

GALVESTON COLLEGE

2007-2008 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 Sciences 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 Educa-
tion 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 Nursing 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

Member of:

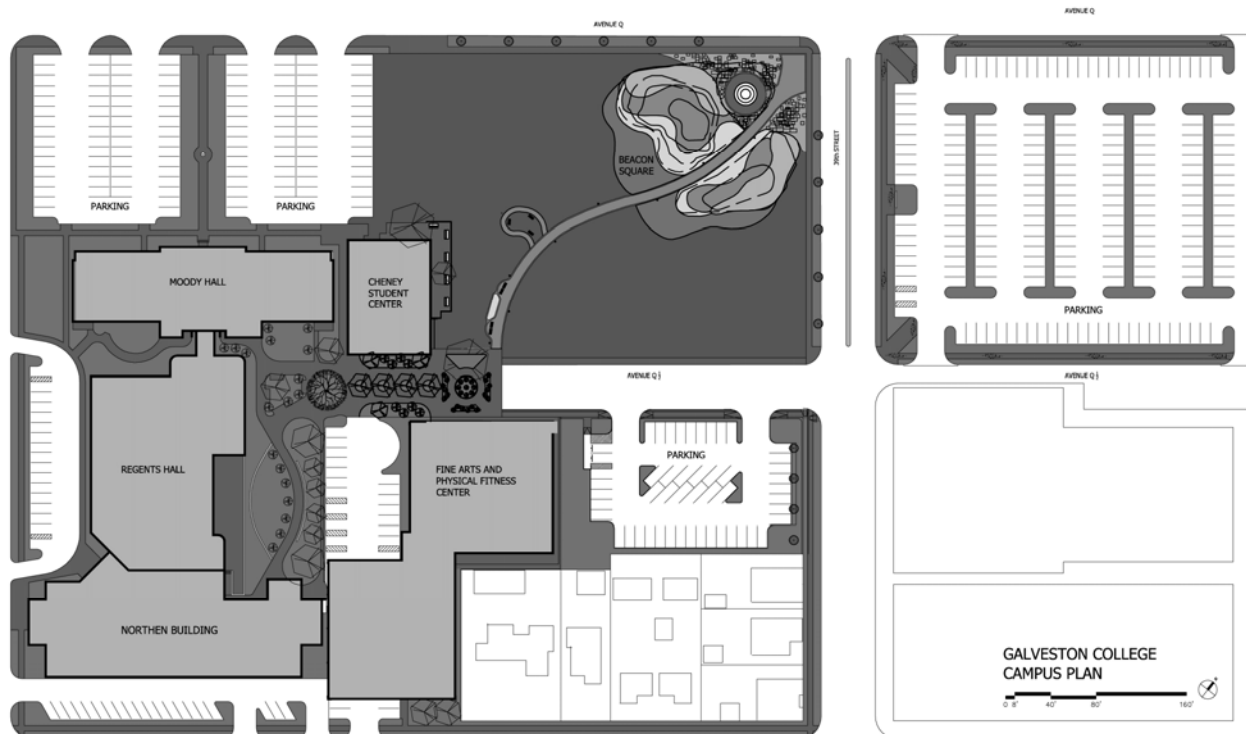
American Association of Community Colleges Southern
Association of Colleges and Schools Texas Public Com-
munity/Junior College Association National Commis-
sion for Cooperative Education American Hotel/Motel
Association Texas Business Educators Association
Texas Computer Education Association Gulf Coast In-
tercollegiate Conference Gulf Coast Consortium Na-
tional Junior College Athletic Association

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



Accreditation	2
College Locations/Map	3
Telephone Directory	5
President’s Message	6
Board of Regents	7
Academic Calendars	9
Mission and Goals	12
History of the College	15
Galveston College Foundation	17
Facilities	19
Parking Rules and Regulations	22
Admission Policies and Procedures	28
General Admissions	28
Special Admissions	30
Veterans Information	30
Fresh Start	31
Texas Success Initiative Requirements	33
Registration	35
Student Records	36
Tuition and Fees	38
Academic Standards	43
Credit for Courses	43
Course Load	44
Credit by Examination	45
Grading System	50
Graduation Procedures	54
Student Services	57
Advisement and Counseling	57
Financial Aid	59
Learning Resource Center	67
Student Activities	68
Student Rights and Responsibilities	71
Computer Usage Policies	80
Special Instructional Areas	84
Continuing Education	84
Distance Learning	86
Programs of Study	88
Degree Programs	88
Certificate Programs	89
Core Curriculum	89
Graduate Guarantee	90
Job Skills Competency Guarantee	90
Overview of Degrees and Certificates	92
Course Descriptions	150
College Organization	180

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) 944-1291
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
Distance Learning and Virtual College of Texas (VCT)	(409) 944-1243
Emergency Medical Services	(409) 944-1494
Financial Aid	(409) 944-1235
Fitness Center	(409) 944-1308
Foundation	(409) 944-1303
Health Sciences	(409) 944-1286
Home Plate	(409) 944-1284
Hospitality Management	(409) 944-3344
Human Resources	(409) 944-1209
Information Technology	(409) 944-1352
Institutional Effectiveness and Research	(409) 944-1207
Intercollegiate Athletics	(409) 944-1314
Learning Resource Center	(409) 944-1240
Media	(409) 944-1249
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
Research and Planning	(409) 944-1207
Security	(409) 944-1364 or 0
Special Services	(409) 944-1223
Student Activities	(409) 944-1224
Student Success Center	(409) 944-1399
Surgical Technology	(409) 944-1493
Testing Center	(409) 944-1290
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) 944-1291

Visit our website at www.gc.edu

PRESIDENT'S MESSAGE



DR. W. MYLES SHELTON

Dr. W. Myles Shelton was appointed President of Galveston College in June of 2007.

On behalf of the faculty, staff and the Board of Regents of the Galveston Community District, welcome to Galveston College.

The programs, courses and information contained in the 2007-2008 catalog are made available for the betterment of the people of Galveston and the surrounding region.

Whether you come to us from across the street or across the globe, our commitment to quality academic transfer, workforce development and lifelong learning courses will make a huge difference in your life and livelihood and in our community as a whole.

As a student at Galveston College, you will have the opportunity to work with faculty and staff who are committed to your success.

I believe you will be impressed with the quality and dedication of the Galveston College faculty. If there is any way I can help to make your experience at Galveston College more productive, please let me know.

Welcome to Galveston College and thank you for engaging our vision of Galveston College as a beacon of light guiding lifelong learning.

W. Myles Shelton, Ed.D.
President

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 "Tino" Gonzalez,
Vice Chairman



George Black,
Secretary



Barbara Crews



Paul Cunningham, M.D.



Ross Novelli, Jr.



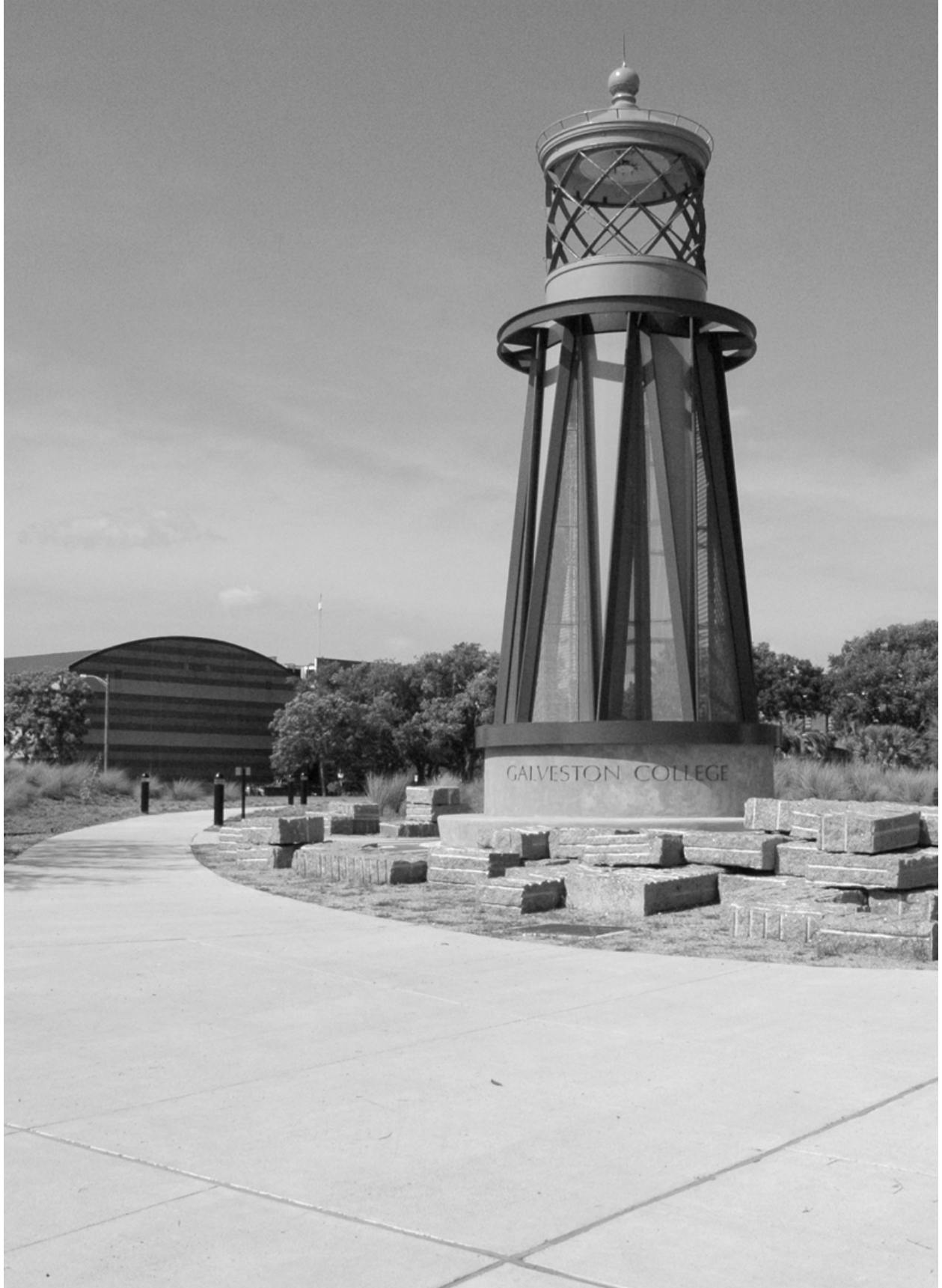
F.A. Odom



Gregory Roof, Ph.D.



Carroll G. Sunseri



ACADEMIC CALENDAR

FALL 2007

July 23 & 25.....	Orientation (Required for all new full-time students)
or August 15 & 16	Orientation (Required for all new full-time students)
July 30-August 9	Early Registration
August 17	Faculty & Staff General Assembly (No Registration)
August 20-24.....	Open Registration (Ends at 1:00 p.m. on August 24th)
August 27	Classes Begin
August 27 & 28.....	Late Registration/Schedule Changes
September 3	Labor Day (College Closed)
September 12	Last Day to Drop without Receiving a "W"
November 15.....	Last Day to Submit AWN
November 15.....	Last Day to Withdraw (3:00 p.m.)
November 22-24 ..	Thanksgiving Holidays (College Closes at 3:00 p.m. on November 21)
December 3	Last Day to Apply for Spring 2008 Graduation
December 7	Last Class Day
December 10-13.....	Final Exams
December 14	Grades Due to Admissions by 4:00 p.m.

SPRING 2008

November 26-	
December 7	Early Registration
January 4	Faculty & Staff General Assembly (No Registration)
January 7-11.....	Open Registration (Ends at 1:00 p.m. on January 1)
January 21	Martin Luther King Day (College Closed)
January 14	Classes Begin
January 14-15.....	Late Registration/Schedule Changes
January 30	Last Day to Drop Without Receiving a "W"
March 10-16.....	Mid-Semester Holidays
March 21	Spring Holiday (College Closed)
April 10	Last Day to Submit AWN
April 10	Last Day to Withdraw (3:00 p.m.)
May 1	Last Class Day
May 19	Last Day to Apply for Summer I& II 2008 Graduation
May 5-8.....	Final Exams
May 9	Grades Due to Admissions by 4:00 p.m.

SUMMER I 2008

April 21-May 9	Early Registration for Summer I & II (Ends at 1:00 p.m. on April 27)
May 27-29	Open Registration
May 26	Memorial Day (College Closed)

June 2 Classes Begin
 June 2-3 Late Registration/Schedule Changes
 June 5 Last Day to Drop Without Receiving a “W”
 June 26 Last Day to Submit AWN
 June 16 Last Day to Drop Without Receiving a “W” (12 week courses)
 June 26 Last Day to Withdraw
 July 3 Independence Day Holiday
 July 9 Final Exams (SSI)
 Classes End
 July 10 Grades Due to Admissions by 4:00 p.m. (SSI)
 July 31 Last Day to Submit AWN (12 week courses)
 July 31 Last Day to Withdraw (12 week courses)
 August 19 Final Exams (12 week courses)
 August 20 Grades Due to Admissions by 4:00 p.m. (12 week courses)

SUMMER II 2008

July 9-10 Open Registration
 July 14 Classes Begin
 July 14-15 Late Registration & Schedule Changes
 July 17 Last Day to Drop Without Receiving a “W”
 August 7 Last Day to Submit AWN
 August 7 Last Day to Withdraw
 August 11 Last Day to Apply for Fall 2008 Graduation
 August 19 Final Exams
 Final Exams (12 week courses)
 Classes End
 August 20 Grades Due to Admissions by 4:00 p.m.

2007-2008 COLLEGE HOLIDAYS

Labor Day September 3
 Thanksgiving (College closes at 3:00 p.m. on November 21) November 22-25
 Holiday-Semester Break
 (College closes at 3:00 p.m. on December 19) December 20, 2007-January 2, 2008
 Martin Luther King Day January 21
 Mid-Semester Holidays March 8-16
 Spring Holiday (College Closed) March 21
 Memorial Day May 26
 Independence Day July 3



MISSION AND GOALS

VISION STATEMENT

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

MISSION

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

GOALS

The college will:

- Provide dynamic programs of study and conduct appropriate cultural activities to meet the needs of a diverse student body that is reflective of the community and service area constituents.
- Provide comprehensive student support services that enhance student success.
- Provide effective admissions processes and financial assistance to those who qualify so that students may achieve their educational goals.
- Provide effective recruitment and retention processes.
- Provide a qualified and diverse faculty and staff, through fair hiring processes and continuous professional development.
- Provide facilities and grounds that create a physical environment conducive to learning in the 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 provide specialized training as defined by business and industry for immediate employment; these programs assist non-degree seeking students with career advancement, the updating of job skills, and re-entry into the workforce.
- Adult Basic Education (ABE) programs provide basic literacy instruction and may lead to the completion of the General Educational Development (GED) diploma; developmental programs strengthen the basic skills of those persons lacking adequate preparation for college-level courses.
- Personal enrichment programs provide non-credit cultural, social, recreational and vocational activities that intended to improve the quality of life of the student and to encourage lifelong learning.
- Student activities provide opportunities for students to participate in campus life through clubs, student government, cultural and social events, and educational programs outside the classroom; athletic competition is available through campus intramurals and a program of intercollegiate athletics.

SERVICES

- Instructional support services are provided through the library, the media and copy center, the 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 forty 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.

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.

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.

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

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.

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.

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.

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 39th Commencement of Galveston College was held featuring the largest graduating class in the College's history with 290 students.

Galveston College entered its 40th Anniversary year in fall 2006. In the fall of 2006 and the spring of 2007, the College held several events celebrating four decades of services to Galveston Island residents and in the surrounding region. The process of selecting the College's eighth sitting President was also near completion by May 2007, and a strong emphasis on student recruitment and workforce development programs guided the faculty and staff as they concluded the 40th Anniversary with a record graduating class of 350.

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 to assist the College in fulfilling its Vision.

Universal Access Book Fund

Universal Access, a nationally recognized program created by the community of Galveston, 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.

Foundation Relations Fund

The Galveston College Foundation Relations Fund will accept contributions to be utilized for the creation of a Civic Club Council that will meet three times a year to allow College leadership and local civic club leadership to explore ideas, resources and information for the advancement of the College for the benefit of the entire commu-

nity. The Fund is also used to aid promotional efforts on behalf of the Foundation activities.

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 to further the mission of Galveston College. President's Partners Fund contributors of \$100 or more will be extended an invitation twice annually to join the President in a culinary and conversational experience.

Named and Unrestricted Scholarships

The Galveston College Foundation holds all the College's scholarship funds and provides for student awards on an annual basis. Named scholarships can be created as endowed funds through a \$10,000 gift, and smaller amounts can be donated to unrestricted scholarships. You can help us meet the ever-increasing demand for scholarships and assist deserving students by contributing a Named Scholarship or any scholarship amount. Funding scholarships is a long-term commitment with positive implications for Galveston and its citizens.

Athletic Programs

The Whitecaps intercollegiate 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 Programs in the amount of your choice.

Student Leadership Fund

The Galveston College Foundation created a Student Leadership Fund in 2005 with a \$10,000 start up gift to allow student groups on campus to attend conferences or events that contributed to student leadership opportunities or service learning. Your contributions to this fund will help continue these student leadership activities.

Beacon Square Fund

The "front door" Beacon Square development, dedicated as part of the College's 40th Anniversary, features the restored South Jetty Lighthouse cupola at 39th Street and Avenue Q in Galveston. Live oaks with commemorative plaques are available for \$3000 each.

Dreamkeepers Fund

Galveston College Foundation has created the Dreamkeepers Fund to request contributions that will be used in making emergency grants or loans to students who face particular personal, medical, housing, child care, utility and transportation difficulties that may prevent their continuation in higher education programs. A donation of \$1000 by individuals, corporations or organizations provides lifelong membership to the Dreamkeepers Society. Any donated amount is appreciated.

Alumni Fund

If you are a lifelong learner or a certificate/degree graduate of Galveston College, please consider a gift to the Galveston College Foundation Fund. This fund will be used to sponsor an annual alumni gathering, alumni campus improvement projects and distinguished alumni awards.

Other

Any designation or amount of your 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 career and academic counseling, job placement, testing, personal counseling and services for the disabled and other special populations, job placement services and testing. The Counseling Center is located 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 35,000 volumes and offers online public access catalog and search methods. The Library also offers scheduled class orientations, individual instruction, a conference room, group study rooms, study carrels and a computer laboratory.

ATRIUM

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

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

CULINARY ARTS LAB

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

STUDENT SUCCESS CENTER (N-119)

The Student Success Center previously located in the LRC, is now located in room N 119 next to Culinary Arts. In addition to tutoring, the Center now provides sixteen computer work stations for student use. The Center provides free drop-in or appointment 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).

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 Northen 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 small 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 is no eating or drinking permitted in classrooms, the Learning Resource Center, or the Student Success Center. 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.

PARKING RULES AND REGULATIONS

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. 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

1. General Provisions

- a. 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.
- b. 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.
- c. **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.**
- d. 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.
- e. **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.**

2. Definitions

- a. **Abandoned Vehicle** – a motor vehicle, bicycle, or other conveyance parked on Galveston College property for more than three (3) days without being moved.
- b. **Campus** – all property owned or controlled by Galveston College.
- c. **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 Galveston College property.
- d. **Parking for Disabled Individuals** – spaces or areas reserved for any disabled individual who has an appropriate hang tag or license plate.
- e. **Habitual Violator** – any person who has received three (3) or more violations notices within a twelve-month period.
- f. **Impound** – towing and storage of a vehicle at a towing facility.
- g. **Marked Space** – parking space defined by two parallel lines.
- h. **Motor Vehicle** – all automobiles, buses, trucks, motorcycles, motor scooters, motorbikes, mopeds, etc.
- i. **Moving Violations** – moving traffic law violations as enacted by the State of Texas.
- j. **No Parking Zones** – all areas not specifically designated for parking, including painted curbs, fire lanes, loading zones, service delivery and dumpster pads.
- k. **Parking Permit** – a temporary card, hang tag or self-adhering decal issued by Galveston College, 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.
- l. **Reserved Parking** – parking spaces identified by signs and/or pavement markings; enforced during business hours.
- m. **Restricted Parking** – parking spaces reserved for use by holders of designated permits.

- n. **Visitors** – persons other than students, faculty members, staff members or employees of Galveston College.
- o. **Violation Notice** – a notification issued by Galveston College Security for violations of parking and traffic regulations.
- p. **VIP** – Vehicle Identification Permit; same as Parking Permit.

3. Parking Regulations

- a. 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.
- b. 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.**
- c. 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.
- d. Reserved Parking Permit: Galveston College Employees assigned to designated reserved (restricted) parking spaces will be required to display a valid parking permit and the red reserved parking hang-tag.
- e. 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.
- f. 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 Galveston College 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.
- g. Parking for Disabled Persons: Galveston College 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.
- h. 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.

4. Enforcement

- a. Policy and Procedures:
 - i. 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.
 - ii. The campus speed limit is ten (10) miles per hour.
 - iii. Special temporary parking arrangements must be made through the Physical Plant Director.
 - iv. Reserved spaces, whether by designated “Reserved” signs or reserved by Campus Security for special events, will be enforced.
- b. Traffic and Parking Notices: Galveston College Security may issue Galveston College Violation Notices.
- c. Towing of Motor Vehicles: All Galveston College 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 Galveston College parking lots by towing. Towing will be in accordance with Texas Transportation Code – Chapter 684.**
- d. Penalties: Parking privileges may be suspended for a period of up to one (1) year for habitual viola-

tors. The vehicles of habitual violators may also be towed without notice at the expense of the vehicle owner.

- e. Parking Violations:
 - i. Parking without a valid Galveston College parking permit in a "Permit Parking Only" parking lot.
 - ii. 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.)
 - iii. Improper display of parking permit. Parking permit not displayed as required.
 - iv. Displaying a parking permit that has been altered or forged. Forging or fraudulently using a parking permit.
 - v. 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.
 - vi. 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.
 - vii. 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.
 - viii. 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.
 - ix. 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.
 - x. 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.
 - xi. 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.
- f. Violation Notices or Impounds:
 - i. **Receiving three (3) Violation Notices for any violation will result in vehicle being immediately towed at owner's expense.**
 - ii. **For any violation causing disruption or a safety concern, the vehicle may be immediately towed at owner's expense.**
 - iii. 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.
- i. Appeals of Violation Notices or Impounds:
 - i. 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 in-

- ii. 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.
- iii. 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.

5. Bicycle, Motorcycle, Motor Scooter and Moped Parking Regulations

- a. 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.
- b. Parking of bicycles must be restricted to designated areas or bicycle racks. Bicycle racks are located next to the Northen Building, east side.
- c. 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.
- d. Any of these vehicles found parked illegally and creating a potential safety hazard may be impounded or cited.

6. Galveston College Security

- a. Campus Security is a public service-oriented security department charged with the responsibility of providing protection for College students, faculty, staff and property.
 - i. All incidents, thefts or other criminal offenses on Galveston College 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.
 - ii. An individual's report may prevent a crime.
- b. Services Provided:
 - i. Safety escorts to vehicles.
 - ii. Battery jumpstarts.
 - iii. Assistance in locating vehicles.
- c. 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.
 - i. Dial "0" during normal working hours for non-emergency calls.
 - ii. 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.
- d. 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.

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

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

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

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

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

Houston:	KTRH (740 AM on the dial)	KRIV (TV Channel 26 - FOX)
	KHOU (TV Channel 11 – CBS)	KPRC (TV Channel 2 – NBC)
	KTRK (TV Channel 13 – ABC)	City Access Channel 16

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

Administrative Interpretation and Change: The administration of Galveston College reserves the right to act as final interpreter of all catalog content. Furthermore, the College reserves the right to change without notice tuition, fees and other charges, and related requirements and regulations as necessitated by College or legislative action. Galveston College does not guarantee that courses listed in this catalog will be offered in any given term or year, on a specific campus. Registration for a particular course, section of a course, or, in some cases, a program may be limited by the College. Galveston College reserves the right to cancel any course or section of a course, to change the instructor of a course, or to delete or change a program in keeping with prudent instructional and financial management.





ADMISSION POLICIES AND PROCEDURES

GENERAL ADMISSIONS

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

1. Graduation from an accredited high school.
2. Graduation from a non-accredited high school with the condition of scholastic probation imposed on the student for one semester.
3. Successful completion of the General Education Development (GED) Test, as certified by the State of Texas.
4. Transfer “in Good Standing” (2.0 GPA or better) from a previously attended college or university. Students who are not in good standing may be admitted with individual approval by the Dean of Enrollment Management.
5. Individual Approval for Early Admission, Dual Credit, Tech-Prep, Ability to Benefit and Home Schooled students. Specific requirements for each of these strategies are listed below:
 - a. Early Admission Program – Galveston area high school juniors and seniors are able to earn transferable college credit before graduating from high school. Students participating in the Early Admissions Program enroll in classes outside of high school.
 - b. Dual Credit – High school students enroll in classes at the high school in courses that have been approved for high school and college credit.

