG 1222, VNSG 1400

Lecture hours – 0; Lab hours – 5; Total contact hours - 80

Application of nursing skills to meet more complex needs utilizing the nursing process and related scientific principles. (511613)

**VNSG 1420 ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH**

**(3-2) Credit: 4**

Prerequisites: MATH 0303, READ 0302, ENGL 0302

Lecture hours – 3; Lab hours – 2; Total contact hours - 80

Introduces to the normal structure and function of the body including an understanding of the relationship of body systems in maintaining homeostasis.

**VNSG 2461 CLINICAL – VOCATIONAL 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 1230, VNSG 1162, VNSG 1410, VNSG 1191

Lecture hours – 0; Lab hours – 12; Total contact hours - 192

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 1409 NURSING IN HEALTH AND ILLNESS II**

**(4-0) Credit: 4**

Prerequisites: Enrollment in the Vocational Nursing Program and the successful completion of 1st semester courses.

Corequisites: VNSG 1236, VNSG 1234, VNSG 1161, VNSG 1214, VNSG 2361

Lecture hours – 4; Lab hours – 0; Total contact hours - 64

Introduction to common health problems requiring medical and surgical intervention. The student will compare and contrast normal physiology of body systems to pathologic variations in the client with medical-surgical health problems; compare and contrast diagnostic evaluation and treatment of the client with common medical-surgical health problems; incorporate nutrition, drug therapy and nursing interventions in developing plans of care to meet the needs of the client experiencing common medical-surgical health problems; and utilize the nursing process in caring for the client with common medical-surgical health problems. A variety of health care settings are utilized. (511613)

**VNSG 1410 NURSING IN HEALTH AND ILLNESS III (3)**

**(4-0) Credit: 4**

Prerequisites: Enrollment in the Vocational Nursing Program and the successful completion of 1st and 2nd semester courses.

Corequisites: VNSG 1162, VNSG 2461, VNSG 1230, VNSG 1410, VNSG 1191

Lecture hours – 4; Lab hours – 0; Total contact hours - 64

Continuation of Nursing in Health and Illness III. Further study of common medical-surgical health problems of the client. Incorporate the knowledge necessary to make the transition from student to graduate vocational nurse. (511613)



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