Note: Early Admission and Dual Credit Programs require parent/guardian permission and the high school counselor or designee permission for courses that count toward high school graduation... Students must have qualifying scores on the following tests to be considered for Early Admissions and Dual Credit:

- i. SAT – 1070+ combined with 500 or higher math and/or verbal.
- ii. ACT – 23+ composite with 19 or higher math and/or English
- iii. TAKS (exit level) – 2200+ in math and/or 2200+ with a writing sub score of at least 3 in English/Language Arts (ELA)
- iv. 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.

- c. Tech-Prep – Galveston College, in partnership with the Galveston Independent School District, has developed Technical Preparatory (Tech Prep) programs which provide high school students a unique opportunity to prepare for their careers while 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.

- d. Ability to Benefit - Persons who have not obtained 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 who have received a certificate of completion from high school must demonstrate the ability-to-benefit from instruction by achieving the above minimum scores on the COMPASS test.
- e. Home Schooled – Home Schooled students must submit THEA test scores or THEA alternative test scores and a high school transcript. The transcript must be official and should include the following:

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

Note: Student transcripts and tests scores are evaluated by the Office of Admissions. Home Schooled students interested in the Early Admissions program must have completed course work equivalent to the sophomore (10th grade) level of high school.

- 6. Non-Degree Seeking – Students who enroll in classes for professional review, cultural, or personal growth and achievement will be classified as non-degree seeking students. Students who have declared a degree at another university or college, and are enrolled in classes at Galveston College for transfer purposes only, are also classified as non-degree seeking. Non-degree seeking students are required to submit the following documents:
 - a. Application for admissions
 - b. Appropriate transcript(s) for placement or TSI status.

Note: Students who wish to change to a “degree-seeking status” will be required to furnish all previous college transcripts and meet entrance requirements.

ADMISSIONS PROCEDURE

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

- a. Obtain application from the Office of Admissions or download an application at www.gc.edu.
- b. Submit completed application to the Office of Admissions. Note: The submission of the application form automatically authorizes the College to access the state THEA database for the student’s scores.
- c. Submit official transcripts from all colleges/universities attended. Student with less than fifteen college credits are required to submit an official high school transcript.
- d. Submit official placement test scores.
- e. Visit with a Counselor/Advisor prior to registration.

ADMISSIONS TO SPECIFIC PROGRAMS

For admissions requirements to specific occupational/technical programs, please refer to the sections of this catalog designated "Programs of Study".

Students should be aware that licensing and/or accrediting agencies periodically change their requirements. Galveston College may have to change both admissions and curricula in these occupational/technical programs. Students enrolled in preparatory courses for entry into one of these programs may have to change plans to meet new requirements. The college cannot guarantee "future entrance requirements" for these programs.

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. (forms are available in the Office of Admissions)
- c. A minimum Test of English as a Foreign Language (TOEFL) score of 500 on the written examination, or a score of 153 on the computerized examination, or a score of 109 from an English Language Center (ELC) is required. A TOEFL exam is required for all students whose native language is not English. English speaking international students should submit official 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.
- e. For further information about International Admissions go to www.gc.edu under Admissions and Records/ Perspective Students or contact the Office of Admissions.

Concurrent Enrollment

An International student with an I-20 AB from another college or university who would like to concurrently enroll at Galveston College must submit written permission from that college or university. English language skills and satisfaction of course prerequisites apply.

Summer International Transient

An international student with an I-20 AB from another college or university who would like to take summer classes at Galveston College must provide a letter from their home institution which indicates they are in status with the U.S. BCIS and have been given permissions to enroll at Galveston College.

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.

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. 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 colleges/universities must be submitted to the Office of Admissions.
- Students must meet with a Counselor/Advisor, complete a degree plan, and submit a copy of the degree plan to the VA Representative in the Office of Admissions. The degree plan will be the worksheet of record. Students will not be certified for courses outside the degree plan of record.
- Students must submit their schedule and receipt of registration to the Office of Admissions and complete an Enrollment Certification form after registering for classes. A Enrollment Certification Form must be completed at the beginning of each 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 therefore, 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 ACE military transcript.

FRESH START

An applicant for admission who is a Texas resident may enter Galveston College pursuant to the “academic fresh start” status, Texas Education Code, 51.931. Applicants can request a Petition For Academic Fresh Start from the Office of Admissions. Fresh Start must be declared upon entrance to the college. Students who do not declare upon entrance will not be considered after enrolled. An applicant who elects to apply under this statute may not receive any course credits or grades earned for courses taken 10 or more years prior to enrollment. This does not apply to Financial Aid or VA benefits.

READMISSIONS

Previously enrolled students who have not attended Galveston College for at least one semester (not including summer semesters) must reenroll by completing and submitting a Readmissions Application to the Office of Admissions in Moody Hall. The readmissions application can also be downloaded online at www.gc.edu. Students who have been away from Galveston College for two years or more must reapply by completing the admissions application.

RESIDENCY

Establishing Residency

Galveston College is required by state law to determine the residency status of all students for tuition purposes. All new students must provide substantiating documentation to affirm their residence and sign an Oath of Residency. Students returning after more than one year will be required to affirm that they have not changed their residence since their enrollment. Additional documentation may be requested at any time following registration.

Residency is determined at the time of registration, either by a student's current address or by the address of a parent or legal guardian if the student is being claimed as a dependent for federal income tax purposes. A post office box can not be used to establish residency. It is the responsibility of the student to register under the correct residency classification. A complete set of rules and regulations for determining residency is available at the Texas Higher Education Coordinating Board at http://www.thecb.state.tx.us/Rules/tac3.cfm?Chapter_ID=21&Subchapter=X

Basic Residency Requirements

For tuition purposes, according to Texas Education Code 54.052 and Texas Higher Education Coordinating Board Rules 21.39, all individuals and families moving to Texas must meet the following basic residency requirements. These apply to independent students or parent of students who are dependents.

1. Reside in Texas for at least 12 months.
2. Establishment of a domicile in Texas (12 months' physical presence in the state with the intent to make it your permanent home.
3. Gainful employment in the state for 12 months.

Additional Requirements for Non-U.S. Citizen Students

A non-U.S. citizen who is living in the U.S. under permanent resident status, appropriate visa, or who has filed a declaration of intent to become a citizen has the privilege of qualifying for resident status, for tuition purposes, as a U.S. citizen. Anyone permitted by Congress to adopt the United States as their domiciles while living in this country is afforded the same privilege as citizens and permanent residents to establish Texas Residency for Tuition purposes. A list of Visas eligible for establishing domicile is available in the Office of Admissions.

Students who have applied but do not have their permanent resident card must present proof of having filed form I-130, I-140 or I-485 to establish residency.

B Visa Holders

A prospective student holding a current B visa is not eligible to attend Galveston College. The B visa status must be changed to F-1 student status before enrollment can be permitted. Students on a B visa who are interested in pursuing studies in the U.S. educational system must declare intention to study to the inspection officer at the U.S. port of entry. Once a college has been identified, the B visa holder can apply for a change of F-1 status and attend college only after the change has been approved by the U.S. bureau of Citizenship and Immigration Services.

Undocumented Students

Undocumented students are eligible for admissions to Galveston College according to the following guidelines:

1. Students must have graduated from a Texas high school or received a GED certificate in Texas.
2. Students must have resided in Texas for three years leading up to graduation from high school or receiving a GED certificate
3. Students must have resided or will have resided in Texas for the 12 months immediately preceding registration.
4. Students have or will file an application for permanent resident status at the earliest opportunity.

Out-of-State Residency

Students who have not resided in Texas for 12 months immediately preceding registration.

A non-resident student classification is presumed to be correct as long as the residence in the state is primarily used for the purpose of attending school.

A non resident who marries a Texas resident must establish his/her own residency.

Note: Students who have attended school or resided out-of-state may be required to provide additional proof of residency. Permanent resident and international students must provide permit /visa documentation.

Change of Residency

Students who qualify for a change of out-of-state to in-state residency status for tuition purposes may obtain a Re-classification of Residency Form in the Office of Admissions. The reclassification must be filed by the Official Census Day in order to receive any adjustment of tuition paid for that semester. Tuition adjustments are never made retroactively.

Penalties

Any student who provides false information or withholds information for proper determination of residency is subject to any or all of the following penalties:

1. Withdrawal from all classes with no refund.
2. Dismissal from the institution
3. Payment of the difference in tuition and fees

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 may charge a higher tuition rate once the extra 45 hours have been attempted. Students should check with the Registrar of their senior institution for more details.

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 Coordinat-

ing 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® test as an alternative to THEA to assess entering student’s academic skills. Other tests that are considered THEA alternative are ASSET® and ACCU-PLACER® . Information on the Texas Success Initiative, THEA test, and COMPASS® test is available in the Counseling Center.

Examinations and Scores Accepted for Satisfying TSI Requirements

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

TSI Exemptions

- a. TASP - Students who met requirements or were exempt under the Texas Academic Skill Program (TASP).
- b. Level 1 Certificate - Students who enroll in a level-one certificate program. (NOTE: Students may be assessed to determine placement in courses).
- c. Transfer - 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. Degree - Students who received a baccalaureate or associate degree
- e. ACT – For tests taken in April 2004 and later, a composite score of 23 with a minimum of 19 in the corresponding sections of the English and/or mathematics (valid for five years from the date of testing).
- f. SAT – For test taken in April 2004 and later, a combined score of 1070 with a minimum of 500 in the corresponding sections of the verbal and mathematics (valid for five years from the date of testing).
- g. TAAS - A score of 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. TAKS - A score of 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. Military - Students with qualifying military service (NOTE: Students may be assessed to determine placement in courses).
- j. Non-Degree Seeking - Students not seeking a degree or certificate (NOTE: Students may be assessed to determine placement in courses).

Students Who Do Not Meet TSI Requirements

- 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).
- 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.

Placement Test/Levels

Each credit course in the Galveston College catalog has been assigned prerequisites or placement levels. Students who enroll in these courses must demonstrate the assigned competency level through prerequisites on one of the required acceptable placement tests. If that competency level is not achieved on a placement test or prerequisites, the alternative is to pass an appropriate developmental course or courses. Course placement levels are as follows:

Level - Math		Level - Writing		Level - Reading	
M0	Math 0300			R0	Reading 0301
M1	Math 0303	W1	English 0301	R1	Reading 0302
M2	Math 0304	W2	English 0302	R2	College Ready
M3	College Ready	W3	College Ready		

REGISTRATION AND RECORDS

The registration process is held prior to the beginning of classes each semester during Early and Open Registration. Students are encouraged to register early for best course session selection. Details for registration dates, procedures and course offerings are published each semester in the credit class schedule.

UPDATING STUDENT INFORMATION

- a. **Address:** Students can update their mailing address via Campus Online at www.gc.edu. Students may also update this information by completing a change of address form in the Office of Admissions.
- b. **Name:** The student's name is recorded from the admission application. A legal document confirming a change of name is required when a change of name is requested. The Change of Name Request Form can be obtained in the Office of Admissions.
- c. **Major:** Students who wish to change their major must request a Change of Major Form from a Counselor/Advisor. The form will be forwarded to the Office of Admissions for updating and recording the change of major request.
- d. **Social Security Number:** The student's social security number is recorded from the admission application. A social security card is required when a change of social security number is requested. The Change of Social Security Number Request Form can be obtained in the Office of Admissions.

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. 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 be provided within 3-4 working days of receipt.

Students with an outstanding debt 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.

STUDENT RIGHTS UNDER FERPA

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

- 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.
- The right to seek amendment of the student's records that the student believes are in-accurate, 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.
- The right to restrict the disclosure of Directory Information.
- 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. For more information about FERPA, visit the following website: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

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.

Directory Information

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:

- Name
- Current and permanent address
- Telephone listing
- Date and place of birth
- Major field of study
- Participation in officially recognized activities
- Dates of attendance
- Degrees and awards received
- Most recent and previous institutions attended
- Courses currently enrolled in
- Number of hours enrolled in current semester

- Classification
- Residency status
- Photographs
- Sports participation
- Weight/Height of athletic team member

SEX OFFENDER REGISTRATION

According to the Texas State Statute (Art. 62.153), within seven days of attending an institute of higher education, all registered sex offenders are required to notify campus security of their registration status. Registered sex offenders must provide Galveston College Security with all of the information that is required under Article 62.051.

Galveston College Security is located in N-102. The phone number to Security is 409-944-1364.

Under Article 62.153, sex offenders are also required to notify Galveston College Security within seven days of termination of their status as a student.

JEANNE CLERY ACT

The Texas Department of Public Safety provides a website where the public may access information about registered sex offenders. The website can be accessed by typing:
https://records.txdps.state.tx.us/dps_web/Portal/index.aspx.

The Jeanne Clery Act requires that institutions of higher education have the following information available to the campus community and the general public:

- information about existing counseling, mental health assistance and student services for victims of sexual assault, both on campus and in the community.
- information on sexual assault programs aimed at the prevention of sexual assault
- education programs that raise awareness about rape, acquaintance rape, and other sex offenses
- procedures to be followed once an assault has occurred
- procedures for on-campus disciplinary action in cases of alleged sexual assault
- student options to notify proper law enforcement authorities and the right to have assistance by campus authorities while doing so
- student options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the victim.
- statistics and logs that document sexual assaults and other crimes on campus.

The required statistics and logs are kept in the Galveston College Security office (N-102). All other information is located in the Counseling Office (M-120).

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

SENIOR CITIZEN DISCOUNT

All United States citizens who are residents of Galveston Community College District who have attained the age of 65 years (65 and older) are eligible to receive a 100% tuition discount for credit courses, and a 50% discount for associated fees for credit courses (exceptions include individual music instruction, liability insurance, health fees, and testing fees). Tuition/fee adjustment requests for credit courses must be made at the time of registration.

SENIOR CITIZEN - CONTINUING EDUCATION COURSES

All United States citizens who are residents of Galveston Community College District who have attained the age of 65 years (65 and older) are eligible to receive a 50% tuition discount for non-credit continuing education courses. Tuition/fee adjustment requests for continuing education courses must be made at the time of registration.

2007-2008 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 publication. Galveston College 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	\$ 0
Transcript Delivery Fee by Overnight	\$20
Duplicate Diploma	\$10
Diploma Mailing fee	\$ 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

Galveston College 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 first class meeting.

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

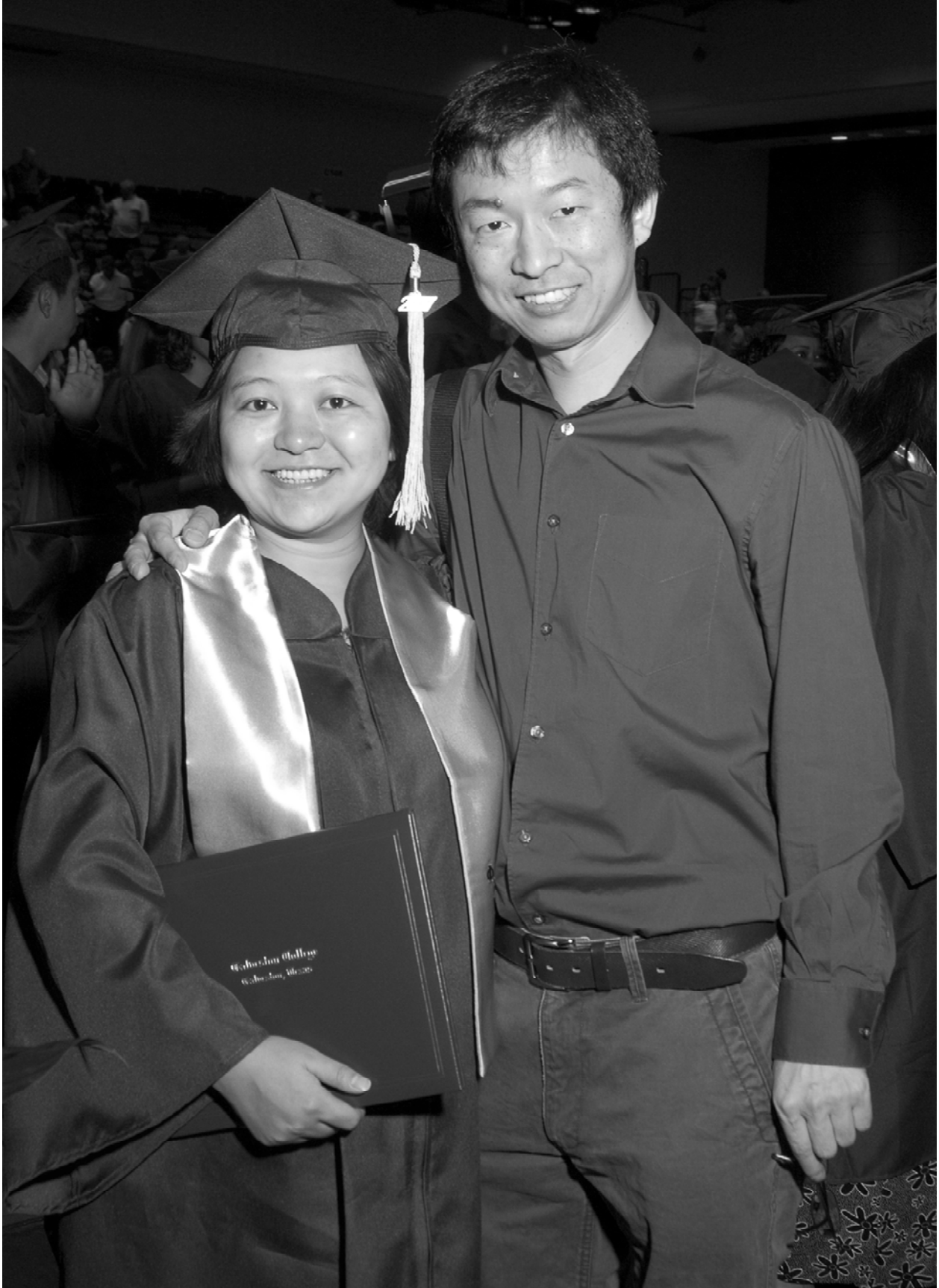
Galveston College provides a Blanket Student Liability program for all students in Health Occupations programs. The insurance is required for students to participate in clinical experiences in all affiliated hospitals and agencies. The amount of liability coverage is \$1,000,000 per individual claim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

ELECTRONIC TUITION AND FEE PAYMENTS

Tuition and Fees may be paid via e-cashier with FACTS Management. See the Business Office for brochures and further details.



ACADEMIC STANDARDS

CREDIT FOR COURSES

The semester credit hour is defined as one clock hour of class per week for a sixteen-week semester, or its equivalent.

The number of clock hours of Laboratory work will vary with the requirements of the course.

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

EXPLANATION OF THE COURSE NUMBER SYSTEM

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

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 credit hour(s) assigned to the course ("0" indicates no credit value, "1" indicates one semester credit hour, "2" indicates two semester credit hours, "3" indicates three semester credit hours, "4" indicates four semester credit hours, etc.).

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

CLASSIFICATION OF STUDENTS

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

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

NOTE 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. Any student registered for twelve (12) or more semester credit hours is defined as a full-time student.
2. During the Summer Terms:
 - a. Any student registered for six (6) or more semester credit hours each term is defined as a full-time student.
 - b. See Veterans Information for classification of veterans.
 - c. See Financial Aid Information for requirements for students receiving financial aid.

Part-time student:

3. During the Regular Semester:
 - a. Any student registered for less than twelve (12) semester credit hours is defined as a part-time student.
 - b. See Veterans Information for classification of veterans.
 - c. See Financial Aid Information for requirements for students receiving financial aid.
4. During the Summer Terms:
 - a. Any student registered for less than six (6) semester hours is defined as a part-time student.
 - 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 other 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. For more information refer to “Students Rights and Responsibilities section (F) Student Code of Conduct”.

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.

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 ENGL and 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

Some international credits may be accepted, however; International transcripts must be evaluated by an accrediting agency prior to enrollment. A list of accrediting agencies can be obtained in the Office of Admissions. There is no guarantee, even after a transcript has been evaluated, that the credits will be accepted.

Courses taken at other accredited institutions with a grade below a “C” are not transferable.

Remedial courses are not transferable. A placement examination will be required (Compass) to determine placement level.

CREDIT BY EXAMINATION

A person who believes he/she is qualified by experience or previous training is provided the opportunity to earn college credit in specific courses through a variety of examination programs. Credit established through examination becomes part of the student’s record. Students who successfully complete an ex-

amination receive a grade of “CR” on their transcript and the semester credit hours will apply toward graduation requirements but are not calculated in the grade point average.

Students will be allowed to earn a maximum of twenty-four (24) semester credit hours toward degree, 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. Students should visit with a Counselor and/or Advisor for more information.

Students may not earn more than three (3) credit hours by examination in History and Government. Effort has been made to interrelate the College’s credit by examination program with transferring four-year institutions; however, final acceptance of these credits for specific degree purposes is determined by the accepting institution.

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

1. Course Challenge Examinations

Students who elect to challenge a course for credit in occupational-technical or specific academic courses, which are on the College approved list, are to complete the following steps:

- a. Obtain a Permission to Challenge a Course Form from a Counselor/Advisor.
- b. Obtain approval from the appropriate Dean and schedule exam with the Testing Center.
- c. Pay the required fee in the Business Office.
- d. Take the receipt and form to the Testing Center on the scheduled date and complete the examination.

Course Challenge Examinations will be prepared by the appropriate Dean’s Office. Examinations are administered in the Testing Center. Scoring and grade determination procedures will be identified by the Dean. The Dean will forward successful examination results to the Office of Admission, and results will be recorded with the grade of a “CR” (Credit) on the transcript. The semester credit hours will apply toward graduation requirements but are not calculated in the grade point average.

2. CEEB - 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	550	ENGL 1301	3

Students desiring to establish credit as outlined above must complete a Petition for Credit form 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 are not calculated in the grade point average.

3. CLEP - The College Entrance Examination Board, College Level Examination Program Some subject examinations will be recognized for credit. 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 are not calculated in the grade point average.

CLEP Examination	Minimum Score	Equivalent Course	Semester Hrs
Biology	50	BIOL 1406-1407	8
American Government	50	GOVT 2305	3
Introductory Psychology	50	PSYC 2301	3
Human Growth and Development	50	PSYC 2314	3
Introductory Sociology	50	SOCI 1301	3
U.S. History I: Early Colonization	50	HIST 1301	3
U.S. History II: 1865 to the Present	50	HIST 1302	3
Freshman College Composition	50	ENGL 1301	3
English Composition (with essay)	50	ENGL 1301,1302	6

CLEP Examination	Minimum Score	Equivalent Course	Semester Hrs
Financial Accounting	50	ACCT 2401	4
Intro to Macro-Econ	50	ECON 2301	3
Intro. Micro-Econ.	50	ECON 2302	3
Chemistry	50	CHEM 1411-1412	8
College Algebra	50	MATH 1414	4
Calculus	50	MATH 2513	4
Spanish Language, Level I	50	SPAN 1411-1412	8
Spanish Language, Level 2	66	SPAN 1411,1412, 2311,2312	14
Humanities	50	HUMA 1301	3
American Literature	50	ENGL 2327,2328	6

4. **AP - The College Entrance Examination Board Advanced Placement Program Examination**
 Advanced Placement examinations are taken at the high school level. 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 are not calculated in the grade point average.

AP Examination	Minimum Score	Equivalent Course	Semester Hrs.
General Biology	4	BIOL 1406-1407	8
American History I	4	HIST 1301	3
Spanish	3	SPAN 1411 & 1412	8
French	3	FREN 1411 & 1412	8
Composition I	4	ENGL 1301	3

AP Examination	Minimum Score	Equivalent Course	Semester Hrs.
Chemistry	3	CHEM 1411 & 1412	8
Calculus AB	3	MATH 2513	4
Calculus BC	4	MATH 2414	4
Physics Form B	5	PHYS 1401 & 1402	8

5. 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 accordingly 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) examination 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. The semester credit hours will apply toward graduation requirements but are not calculated in the grade point average.

Entering freshman students 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

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
NR	= 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
CRA	= Credit *Note 4	Not computed
CRB	= Credit *Note 4	Not computed
CRC	= Credit *Note 4	Not computed
NC	= No Credit *Note 4	Not computed
NCD	= No Credit *Note 4	Not computed
NCF	= 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 are not computed in semester or cumulative GPA, 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: When a student repeats (takes the same course more than once) a course at Galveston College, the hours and grade earned on the last graded course 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. Transcripts will indicate all courses and grades even when a course is not calculated into the GPA after being repeated.

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 official census date of each semester. After the official census date, 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. Forms for dropping or adding courses may be obtained from the Counseling Center.

Administrative Withdrawal: A student who registers and does not attend class in accordance with College's attendance policy will be administratively withdrawn upon written recommendation from 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 College, at the student's option, shall:

1. Grant a student, who is eligible under the College's guidelines, an incomplete grade in all courses which must be completed in the next long semester or a grade of "F" will be recorded
2. Withdraw from all classes with a designated "Military Withdraw" on the students transcript
3. Assign an appropriate final grade and credit, as determined by the instructor, 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". The grade point average (GPA) is calculated by dividing the total number of grade points by the number of graded semester hours earned. Entries of "Audit," "I," "IP," "AWN," "CR," "CRA/B/C," "NC," "NC/D/F," "NR," "WX," are not assigned grade point values.

A student's grade point average is computed by adding the total grade point values for all courses and dividing by the number of graded 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	<u>0</u>
Total Credit Hours:		17

Total Grade Points: $43 \div 17 = 2.52$

Cumulative Grade Point Average

The cumulative grade point average is based upon all of the student's work taken at Galveston College. 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 minimum grade point average of 2.0. 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 semester 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 will be suspended for one long-term semester or the combined summer terms, as applicable. Veterans will be reported to the VA for 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 entrance to Galveston College. Students who have been suspended for academic reasons from other colleges for at least one long semester will be placed on academic probation upon entrance to Galveston College.

A student who has been suspended twice from any college must obtain special permission to enter Galveston College. 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

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 program coordinator, who will attempt to resolve the grade dispute.

If the informal measures fail to satisfy the complainant, the student may 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 appeal, provide the instructor with a copy of the appeal, and request a written response from the instructor .
3. The Dean will forward the appeal to the Student Affairs Committee. 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 deemed 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 grades are available at the end of each semester via Campus Online at www.gc.edu. A transcript is the official record of all college coursework. 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 Office of Admissions.

HONOR STUDENTS

President's List – A notation will appear on the transcript for students who achieve a grade point average of 3.5 or higher earning 12 or more semester credit hours (excluding developmental coursework and incomplete grades) in the corresponding semester.

Dean's List - A notation will appear on the transcript for students who achieve a grade point average of 3.0 to 3.49 or higher earning 12 or more semester credit hours (excluding developmental coursework and incomplete grades) in the corresponding semester.

GRADUATION REQUIREMENTS

All students interested in obtaining a degree and/or certificate should meet with a counselor/advisor to verify degree progress. Candidates must complete a minimum of eighteen (18) semester credit hours at Galveston College. The Associate of Arts (AA) degree requires a total of 63 credits of which a minimum of 45 core credits are required. The Associate of Applied Science (AAS) degree and certificate programs total credit requirements vary according to state requirements. A minimum cumulative grade point average of 2.0 is required on all course work taken at Galveston College. Specific programs may stipulate additional GPA requirements for successful completion. Developmental courses are not applied toward graduation requirements. Students may not graduate if on scholastic probation (below a 2.0 GPA) in the last semester of enrollment.

Candidates who have satisfied TSI requirements and/or placement levels, scholastic requirements, and have met all outstanding obligations to the College will be recommended for the degree and/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 Galveston College 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 Office of Admissions. Major changes will be governed by the degree requirements in effect at the time the change of major becomes effective. **These exceptions apply:**

1. A catalog more than 10 years old shall not be used.

2. Students who stop (not enrolled) for twelve months or more, will be governed by the catalog in effect at the time of the student's re-entrance to the College. For these purposes, enrollment will be defined as registration for and successful completion of at least one course during an academic term.

APPLICATION FOR DEGREE/CERTIFICATE

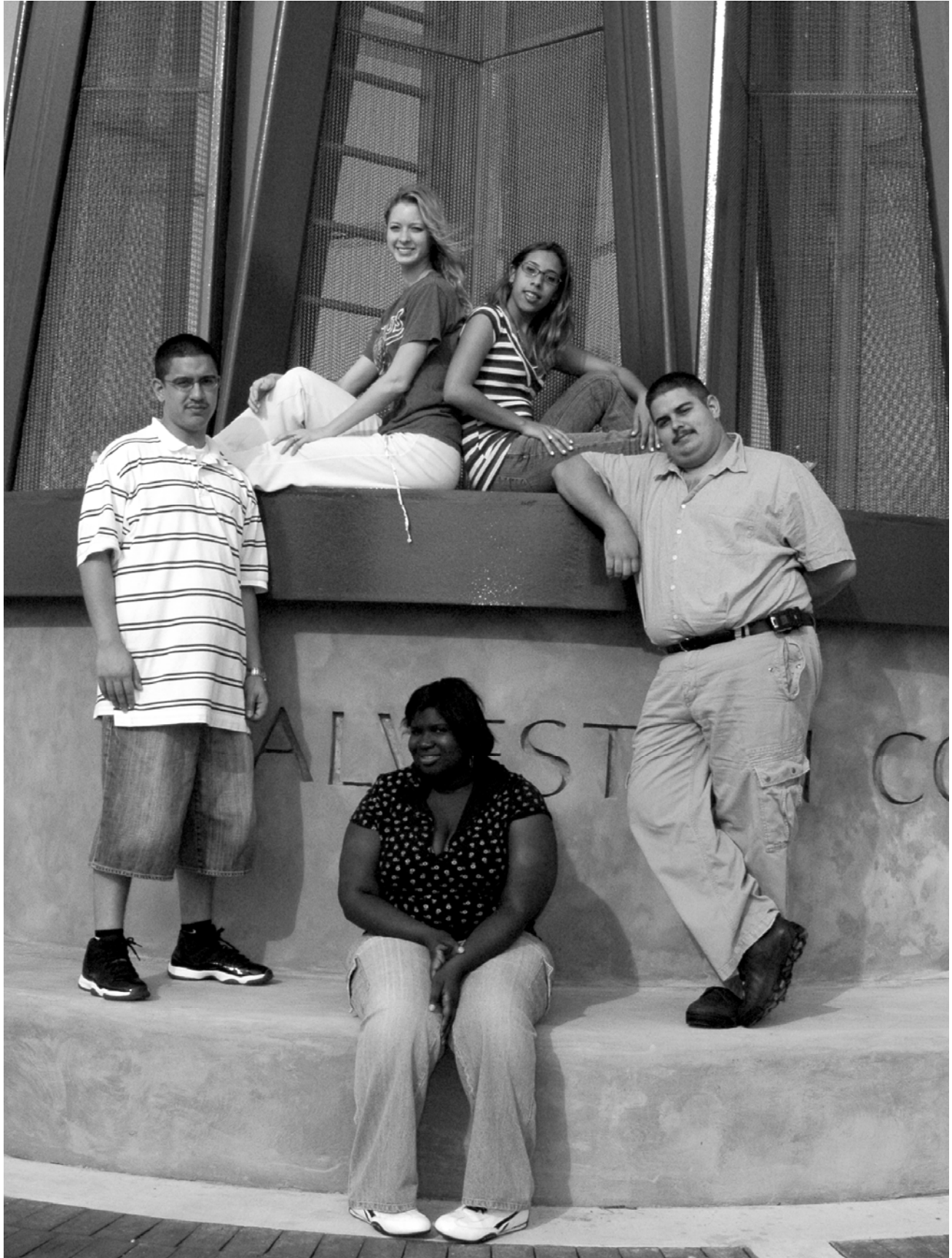
Students who plan to receive an Associate of Arts degree, Associate of Applied Science degree or a Program Certificate must submit an Application for Graduation to the Office of Admissions by the end of the semester/session proceeding the semester/session of anticipated graduation. For example: If a student plans to graduate in the spring, the student should apply for graduation by the end of the preceding fall semester. Graduation application deadline dates are available in the semester class schedule and the academic calendar of this catalog. 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.

Incomplete grades, grade changes, and transfer work needed to complete graduation requirements that are not resolved within thirty days after graduation will result in reapplying for graduation for the subsequent semester. Academic records are sealed thirty days after the conferral of a degree/certificate; no changes to the record will be made following that date.

There is one formal commencement exercise held at the end of each 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 (A.A. or A.A.S) 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 (A.A. or A.A.S) 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, 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.

ADVISEMENT AND COUNSELING

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

Advisement Services: A student's advisor is determined by the area of study that the student is pursuing. The advisors are located in Academics for General Studies and Transfer students, in Health Science for Allied Health students, and in the Nursing Department for Nursing students.

Advisors assist current and prospective students with plans and decisions which affect the student's educational goals. Academic advisement assists in the selection of majors, examination of appropriate choices of courses, degree planning, and transferability of courses. Academic Advisors also help students with interpretation of test scores, placement, and follow-up services.

Counseling Services: The Counseling Center is located on the first floor of Moody Hall.

Seminars, groups, and workshops are presented or hosted by the Counseling Center and Student Services throughout the academic year on a variety of topics related to student success. Confidential personal counseling is provided on a short term basis to assist students with academic as well as personal issues. Career counseling is available for students who would like to explore career options and choices. Students who are struggling with special needs can also get help by contacting the Special Populations Counselor. The Counseling Center maintains a list of community agencies and resources that are 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. DISCOVER and Vocational Biographies are internet-based career planning tools located in the Counseling Center computer lab.

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:

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

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 or other special circumstance that impedes the student's ability to be successful in a college setting. A variety of programs, services, and related activities are designed to provide educational support such as academic advising, class scheduling, campus support groups book loan program, child care assistance and referrals to local community agencies.

Students with special needs are requested to notify the Counselor for Special Services regarding 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 regarding the need 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 Student Success 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 education institutions, and the private sector has developed and implemented a variety of activities to help single parents and single pregnant women. Some of the programs include textbook loan, child care assistance, personal counseling, job placement and support groups.

To be eligible for the book loan and/or child care programs, the student must be:

1. A single parent and/or single pregnant female
2. Economically disadvantaged
3. A declared vocational or technical major

Students are encouraged to apply early for child care and the book loan program and may need to re-apply each academic year. Students should contact the Special Services Counselor in the Counseling Center to request services.

BUILDING BRIDGES TO SUCCESS: The Building Bridges to Success (BBS) program at Galveston College is designed to provide support for approximately 200 students who are first generation college students and/or low income. The purposes of BBS, a TRIO Student Support Services program funded by the Department of Education, are to increase retention rates, course completion, graduation, and transfers. Services offered include academic advising and degree planning, course selection and registration, individualized tutoring, personal counseling, career guidance, financial aid and scholarship information, educational activities, and transfer assistance to four year colleges or universities. Interested students must complete an application and orientation interview to determine if they qualify.

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 guidelines (neither parent has obtained a four year degree from college) 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. 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.
- *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 its 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.

Academic Competitiveness Grant (ACG)

This grant builds on the Pell Grant Program to provide increased funds for students who complete a rigorous high school program of study. To receive an ACG, a student must receive a Federal Pell Grant during the same award year; be a U.S. citizen; be a first-year or second-year fulltime undergraduate student in a degree program at a two-year or four-year degree-granting institution; have completed a rigorous secondary program of study; and if a first-year student, have completed secondary school after January 1, 2006; if a second-year student, have completed secondary school after January 1, 2005 and have at least a 3.0 grade point average as of the end of his or her first academic year of undergraduate study.

Maximum amount of grant is \$750 for the first year and \$1,300 for the second year.

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.

GALVESTON COLLEGE

Academic Requirements for Receiving Financial Aid (Satisfactory Academic Progress)

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 standard 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." For the purpose of determining eligibility for student loans, the "Time Frame" and "Incremental Progress" components will take into account hours the student has attempted at other schools. The current Satisfactory Academic Progress policy will take affect the spring 2007 semester.

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

Students are expected to maintain an overall cumulative grade point average (GPA) of 1.50 for 0 – 30 hours and 2.0 for 31 hours and above based on the number of semester hours attempted at Galveston College. Students receiving FFELP loans must maintain a 2.0 GPA for all semester hours attempted.

II. Maximum Time Frame Component

Students may receive consideration for financial aid for up to 90 hours attempted

III. Rate of Completion

Student's overall completion rate (percentage) of credit hours attempted is expected to be at least 75%.

REVIEW PROCEDURE

I. Academic Standards and Incremental Progress

The Financial Aid Office staff will determine each semester whether the student has successfully

completed at least the minimum expected percentage of hours with the required grade point average and shows progress toward the educational objective for all completed semesters.

The following will be considered as semester hours successfully completed:

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

The following shall be considered as semester hours not completed:

"F" Grade
"I" Incomplete
"AWF" Administrative Withdrawal – Failing
"IP" In Progress
"W" Withdrawal
"WX" Progress
"AUDIT" No Credit
"AWN" Administrative Withdrawal-No Credit
"NC" No Credit
"NR" Not Reported

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

Financial aid will not be provided for courses taken by audit, credit hours earned by placement tests, or continuing education courses.

II. Time Frame

At the end of each semester, the Financial Aid Office staff will determine the aggregate number of hours the student has attempted. The student must not exceed 150% of the required program hours to graduate from any one degree program. Once a student has attempted 90 hours, he/she is ineligible to receive consideration for financial aid after that semester. He/She may appeal to have aid reinstated by providing supporting documentation.

Example- Students requiring 60 credits to graduate from a program of study may not earn more than 90 hours and still receive financial aid.

III. Developmental Classes

Federal regulation limits financial aid for developmental classes to 30 attempted hours. Students who enroll in developmental hours in excess of 30 hours will not be considered in calculating eligibility for federal aid which includes Pell Grant, Supplemental Educational Opportunity Grants (SEOG), and Stafford Loans; no exceptions may be made.

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. Probation may be waived on a case by case basis due to special circumstances as determined by the Financial Aid Director. Students who are on probation

are not eligible for student loans except for those students who are on probation for time-frame only. 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. Automatic suspension will be placed on students who totally withdraw during a semester or receive 0.00 GPA or receive NC's in all developmental classes. Students who are suspended may become eligible again 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 to the Financial Aid Director. The appeal must be in writing and supporting documentation regarding special circumstances must be provided. The Director will respond in writing within 10 school days of receiving the appeal. Appeals are considered for extenuating circumstances such as injury, illness, death in the immediate family, or undue hardship. Students who have their appeals approved by the Financial Aid Office 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 may do so, in writing, to the Dean of Enrollment Management. The Dean will respond within 10 school days of receiving the appeal of the Financial Aid office decision.

Typical cost-of-education for students attending Galveston College during the academic year (2007-2008) are:

	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
Sub-total	\$11,028	\$ 7,662

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.

INTERNATIONAL 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.

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 learning.

The Library provides online public access catalog stations to its book collection and online databases to its magazines and newspapers. Students can access the book and journals databases from both on and off campus. Over 50 journal databases are available on the web, located on the Library home page (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 media 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 service, 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 is 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 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, and Nursing Entrance Testing), supports distance learning programs (Virtual College of Texas, WebCT, and Correspondence testing), and community based programs (GED, TCLOESE). The Testing Center is equipped to serve students on a drop in basis. Some exams require pre-registration. Students requiring special accommodations must provide proper documentation, and receive approval from the counselor for Special Services. 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.

Student Success Center

The Student Success Center previously located in the LRC, is now located in room N 119 next to Culinary Arts. In addition to tutoring, the Center now provides sixteen computer work stations for student

use. The Center provides free drop-in or appointment 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 Center only. The tutoring website (http://www.gc.edu/gc/Tutoring_Services1.asp) contains many links to valuable resources on the world-wide web for each discipline and study skills. The facility offers white boards for group studying and/or tutoring, sixteen computers designated for tutoring or virtual learning, and a positive learning environment. Welcome to the casual atmosphere and receive help from the friendly tutors.

FACULTY ADVISEMENT SYSTEM

In order that the faculty may be of service to Galveston College students in planning and attaining their academic and vocational goals, faculty advisors from each division are available to advise students. Students should meet with their advisors on an ongoing basis to plan their program of study.

STUDENT ACTIVITIES

Purposes and General Information

Student Activities emphasizes the holistic development of students through co-curricular experiential involvement, as well as provides professional advising support and resources for recognized student clubs and organizations at Galveston College.

Membership Requirements:

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.

Information about participation in any student organization may be obtained through the Student Activities Office located in the Counseling Center Moody Hall 150. Copies of procedures for establishing a new student organization, student organization rules and regulations, and student organization advisory guidelines are also available in the in the Student Activities Office. 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 Organizations

- Able to Support Group
- African American Club
- Club Access
- Environmental Awareness Club
- Exposures Unlimited
- Galveston College Nuclear Medicine Club
- Hispanic Student Organization
- Island Potters Guild

- Movie Club
- Phi Theta Kappa Honor Society
- Single Parents Organization
- Student Government Association
- Student Nurses Association

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 include 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.





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 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. 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 this catalog and in the Office of the Dean for Enrollment Management.

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, and 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 in confidence and in compliance with the Texas State Library and Archives Commission retention schedule. Student records 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 educational 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 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 list serves 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 site 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 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 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.
2. The student will be issued an Administrative Summons (verbal or written) by the Dean for Enrollment Management 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.

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.

C. Sanctions

Disciplinary measures include, but are not limited to, the following:

1. Administrative Warning: A written warning.
2. Disciplinary Probation: Probation status for a specified period of time, ranging from a minimum of one semester to as long as a student is enrolled at the College depending on the seriousness of the offense. Students on disciplinary probation may not hold office in any student organization or represent the College in any official capacity, including travel with student organizations.
3. Suspension: Forbidden to attend classes for the remainder of the term; the student may be permitted to register for the following term.
4. Expulsion: Permanent termination of student status; the student will not be permitted to re-enroll.
5. Restitution: Reimbursement for damage to or misappropriation of property.

The student may appeal the decision. This appeal must be made in writing and received in the Office of the Dean for Enrollment Management 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 shall assign the Student Affairs 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.

An appeal to the Dean for Enrollment Management may result on one of the following recommendations:

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

The decision of the Dean for Enrollment Management 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.

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 Process section of this catalog.

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 (Galveston College Director of Human Resources) for prompt investigation.

A. Complaint Procedure

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 from when the incident occurred.

B. Grievance Procedure

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

1. Submit a completed Student Grievance Form to the appropriate Dean within seven (7) working days of the program director's or supervisor's decision.
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 Appeal Procedure

If the complainant wishes to appeal the case further, the complainant may present a request for review to the Student Affairs Committee. The complainant is to submit a copy of the completed Student Grievance Form and copies of all supporting documents to the Office of the Dean of Enrollment Management within seven (7) working days of the Dean's decision. The Dean for Enrollment Management will then forward the appeal to the Chairperson of the Student Affairs Committee who will schedule a hearing to be held within ten (10) working days.

D. Student Affairs 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 Affairs Committee will review all documents pertaining to the grievance. The Student Affairs Committee has full authority to interview witnesses and/or individuals involved in the issue.

An appeal to the Student Affairs Committee may result in one of the following:

1. Uphold the decision of the Dean
2. Or recommend review by appropriate Vice President

The Student Affairs Committee Chair person will communicate the resulting action to the Office of the Dean for Enrollment Management who will then forward the notice to all the parties involved.

If following the review and subsequent recommended action by the Student Affairs Committee, the complainant is still unsatisfied he/she may request a final review from the appropriate Vice President within seven (7) working days of the Committee's decision. The request for final review shall contain a clear and concise statement detailing the reasons(s) the Student Affairs 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.

D. Complaint Record

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

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 AFFAIRS COMMITTEE:

The Student Affairs 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. A student's next step in these appeal procedures would be to the Dean of Enrollment Management. (The committee may also conduct a hearing after a student has filed a formal grievance).

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

STUDENT DISCIPLINE/CONDUCT

According to its Student Code of Conduct, Galveston College views college-level students as adults who subscribe to a basic standard of conduct which requires that they not violate any municipal, state, or federal laws. A student's enrollment in the college is a privilege and carries with it obligations to participate in and contribute to the educational mission of the College and to avoid any behavior that is contrary to the mission. Therefore, no student may disrupt or otherwise interfere with any educational activity being performed by a member of the college community. In addition, no student may interfere with his/her fellow students' right to pursue their respective academic goals.

Expected student conduct and responsibilities are described in the Galveston College Student Handbook, and students are expected to use these as guidelines for their behavior. An instruc-

tor may establish additional reasonable behavioral guidelines for his/her class. Any student failing to abide by appropriate standards of conduct during scheduled College activities may be asked to leave that day's class or activity by the instructor or another college official. If the problem persists, the instructor should consult with the appropriate Dean(s) concerning disciplinary action. If a student refuses a request to leave the classroom voluntarily, Security can be summoned to remove the student so that the scheduled activity may resume without further disruption. The faculty member should promptly report the incident verbally and in writing to his or her instructional supervisor. If a faculty member who is having a disciplinary problem with a student feels that the student is a threat to the faculty member's safety and/or the safety of the other students, the faculty member should immediately alert Campus Security. Further disciplinary action may be pursued according to campus guidelines regarding student conduct and student disciplinary procedures.

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 the student 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 for possible investigation or disciplinary action. Normally, the College expects such difficulties to be handled by the instructor without resort to such measures.

CELL PHONE USE

Cell phone use is strictly prohibited during any and all class/lab sessions.

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, de-

struction, 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 life long learning and 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.

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 a myriad of 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 Training

Bookkeeping/Accounting Clerk

Administrative Assistant Fast-Track, Office Assistant Fast-Track

Clerical Skills:

Computer Keyboarding, Computer Software, Word Processing

Computers:

Introduction to Microcomputers and Windows, Intro to Internet, Basic Computer Skills, Microsoft Office XP, Microsoft Excel, Access, PowerPoint, ED2GO Computer Classes, Adobe Dreamweaver, Adobe InDesign

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.

Grant Writing

Industrial Training

Welding

Heavy Equipment Operator

Diesel Technology

Hospitality-Customized Training:

Customer Service, Front Desk (Lodging) Hospitality, Front of the House (Restaurant) Hospitality, Facilities Management, Marketing and Sales, Introduction to the Hospitality Industry

Languages:

Conversational Spanish I, II, III, ESL for the Workplace

Medical:

Pharmacy Tech, EKG Tech, Dental Assisting, Certified Medication Aide, Physical Therapy Aide, Medical Record Coding Specialist, Certified Nurse Assistant, CPR for Health Care Providers, American Heart First Aid

Real Estate Classes

Principles I & II, Law of Agency, Contracts, Brokerage, Marketing, Finance, Property Management

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
- Conversational Spanish
- Cooking
- Dog Obedience
- Motorcycle Safety
- Physical Education

SUMMER KIDS' COLLEGE

An amazing summer full of fun and adventure with Kids' College at Galveston College! Students will encounter other thrill-seekers on their venture of fun and learning in our classes and camps. Camps include sports, science, cheerleading, computers, speaking and performing arts. Classes include art, computers, dance, fitness, cooking, language, math, science and personal development.

ENTRANCE REQUIREMENT

Generally, there are no entrance requirements or examinations for the Continuing Education courses. However, some courses have background check and immunization requirements. Admission is on a first-come, first-serve basis. Most classes are conducted in the evenings, weekdays, and during the day on Saturday

REGISTRATION

Continuing Education designs classes throughout the year. Registration may be completed in person, by phone or through the mail. Continuing Education will accept Visa/MasterCard, cash, or check. To register, just complete the enrollment form and pay the fee.

CERTIFICATION

College transfer credit is not awarded for continuing education classes. 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 classes. 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 with a detailed description of the classes. Schedules are available on-line at www.gc.edu.

DISTANCE LEARNING

Distance Learning 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 learning is also 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 learning courses are more flexible and convenient than on-campus courses, one should not conclude that they are easier; distance learning courses require persistence and self-discipline.

In the fall of 1987, Galveston College initiated the delivery of distance learning courses with the introduction of a single telecourse. Since that time, the number of distance learning classes has grown steadily and presently includes several telecourses and thirty-two web-based online credit classes. In addition to distance learning 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 learning courses must meet the same admissions requirements as on-campus students. In addition, all registered distance learning 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 learning students are eligible for the same support services (e.g., library, tutoring, counseling, financial aid) as on-campus students. Galveston College-based distance learning 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 learning courses offered by Galveston College is available online at <http://www.gc.edu/gc/DE.asp>



PROGRAMS OF STUDY

DEGREE PROGRAMS

Associate of Arts (A.A.)

The Associate of Arts degree at Galveston College requires a minimum of 63 credit hours for completion. This degree 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.

Program Outcomes for Associate of Arts Degree

- Upon completion of an Associate of Arts Program at Galveston College students will be able to:
- Demonstrate an ability to gather, use, and evaluate evidence to solve problems.
- Demonstrate knowledge of computational methods of calculating and reporting quantitative data.
- Demonstrate a working knowledge of computer basics, including software applications and interest use, as well as equipment specific to particular discipline.
- Communicate effectively through multiple means of expression (verbal, written, visual, aural)
- Build life skills to improve personal and interpersonal well-being.
- Apply knowledge of personal, societal and cultural development to living in a diverse world.

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 1301 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
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

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 certificate program of study requires 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
- 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

	Course Selection	Credit Hours
Communications	ENGL 1301 and ENGL 1302	6
Additional Communications	<i>Select one from the following courses:</i> SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321	3
History	<i>Select two from the following courses:</i> HIST 1301, HIST 1302, HIST 2301	6
Humanities	<i>Select one from the following courses:</i> ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 13001, PHIL 1316	3

Mathematics	<i>Select one from the following courses:</i> MATH 1414*, MATH 1316, MATH 1324, MATH 1425*, MATH 2412*, MATH 2513*, MATH 2414*, MATH 2315*	3-5
Natural Sciences	<i>Select two from the following courses:</i> BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, CHEM 1411, CHEM 1412, PHYS 1401, PHYS 1402 PHYS 2425, PHYS 2426	8
Government	GOVT 2305 and GOVT 2306	6
Visual/Performing Arts	<i>Select one from the following courses:</i> ARTS 1301, DRAM 1310, MUSI 1306, MUSI 1301	3
Social/Behavioral Sciences	<i>Select one from the following courses:</i> 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
TOTAL		45-47

* 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.)

*Core Curriculum

	Course Selection	Credit Hours
Computer Science*	COSC 1301	3
Composition*	ENGL 1301, ENGL 1302	6
History*	<i>Select two from the following courses:</i> HIST 1301, HIST 1302, HIST 2301	6
Literature	<i>Select one from the following courses:</i> ENGL 2322, ENGL 2323, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, ENGL 2327, ENGL 2328	3
Oral Communication*	<i>Select one from the following courses:</i> SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321	3
Interdisciplinary/ Crosscultural/Humanities*	<i>Select one from the following courses:</i> ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316	3
Mathematics*	<i>Select one from the following courses:</i> MATH 1414, MATH 1316, MATH 1324, MATH 1425, MATH 2412, MATH 2513, MATH 2414, MATH 2315	3-5
Natural Sciences*	<i>Select two from the following courses:</i> BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, CHEM 1411, CHEM 1412, PHYS 1401, PHYS 1402 PHYS 2425, PHYS 2426	8
Political Sciences*	GOVT 2305 and GOVT 2306	6
Visual/Performing Arts*	<i>Select one from the following courses:</i> ARTS 1301, DRAM 1310, MUSI 1306, MUSI 1301	3
Behavioral/Social Sciences*	ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, SOCI 1301	3
Physical Activity	A 1 credit PHED Activity Course	1
Electives		15
TOTAL		63-65

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 approve appropriate 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/advisor for more details.

Students should work with counselors/advisors 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 and Student Services.
5. The employer must certify in writing to the Vice President of Academic Affairs and Student Services that the employee is lacking entry-level skills identified by Galveston College as the employee's program competencies and must specify the area(s) of deficiency within 90 days of the graduate's initial employment.
6. The College will develop a written educational plan for retraining in consultation with the employer and graduate.
7. Retraining will be limited to the identified area(s) of skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within one calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer will be responsible for the cost of books, insurance and uniforms.
10. The guarantee does not imply that the student will pass any licensing or qualifying examination for a particular career.

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

ADVISORY COMMITTEES

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

ARTICULATION AGREEMENTS

Articulation agreements have been made with the University of Texas Medical Branch, Wiley College, University of Houston, Texas A & M at Galveston, and Midwestern University. Students should contact the Counseling Center for specific course requirements before making a degree plan.

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 enroll within 15 months after high school graduation, declare a major in the tech prep program, and complete at least six semester credit hours prior to receiving tech prep credit.

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 (5821) - Tech Prep (5822)

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.

Program Outcomes for Associate of Applied Science Degree in Accounting

Upon completion of the Associate of Applied Science Degree in Accounting students will be able to:

1. Properly process financial transactions and analyze them as well. In addition, the student will be able to identify and understand the implementation of business policies and problem solving based on information obtained from accounting procedures and practices.
2. Demonstrate work ethics, integrity, and leadership skills. The student will also utilize the skills needed to work in a team environment and a diverse workforce.
3. Successfully apply basic computer technology skills in all phases of accounting work and in producing business documents.
4. Utilize written, oral, and presentation skills.

FIRST YEAR

First Semester

Course	Description	Credit
ACNT 1303	Introduction to Accounting I	3
ACNT 1331	Federal Income Tax: Individual	3
ACNT 1329	Payroll and Business Tax Accounting	3
<u>BUSI 1301</u>	<u>Business Principles</u>	3
<u>COSC 1301</u>	<u>Microcomputer Applications</u>	3
	or	
ITSC 1309	Integrated Software Applications I	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	3
		13

SECOND YEAR

First Semester

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

Second Semester

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

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

ACCOUNTING-PARA PROFESSIONAL Level-One Certificate Program (5820)

The 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.

Transfer Policy:

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of “C” or better is required on all transferred prerequisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria.
2. Currently hold a cumulative GPA of 2.5 on transfer course work.
3. Submit course syllabi for review, if requested by program coordinator.
4. Agree to a complete a disclosure of information form.

First Semester

Course	Description	Credit
ACNT 1303	Introduction to Accounting I	3
ACNT 1331	Federal Income Tax: Individual	3
ACNT 1329	Payroll and Business Tax Accounting	3
BUSI 1301	Business Principles	3
COSC 1301	Microcomputer Applications	3
	or	
ITSC 1309	Integrated Software Applications I	3
		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	3
		13
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		28

BIOTECHNOLOGY

Associate of Applied Science Degree (5200)

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.

Program Outcomes:

Upon completion of the Associate of Applied Science Degree in Biotechnology the student will be able to:

1. Apply Critical thinking and technical laboratory skills necessary to perform in a biotechnology laboratory.
2. Apply effective communication, positive interpersonal skills and exhibit professional behavior and ethical standards in the work environment.
3. Follow policies, safety techniques and procedures when working in regulated laboratory environment.

Admission Requirements:

All prospective candidates who wish to be admitted to the Biotechnology Program should contact the Allied Health Advisor.

Applicants must:

1. Complete the requirements for admission to the College. **Admission to the College does not guarantee admission to the Program.**
2. File a degree plan with the Allied Health Advisor 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. Official THEA scores must appear on a transcript to be sent directly to Galveston College from the test company on an official test score report form.
 - b. Achieve a grade of "C" or better in BIOL 1406 Biology for Science Majors I within five years of acceptance into the Program.
 - c. Satisfactory completion of high school chemistry or achieving a "C" or better in CHEM 1405 Introductory Chemistry I, within five years of acceptance in the Program, or with permission of Coordinator of Program.
 - d. Achieve a grade of "C" or better in MATH 0304 Intermediate Algebra, by placement or course completion within five years of acceptance into the Program.
 - e. Achieve a grade of "C" or better in ENGL 1301 Composition I.
 - f. An overall G.P.A. of 2.5 as well as a G.P.A. of 2.5 on all prerequisite courses. The cumulative G.P.A. at Galveston College must be a 2.5. It is highly recommended that the general education courses be completed prior to enrollment in the Program. A grade of "C" or better is required on all general education courses. Math and Science courses must be completed within five years of acceptance into the Program or with permission of Coordinator.
3. Complete a background check through the College at students cost upon acceptance to the Program.
4. Complete a clear drug screening test as directed by the Program.

Transfer Policy:

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of "C" or better is required on all transferred prerequisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria.
2. Currently hold a cumulative GPA of 2.5 on transfer course work.
3. Submit course syllabi for review, if requested by program coordinator.

4. Agree to a complete a disclosure of information form.

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 prerequisites, general education and program 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>Biology for Science Majors I</u>	4
<u>CHEM 1405</u>	<u>Introductory Chemistry I</u>	4
<u>MATH 0304</u>	Intermediate Algebra	3
<u>ENGL 1301</u>	<u>Composition I</u>	3
		14

FIRST YEAR

First Semester (Fall)

Course	Description	Credit
<u>BIOL 1407</u>	<u>Biology for Science Majors II</u>	4
<u>BITC 1311</u>	Introduction to Biotechnology	3
<u>MATH 1414</u>	<u>College Algebra</u>	4
<u>ENGL 1302</u>	<u>Composition II</u>	3
		14

Second Semester (Spring)

<u>BITC 1402</u>	Biotechnology Lab Methods and Techniques	4
<u>COSC 1301</u>	<u>Microcomputer Applications</u>	3
<u>CHEM 1411</u>	<u>General Chemistry I</u>	4
<u>BITC 1291</u>	Special Topics- (Biological Technology)	2
		13

Third Semester (Summer)

<u>BIOL 2421</u>	<u>Microbiology for Science Majors</u>	4
<u>BITC 2286</u>	Internship (Biotechnology Lab Tech)	2
		6

Fourth Semester (Fall)

<u>BITC 2441</u>	Molecular Biology Techniques	4
<u>BITC 2411</u>	Biotechnology Laboratory Instrumentation	4
<u>SPCH 1318</u>	<u>Interpersonal Communication</u>	3
<u>PSYC 2301</u>	<u>General Psychology</u>	3
		14

Fifth Semester (Spring)

<u>BITC 1391</u>	Special Topics (Advanced Biotechnology)	3
<u>BITC 2387</u>	Internship (Biotechnology Lab Tech)*	3
<u>HUMA X3XX</u>	<u>Core Humanities Course</u>	3
<u>ENGL 2311</u>	<u>Technical Business Writing</u>	3
		12

TOTAL SEMESTER CREDIT HOURS IN PROGRAM

(including prerequisites) **73**

*Identifies 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) – Tech Prep (6020)**

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.

Program Outcomes:

Upon completion of the Associate in Applied Science degree in Computer Science Technology Microcomputer Applications and Networking, the student will be able to:

1. Use Internet for research, development and communication.
2. Install and administer Client/Server Operating Systems.
3. Install basic and advanced software application packages.
4. Distinguish between Local Area Network, Metropolitan Area Network and Wide Area Network.
5. Configure a desktop and laptop computer for Internet access using both wireless and wired connections.
6. Design, implement and maintain websites.
7. Upgrade, build and troubleshoot desktop computer systems.
8. Demonstrate basic and advanced skills in office automation software packages such as MS Office 2003.

Transfer Policy: Up to **12** workforce education course hours may be counted toward the program for students who transfer to Galveston College, if found to be equivalent by the Program Chair/Coordinator.

FIRST YEAR

First Semester

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

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
		14

Summer Semester

<u>ELECTIVE</u>	<u>Social Science Elective*</u>	3
<u>ELECTIVE</u>	<u>Humanities Elective*</u>	3
		6

SECOND YEAR

Third Semester

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

Fourth Semester

ITNW 1408	Implementing & Support Client Operating System	4
ITNW 1454	Implementing & Supporting Servers	4
IMED 1316	Web Design I	3
ITSC 1380	Cooperative Education I**	3
		14
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		60

* 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.

Transfer Policy: Up to 6 workforce education course hours may be counted toward the program for students who transfer to Galveston College, if found to be equivalent by the Program Chair/Coordinator.

Course	Description	Credit
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	<u>4</u>
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		18

**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.

Transfer Policy: Up to 6 workforce education course hours may be counted toward the program for students who transfer to Galveston College, if found to be equivalent by the Program Chair/Coordinator.

Course	Description	Credit
ACNT 1303	Introductory Accounting	3
POFT 1301	Business English	3
COSC 1301	Microcomputer Applications	3
IMED 1316	Web Design I	3
ITSC 2431	Integrated Software Applications III CAPSTONE	<u>4</u>
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		16

CRIMINAL JUSTICE
Associate of Applied Science Degree (5505) – Tech Prep (5502)

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.

Program Learning Outcomes

Criminal Justice Associate of Applied Science Degree

1. Upon graduation, the graduate will be prepared for an entry-level position in many state and local criminal justice agencies.
2. Upon completion, the graduate is prepared to transfer to a four-year institution in pursuit of a bachelor degree in criminal justice.
3. Upon completion of the program, the graduate will:
 - **Demonstrate** an understanding of the relationship of the various criminal justice agencies in the criminal justice system.
 - **Understand** the history and philosophy of law enforcement in the United States.
 - **Understand** the history and philosophy of corrections in the United States.
 - **Have** a working knowledge of the history and philosophy of substantive and procedural law.
 - **Demonstrate** an understanding of the court system in the United States.
 - **Be aware** of cultural and ethnic values and how they influence interactions in criminal justice situations.
 - **Practice** within the legal and ethical framework of the criminal justice field.

Law Enforcement Academy

1. At the end of the nine-month program, graduates will be able apply to the Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE) for licensure and sit for the TCLEOSE exam.
2. Upon completion, the graduate is prepared to function as an entry-level police officer.
3. The program prepares the graduate to:
 - **Demonstrate** to the Academy Director the knowledge necessary to enter the field of law enforcement as a competent entry-level law enforcement officer.
 - **Be prepared** for licensure testing through TCLEOSE.
 - **Demonstrate** moral and ethical values consistent with those of a law enforcement professional.

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>General Psychology</u>	
	OR	
<u>SOCI 1301</u>	<u>Introductory Sociology</u>	3
		15

Second Semester

<u>ENGL 1302</u>	<u>Composition II</u>	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
		15

SECOND YEAR

First Semester

Course	Description	Credit
CRIJ 2314	Criminal Investigation	3
CRIJ 2328	Police Systems and Practices	3
<u>GOVT 2305</u>	<u>Federal Government</u>	3

<u>HUMA 1302</u>	<u>Introduction to Humanities II</u>	3
<u>SPCH 1315</u>	<u>Public Speaking</u>	3
		15

Second Semester

<u>MATH 1324</u>	<u>Mathematics for Business and Social Sciences (Finite Mathematics)</u>	3
CRIJ 2323	Legal Aspects of Law Enforcement	3
CJSA 1382	Law Enforcement Experience I CAPSTONE	3
<u>COSC 1301</u>	<u>Microcomputer Applications</u>	3
<u>GOVT 2306</u>	<u>Texas Government</u>	3
		15

TOTAL SEMESTER CREDIT HOURS IN PROGRAM **60**

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

**CRIMINAL JUSTICE
Level-One Certificate Program (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.

Transfer Policy:

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of "C" or better is required on all transferred prerequisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria.
2. Currently hold a cumulative GPA of 2.5 on transfer course work.
3. Submit course syllabi for review, if requested by program coordinator.
4. Agree to a complete a disclosure of information form.

Course	Description	Credit
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
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		21

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

Transfer Policy:

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of “C” or better is required on all transferred prerequisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria.
2. Currently hold a cumulative GPA of 2.5 on transfer course work.
3. Submit course syllabi for review, if requested by program coordinator.
4. Agree to a complete a disclosure of information form.

First Semester

Course	Description	Credit
CJLE 1506	Basic Peace Officer I	5
CJLE 1512	Basic Peace Officer II	5
PHED 1117	Fitness Training: Law Enforcement I	1
PHED 1118	Fitness Training: Law Enforcement II	1
		12

Second Semester

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
		12
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		24

CULINARY/HOSPITALITY MANAGEMENT
Associate of Applied Science Degree (5656) – Tech Prep (5657)

Program Outcomes:

Upon completion of the Associate in Applied Science degree in Culinary/Hospitality Management, the student will be able to:

1. Discern and manage sanitation and health issues in the culinary environment.
2. Apply critical thinking to determine proper cooking methods in various situations.
3. Apply proper cooking methods for desired result (doneness).
4. Discern proper response to special needs (food allergies, diabetes) of clients.
5. Apply critical thinking to changing requirements of patrons (math to reduce/increase recipes) lower fat, cholesterol, etc.

Transfer Policy: Up to **15** workforce education course hours may be counted toward the program for students who transfer to Galveston College, if found to be equivalent by the Program Chair/Coordinator.

FIRST YEAR

First Semester

Course	Description	Credit
HAMG 1308	Introduction to the Hospitality Industry	3
CHEF 1305	Sanitation & Safety	3
IFWA 1318	Nutrition for the Food Service Professional	3
ITSC 1309	Integrated Software I OR	
<u>COSC 1301</u>	<u>Microcomputer Applications</u>	3
CHEF 1291	Special Topics Culinary	2
		14

Second Semester

CHEF 1301	Basic Food Preparation	3
CHEF 2302	Saucier	3
PSTR 1301	Fundamentals of Baking	3
CHEF 2301	Intermediate Food Preparation	3
<u>ENGL 1301</u>	<u>Composition I</u>	3
		15

Third Semester

PSTR 2331	Advanced Pastry Shop	3
CHEF 1345	International Cuisine	3
CHEF 1310	Garde Manger	3
CHEF 1341	American Regional Cuisine	3
<u>SPCH 1321</u>	<u>Business & Professional Communications</u> OR	
<u>SPCH 1311</u>	<u>Introduction to Speech Communication</u>	3
		15

SECOND YEAR

First Semester

Course	Description	Credit
<u>GOVT 2306</u>	<u>Texas Government</u>	3
<u>MATH 1414</u>	<u>College Algebra</u> OR	3
<u>BIOL 1322</u>	<u>Nutrition & Diet Therapy I</u>	4
RSTO 2301	Principles of Food & Beverage Controls	3
HAMG 2307	Hospitality Marketing & Sales	3
		12/13

Second Semester

<u>HUMA XXXX</u>	<u>Humanities Elective from Core Curriculum</u>	3
RSTO 1313	Hospitality Supervision	3
CHEF 1380	Cooperative Education-Culinary Arts/Chef Training	3

TOTAL SEMESTER CREDIT HOURS IN PROGRAM **9**
65-66

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.

Transfer Policy: Up to **9** workforce education course hours may be counted toward the program for students who transfer to Galveston College, if found to be equivalent by the Program Chair/Coordinator.

First Semester

Course	Description	Credit
HAMG 1308	Introduction to the Hospitality Industry	3
HAMG 2337	Hospitality Facilities Management	3
CHEF 1305	Sanitation and Safety	3
IWFA 1318	Nutrition for the Food Service Professional	3
		12

Second Semester

RSTO 1325	Purchasing for Hospitality Operations	3
RSTO 2301	Principles of Food and Beverage Controls	3
RSTO 1313	Hospitality Supervision	3
HAMG 2307	Hospitality Marketing and Sales	3
COSC 1301	Microcomputer Applications I	
	OR	
ITSC 1309	Integrated Software I	3
		15

Third Semester

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

**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.

Transfer Policy: Up to **9** workforce education course hours may be counted toward the program for students who transfer to Galveston College, if found to be equivalent by the Program Chair/Coordinator.

First Semester

Course	Description	Credit
CHEF 1301	Basic Food Preparation	3
CHEF 2302	Saucier	3
PSTR 1301	Fundamentals of Baking	3
CHEF 2301	Intermediate Food Preparation	3
		12
Second Semester		
PSTR 2331	Advanced Pastry Shop	3
CHEF 1345	International Cuisine	3
CHEF 1310	Garde Manger	3
CHEF 1341	American Regional Cuisine	3
COSC 1301	Microcomputer Applications OR	
ITSC 1309	Integrated Software I	3
		18
Third Semester		
CHEF 1380	Cooperative Education-Culinary Arts/ Chef Training CAPSTONE	3
		3
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		33

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.

Transfer Policy: Up to **9** workforce education course hours may be counted toward the program for students who transfer to Galveston College, if found to be equivalent by the Program Chair/Coordinator.

First Semester

Course	Description	Credit
PSTR 1301	Fundamentals of Baking	3
PSTR 1306	Cake Decorating I	3
PSTR 1305	Breads and Rolls	3
PSTR 1310	Pies, Tarts, Tea Cakes and Cookies	3
CHEF 1305	Sanitation & Safety	<u>3</u>
		15

Second Semester

PSTR 2307	Cake Decorating II	3
PSTR 1312	Laminated Dough, Pate Choux, and Donuts	3
PSTR 2331	Advanced Pastry Shop	3
PSTR 2330	Advance Pastry Culinary Competition	3
IFWA 1318	Nutrition for the Food Service Professional	<u>3</u>
		15

Third Semester

PSTR 1381	Cooperative Education-Baker/ Pastry Chef CAPSTONE	3
COSC 1301	Microcomputer Applications I OR	
ITSC 1309	Integrated Software I (3)	<u>3</u>
		6
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		36

EMERGENCY MEDICAL SERVICES

Associate of Applied Science Degree (7104) – Tech Prep (7105)

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.

The Role of Emergency Medical Technologist

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).

Program Outcomes

Upon completion of the Associate of Applied Science degree, the student will be able to:

1. Provide care for the emergency patient in the pre-hospital setting.
2. Work as a team with other EMS care providers in the pre-hospital setting.
3. Use critical thinking and decision-making skills to determine the healthcare needs of the pre-hospital patient.
4. Plan treatment to include prevention and initial care procedures to promote and maintain the healthcare needs in an emergency situation.
5. Place the patient's welfare, comfort, and privacy first when planning and implementing initial care.

Admission Requirements

All prospective candidates who wish to be admitted to the Emergency Medical Services Degree Program should contact the Allied Health Advisor.

Applicants must:

1. Complete the requirements for admission to the College. **Admission to the College does not guarantee admission to the Program.**
2. File a degree plan with the Allied Health Advisor 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. Official THEA scores must appear on a transcript to be sent directly to Galveston College from the test company on an official test score report form.
 - 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.
 - d. A minimum GPA of 2.0. It is highly recommended that the general education courses be completed prior to enrollment in the Program. Students are highly recommended to complete the HPRS 1206 Essentials of Medical Terminology prior to starting the Program.
3. Submit a formal program application to the Allied Health Advisor.
4. Complete the following prior to enrollment:
 - a. a physical examination
 - b. TB skin test within six months of starting the program
 - c. Immunizations Series; including the Hepatitis B series and the titer or show proof of illness. To be eligible to apply to the Program, student must show proof that the immunization process has been started. The process needs to be completed by the start of the Program. (This process takes seven months. to complete).
5. Complete Health Care Provider CPR Course.

6. Complete a background check through the College at students cost upon acceptance to program.
7. Complete a clear drug screening test as directed by the Program.
8. Meet with the EMS Program Coordinator.

Transfer Policy:

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of “C” or better is required on all transferred prerequisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria.
2. Currently hold a cumulative GPA of 2.0 on transfer course work.
3. Submit course syllabi for review, if requested by program coordinator.
4. Agree to a complete a disclosure of information form.

Curriculum

Prerequisite Courses

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

First Semester

Course	Description	Credit
EMSP 1501	Emergency Medical Technician-Basic	5
EMSP 1260	Clinical (Basic)	2
EMSP 1291	Special Topics (Emergency Medical Technology)	2
<u>COSC 1301</u>	<u>Microcomputer Applications *</u>	3
HPRS 1206	Essentials of Medical Terminology	2
		14

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 (Intermediate)	2
<u>BIOL 2402</u>	<u>Anatomy and Physiology II</u>	4
		15

Third Semester

EMSP 2348	Emergency Pharmacology	3
<u>ENGL 1301</u>	<u>Composition I</u>	3
EMSP 2544	Cardiology	5
EMSP 2160	Clinical I (Paramedic)	1
		12

Fourth Semester

EMSP 2434	Medical Emergencies	4
EMSP 2430	Special Populations	4
EMSP 2260	Clinical II (Paramedic)	2
<u>PSYC 2301</u>	<u>General Psychology</u>	3
		13

Fifth Semester

EMSP 2143	Assessment Based Management **	1
EMSP 2338	EMS Operations	3
EMSP 2261	Clinical III (Paramedic)	2
<u>HUMA X3XX</u>	Core <u>Humanities Elective***</u>	3
<u>SPCH 1318</u>	<u>Interpersonal Communications</u>	3

TOTAL SEMESTER CREDIT HOURS IN PROGRAM

**12
70**

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

**Identifies capstone course.

*** 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 Allied Health 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 Essentials of Medical Terminology and BIOL 2401 Anatomy & Physiology I prior to starting EMS programs.

Transfer Policy:

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of “C” or better is required on all transferred prerequisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria.
2. Currently hold a cumulative GPA of 2.5 on transfer course work.
3. Submit course syllabi for review, if requested by program coordinator.
4. Agree to a complete a disclosure of information form.

First Semester

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

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)**

Transfer Policy:

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of “C” or better is required on all transferred prerequisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria.
2. Currently hold a cumulative GPA of 2.5 on transfer course work.
3. Submit course syllabi for review, if requested by program coordinator.
4. Agree to a complete a disclosure of information form.

First Semester

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

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 (Intermediate)	<u>2</u>
		11
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		20

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)**

Transfer Policy:

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of “C” or better is required on all transferred prerequisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria.
2. Currently hold a cumulative GPA of 2.5 on transfer course work.
3. Submit course syllabi for review, if requested by program coordinator.
4. Agree to a complete a disclosure of information form.

First Semester

Course	Description	Credit
EMSP 1501	EMT-Basic	5
EMSP 1260	Clinical (Basic)	2
EMSP 1291	Special Topics	<u>2</u>
		9

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 (Intermediate)	<u>2</u>
		11
Third Semester		
EMSP 2348	Emergency Pharmacology	3
EMSP 2544	Cardiology	5
EMSP 2160	Clinical (Paramedic)	<u>1</u>
		9
Fourth Semester		
EMSP 2430	Special Populations	4
EMSP 2434	Medical Emergencies	4
EMSP 2260	Clinical (Paramedic)	<u>2</u>
		10
Fifth Semester		
EMSP 2143	Assessment Based Management*	1
EMSP 2338	Emergency Medical Services Operations	3
EMSP 2261	Clinical (Paramedic)	<u>2</u>
		6
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		45

*Identifies 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 (5675) – Tech Prep (5674)**

Program Outcomes

Upon completion of the Associate of Applied Science degree in Hotel, Restaurant and Tourism Management the student will be able to:

1. Employ effective leadership skills when dealing with customers and coworkers.
2. Use effective verbal and nonverbal communications with diverse populations.
3. Apply the principles of customer service.
4. Communicate community attractions and activities to guests
5. Comply with polices and legislation governing ethical behavior, rights and freedoms, and industry codes of conduct.
6. Understand the roles of tourism in regards to Galveston, Texas, United States, and global sectors

Transfer Policy: Up to **12** workforce education course hours may be counted toward the program for students who transfer to Galveston College, if found to be equivalent by the Program Chair/Coordinator.

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>	
	<u>or</u>	3
<u>SPCH 1321</u>	<u>Business and Professional Speaking</u>	3
HAMG 1321	Introduction to Hospitality Industry (TP)	3
BMGT 1303	Principles of Management	3

<u>COSC 1301</u>	<u>Microcomputer Applications (TP)</u>	
	or	
ITSC 1309	Integrated Software	3
		15

Second Semester

<u>ENGL 1302</u>	<u>Composition II</u>	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
		19

SECOND YEAR

First Semester

Course	Description	Credit
<u>GOVT 2305</u>	<u>Federal Government</u>	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
		18

Second Semester

<u>HUMA XXXX</u>	<u>Humanities Elective</u>	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
		15

Summer

HAMG 1380	Cooperative Education: CAPSTONE Hospitality Administration and Management	3
		3

TOTAL SEMESTER CREDIT HOURS IN PROGRAM ***70**

*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)**

Transfer Policy: Up to **9** workforce education course hours may be counted toward the program for students who transfer to Galveston College, if found to be equivalent by the Program Chair/Coordinator.

First Semester

Course	Description	Credit
HAMG 1321	Introduction to Hospitality (TP)	3
HAMG 1342	Guest Room Maintenance	3
HAMG 1324	Hospitality Human Resources Management	3
<u>COSC 1301</u>	<u>Microcomputer Applications (TP)</u>	
	or	
ITSC 1309	Integrated Software Applications I	3
		12

Second Semester

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
		12
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		24

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

Transfer Policy: Up to 9 workforce education course hours may be counted toward the program for students who transfer to Galveston College, if found to be equivalent by the Program Chair/Coordinator.

First Semester

Course	Description	Credit
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	
	or	
ITSC 1309	Integrated Software I	3
		12

Second Semester

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

NURSING

Associate of Applied Science Degree (5208) - Tech Prep (5206)

Program Outcomes

The faculty of Galveston College Associate Degree Nursing Program is acutely aware of their mission to move students from novice learner to professional healthcare provider. The nursing program graduate is expected to demonstrate certain skills that reflect a professional demeanor. These outcomes include the ability to:

1. Function as a caring, competent, critically thinking member of the nursing profession.
2. Function as a client care manager.
3. Function as a life long learner.
4. Function as a moral and ethical decision maker.
5. Function as an accountable, contributing member of the nursing profession.

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 MATH 0303, Introductory Algebra, 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, General Psychology.
 - f. Satisfactory completion of HPRS 1206, Essentials of 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. Math and 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. Prospective applicants will be required to pass The Nurse Entrance Test (NET), 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.
4. Be in good standing at Galveston College
5. Obtain a clear background check or approved Declaratory Order from the Texas Board of Nurse Examiners.
6. Students must personally complete the Nursing Program Application. (This is a separate application from the Galveston College application.) This application is to be filed with the Nursing Advisor.

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 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.

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. Immunizations must be completed prior to beginning clinical.
3. Maintain certification in Basic Life Support (CPR-Health Professional Level) throughout the course of study.
4. Be required to produce 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.

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. Admission must be within one (1) year of leaving the prior nursing program. Students desiring admission after one (1) year must complete the entire program.

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 Nursing;
5. Submit course syllabi for review 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 or an approved Declaratory Order from the Texas Board of Nursing.
10. There will be random and/or unannounced drug screening tests after acceptance into the nursing program.

Additional admission requirements are dependent upon the course of 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.

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 reapply and 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. Math and 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 a current clear background check or approved Declaratory order and drug screening tests as directed by the Associate Nursing Degree Program.

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 Admission and Progression Committee 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 a current, clear background check or a Declaratory order and drug screening tests as directed by the Associate Degree Nursing Program.

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

Non-academic withdrawals

Nursing students who are in good academic standing who have withdrawn from the Galveston College Associate Degree Nursing Program for non-academic reasons may apply for readmission by submitting a request to the Admission and Progression Committee.

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.

Curriculum

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.

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*

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

FIRST YEAR

First Semester (Fall)

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

Second Semester (Spring)

<u>BIOL 2421</u>	<u>Microbiology</u> for Science Majors	4
RNSG 1441	Common Concepts of Adult Health	4
RNSG 1360	Clinical (Common Concepts)	3
RNSG 1201	Pharmacology	2
		13

Third Semester (Summer)

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

SECOND YEAR

First Semester (Fall)

RNSG 2201	Care of Children and Families	2
RNSG 2260	Clinical (Pediatrics)	2
RNSG 2308	Maternal/Newborn Nursing and Women's Health	3
RNSG 2261	Clinical (Maternal/Newborn Child)	2
RNSG 1193	Special Topics in Nursing (Issues in Pediatric Nursing)	1
<u>HUMA X3XX</u>	<u>Core Curriculum Humanities</u>	3
		13

Second Semester (Spring)

<u>GOVT 2305</u>	<u>Federal Government</u>	3
	<u>OR</u>	
<u>GOVT 2306</u>	<u>Texas Government</u>	

	OR	3
PSYC 2314	<u>Lifespan Growth and Development</u>	3
RNSG 1443	Complex Concepts of Adult Health	4
RNSG 2360	Clinical (Complex Concepts)	3
RNSG 1166	Practicum (Preceptorship/Capstone)	1
		11
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		72

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

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

LVN TO TRANSITION ADN PROGRAM Associate of Applied Science Degree (1298)

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 Transition program. 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 check or approved Declaratory Order from the Texas Board of Nursing.
7. Students must personally complete the Nursing Program Application. (This is a separate application from the Galveston College application.) This application is to be filed with the Nursing Advisor.

8. There will be random and/or unannounced drug screening tests after acceptance into the nursing program.

Transfer, re-admission and additional policies follow the ADN guidelines. (Pages 112-114)

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.

Prerequisites*

Course	Description	Credit
<u>BIOL 2401</u>	<u>Anatomy and Physiology I</u>	4
<u>BIOL 2402</u>	<u>Anatomy and Physiology II</u>	4
<u>BIOL 2421</u>	<u>Microbiology for Science Majors</u>	4
<u>CHEM 1405</u>	<u>Introductory Chemistry I</u>	4
<u>ENGL 1301</u>	<u>Composition I</u>	3
<u>HUMA X3XX</u>	<u>Core Curriculum Humanities</u>	3
HPRS 1206	Essentials of Medical Terminology	2
<u>PSYC 2301</u>	<u>General Psychology</u>	3
RNSG 1171	Intro. to Nursing Process	1
RNSG 1115	Health Assessment	1
		29

First Semester (Summer)

RNSG 1262	Clinical (Medical/Surgical/Physc)	2
RNSG 2307	Transition to Nursing Practice	3
		**18
RNSG 1201	Pharmacology	2
		20

Second Semester (Fall)

RNSG 2201	Care of Children and Families	2
RNSG 2260	Clinical (Pediatrics)	2
RNSG 2308	Maternal/Newborn Nursing and Women’s Health	3
RNSG 2261	Clinical (Maternal/Newborn Child)	2
RNSG 1193	Special Topics in Nursing (Issues in Pediatric Nursing)	1
HITT 1211	Computers in Health Care	2
		12

Third Semester (Spring)

RNSG 1443	Complex Concepts of Adult Health	4
RNSG 2360	Clinical (Complex Concepts)	3
RNSG 1166	Practicum (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>	11

TOTAL SEMESTER CREDIT HOURS IN PROGRAM 72

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

** Student receives a total of 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.

NURSING – EMT-P to Transition ADN Program Associate of Applied Science Degree (1296)

Paramedics who meet the College and Nursing Program Admissions criteria are eligible to enter the second year of the nursing program via the Role Transition Course. The admission criteria include the completion of all prerequisite and general education courses required in the first year of the Associate Degree Nursing curriculum. These courses must be completed prior to the beginning of the 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. Show proof of Texas certification or Licensed Paramedic.
4. Have one year of current work experience as a Licensed Paramedic defined as:
 - a. Working at least one-half time during the last calendar year
 - 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 check or approved Declaratory Order from the Texas Board of Nursing.
7. Students must personally complete the Nursing Program application. (This is a separate application from the Galveston College application.) This application is to be filed with the Nursing Advisor.

There will be an unannounced drug screening test after acceptance into the nursing program.

Transfer, re-admission and additional policies follow the ADN guidelines. (Page 112-114)

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.

Prerequisites*

Course	Description	Credit
<u>BIOL 2401</u>	<u>Anatomy and Physiology I</u>	4
<u>BIOL 2402</u>	<u>Anatomy and Physiology II</u>	4
<u>BIOL 2421</u>	<u>Microbiology for Science Majors</u>	4
<u>CHEM 1405</u>	<u>Introductory Chemistry I</u>	4
<u>ENGL 1301</u>	<u>Composition I</u>	3
<u>HUMA X3XX</u>	<u>Core Curriculum Humanities</u>	3
HPRS 1206	Essentials of Medical Terminology	2
<u>PSYC 2301</u>	<u>General Psychology</u>	3
RNSG 1115	Health Assessment	1
RNSG 1171	Intro. to Nursing Process	1
		29

First Semester (Summer)

RNSG 1140	Nursing Skills for Articulating Students	1
RNSG 1262	Clinical (Medical/Surgical/Psyc)	2
RNSG 2307	Transition to Nursing Practice	3
		**18
RNSG 1201	Pharmacology	2
		20

Second Semester (Fall)

RNSG 2201	Care of Children and Families	2
RNSG 2260	Clinical (Pediatrics)	2
RNSG 2308	Maternal/Newborn Nursing and Women's Health	3
RNSG 2261	Clinical (Maternal/Newborn Child)	2
RNSG 1193	Special Topics in Nursing (Issues in Pediatric Nursing)	1
HITT 1211	Computers in Health Care	2
		12

Third Semester (Spring)

RNSG 1443	Complex Concepts of Adult Health	4
RNSG 2360	Clinical (Complex Concepts)	3
RNSG 1166	Practicum (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>	11
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		72

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

** Student receives a total of 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 Level-Two Certificate Program (7821)

Program Outcomes

The faculty of Galveston College Vocational Nursing Program is acutely aware of their mission to move students from novice learner to professional healthcare provider. The vocational nursing program graduate is expected to demonstrate certain skills that reflect a professional demeanor. These outcomes include the ability to:

1. Function as a caring, competent, critically thinking member of the nursing profession.
2. Function as a client care manager.
3. Function as a life long learner.
4. Function as a moral and ethical decision maker.
5. Function as an accountable, contributing member of the vocational nursing profession

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 Galveston College does not guarantee admission to the Vocational Nursing Program.** Application to the nursing program requires the filing of a pre-plan degree plan.
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 MATH 0303, Introductory Algebra, or passing placement test score, within five years of the acceptance to the nursing program.
6. Provide a current, clear background check or a approved Declaratory Order from the Texas Board of Nursing.
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.
HPRS 1206	Essentials of 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 mandatory nursing orientation for new students. All entering students will be notified by mail of the dates and times of the mandatory 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. Immunizations must be completed prior to beginning clinical.
3. Be certified in Basic Life Support (CPR-Professional/Health Care Provider Level C) at program entry and maintain Certification throughout the course of study.
4. Be required to produce a clear drug screening test as directed by the school.

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 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, (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 contact the Nursing Advisor. 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 Nursing.
5. Submit course syllabi for review to the Nursing Advisor.
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 check or an approved Texas Board of Nursing Declaratory order. Students must personally complete the Nursing Program application. (This is a separate application from the Galveston College application.) This application is to be filed with the Nursing Advisor.
10. There will be random and/or unannounced drug screening test after acceptance into the nursing program.

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 reapply and complete the entire program.

The applicant must:

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

5. Satisfactorily complete testing re-admission requirements identified for each course.
6. Submit a clear background check or an approved Texas State Board of Nursing Declaratory Order.
7. There will be random and/or unannounced drug screening tests after acceptance into the nursing program.

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.

Students with two (2) failures

Students who have failed two nursing courses may reapply to the program two (2) years 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). 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 Admission and Progression Committee expressing a desire to be considered for re-admission to the program.
2. Request a letter of recommendation from a nursing faculty member.
3. Have a 2.0 G.P.A. overall and a 2.25 G.P.A. on required prerequisites.
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 check and drug screening tests as directed by the Vocational 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.

Non-academic withdrawals

Nursing students who are in good academic standing who have withdrawn from the Galveston College Vocational Nursing Certificate Program for non-academic reasons may apply for readmission by submitting a request to the Admission and Progression Committee.

Curriculum

The Vocational Nursing Program is approved by the Board of Nurse Examiners for the State of Texas.

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:*

Course	Description	Credit	
HPRS 1206	Essentials of Medical Terminology	2	
VNSG 1227	Essentials of Medication Administration	2	
VNSG 1420**	Anatomy & Physiology for Allied Health	4	
		8	
First Semester (Summer)			
VNSG 1216***	Nutrition	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 2413	Applied Nursing Skills II	4	Summer II (6 weeks)
RNSG 1201	Pharmacology	2	12 weeks
		18	

Second Semester (Fall)

VNSG 1236	Mental Health	2	2 weeks
VNSG 1234	Pediatrics	2	4 weeks
VNSG 1161	Clinical (Pediatrics)	1	1 week
VNSG 1409	Nursing in Health & Illness II	4	9 weeks
VNSG 2361	Clinical (Medical-Surgical Nursing I)	3	9 weeks
VNSG 2214	Applied Nursing Skills III	2	6 weeks
		14	

Third Semester (Spring)

VNSG 1230	Maternal/Neonatal Nursing	2	6 weeks
VNSG 1162	Clinical (Maternal/Neonatal)	1	6 weeks
VNSG 1410	Nursing in Health & Illness III	4	10 weeks
VNSG 2461	Clinical (Medical-Surgical Nursing II)	4	10 weeks
HPRS 1205	Ess. of Medical Law/Ethics for Health Professionals	2	10 weeks
VNSG 1191	Special Topics: NCLEX Preparation	1	10 weeks
		14	

TOTAL CREDIT HOURS **54**

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

**BIOL 2401 and 2402 may be used in place of VNSG 1420 Anatomy & Physiology for Allied Health. VNSG 1420 will not apply towards the LVN to ADN transition program.

***BIOL 1322 Nutrition and Diet Therapy I may be used in place of VNSG 1216 Nutrition. BIOL 1322 may be taken prior to entering the nursing program.

OFFICE ADMINISTRATION
Associate of Applied Science Tech Prep (5814) – Tech Prep (5813)

Skilled, technologically knowledgeable 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 today's dynamic businesses. Office Administration students receive training in the most commonly used business software applications, operating system, and computer peripherals.

Program Outcomes

Upon completion of the Associate of Applied Science degree in Office Administration, the student will be able to:

1. Perform the general office tasks such as filing, operation of equipment, keyboarding, phone, email, written and verbal communication tasks, and basic math calculations used in a business/medical environment.
2. Produce clear, concise, mechanically correct written business/medical documents and presentation media.
3. Demonstrate the ability to individually and collaboratively process multiple office tasks, and to reprioritize tasks in response to changing demands or customer service needs in a business environment.
4. Identify the acceptable professional appearance, professional conduct, and work ethics in office/medical personnel in a business environment.
5. Demonstrate ability to use current application software, office automation, and productivity tools used in local business environment.
6. Demonstrate knowledge of office dynamics such as ethical business practices, decision making skills, critical thinking skills, and working in a team environment.
7. Demonstrate the knowledge of customer service interaction methods such as conflict resolutions, service satisfaction, and non verbal communication.
8. Demonstrate the ability to identify and adjust to various management styles, cultures, and diversity in a business/medical environment.

Transfer Policy: Up to **13** workforce education course hours may be counted toward the program for students who transfer to Galveston College, if found to be equivalent by the Program Chair/Coordinator.

First Semester

Course	Description	Credit
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>
		15

Second Semester

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

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>
		9

Fourth Semester

POFT 2312	Business Correspondence and Communication	3
<u>ELEC</u>	<u>Humanities</u>	3
POFT 1309	Administrative Office Procedures I	3

<u>ELEC</u>	<u>Math/Science</u>	<u>3-4</u>
		12-13
Fifth Semester		
<u>SPCH 1321</u>	<u>Business & Professional Speaking</u>	<u>3</u>
POFT 1380	Cooperative Education CAPSTONE	3
POFT 2331	Administrative Systems	3
<u>BUSI 1301</u>	<u>Business Principles</u>	<u>3</u>
		12
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		60-61

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

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

This one-year certificate program not only meets the needs of those students who seek employment quickly; these courses can also be applied towards the Office Administration and Medical Secretary AAS degrees.

Transfer Policy: Up to 9 workforce education course hours may be counted toward the program for students who transfer to Galveston College, if found to be equivalent by the Program Chair/Coordinator.

First Semester

Course	Description	Credit
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
		15

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
		15
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		30

MEDICAL SECRETARY Associate of Applied Science Degree (5825) – Tech Prep (5826)

Skilled, technologically knowledgeable 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 instruction in medical coding and insurance, medical terminology, medical transcription, integrated software applications, and computer peripherals.

Program Outcomes

Upon completion of the Associate of Applied Science degree, the student will be able to:

1. Perform the general office tasks such as filing, operation of equipment, keyboarding, phone, email, writ-

- ten and verbal communication tasks, and basic math calculations used in a business/medical environment.
2. Produce clear, concise, mechanically correct written business/medical documents and presentation media.
 3. Demonstrate the ability to individually and collaboratively process multiple office tasks, and to reprioritize tasks in response to changing demands or customer service needs in a business environment.
 4. Identify the acceptable professional appearance, professional conduct, and work ethics in office/medical personnel in a business environment.
 5. Demonstrate ability to use current application software, office automation, and productivity tools used in local business environment.
 6. Demonstrate knowledge of office dynamics such as ethical business practices, decision making skills, critical thinking skills, and working in a team environment.
 7. Demonstrate the knowledge of customer service interaction methods such as conflict resolutions, service satisfaction, and non verbal communication.
 8. Demonstrate the ability to identify and adjust to various management styles, cultures, and diversity in a business/medical environment.

Transfer Policy: Up to **13** workforce education course hours may be counted toward the program for students who transfer to Galveston College, if found to be equivalent by the Program Chair/Coordinator.

First Semester

Course	Description	Credit
POFT 1325	Business Math & Machine Applications	3
HITT 1305	Medical Terminology I*	3
POFT 1313	Professional Development for Office Personnel	3
POFT 2301	Intermediate Keyboarding	3
POFT 1301	Business English	3
		15

Second Semester

Course	Description	Credit
POFM 1327	Medical Insurance*	3
HITT 1353	Legal/Ethical Aspects of Health Information	3
HITT 1341	Coding Classification Systems*	3
<u>ENGL 1301</u>	<u>Composition I</u>	3
MRMT 1307	Medical Transcription I	3
		15

Third Semester

ITNW 1337	Introduction to the Internet	3
<u>COSC 1301</u>	<u>Microcomputer Applications</u>	
	OR	
ITSC 1309	Integrated Software Applications I	3
MRMT 2333	Medical Transcription II	3
		9

Fourth Semester

Course	Description	Credit
POFM 1309	Medical Office Procedures	3
POFT 1319	Records & Information Management I	3
<u>ELEC</u>	<u>Math/Science (Recommend BIOL 2401)*</u>	3-4
<u>ELEC</u>	<u>Social Science</u>	3
		12-13

Fifth Semester

Course	Description	Credit
POFM 1380	Cooperative Education CAPSTONE	3
<u>SPCH 1321</u>	<u>Business & Professional Speaking</u>	3
<u>ELEC</u>	<u>Any Humanities course in core curriculum</u>	3

POFM 2333	Medical Document Production	<u>3</u>
		12
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		63-64

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.

Transfer Policy: Up to **9** workforce education course hours may be counted toward the program for students who transfer to Galveston College, if found to be equivalent by the Program Chair/Coordinator.

First Semester

Course	Description	Credit
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
		15

Second Semester

Course	Description	Credit
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*	<u>3</u>
		12

Third Semester

Course	Description	Credit
POFM 1309	Medical Office Procedures OR	
HITT 2335	Coding & Reimbursement Methodologies*	3
POFM 1380	Cooperative Education CAPSTONE	3
HITT 1353	Legal/Ethical Aspects of Health Information OR	
MRMT 1307	Medical Transcription I	<u>3</u>
		9
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		36

*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

Level One Certificate Program – (5110)

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 the requirements for admission to the College. Admission to Galveston 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. Current health professional level CPR (At time of entrance).
3. 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. Immunizations must be complete prior to beginning clinical.

Transfer Policy:

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of "C" or better is required on all transferred prerequisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission
2. criteria.
3. Currently hold a cumulative GPA of 2.5 on transfer course work.
4. Submit course syllabi for review, if requested by program coordinator.
5. Agree to a complete a disclosure of information form.

Curriculum

This program is designed to be completed within one semester. HPRS 1206, Essentials of 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.

First Semester

Course	Description	Credit
HITT 1211	Computers in Health Care	2
HPRS 1205	Ess. of Medical Law/Ethics for Health Professionals	2
PLAB 1223	Phlebotomy	2
PLAB 1166	Practicum	1
PLAB 1391	Special Topics in Phlebotomist (Seminar)	3
HPRS 1206	Essentials of Medical Terminology	2
HPRS 2333	Consumer Oriented Health Delivery Systems	3
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		15

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 Allied Health Advisor at (409) 944-1252.

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.**
2. File a degree plan with the Allied Health Advisor 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. 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.
 - 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, Essentials of Medical Terminology.
3. Achieve a grade of "C" or better in all prerequisites and general education 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.
4. Show proof of Hepatitis B immunization series including titer or show proof of illness (takes seven months to complete). To be eligible to apply to the program, student must show proof that the immunization process has been started. The process needs to be completed by the start of the program.
5. Be able to comply with the technical standards.
6. Complete Varicella immunization (Chicken pox) or show proof of illness by the start of the Program.
7. Complete a background check through the College at students cost upon acceptance to Program.
8. Complete a clear drug screening test as directed by the Program.
9. Meet with the Program Coordinator upon request.

Program Application Requirements

Submit a formal application to the Program beginning September 15th through April 15th of each year to be considered for the next academic year. Applications that are submitted after the deadline will be reviewed at the discretion of the Selection Committee. Due to limited enrollment, we can not accept every applicant.

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 Allied Health 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 Policy:

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of "C" or better is required on all transferred prerequisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria.
2. Currently hold a cumulative GPA of 2.5 on transfer course work.
3. Submit course syllabi for review, if requested by program coordinator.
4. Agree to a complete a disclosure of information form.

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. A grade of "C" or better is required on all prerequisite, general education and Radiologic Health Science program courses. 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. 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 coordinator of the respective program..
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.
5. Currently hold a cumulative G.P.A. of 2.5

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.

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).

Program Outcomes:

1. Trained and qualified entry level position as a Nuclear Medicine Technologist.
2. Qualified and eligible to sit for national certification exam (NMTCB and/or ARRT).
3. Discern and manage ethical issues in a rapidly changing environment.
4. Embrace a commitment to lifelong learning and the ability to acquire and use new knowledge.
5. Demonstrate effective communication skills.
6. Demonstrate critical thinking skills.
7. Draw from multiple disciplines in the healthcare environment in order to understand the patient’s overall condition.

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.

The Role of Nuclear Medicine Technologist

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 ra-

diation 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).

Admission Requirements

All prospective candidates who wish to be admitted to the Nuclear Medicine Technology program should contact the Allied Health Advisor.

Applicants must:

1. **Complete** the requirements for admission to the College. **Admission to the College does not guarantee admission to the Program.**
2. Submit a formal application to the Program beginning September 15th through April 15th of each year to be considered for the next academic year. Applications that are submitted after the deadline will be reviewed at the discretion of the Selection Committee. Due to limited enrollment, we can not accept every applicant.
3. File a degree plan with the Allied Health Advisor 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. Official THEA scores must appear on a transcript to be sent directly to Galveston College from the test company on an official test score report form.
 - b. Achieve a grade of "C" or better in MATH 0304 Intermediate Algebra or a passing placement test score within five years of acceptance into the Program. MATH 1414 College Algebra is strongly recommended.
 - c. Achieve a grade of "C" or better in BIOL 2401 Anatomy and Physiology I, within five years of acceptance into the Program.
 - d. Achieve a grade of "C" or better in HPRS 1206 Essentials of Medical Terminology.
 - e. An overall G.P.A. of 2.5. It is highly recommended that the general education courses be completed prior to enrollment in the Program. A grade of "C" or better is required in the general education courses. Math and Science courses must be completed within five years of acceptance into the Program.
4. Complete the Hepatitis B immunization series including titer or show proof of illness. To be eligible to apply to the Program, student must show proof that the immunization process has been started. The process needs to be completed by the start of the Program. (This process takes seven months. to complete).
5. Complete Varicella immunization (Chicken pox) or show proof of illness by the start of the Program.
6. Complete a background check through the College at students cost upon acceptance to the Program.
7. Complete a clear drug screening test as directed by the Program.
8. Meet with the Program Coordinator upon request.

Transfer Policy:

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of "C" or better is required on all transferred prerequisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria.
2. Currently hold a cumulative GPA of 2.5 on transfer course work.
3. Submit course syllabi for review, if requested by program coordinator.
4. Agree to a complete a disclosure of information form.

Curriculum

Prerequisite Courses*

Course	Description	Credit
<u>BIOL 2401</u>	<u>Anatomy and Physiology I</u>	4
HPRS 1206	Essentials of Medical Terminology	2
		6

FIRST YEAR**Fall Semester**

BIOL 2402	Anatomy and Physiology II	4
NMTT 1301	Introduction to Nuclear Medicine Technology	3
NMTT 1303	Radiation Biology and Safety	3
NMTT 1311	Nuclear Medicine Patient Care	3
RADT 2317	Radiological Physics I	3
		16

Spring Semester

NMTT 1162	Clinical (Nuclear Medicine Technology)	1
NMTT 2305	Nuclear Medicine Methodology I	3
NMTT 2401	Radiochemistry and Radiopharmacy	4
NMTT 1413	Nuclear Medicine Physics	4
NMTT 1309	Nuclear Medicine Instrumentation	3
		15

Summer Semester I

NMTT 1205	Nuclear Medicine Data Processing	2
<u>ENGL 1301</u>	<u>Composition I</u>	3
		5

Summer Semester II

<u>ELEC x3xx</u>	Core <u>Humanities Course</u>	3
<u>ELEC x3xx</u>	Core <u>Behavioral/Social Science Course**</u>	3
		6

SECOND YEAR**Fall Semester**

NMTT 2309	Nuclear Medicine Methodology II	3
HPRS 2200	Pharmacology for Health Professionals	2
	OR	2
RADR 2340	Sectional Anatomy for Medical Imaging	3
NMTT 2466	Practicum (Nuclear Medicine Technology)	4
		9-10

Spring Semester

NMTT 2235	Nuclear Medicine Technology Seminar ***	2
NMTT 2313	Nuclear Medicine Methodology III	3
NMTT 2467	Practicum (Nuclear Medicine Clinical Technology)	4
		9

Summer Semester I

NMTT 2361	Clinical (Nuclear Medicine Technology)	3
		3

TOTAL SEMESTER CREDIT HOURS IN PROGRAM **69-70**

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

** Any Social or behavior science course of 3 credit hours or more from the Galveston College Core Curriculum list in the catalog.

***Identifies Capstone Course.

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

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.

Program Outcomes:

1. Prepares graduates for an entry level position in the field of radiation therapy.
2. Students develop effective communication techniques and learn how to apply critical thinking skills in assessing patients in a clinical environment.
3. Students are taught to manage ethical issues both in an academic and clinical setting.
4. Qualified and eligible to sit for national registry for certification as a registered radiation therapist.
5. Promotes and embraces a commitment to life long learning.

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.

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.

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.

Admission Requirements

All prospective candidates who wish to be admitted to the Radiation Therapy program should contact the Allied Health Advisor.

Applicants must:

1. Complete the requirements for admission to the College. **Admission to the College does not guarantee admission to the Program.**
2. Submit a formal application to the Program beginning September 15th through April 15th of each year to be considered for the next academic year. Applications that are submitted after the deadline will be reviewed at the discretion of the Selection Committee. Due to limited enrollment, we can not accept every applicant.
3. File a degree plan with the Allied Health Advisor 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. Official THEA scores must appear on a transcript to be sent directly to Galveston College from the test company on an official test score report form.
 - b. Achieve a grade of "C" or better in MATH 1414 College Algebra or a passing CLEP test score within five years of acceptance into the Program.
 - c. Achieve a grade of "C" or better in BIOL 2401 Anatomy and Physiology I, within five years of accep-

- tance into the Program.
- d. Achieve a grade of “C” or better in HPRS 1206 Essentials of Medical Terminology.
 - e. Achieve a grade of “C” or better in HITT 1211 Computers in Health Care.
 - f. An overall G.P.A. of 2.5. It is highly recommended that the general education courses be completed prior to enrollment in the Program. A grade of “C” or better is required in the general education courses. Math and Science courses must be completed within five years of acceptance into the Program.
4. Show proof of Hepatitis B immunization series including titer or proof of illness. To be eligible to apply to the Program, student must show proof that the immunization process has been started. The process needs to be completed by the start of the Program. This process takes seven months to complete.
 5. Complete Varicella immunization (Chicken pox) or show proof of illness by the start of the Program.
 6. Complete background check through college at students cost upon acceptance to Program.
 7. Complete a clear drug screening test as directed by the Program.
 8. Meet with the Program Coordinator upon request.

Transfer Policy:

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of “C” or better is required on all transferred prerequisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria.
2. Currently hold a cumulative GPA of 2.5 on transfer course work.
3. Submit course syllabi for review, if requested by program coordinator.
4. Agree to a complete a disclosure of information form.

Curriculum

Prerequisites

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

FIRST YEAR

Semester I

RADT 1301	Introduction to Radiation Therapy	3
NMTT 1303	Radiation Biology and Safety	3
RADR 1303	Patient Care	3
RADT 2317	Radiologic Physics I	3
RADT 1171	Introduction to Radiation Therapy-Clinical	1
		13

Semester II

<u>BIOL 2402</u>	<u>Anatomy & Physiology II</u>	4
RADT 1344	Instrumentation and Methodologies	3
RADT 2301	Oncology I	3
RADT 1266	Practicum I (Radiation Therapy)	2
		12

Semester III

<u>ENGL 1301</u>	<u>Composition I</u>	3
RADT 2266	Practicum II (Radiation Therapy-A.A.S.)	2
RADT 1191	Special Topics: Trends	1
RADT 2307	Dosimetry I	3
		9

Semester IV		
<u>ELEC</u> x3xx	Core <u>Humanities Course</u>	3
<u>PSYC</u> 2301	or <u>SOCI 1301</u> or <u>GOVT 2305</u>	3
		6
SECOND YEAR		
Semester V		
RADT 2309	Dosimetry II	3
RADT 2303	Oncology II	3
RADT 2366	Practicum III (Radiation Therapy)	3
RADR 2340	Sectional Anatomy for Medical Imaging	3
<u>SPCH</u> 1318	<u>Interpersonal Communication</u>	3
		15
Semester VI		
RADT 1291	Special Topics (Radiation Therapy Seminar)*	2
RADT 2367	Practicum IV (Radiation Therapy)	3
		5
Total Credit Hours for the Program		72
*Identifies Capstone Course.		

RADIOGRAPHY
Associate of Applied Science Degree (8033) – Tech Prep (8034)

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.

Program Outcomes:

1. Graduate students that will be competent, entry-level radiographers prepared for the healthcare field.
2. Students will demonstrate appropriate communication skills.
3. Students will demonstrate appropriate critical thinking and problem solving skills.
4. The student (graduate) will understand the importance of professional values and life long learning.
5. The student (graduate) will be capable of fulfilling the needs of the healthcare community in radiologic sciences.

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.

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.

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 \$45,000 per year.

Admission Requirements

All prospective candidates who wish to be admitted to the Radiography program should contact the Allied Health Advisor.

Applicants must:

1. Complete the requirements for admission to the College. Admission to the College does not guarantee admission to the Program.
2. Submit a formal application to the Program beginning September 15th through April 15th of each year to be considered for the next academic year. Applications that are submitted after the deadline will be reviewed at the discretion of the Selection Committee. Due to limited enrollment, we can not accept every applicant.
3. File a degree plan with the Allied Health Advisor 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. 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.
 - b. Achieve a grade of “C” or better in MATH 0304 Intermediate Algebra or a passing placement test score within five years of acceptance into the Program. MATH 1414 College Algebra is strongly recommended.
 - c. Achieve a grade of “C” or better in BIOL 2401 Anatomy and Physiology I, within five years of acceptance into the Program.
 - d. Achieve a grade of “C” or better in HPRS 1206 Essentials of Medical Terminology.
 - e. An overall G.P.A. of 2.5. It is highly recommended that the general education courses be completed prior to enrollment in the Program. A grade of “C” or better is required in the general education courses. Math and Sciences courses must be completed within five years of acceptance into the Program.
4. Complete the Hepatitis B immunization series including titer or show proof of illness. To be eligible to apply to the Program, student must show proof that the immunization process has been started. The process needs to be completed by the start of the Program. (This process takes seven months. to complete).
5. Complete Varicella immunization (Chicken pox) or show proof of illness by the start of the Program.
6. Complete a background check through the College at students cost upon acceptance to Program.
7. Complete a clear drug screening test as directed by the Program.
8. Meet with the Program Coordinator upon request.

Transfer Policy:

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of “C” or better is required on all transferred prerequisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria.
2. Currently hold a cumulative GPA of 2.5 on transfer course work.
3. Submit course syllabi for review, if requested by program coordinator.
4. Agree to a complete a disclosure of information form.

Curriculum

Prerequisite Courses*

Course	Description	Credit
<u>BIOL 2401</u>	<u>Anatomy & Physiology I</u>	4
HPRS 1206	Essentials of Medical Terminology	2
		6

FIRST YEAR

Fall Semester

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 (Radiography)	1
		14

Spring Semester		
<u>BIOL 2402</u>	<u>Anatomy & Physiology II</u>	4
RADR 1366	Practicum II (Radiography)	3
RADR 1313	Principles of Radiographic Imaging I	3
RADR 2401	Intermediate Radiographic Procedures	4
		14
Summer Semester		
<u>ENGL 1301</u>	<u>Composition I</u>	3
RADR 1367	Practicum III (Radiography)	3
<u>SPCH 1318</u>	<u>Interpersonal Communication</u>	3
<u>ELEC x3xx</u>	<u>Core Humanities Course **</u>	3
		12
SECOND YEAR		
Fall Semester		
RADR 2305	Principles of Radiographic Imaging II	3
RADR 2217	Radiographic Pathology	2
RADR 2366	Practicum IV (Radiography)	3
<u>PSYC 2301</u>	<u>General Psychology</u>	3
<u>HITT 1211</u>	Computers in Healthcare	2
		13
Spring Semester		
<u>ENGL 1302</u>	<u>Composition II</u>	3
RADR 2367	Practicum V (Radiography) ***	3
RADR 2333	Advanced Medical Imaging	3
RADR 2335	Radiographic Technology Seminar	3
		12
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 core course with 3 credits.

*** Identifies Capstone course.

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

CERTIFICATE PROGRAMS (RADIOLOGIC HEALTH SCIENCES)

Certificate programs which are offered through the Allied Health Office include:

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

BREAST IMAGING/MAMMOGRAPHY Certificate Program (5301)

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.

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 \$50,000 per year.

Admission Requirements

All prospective candidates who wish to be admitted to the Breast Imaging/Mammography Program should contact the Allied Health Advisor.

Applicant must:

1. Complete the requirements for admission to the College. **Admission to the College does not guarantee admission to the Program.**
2. Submit a formal application to the Program beginning April 1st to be considered for the next Fall Semester and August 1st to be considered for the next Spring Semester. Due to limited enrollment, we can not accept every applicant.
3. File a degree plan with the Allied Health Advisor 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. 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.
 - b. An overall G.P.A. of 2.5.
 - c. Be a graduate of an accredited Radiologic Health Science Program
 - d. Be a registered technologist by the start of the Program
 - e. File a copy of current Texas Department of Health certification and ARRT certificate in the Admissions Office and in the Allied Health Office.
4. Complete Hepatitis B immunization series including titer or show proof of illness by the start of the Program. (This process takes approximately seven months to complete.)
5. Show proof of Varicella immunization (Chicken pox) or show proof of illness by the start of the Program.
6. Complete a background check through the College at students cost upon acceptance to Program.
7. Complete a clear drug screening test as directed by the Program.
8. Meet with Program Coordinator upon request.

Transfer Policy:

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of "C" or better is required on all transferred prerequisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria.
2. Currently hold a cumulative GPA of 2.5 on transfer course work.
3. Submit course syllabi for review, if requested by program coordinator.
4. Agree to a complete a disclosure of information form.

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 UTMB hospitals and a number of other affiliated health care institutions. Clinical schedule can be flexible. Clinic portion of the program will begin at the end of the sixth week.

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 (Mammography) *	2

TOTAL CREDIT HOURS OF PROGRAM **8**

* Identifies Capstone course

COMPUTERIZED TOMOGRAPHY Certificate Program (5292)

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

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.

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.

Admission Requirements

All prospective candidates who wish to be admitted to the Computerized Tomography Technology Program should contact the Allied Health Advisor.

Applicants must:

1. Complete the requirements for admission to the College. **Admission to the College does not guarantee admission to the Program.**
2. Submit a formal application to the Program beginning April 1st to be considered for the next Fall Semester and August 1st to be considered for the next Spring Semester. Due to limited enrollment, we can not accept every applicant.
3. File a degree plan with the Allied Health Advisor 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. 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
 - b. An overall G.P.A. of 2.5.
 - c. Be a graduate of an accredited Radiologic Health Science Program
 - d. Be a registered technologist by the start of the Program
 - e. File a copy of current Texas Department of Health certification and ARRT or NMTCB certificate in the Admissions Office and in the Allied Health Office.
4. Complete Hepatitis B immunization series including titer or show proof of illness. (takes seven months to complete). To be eligible to apply to the Program, student must show proof that the immunization process has been started. The process needs to be completed by the start of the Program.
5. Show proof of Varicella immunization (Chicken pox) or show proof of illness by the start of the Program.
6. Complete a background check through the College at students cost upon acceptance to Program.

7. Complete a clear drug screening test as directed by the Program.
8. Meet with Program Coordinator upon request.

Transfer Policy:

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of “C” or better is required on all transferred prerequisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria.
2. Currently hold a cumulative GPA of 2.5 on transfer course work.
3. Submit course syllabi for review, if requested by program coordinator.
4. Agree to a complete a disclosure of information form.

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 UTMB hospitals and a number of other affiliated health care institutions.

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

COMPUTERIZED TOMOGRAPHY TECHNOLOGY CERTIFICATE PROGRAM (5292)

Course Description	Credit	
CTMT 2336	Computed Tomography Equipment and Methodology	3
RADR 2340	Sectional Anatomy for Medical Imaging	3
CTMT 2560	Clinical (Computed Tomography) *	5
TOTAL CREDITS		11

* Identifies Capstone course

**MAGNETIC RESONANCE IMAGING TECHNOLOGY
Certificate Program (5294)**

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

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.

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 \$50,000 per year.

Admission Requirements

All prospective candidates who wish to be admitted to the Magnetic Resonance Imaging Technology Program should contact the Allied Health Advisor.

Applicants must:

1. Complete the requirements for admission to the College. **Admission to the College does not guarantee admission to the Program.**
2. Submit a formal application to the Program beginning September 15th through April 15th of each year to be considered for the next academic year. Applications that are submitted after the deadline will be reviewed at the discretion of the Selection Committee. Due to limited enrollment, we can not accept every applicant.
3. File a degree plan with the Allied Health Advisor 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. 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.
 - b. An overall G.P.A. of 2.5.
 - c. Be a graduate of an accredited Radiologic Health Science Program.
 - d. Be a registered technologist by the start of the Program
 - e. File a copy of current Texas Department of Health certification and ARRT or NMTCB certificate in the Admissions Office and in the Allied Health Office.
 - f. Achieve a grade of “C” or better in MATH 1414 College Algebra or take a CLEP test. Students are highly recommended to take PHYS 1401 College Physics I prior to starting the Program.
4. Hepatitis B immunization series including titer or show proof of illness. (takes seven months. to complete). To be eligible to apply to the Program, student must show proof that the immunization process has been started. The process needs to be completed by the start of the Program.
5. Show proof of Varicella immunization (Chicken pox) or show proof of illness by the start of the Program.
6. Complete a background check through the college at students cost upon acceptance to Program.
7. Complete a clear drug screening test as directed by the Program.
8. Meet with Program Coordinator upon request.

Transfer Policy:

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of “C” or better is required on all transferred prerequisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria.
2. Currently hold a cumulative GPA of 2.5 on transfer course work.
3. Submit course syllabi for review, if requested by program coordinator.
4. Agree to a complete a disclosure of information form.

Curriculum

The Program is offered in the Fall 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 UTMB hospitals and a number of other affiliated health care institutions. Clinical schedule can be flexible.

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

MAGNETIC RESONANCE IMAGING TECHNOLOGY CERTIFICATE PROGRAM

Course	Description	Credit
Fall Semester		
MRIT 2330	Principles of Magnetic Resonance Imaging	3
RADR 2340	Sectional Anatomy for Medical Imaging	3
MRIT 2560	Clinical I (Magnetic Resonance Imaging)	5

Semester Credits		11
Spring Semester		
MRIT 2334	MRI Equipment & Methodology	3
MRIT 2374	Advanced MRI Physics	3
MRIT 2561	Clinical II (Magnetic Resonance Imaging) *	5
Semester Credits		11
TOTAL CREDITS IN PROGRAM		22

* Identifies Capstone course

The Clinical Application courses (MRIT 2560 and MRIT 2561) will consist of 16 hours per week each semester. Total clinical hours for the program will be 512 hours.

STUDENT CHECKLIST: 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.

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 an 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.

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.

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.

Admission Requirements

All prospective candidates who wish to be admitted to the Radiation Therapy Certificate Program should contact the Allied Health Advisor.

Students Must:

1. Complete the requirements for admission to the College. **Admission to the College does not guarantee admission to the Radiation Therapy Certificate Program.**
2. Submit a formal application to the Program beginning April 1st for the Summer Semester. All applicants must be registered radiographers from an accredited Program by April 15th.
3. File a degree plan with the Allied Health Advisor 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. 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.
 - b. An overall G.P.A. of 2.5.
 - c. Be a graduate of an accredited Radiologic Health Science Program.
 - d. Be registered technologist by April 15th.
 - e. File a copy of current Texas Department of Health certification and ARRT or NMTCB certificate in the Admissions Office and in the Allied Health Office.
 - f. Successfully completing MATH 1414 College Algebra. Students are highly recommended to complete PHYS 1401 College Physics I prior to starting the Program.
4. Show proof of Hepatitis B immunization series including titer or show proof of illness (takes seven months. to complete). To be eligible to apply to the Program, student must show proof that the immunization process has been started. The process needs to be completed by the start of the Program.
 5. Show proof of Varicella vaccination (Chicken pox) or proof of illness.
 6. Complete background check through college at students cost upon acceptance to Program.
 7. Complete a clear drug screening test as directed by the Program.
 8. Meet with Program Coordinator upon request.

Transfer Policy:

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of “C” or better is required on all transferred prerequisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria.
2. Currently hold a cumulative GPA of 2.5 on transfer course work.
3. Submit course syllabi for review, if requested by program coordinator.
4. Agree to a complete a disclosure of information form.

Curriculum

RADIATION THERAPY TECHNOLOGY CERTIFICATE PROGRAM

Course	Description	Credit
Semester 1 – Summer		
RADT 1301	Introduction to Radiation Therapy	3
RADT 2307	Dosimetry I	3
RADT 2301	Oncology I	3
RADT 1266	Practicum I (Radiation Therapy)	2
		11
Semester 2 – Fall		
RADR 2340	Sectional Anatomy for Medical Imaging	3
RADT 2309	Dosimetry II	3
RADT 2303	Oncology II	3
RADT 1366	Practicum II (Radiation Therapy-Certificate)	3
		12
Semester 3 – Spring		
RADT 1344	Instrumentation and Methodologies	3
RADT 1291	Special Topics: Seminar	2
RADT 2366	Practicum III (Radiation Therapy)	3
		8
Semester 4 – Summer		
RADT 1191	Special Topics & Trends*	1

RADT 2367	Practicum IV (Radiation Therapy)	3
		4
Total Semester Credit Hours in Program		35
* Identifies Capstone course.		

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.

Program Outcomes:

1. Verbalize and demonstrate the principle of sterile and aseptic techniques in the peri-operative environment.
2. Provide insight to the physiological impact of surgical intervention on patients across life span.
3. Demonstrate teamwork among peri-operative caregivers to encourage cooperation for positive surgical outcomes.
4. Identify guidelines and standards for planning and implementing individualized care based on the setting and procedure.
5. Be accountable for the care and teaching provided to the patient and/or the family.
6. Communicate effectively with patients, families and staff to provide sharing of facts and feelings.
7. Maintain personal and professional standards that accurately and positively influence patient care.
8. Practice within the legal and ethical framework of Surgical Technology.
9. The role of the surgical technologist is to provide safe and effective care for the surgical patient before, during and after surgery.

SURGICAL TECHNOLOGY ADMISSION CRITERIA

All prospective candidates who wish to be admitted to the Surgical Technology Program should contact the Allied Health Advisor at (409) 944-1252.

Applicants must:

1. Complete the requirements for admission to the College. **Admission to the College does not guarantee admission to the Program.**
2. Submit a formal application to the Program beginning September 15th through April 15th of each year to be considered for the next Summer Semester. Applications that are submitted after the deadline will be reviewed at the discretion of the Selection Committee. Due to limited enrollment, we can not accept every applicant.
3. File a degree plan with the Allied Health Advisor 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. Official THEA scores must appear on a transcript to be sent directly to Galveston College from the test company on an official test score report form.
 - b. Complete Math 0303 Introductory Algebra, by placement or course completion within five years of acceptance into the Program.
 - c. Satisfactory completion of HPRS 1206 Essentials of Medical Terminology.
 - d. Satisfactory completion of HITT 1211 Computers in Health Care or COSC 1301 Microcomputer Applications.
 - e. An overall G.P.A. of 2.0. Math and Sciences courses must have been taken within five years of acceptance into the Program SRGT 1491 Special Topics and HPRS 2200 Pharmacology for Health Professionals are highly recommended prior to starting the Program
4. Complete the following prior to enrollment:

- a. Show proof of Hepatitis B immunization series or proof of illness including titer (takes seven months. to complete). To be eligible to apply to the Program, student must show proof that the immunization process has been started. The process needs to be completed by the start of the Program.
 - b. Complete Varicella immunization (Chicken pox) or proof of illness by the start of the Program.
 - c. Completion of Td (Tetanus/Diphtheria), MMR (measles, mumps & rubella) immunizations by the start of the Program and TB skin (Tuberculin Test) test within six months of starting the Program.
5. Students must be certified in Health Care Provider level CPR at Program entry and maintain certification throughout their course of study.
 6. Complete a background check through the College at students cost upon acceptance to Program.
 7. Complete a clear drug screening test as directed by the Program.
 8. Meet with Program Coordinator upon request.

* BIOL 2401, Anatomy and Physiology I, BIOL 2402, Anatomy and Physiology II, and VNSG 1420 Anatomy & Physiology for Allied Health 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.

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.

Transfer Policy:

Course work from another Program will be evaluated on an individual basis by the Program Coordinator. A grade of "C" or better is required on all transferred prerequisite, general education and Program specific courses. Transfer students from another Program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria.
2. Currently hold a cumulative GPA of 2.0 on transfer course work.
3. Submit course syllabi for review, if requested by Program coordinator.
4. Agree to a complete a disclosure of information form.
5. Complete examination and skills check offs according to the procedure for transfer.
6. Complete a minimum of second and third semester Theory and Clinical courses for graduation.

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.

SURGICAL TECHNOLOGY**Curriculum:****Prerequisites**

Course	Description	Credit Hours
HPRS 1206	Essential of Medical Terminology	2
HITT 1211	Computers in Healthcare	2
or		
COSC 1301	Microcomputer Applications	3 4-5

First Semester

SRGT 1491	Special Topics (Human Anatomy for Surgical Technology)*	4
HPRS 2200	Pharmacology for Health Professionals (SurgTech)	2
SRGT 1405	Introduction. to Surgical Technology	4
SRGT 1509	Fundamentals of Peri-operative Concepts and Techniques	5
SRGT 1160	Beginning Clinical	1 16

Second Semester

SRGT 1441	Surgical Procedures I	4
SRGT 1660	Intermediate Clinical	6
SRGT 1244	Technological Sciences for the Surgical Technologist	2 12

Third Semester

SRGT 1442	Surgical Procedures II	4
SRGT 2660	Advanced Clinical	6
SRGT 2260	Specialty Clinical**	2
SRGT 2130	Professional Readiness	1 13

TOTAL SEMESTER CREDIT HOURS IN PROGRAM 45-46

* SRGT 1491 Special Topics and HPRS 2200 Pharmacology for Health Professionals are strongly recommended to be taken prior to beginning the Surgical Technology Program.

**Identifies Capstone



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: Read 0302 (R2); ENGL 0302 (W3); Math 0300 (M1).

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)

ART

+ARTS 1301 ART APPRECIATION

(3-0) Credit: 3

Prerequisite: Read 0302 (R2); ENGL 0302 (W3).

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: Read 0302 (R2); ENGL 0302 (W3).

Examination of painting, sculpture, architecture, and other arts from prehistoric to present time.

ARTS 1304 ART HISTORY II

(3-0) Credit: 3

Prerequisite: Read 0302 (R2); ENGL 0302 (W3).

Examination of painting, sculpture, architecture, and other arts from prehistoric to present time.

ARTS 1311 DESIGN I (2-Dimensional)

(2-4) Credit: 3

Prerequisite: None.

Elements and principles of art using two dimensional concepts.

ARTS 1312 DESIGN II (3-Dimensional)

(2-4) Credit: 3

Prerequisite: ARTS 1311.

Elements and principles of art using three dimensional concepts.

ARTS 1316 DRAWING I

(2-4) Credit: 3

Prerequisite: None.

Investigation of drawing media and techniques including descriptive and expressive possibilities

ARTS 1317 DRAWING II

Prerequisite: ARTS 1316.

Investigation of drawing media and techniques including descriptive and expressive possibilities.

(2-4) Credit: 3

Prerequisite: ARTS 2356.

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).

ARTS 2313 DESIGN COMMUNICATIONS I

Prerequisite: None

Communication of ideas through processes and techniques of graphic design and illustration.

(3-3) Credit: 3**ARTS 2366 WATERCOLOR PAINTING I**

Prerequisite: None.

Exploration of ideas using water-based printing media and techniques.

(2-4) Credit: 3**ARTS 2314 DESIGN COMMUNICATIONS II**

Prerequisite: ARTS 2313

Communication of ideas through processes and techniques of graphic design and illustration.

(3-3) Credit: 3**ARTS 2367 WATERCOLOR PAINTING II**

Prerequisite: ARTS 2366.

Exploration of ideas using water-based printing media and techniques.

(2-4) Credit: 3**BIOLOGICAL SCIENCES****ARTS 2316 PAINTING I**

Prerequisite: None.

Exploration of ideas using painting media and techniques.

(2-4) Credit: 3**BIOL 1322 NUTRITION AND DIET THERAPY I****(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0300 (M1). Study of chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications.

ARTS 2317 PAINTING II

Prerequisite: ARTS 2316

Exploration of ideas using painting media and techniques

(2-4) Credit: 3**+BIOL 1406 BIOLOGY FOR SCIENCE MAJORS I****(3-3) Credit: 4**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0300 (M1). 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.

ARTS 2323 LIFE DRAWING I: 3 RD SEMESTER DRAWING

Prerequisite: ARTS 1317.

Basic study of the human form.

(2-4) Credit: 3**+BIOL 1407 BIOLOGY FOR SCIENCE MAJORS II****(3-3) Credit: 4**

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.

ARTS 2324 LIFE DRAWING II: 4TH SEMESTER DRAWING

Prerequisite: ARTS 2323.

Basic study of the human form.

(2-4) Credit: 3**ARTS 2326 SCULPTURE I**

Prerequisite: None.

Exploration of ideas using sculpture media and techniques.

(2-4) Credit: 3**+BIOL 2401 ANATOMY AND PHYSIOLOGY I****(3-3) Credit: 4**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0300 (M1). 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

ARTS 2327 SCULPTURE II

Prerequisite: ARTS 2326.

Exploration of ideas using sculpture media and techniques.

(2-4) Credit: 3**+BIOL 2402 ANATOMY AND PHYSIOLOGY II****(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.

ARTS 2346 CERAMICS I

Prerequisite: None.

Exploration of ideas using basic ceramic processes.

(2-4) Credit: 3**ARTS 2347 CERAMICS II**

Prerequisite: ARTS 2346.

Exploration of ideas using basic ceramic processes.

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

ARTS 2356 PHOTOGRAPHY I

Prerequisite: None.

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.

(2-4) Credit: 3**ARTS 2357 PHOTOGRAPHY II****(2-4) Credit: 3**

BIOTECHNOLOGY

BITC 1291 SPECIAL TOPICS (BIOLOGICAL TECHNOLOGY) **(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 1311 INTRODUCTION TO BIOTECHNOLOGY **(3-2) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3) and 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 1391 SPECIAL TOPICS (ADVANCED BIOTECHNOLOGY) **(2-2) Credit: 3**

Prerequisite: BITC 2411
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 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 2286 INTERNSHIP (BIOTECHNOLOGY LAB TECH) **(0-20) Credit: 2**

Prerequisite: BITC 1311, BITC 1402
A worked-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. 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.

BITC 2387 INTERNSHIP-BIOTECHNOLOGY LAB TECH **(0-11) Credit: 3**

Prerequisite: BITC 2286
A worked-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. 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.

BITC 2411 BIOTECHNOLOGY LABORATORY INSTRUMENTATION **(3-3) Credit: 4**

Prerequisite: BITC 1311, BITC 1402, and BIOL 2421
Theory, applications, and operation of various analytical instruments.

Separation and identification techniques including electrophoresis, spectrophotometry, and chromatography emphasized.

BITC 2441 MOLECULAR BIOLOGY TECHNIQUES **(3-3) Credit: 4**

Prerequisite: BITC 1311, BITC 1402, and BIOL 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.

BREAST IMAGING/MAMMOGRAPHY

MAMT 2233 ANATOMY/POSITIONING & PATIENT ASSESSMENT **(2-0) Credit: 2**

Prerequisite: Read 0302 (R2); ENGL 0302 (W3); Math 0304 (M3), 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 **(2-0) Credit: 2**

Prerequisite: Read 0302 (R2); ENGL 0302 (W3); Math 0304 (M3), 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 **(2-0) Credit: 2**

Prerequisite: Read 0302 (R2); ENGL 0302 (W3); Math 0304 (M3), 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 CLINICAL (MAMMOGRAPHY) **(0-16) Credit: 2**

Prerequisite: Read 0302 (R2); ENGL 0302 (W3); Math 0304 (M3), 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 Course.**

BUSINESS ADMINISTRATION

BUSI 1301 BUSINESS PRINCIPLES **(3-0) Credit: 3**

Prerequisite: Read 0302 (R2); ENGL 0302 (W3); Math 0300 (M1).
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: Read 0302 (R2); ENGL 0302 (W3); Math 0300 (M1). 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: Read 0301 (R1); ENGL 0301 (W2); Math 0300 (M1). 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: Read 0302 (R2); ENGL 0302 (W3); Math 0303 (M2) and CHEM 1405 or High School chemistry. 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

COMMUNICATION

COMM 2311 NEWS GATHERING & WRITING I

(3-0) Credit: 3

Prerequisites: Read 0302 (R2); Engl 0302 (W3). Fundamentals of writing news for the mass media. Includes instruction in methods and techniques for gathering, processing, and delivering news in a professional manner.

COMM 2315 NEWS GATHERING & WRITING II

(3-0) Credits: 3

Prerequisites: Read 0302 (R2); Engl 0302 (W3) & COMM 2311. Continuation of the aims and objectives of news gathering and writing with emphasis on advanced reporting techniques.

COMPUTER SCIENCE

COSC 1301 MICROCOMPUTER APPLICATIONS

(3-3) Credit: 3

Prerequisite: Read 0301 (R1); Engl 0301 (W2); Math 0300 (M1). 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 1436 PROGRAMMING FUNDAMENTALS I

(3-3) Credit: 4

Prerequisite: MATH 0304 (M3); (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 (M3), 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.

COMPUTER SCIENCE TECHNOLOGY

IMED 1316 WEB DESIGN I

(2-2) Credit: 3

Prerequisite: COSC 1301. Instruction in web page design and related graphic design issues including mark-up languages, web sites and browsers.

ITNW 1408 IMPLEMENTING AND SUPPORTING CLIENT OPERATING SYSTEMS

(2-4) Credit: 3

Prerequisite: COSC 1301. 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 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
(2-4) 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 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 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: Read 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
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 2560 CLINICAL (Computed Tomography)
(0-21) Credit: 5

Prerequisite: Read 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
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 Course.

CRIMINAL JUSTICE

CRIJ 1301 INTRODUCTION TO CRIMINAL JUSTICE
(3-0) Credit: 3

Prerequisite: Read 0302 (R2); ENGL 0302 (W3).
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: Read 0302 (R2); ENGL 0302 (W3).
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: Read 0302 (R2); ENGL 0302 (W3).
 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: Read 0302 (R2); ENGL 0302 (W3).
 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: Read 0302 (R2); ENGL 0302 (W3).
 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: Read 0302 (R2); ENGL 0302 (W3).
 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: Read 0302 (R2); ENGL 0302 (W3).
 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: Read 0302 (R2); ENGL 0302 (W3).
 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: Read 0302 (R2); ENGL 0302 (W3).
 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: Read 0302 (R2); ENGL 0302 (W3).
 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: Read 0302 (R2); ENGL 0302 (W3).
 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.

CJLE 1506 BASIC PEACE OFFICER I**(3-6) Credit: 5**

Prerequisite: Read 0302 (R2); ENGL 0302 (W3).
 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 1291 SPECIAL TOPICS IN CULINARY ARTS

(2-0) Credit: 2

Prerequisite: None

A review of the many career paths available to students with a degree in Culinary Arts/Hospitality Management.

CHEF 1301 BASIC FOOD PREPARATION

(2-3) Credit: 3

Prerequisite: Read 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
CHEF 1305, IFWA 1318 and 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

Prerequisite: Read 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
Permission of Coordinator or Dean.

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 1341 AMERICAN REGIONAL CUISINE

(2-3) Credit: 3

Prerequisite: Read 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
CHEF 1305, IFWA 1318 and 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 1345 INTERNATIONAL CUISINE

(2-3)Credit: 3

Prerequisite: Read 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
CHEF 1305, IFWA 1318 and 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 productions systems used in the United States and other regions of the world. Cuisines of Germany, Mexico, France, Italy and China and their impact in the development of classical cooking principles and food preparation. Origins of menu items.

CHEF 1380 COOPERATIVE EDUCATION: CULINARY ARTS CHEF TRAINING

(1-20) Credit: 3

Prerequisite: Read 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
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 1310 GARDE MANGER

(2-3) Credit: 3

Prerequisite: Read 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
CHEF 1305, IFWA 1318 and 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.

CHEF 1410 GARDE MANGER

(3-3) Credit: 4

Prerequisite: Read 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
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

(2-3) Credit: 3

Prerequisite: Read 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
CHEF 1305, IFWA 1318 and 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 2302 SAUCIER

(2-3) Credit: 3

Prerequisite: Read 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
CHEF 1305, IFWA 1318 and 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.

IFWA 1318 – NUTRITION FOR THE FOOD SERVICE PROFESSIONAL

(3-0) Credit: 3

An introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques.

DRAMA

+DRAM 1310 INTRODUCTION TO THEATRE

(3-0) Credit: 3

Prerequisite: Read 0302 (R2); ENGL 0302 (W3)

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: Read 0302 (R2); ENGL 0302 (W3)

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)

ECONOMICS

+ECON 2301 PRINCIPLES OF ECONOMICS: MACROECONOMICS

(3-0) Credit: 3

Prerequisite: Read 0302 (R2); ENGL 0302 (W3).

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 (EMERGENCY MEDICAL TECHNOLOGY)

(2-0) Credit: 2

Prerequisite: Read 0301 (R1); ENGL 0301 (W2); Math 0303 (M2)

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 (BASIC)

(0-6) Credit: 2

Prerequisite: Read 0301 (R1); ENGL 0301 (W2); Math 0303 (M2)

Permission of EMS Program Coordinator or Director

Corequisites: EMSP 1501, EMSP 1191, EMSP1145 This crs not in Catalog

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 (INTERMEDIATE)

(0-6) Credit: 2

Prerequisite: Read 0301 (R1); ENGL 0301 (W2); Math 0303 (M2)

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: Read 0301 (R1); ENGL 0301 (W2); Math 0303 (M2)

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: Read 0301 (R1); ENGL 0301 (W2); Math 0303 (M2)

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: Read 0301 (R1); ENGL 0301 (W2); Math 0303 (M2)

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: Read 0301 (R1); ENGL 0301 (W2); Math 0303 (M2)

Permission of EMS Program Coordinator or Director

Corequisites: EMSP 1260, EMSP 1191, EMSP1145 1191 nor 1145 in catalog

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

(2-0) Credit: 1

Prerequisite: Read 0301 (R1); ENGL 0301 (W2); Math 0303 (M2)

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. Capstone Course

EMSP 2160 CLINICAL I (PARAMEDIC)

(0-6) Credit: 1

Prerequisite: Read 0301 (R1); ENGL 0301 (W2); Math 0303 (M2)

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 II (PARAMEDIC)

(0-12) Credit: 2

Prerequisite: Read 0301 (R1); ENGL 0301 (W2); Math 0303 (M2)

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 III (PARAMEDIC)

(0-12) Credit: 2

Prerequisite: Read 0301 (R1); ENGL 0301 (W2); Math 0303 (M2)

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: Read 0301 (R1); ENGL 0301 (W2); Math 0303 (M2)

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

Prerequisite: Read 0301 (R1); ENGL 0301 (W2); Math 0303 (M2)
 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: Read 0301 (R1); ENGL 0301 (W2); Math 0303 (M2)
 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: Read 0301 (R1); ENGL 0301 (W2); Math 0303 (M2)
 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: Read 0301 (R1); ENGL 0301 (W2); Math 0303 (M2)
 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**ENGL 0301 INTRODUCTION TO WRITING SKILLS****(3-0) Credit: 3**

Prerequisite: None

Development of fundamental writing skills such as idea generation, organization, style, utilization of standard English, and revision.

ENGL 0302 BASIC WRITING SKILLS**(3-0) Credit: 3**

Prerequisite: ENGL 0301 (W2)

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: READ 0302 (R2), ENGL 0302 (W3)

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 com-

position; 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.

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 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.

FRENCH

FREN 1411 BEGINNING FRENCH I (1st Semester)

(4-0) Credit: 4

Prerequisite: Read 0302 (R2); ENGL 0302 (W3).

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: Read 0302 (R2); ENGL 0302 (W3).

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: Read 0302 (R2); ENGL 0302 (W3).

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: Read 0302 (R2); ENGL 0302 (W3).

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: Read 0302 (R2); ENGL 0302 (W3).

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 (W2); READ 0301(R1).

Introduction to the concepts of computer technology related to health care and the tools and techniques for collecting, storing, and retrieving health care data.

HPRS 1205 ESSENTIALS OF MEDICAL LAW/ETHICS FOR HEALTH PROFESSIONALS

(2-0) Credit: 2

Pre-requisites: Read 0302 (R2); ENGL 0301 (W2)

Introduction to the relationship between legal aspects and ethics in health care, with emphasis on responsibilities of health care professionals.

HPRS 1206 ESSENTIALS OF MEDICAL TERMINOLOGY

(2-0) Credit: 2

Prerequisite: Read 0302 (R2); ENGL 0302 (W3).

A study of common medical terminology, word origin, structure, and application.

HPRS 2333 CONSUMER ORIENTED HEALTH DELIVERY SYSTEMS

(3-0) Credit: 3

Prerequisites: READ 0302 (R2); ENGL 0302 (W3) and acceptance into the Phlebotomy program.

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.

SPNL 1301 HEALTH CARE SPANISH

(3-0) Credit: 3

Prerequisite: Read 0302 (R2); ENGL 0301 (W2).

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.

HISTORY

+HIST 1301 UNITED STATES HISTORY I

(3-0) Credit: 3

(Formerly known as UNITED STATES HISTORY TO 1877)

Prerequisite: Read 0302 (R2); ENGL 0302 (W3).

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: Read 0302 (R2); ENGL 0302 (W3).

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: Read 0302 (R2); ENGL 0302 (W3).

Survey of Texas from the Spanish exploration to the present.

+HIST 2311 WESTERN CIVILIZATION I

(3-0) Credit: 3

Prerequisite: Read 0302 (R2); ENGL 0302 (W3).

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: Read 0302 (R2); ENGL 0302 (W3).

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: Read 0302 (R2); ENGL 0302 (W3); Math 0303 (M2).

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: Read 0302 (R2); ENGL 0302 (W3); Math 0303 (M2).

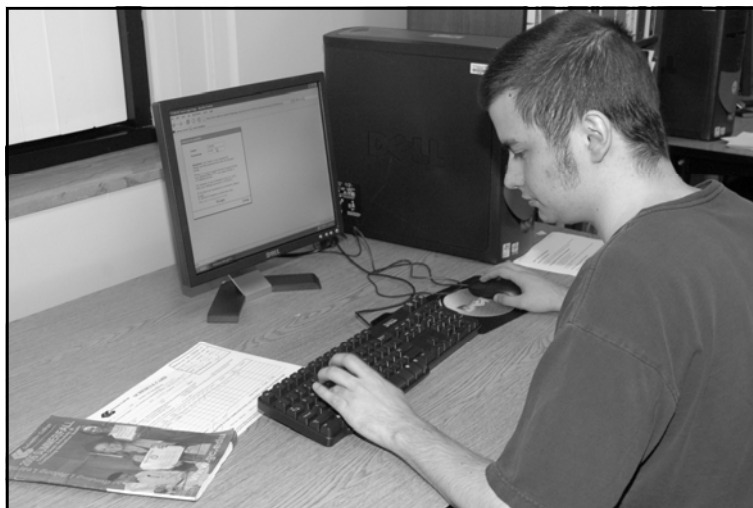
A study of the flow of activities and functions in today's lodging operation. Topics include a comparison of manual, machine assisted and computer based methods for each front file function. The student will discuss the lodging industry, markets, service levels and ownership; describe hotel organization, mission and operation; and list and explain front office responsibilities. The student will explain and discuss front office accounting procedures, checkout and settlement procedures, night audit functions and verification.

HAMG 1321 INTRODUCTION TO THE HOSPITALITY INDUSTRY

(3-0) Credit: 3

Prerequisite: Read 0302 (R2); ENGL 0302 (W3); Math 0304 (M3).

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: Read 0302 (R2); ENGL 0302 (W3); Math 0303 (M2).
A study of the principles and procedures of managing people in the hospitality workplace.

HAMG 1340 HOSPITALITY LEGAL ISSUES

(3-0) Credit: 3

Prerequisite: Read 0302 (R2); ENGL 0302 (W3); Math 0303 (M2).
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: Read 0302 (R2); ENGL 0302 (W3); Math 0303 (M2).
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: Read 0302 (R2); ENGL 0302 (W3); Math 0303 (M2).
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: Read 0302 (R2); ENGL 0302 (W3); Math 0303 (M2).
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: Read 0302 (R2); ENGL 0302 (W3); Math 0303 (M2).
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: Read 0302 (R2); ENGL 0302 (W3); Math 0304 (M3).
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: Read 0302 (R2); ENGL 0302 (W3); Math 0303 (M2).
A course in the scope of the various segments of the convention market. Exploration of individual needs, and the methods and techniques to provide better service to conventions and groups. The student will explain the importance of conventions in terms of income and economic life of the hotel. The student will recognize, review and describe convention and meeting planning. The student will describe facility types, cost factors, product analysis, marketing tools and pre-planning strategy.

HAMG 2332 HOSPITALITY FINANCIAL MANAGEMENT

(3-0) Credit: 3

Prerequisite: Read 0302 (R2); ENGL 0302 (W3); Math 0303 (M2).
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: Read 0302 (R2); ENGL 0302 (W3); Math 0304 (M3).
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: Read 0301 (R1); ENGL 0301 (W2); Math 0300 (M1).
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: Read 0301 (R1); ENGL 0301 (W2); Math 0300 (M1).
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: Read 0302 (R2); ENGL 0302 (W3).
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 MULTICULTURAL/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 (5294)

MRIT 2330 PRINCIPLES OF MAGNETIC RESONANCE IMAGING

(3-0) Credit: 3

Prerequisite: Read 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
Certification in a Radiologic Health Sciences Program and Enrollment in the Post-Associate Magnetic Resonance Imaging Technology program.

Magnetic resonance imaging. 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: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
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: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
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 2560 CLINICAL I (MRI)

(0-16) Credit: 5

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
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 2561 CLINICAL II (MRI)

(0-16) Credit: 5

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)

Certification in a Radiologic Health Sciences Program and Enrollment in the Post-Associate Magnetic Resonance Imaging Technology program.

A continuation of MRIT 2560. 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 Course.

MANAGEMENT DEVELOPMENT

BMGT 1301 SUPERVISION

(3-0) Credit: 3

Prerequisite: READ 0301 (R1); ENGL 0301 (W2); Math 0300 (M1).

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: READ 0301 (R1); ENGL 0301 (W2); Math 0300 (M1).

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: READ 0301 (R1); ENGL 0301 (W2); Math 0300 (M1)

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: READ 0301 (R1); ENGL 0301 (W2); Math 0300 (M1).
 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 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: READ 0301 (R1); ENGL 0301 (W2); Math 0300 (M1)
 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****(2-3) Credit: 3**

Prerequisite: None
 Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems.

MATH 0303 INTRODUCTORY ALGEBRA**(3-0) Credit: 3**

Prerequisite: MATH 0300 (M1).
 Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems.

MATH 0304 INTERMEDIATE ALGEBRA**(3-0) Credit: 3**

Prerequisite: READ 0301 (R1); ENGL 0301 (W2); MATH 0303 (M2)
 Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems.

+MATH 1316 PLANE TRIGONOMETRY**(3-0) Credit: 3**

Prerequisite: A grade of "C" or better in MATH 1414
 Trigonometry functions, identities, equations, and applications.

+MATH 1324 MATHEMATICS FOR BUSINESS AND SOCIAL SCIENCES I (FINITE MATHEMATICS)**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3).
 Sets, probability, functions, inequalities, linear programming, and differential and integral & Social Sciences I calculus with applications.

MATH 1350 FUNDAMENTALS OF MATHEMATICS I**(3-0) Credit: 3**

Prerequisite: MATH 1414.
 Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with emphasis on problem solving and critical thinking.

+MATH 1414 COLLEGE ALGEBRA**(4-0) Credit: 4**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
 Study of quadratics; polynomial, rational, logarithmic, and exponential functions; systems of equations; progressions; sequences and series; and matrices and determinants.

+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: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3).
 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.

MUSIC**MUEN 1131, INSTRUMENTAL ENSEMBLE****(0-3) Credit: 1**

(Formerly known as MUSI 1131 AND MUSI 2131 INSTRUMENTAL ENSEMBLE)
 Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
 Open to all instrumentalists. Literature will be determined by the variety of the instruments.

MUEN 1141 CHOIR		(3-0) Credit: 3
(Formerly known as MUSI 1141 CHOIR)	(0-3) Credit: 1	Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0300 (M1).
Prerequisite: None.		Introduction the elements of music theory: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm.
Open to all singers. Choral literature of a variety of periods and styles will be rehearsed and performed. (5009035730)		
MUEN 1240 ISLAND STEEL DRUM BAND		+MUSI 1306 MUSIC APPRECIATION
Prerequisite: None.	(0-2) Credit: 2	(3-0) Credit: 3
Study and performance of the steel drum band repertory and works by contemporary composers. Emphasizes ensemble techniques including rhythm, balance, phrasing and expression.		Prerequisite: READ 0302 (R2); ENGL 0302 (W3).
		Understanding music through the study of cultural periods, major composers, and musical elements; illustrated with audio recordings and/or live performances.
MUSI 1159, MUSICAL THEATER I		MUSI 1308 MUSIC LITERATURE I
Prerequisite: None	(0-3) Credit: 1	(3-1) Credit: 3
The study and performance of works from musical theatre repertoire.		Prerequisite: READ 0302 (R2); ENGL 0302 (W3).
		Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers.
MUSI 1181 CLASS PIANO I		MUSI 1309 MUSIC LITERATURE II
Prerequisite: None.	(1-0) Credit: 1	(3-1) Credit: 3
Class instruction in the fundamentals of keyboard technique for beginning piano.		Prerequisite: READ 0302 (R2); ENGL 0302 (W3).
		Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers.
MUSI 1182 CLASS PIANO II		MUSI 1310 AMERICAN MUSIC
Prerequisite: MUSI 1181.	(1-0) Credit: 1	(3-0) Credit: 3
Class instruction in the fundamentals of keyboard technique for beginning piano.		Prerequisite: READ 0302 (R2); ENGL 0302 (W3).
		General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music.
MUSI 1192 GUITAR CLASS I		MUSI 1390 ELECTRONIC MUSIC I
Prerequisite: None.	(1-0) Credit: 1	(3-0) Credit: 3
Class instruction in the fundamental techniques of playing and teaching guitar.		Prerequisite: MUSI 1181, MUSI 1301 or permission of instructor.
		Introduction to the use of synthesizers, computers, sequencing and music printing software, multi-track recorders and other MIDI (Music Instrument Digital Interface) devices in the notation, arrangement, composition and performance of music.
MUSI 1211 MUSIC THEORY I		MUSI 2159, MUSICAL THEATER II
Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0300 (M1).	(2-1) Credit: 2	(0-3) Credit: 1
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.		Prerequisite: READ 0302 (R2); ENGL 0302 (W3) and MUSI 1159.
		The study and performance of works from the musical theater repertoire.
MUSI 1212 MUSIC THEORY II		MUSI 2211 MUSIC THEORY III
Prerequisite: MUSI 1211.	(2-1) Credit: 2	(2-1) Credit: 2
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.		Prerequisite: READ 0302 (R2); ENGL 0302 (W3) and 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 1216 ELEMENTARY SIGHT SINGING AND EAR TRAINING I		MUSI 2212 MUSIC THEORY IV
Prerequisite: READ 0302 (R2); ENGL 0302 (W3).	(1-2) Credit: 2	(2-1) Credit: 2
Elementary singing in tonal music in treble, bass, alto, and tenor clefs. Aural study (including dictation) of rhythm, melody and diatonic harmony.		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 1217 ELEMENTARY SIGHT SINGING AND EAR TRAINING II		
Prerequisite: MUSI 1216.	(1-2) Credit: 2	
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		

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:

Strings: Violin, Viola, Cello, Bass

Woodwinds: Flute, Oboe, Clarinet, Bassoon, Saxophone

Brass: Trumpet, Horn, Trombone, Baritone, Tuba

Organ; Piano; Guitar; Voice

*THE STUDENT MUST SUPPLY HIS/HER OWN INSTRUMENT.

FIRST YEAR

MUAP 1101 Strings* (0-1) Credit: 1

MUAP 1117 Woodwinds* (0-1) Credit: 1

MUAP 1137 Brass* (0-1) Credit: 1

MUAP 1165 Organ (0-1) Credit: 1

MUAP 1169 Piano (0-1) Credit: 1

MUAP 1181 Voice (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: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)

Enrollment in the Nuclear Medicine Technology Program.

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: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)

Enrollment in the Nuclear Medicine Technology Program.

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: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)

Enrollment in the Nuclear Medicine Technology Program.

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: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)

Enrollment in the Radiological Health Sciences.

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: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)

Enrollment in the Nuclear Medicine Technology Program.

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: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)

Enrollment in the Radiologic Health Sciences Program.

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: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)

Enrollment in the Nuclear Medicine Technology Program.

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: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)

Enrollment in the Nuclear Medicine Technology Program.

A capstone course focusing on the synthesis of professional knowledge, skills and attitudes in preparation for professional employment and lifelong learning. Capstone Course

NMTT 2305 NUCLEAR MEDICINE METHODOLOGY I**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)

Enrollment in the Nuclear Medicine Technology Program.

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: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)

Enrollment in the Nuclear Medicine Technology Program

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: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)

Enrollment in the Nuclear Medicine Technology Program.

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: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)

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: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)

Enrollment in the Nuclear Medicine Technology Program.

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: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)

Enrollment in the Nuclear Medicine Technology Program.

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: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)

Enrollment in the Nuclear Medicine Technology Program.

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

NURSING (ADN) PROGRAM**RNSG 1105 NURSING SKILLS I****(0-4) Credit: 1**

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)

Admission to the Associate Degree Nursing Program.

Co-requisites: Enrollment in RNSG 1260, RNSG 1413

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 1115 HEALTH ASSESSMENT**(1-1) Credit: 1**

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)

Acceptance into the Associate Degree Nursing Program or Administrative Approval. BIOL 2401, CHEM 1405, HPRS 1206, PSYC 2301;

Development of skills and techniques required for a comprehensive health assessment within a legal/ethical framework.

RNSG 1140 NURSING SKILLS FOR ARTICULATING STUDENTS**(0-1) Credit: 1**

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)

Admission in the EMT-P to Transition ADN Program.

Co-requisites: RNSG 2307, RNSG 1262

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.

RNSG 1166 PRACTICUM (Preceptorship/Capstone)

(0-7) Credit: 1

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)
Enrollment in the Associate Degree Nursing Program and completion of RNSG 1443 and RNSG 2360.

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: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)
Acceptance into the Associate Degree Nursing Program or Administrative approval or BIOL 2401, CHEM 1405, HPRS 1206, PSYC 2301.

Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

RNSG 1193 – SPECIAL TOPICS IN NURSING (ISSUES IN PEDIATRICS)

(1-0) Credit: 1

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)
Enrollment into the Associate Degree Nursing Program.
Co-requisites: RNSG 2260, RNSG 2201

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. The course includes discussion of issues, problems and ethical dilemmas in the child health nursing community.

RNSG 1201 PHARMACOLOGY

(2-1) Credit: 2

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)
Acceptance into the nursing program or administrative approval.
Introduction to the science of pharmacology with an emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics include the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework.

RNSG 1260 CLINICAL (FOUNDATIONS)

(0-8) Credit: 2

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)
Admission to the Associate Degree Nursing Program.
Co-requisites: RNSG 1413, RNSG 1105.

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 (PSYC/MENTAL HEALTH)

(0-6) Credit: 2

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)
Enrollment in the Associate Degree Nursing Program.
Co-requisites: RNSG 2213

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 1262 CLINICAL (MEDICAL/SURGICAL AND PSYC)

(0-6) Credit: 2

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)
Admission into the Transition Associate Degree Nursing program
Co-requisites EMT-P/LVN to ADN: RNSG 2307

Co-requisites EMT-P to ADN also needs: RNSG 1140

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 1311 NURSING PATHOPHYSIOLOGY

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0300 (M1)
BIOL 2401, BIOL 2402, BIOL2421

Basic principles of pathophysiology emphasizing nursing applications. Topics include principles of homeostasis related to body systems. This course lends itself to either a blocked or integrated approach.

RNSG 1360 CLINICAL (COMMON CONCEPTS)

(0-16) Credit: 3

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)
Enrollment in the Associate Degree Nursing Program.

Co-requisites: RNSG 1441

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 1413 FOUNDATIONS FOR NURSING PRACTICE

(4-0) Credit: 4

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)

Admission to the Associate Degree Nursing Program

Co-requisites: Enrollment in RNSG 1260, RNSG 1105.

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 1441 COMMON CONCEPTS OF ADULT HEALTH

(3-4) Credit: 4

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)

Enrollment in the Associate Degree Nursing program

Co-requisites: RNSG 1360

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.

RNSG 1443 COMPLEX CONCEPTS OF ADULT HEALTH

(4-1) Credit: 4

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)

Enrollment in the Associate Degree Nursing Program

Co-requisites: RNSG 2360

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.

RNSG 2201 CARE OF CHILDREN AND FAMILIES

(2-1) Credit: 2

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)

Enrollment in the Associate Degree Nursing Program.

Co-requisites: RNSG 2260, RNSG 1193

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: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)
Enrollment in the Associate Degree Nursing program.

Co-requisites: RNSG 1261

Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families.

RNSG 2260 CLINICAL (PEDIATRICS)

(0-6) Credit: 2

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)
Enrollment in the Associate Degree Nursing Program.

Co-requisites: RNSG 2201, RNSG 1193

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 (MATERNAL/NEWBORN CHILD)

(0-8) Credit: 2

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)
Enrollment in the Associate Degree Nursing Program

Co-requisites: RNSG 2308

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: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)
Admission into the Transition Associate Degree Nursing program
Co-requisites EMT-P/LVN to ADN: RNSG 1262

Co-requisites EMT-P to ADN also needs: RNSG 1140

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.

RNSG 2308 MATERNAL/NEWBORN NURSING & WOMEN'S HEALTH

(3-1) Credit: 3

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)
Enrollment in the Associate Degree Nursing Program.

Co-requisites: RNSG 2261

Study of concepts related to the provision of nursing care for normal childbearing families and those at risk, as well as women's health issues; competency in knowledge, judgment, skills, and professional values within a legal/ethical framework, including a focus on known and high-risk needs for the childbearing family during the preconception, prenatal, intrapartum, neonatal, and postpartum periods; and consideration of selected issues in women's health.

RNSG 2360 CLINICAL (COMPLEX CONCEPTS)

(0-12) Credit: 3

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)
Enrollment in the Associate Degree Nursing Program.

Co-requisites: RNSG 1443

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.

OFFICE ADMINISTRATION

HITT 1305 MEDICAL TERMINOLOGY I

(3-0) Credit: 3

Prerequisite: Read 0302 (R2) or concurrently enrolled in Read 0302

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: READ 0302 (R2); ENGL 0301 (W2), HITT 1305, MDCA 1309, or permission of instructor. Application of basic coding rules, principles, guidelines, and conventions.

Identify different nomenclatures and classification systems and assign codes using appropriate rules, principles, guidelines, and conventions.

HITT 1353 LEGAL/ETHICAL ASPECTS OF HEALTH INFORMATION

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0301 (W2) or concurrently enrolled in READ 0302

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: READ 0302 (R2); ENGL 0302 (W3) and 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: READ 0302 (R2); ENGL 0301 (W2);

Completed or concurrently enrolled in POFT 1127, 1227, 1329; COSC 1301 or ITSC 1309.

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: READ 0302 (R2); ENGL 0301 (W2); Math 0300 (M1), and completed or concurrently enrolled in POFT 1227 or POFT 1329.

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: READ 0302 (R2); ENGL 0301 (W2); Math 0300 (M1) and , 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: READ 0302 (R2) or currently enrolled in READ 0302 and HITT 1305.

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.

MRMT 1307 MEDICAL TRANSCRIPTION I*

(2-3) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0301 (W2), POFT 1301, HITT 1305, MDCA 1309, 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.

MRMT 2333 MEDICAL TRANSCRIPTION II

(2-3) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0301 (W2), 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 1309 MEDICAL OFFICE PROCEDURES

(2-2) Credit: 2

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0300 (M1), POFT 1329, ITSC 1309 or COSC 1301, POFT 1313, POFT 1301, HITT 1305, and completed or concurrently enrolled in MRMT 1307
Introduction to basic medical office skills including telephone techniques, filing and indexing, mail handling, appointment scheduling, travel arrangements, correspondence, and business transactions. Emphasis on human relations and customer service skills. (Replaces OFAD 2400)

POFM 1327 MEDICAL INSURANCE

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0300 (M1), HITT 1305, MDCA 1309, and completed or concurrently enrolled in POFT 1227 or POFT 1329.

Survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations, and ethical issues. (Formerly MDRT 2302)

POFM 1380 COOPERATIVE EDUCATION-MEDICAL ADMINISTRATIVE ASSISTANT/SECRETARY

(1-20) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2), POFT 1329, ITSC 1309 or COSC 1301, POFT 1313, POFT 1301, and completed or concurrently enrolled in 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)

POFM 2333 MEDICAL DOCUMENT PRODUCTION

(2-2) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0300 (M1), 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 1301 BUSINESS ENGLISH

(3-0) Credit: 3

Prerequisite: Completed or currently enrolled in READ 0301 (R1); ENGL 0301 (W2).

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: READ 0302 (R2); ENGL 0302 (W3); Math 0300 (M1), 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: READ 0301 (R1); ENGL 0301 (W2).

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: READ 0302 (R2); ENGL 0302 (W3); Math 0300 (M1), 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: READ 0301 (R1)

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 1329 BEGINNING KEYBOARDING

(2-3) Credit: 3

Prerequisite: Completed or currently enrolled in READ 0301 (R1)
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 1380 COOPERATIVE EDUCATION- ADMINISTRATIVE ASSISTANT/SECRETARIAL SCIENCE GENERAL

(1-20) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2), POFT 1301, 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: READ 0301 (R1); ENGL 0301 (W2) and 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: READ 0302 (R2); ENGL 0302 (W3); Math 0300 (M1), 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: READ 0302 (R2); ENGL 0302 (W3); Math 0300 (M1), POFT 1309, POFT 1301, ITSC 1309 or COSC 1301 and POFT 1313, completed or concurrently enrolled in ITNW 1337.

Experience in project management and office procedures utilizing integration of previously learned skills. An office simulated package will be used. (Formerly BUSI 2402)

PASTRY

PSTR 1301 FUNDAMENTALS OF BAKING

(2-3) Credit: 3

Prerequisite: Read 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
CHEF 1305, IFWA 1318 and Permission of the Coordinator or Dean
Fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients and the evaluation of baked products.

PSTR 2331 ADVANCED PASTRY SHOP

(2-3) Credit: 3

Prerequisite: Read 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
CHEF 1305, IFWA 1318 and Permission of the Coordinator or Dean
A study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work and decorations. Emphasis on advanced techniques.

PSTR 1306 – CAKE DECORATING I

(2-3) Credit: 3

Co-requisites: CHEF 1305 and IFWA 1318
Prerequisite: Permission of the Coordinator or Dean
Introduction to skills, concepts and techniques of cake decorating.

PSTR 1305 – BREADS AND ROLLS

(2-3) Credit: 3

Co-requisites: CHEF 1305 and IFWA 1318
Prerequisite: Permission of the Coordinator or Dean
Concentration on fundamentals of chemically and yeast raised breads and rolls. Instruction on commercial preparation of a wide variety of products.

PSTR 1310 – PIES, TARTS, TEACAKES AND COOKIES

(2-3) Credit: 3

Co-requisites: CHEF 1305 and IFWA 1318
Prerequisite: Permission of the Coordinator or Dean
Focus on preparation of American and European style pie and tart fillings and dough, cookies, teacakes, custard and batters. Instruction in finishing and presentation techniques.

PSTR 2307 – CAKE DECORATING II

(2-3) Credit: 3

Co-requisites: CHEF 1305 and IFWA 1318
Prerequisite: Permission of the Coordinator or Dean
A course in decoration of specialized and seasonal products.

PSTR 1312 – LAMINATED DOUGH, PATE A CHOUX, AND DONUTS

(2-3) Credit: 3

Co-requisites: CHEF 1305 and IFWA 1318
Prerequisite: Permission of the Coordinator or Dean
Focus on preparation of laminated dough to include puff pastry, croissant, and Danish and a variety of pate a choux (éclair paste) products and donuts. Fillings and finishing techniques included.

PSTR 2330 – ADVANCED PASTRY COMPETITION

(2-3) Credit: 3

Co-requisites: CHEF 1305 and IFWA 1318
Prerequisite: Permission of the Coordinator or Dean
Skill development for culinary competition by offering advanced experience in salon presentations.

PSTR 1381 – COOPERATIVE EDUCATION – BAKER/PASTRY CHEF CAPSTONE

(1-20) Credit: 3

Co-requisites: CHEF 1305 and IFWA 1318
Prerequisite: Permission of the 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.

PHILOSOPHY

+PHIL 1301 INTRODUCTION TO PHILOSOPHY

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3).
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: READ 0302 (R2); ENGL 0302 (W3).

An historical survey of major religions.

PHIL 2303 INTRODUCTION TO LOGIC

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3).
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

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
Critical examination of the major theories concerning the organization of societies and Philosophy government.

PHIL 2321 PHILOSOPHY OF RELIGION

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
A critical investigation of major religious ideas and experiences.

PHLEBOTOMY TECHNOLOGY

PLAB 1166 PRACTICUM

(0-6) Credit: 1

Prerequisites: READ 0302 (R2); ENGL 0302 (W3)
Acceptance into the Phlebotomy program.
Corequisites: PLAB 1223, PLAB 1391, HPRS 2333
Practical general workplace training supported by an individualized learning plan for the student developed by the employer, college, and student.

PLAB 1223 PHLEBOTOMY

(2-0) Credit: 2

Prerequisites: READ 0302 (R2); ENGL, 0302 (W3)
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. Topics include professionalism, ethics, and medical terminology.

PLAB 1391 SPECIAL TOPIC IN PHLEBOTOMY / PHLEBOTOMIST (SEMINAR)

(3-0) Credit: 3

Prerequisites: READ 0302 (R2); ENGL, 0302 (W3)
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 1164 INTRODUCTION TO PHYSICAL FITNESS & SPORT

(1-0) Credit 1

Prerequisite: READ 0302 (R2); ENGL 0302 (W3).
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.

PHED 1301 INTRODUCTION TO PHYSICAL FITNESS & SPORT

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3).
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 1304 PERSONAL COMMUNITY HEALTH

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
Investigation of the principles and practices in relation to personal and community health.

PHED 1306 FIRST AID

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3).
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: READ 0302 (R2); ENGL 0302 (W3)
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: READ 0302 (R2); ENGL 0302 (W3).
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.

PHED 1336 RECREATION I

(3-0) CREDIT: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
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: READ 0302 (R2); ENGL 0302 (W3)
Concepts and use of physiological variables of fitness, individual testing and consultation, and the organization of sport and fitness programs.

		PHED 1164 INTRO TO FITNESS AND SPORT	(1-2) Credit: 1
	PHYSICAL EDUCATION AND RECREATION ACTIVITY	PHED 2100 FITNESS TRAINING: LAW ENFORCEMENT III	(1-2) Credit: 1
PHED 1100 AEROBICS: DANCE I	(1-2) Credit: 1	PHED 2101 FITNESS TRAINING: LAW ENFORCEMENT IV	(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		
PHED 1132 BOWLING II	(1-2) Credit: 1		
PHED 1133 INTRODUCTION TO GOLF I	(1-2) Credit: 1		
PHED 1134 INTRODUCTION TO GOLF II	(1-2) Credit: 1		
PHED 1135 LIFE SAVING	(1-2) Credit: 1		
PHED 1136 TEAM SPORTS: BASKETBALL	(0-1) Credit: 1		
PHED 1137 SAILING	(1-2) Credit: 1		
PHED 1138 SCUBA DIVING	(1-2) Credit: 1		
PHED 1139 SURFING	(1-2) Credit: 1		
PHED 1140 SWIMMING	(1-2) Credit: 1		
PHED 1141 TEAM SPORTS: VOLLEYBALL I	(1-2) Credit: 1		
PHED 1142 TENNIS I	(1-2) Credit: 1		
PHED 1143 TENNIS II	(1-2) Credit: 1		
PHED 1144 STRENGTH & CONDITIONING	(1-2) Credit: 1		
PHED 1145 INDOOR SOCCER	(1-2) Credit: 1		
		PHYSICS	
		+PHYS 1401 COLLEGE PHYSICS I	(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.	
		+PHYS 1402 COLLEGE PHYSICS II	(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.	
		+PHYS 2425 UNIVERSITY PHYSICS I	(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.	
		+PHYS 2426 UNIVERSITY PHYSICS II	(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	
		PTAC 1302 INTRODUCTION TO PROCESS TECHNOLOGY	(3-0) Credit: 3
		Prerequisite:	
		(Nelson Denny 10.5, CPT Reading 61)	
		Introduction to chemical and refinery plant operations. Topics include process technician duties, responsibilities and expectations; plant organizations; plant process and utility systems; and the physical and mental requirements of the process technician.	
		PTAC 1308 SAFETY, HEALTH, AND ENVIRONMENT I	(3-0) Credit: 3
		Prerequisite:	
		(Nelson Denny 10.5, CPT Reading 61)	
		Development of knowledge and skills to reinforce the attitudes and behaviors required for safe and environmentally sound work habits. Emphasis on safety, health, and environmental issues in the performance of all job tasks and regulatory compliance issues.	
		FIRT 1315 HAZARDOUS MATERIALS	(3-0) Credit: 3
		Prerequisite: READ 0301 (R1); ENGL 0301 (W2); Math 0300 (M1)	
		Study of chemical characteristics and behavior of various materials that burn or react violently related to storage, transportation, handling hazardous materials, i.e., flammable liquids, combustible solids, and gases. Emphasis on emergency situation and most favorable methods of handling fire fighting and control.	
		PTAC 1350 INDUSTRIAL ECONOMICS	(3-0) Credit: 3

Prerequisite:
PTAC 2410, TECM 1303 or MATH 1314
Examination of the profitability factors of plant operations including both personal and business strategies, objectives, and operating profitability.

PTAC 2314 QUALITY

(3-0) Credit: 3

Prerequisite:
Study of the background and application of quality concepts. Topics include team skills, quality tools, and economics and continuous improvement.

PSYCHOLOGY

SSFC 0100 ORIENTATION TO COLLEGE

(1-0) Credit: 1

Prerequisite: None.
Psychology of learning and success. Examines factors that underlie learning, success, and personal development in higher education.

SSFC 0301 STUDY SKILLS FOR COLLEGE

(3-0) Credit: 3

Prerequisite: None.
Techniques of study such as time management, listening, note-taking, text marking, library and research skills, preparing for examinations and using learning resources. Competencies are emphasized to improve the student's college potential and enhance life-long learning.

PSYC 1300 LEARNING FRAMEWORK

(3-0) Credit: 3

A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.

PSYC 2301 GENERAL PSYCHOLOGY

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
A survey of the major topics in psychology. Introduces the study of behavior and the factors that determine and effect behavior.

PSYC 2306 HUMAN SEXUALITY

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3).
Study of the psychological, sociological, and physiological aspects of human sexuality.

PSYC 2308 CHILD PSYCHOLOGY

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3).
Study of the relationship of the physical, emotional, social, and mental factors of growth and development of children and throughout the lifespan.

PSYC 2311 ADULT DEVELOPMENT

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0300 (M1).
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: READ 0302 (R2); ENGL 0302 (W3)
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: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2) and 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 (RADIOGRAPHY)

(0-14) Credit: 1

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
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: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
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 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.

RADR 1313 PRINCIPLES OF RADIOGRAPHIC IMAGING I

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
Enrollment in the Radiography Program and successful completion of the 1st semester courses.
Corequisites: BIOL 2402, RADR 1366, RADR 2401
Radiographic image quality and the effects of exposure variables.

RADR 1366 PRACTICUM II (RADIOGRAPHY)

(0-21) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
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 (RADIOGRAPHY)

(0-21) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
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

(2-3) Credit: 4

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
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: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
Enrollment in the Radiography Program and successful completion of the 1st, 2nd and 3rd semester courses.

Corequisites: RADR 2305, RADR 2366, PSYC 2301, HITT 1211

Disease processes and their appearance on radiographic images.

RADR 2305 PRINCIPLES OF RADIOGRAPHIC IMAGING II

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
Enrollment in the Radiography Program and successful completion of the 1st, 2nd, and 3rd semester courses.

Corequisites: RADR 2217, 2366, PSYC 2301 and HITT 1211.

Radiographic imaging technique formulation. Includes equipment, quality control, imaging quality assurance, and the synthesis of all variables in image production.

RADR 2333 ADVANCED MEDICAL IMAGING

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
Enrollment in the Radiography Program and successful completion of the 1st, 2nd, 3rd and 4th semester courses.

Corequisites: ENGL 1302, RADR 2367, RADR 2335

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: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
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 HITT 1211
A capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning.

RADR 2340 SECTIONAL ANATOMY FOR MEDICAL IMAGING

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
Enrollment in the Radiologic Health Science Program.

Anatomic relationships that are present under various sectional orien-

tations as depicted by computed tomography or magnetic resonance imaging.

RADR 2366 PRACTICUM IV (RADIOGRAPHY)

(0-21) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
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 (RADIOGRAPHY)

(0-21) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
Enrollment in the Radiography Program and successful completion of the 1st, 2nd, 3rd and 4th semester courses.

Corequisites: ENGL 1302, RADT 2333, RADR 2335, HITT 1211.

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Capstone Course

RADR 2401 INTERMEDIATE RADIOGRAPHIC PROCEDURES

(2-3) Credit: 4

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
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 and related pathology.

RADIATION THERAPY TECHNOLOGY

RADT 1171 INTRODUCTION TO RADIATION THERAPY (CLINICAL)

(0-6) Credit: 1

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
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:TRENDS

(1-0) Credit: 1

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
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 1266 PRACTICUM I (RADIATION THERAPY)

(0-18) Credit: 2

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
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 1291 SPECIAL TOPICS (RADIATION THERAPY)**(2-0) Credit: 2**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)

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 Course

RADT 1301 INTRODUCTION TO RADIATION THERAPY**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)

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

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)

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 1366 PRACTICUM II (RADIATION THERAPY CERTIFICATE PROGRAM)**(0-24) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)

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 (RADIATION THERAPY A.A.S. PROGRAM)**(0-18) Credit: 2**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)

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 2301 ONCOLOGY I**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)

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: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)

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: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)

Enrollment in the Radiation Therapy Technology Program.

Corequisite: RADT 1191, RADT 2266, 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**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3);

Corequisite: RADT 2303, RADT 2366, RADT 2372

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 2317 RADIOLOGIC PHYSICS I:**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)

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 2366 PRACTICUM III (RADIATION THERAPY)**(0-24) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)

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 (RADIATION THERAPY)**(0-24) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)

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

Prerequisite: None.

Fundamental reading skills to develop comprehension, vocabulary, and rate.

READ 0302 COLLEGE READING**(3-0) Credit: 3**

Prerequisite: READ 0301 (R1).

Fundamental reading skills to develop comprehension, vocabulary, and rate.

RESTAURANT AND TOURISM**RSTO 1313 HOSPITALITY SUPERVISION****(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)

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.

IFWA 1318 NUTRITION FOR THE FOOD SERVICE PROFESSIONAL

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0300 (M1)
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: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
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: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
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: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)
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: READ 0302 (R2); ENGL 0302 (W3).
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: READ 0302 (R2); ENGL 0302 (W3).
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: READ 0302 (R2); ENGL 0302 (W3).
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: READ 0302 (R2); ENGL 0302 (W3).
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.)

SPANISH

SPAN 1411 BEGINNING SPANISH I

(4-0) Credit: 4

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
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: Read 0302 (R2); ENGL 0302 (W3).
Theories and practice of communication in interpersonal, small group, and public speech.

+SPCH 1315 PUBLIC SPEAKING

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3).
Research, composition, organization, delivery, and analysis of speeches for various purposes and occasions.

+SPCH 1318 INTERPERSONAL COMMUNICATION

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3).
Theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships.

+SPCH 1321 BUSINESS AND PROFESSIONAL COMMUNICATION

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
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: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)
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 TECHNOLOGICAL SCIENCES FOR THE SURGICAL TECHNOLOGIST

(2-0) Credit: 2
Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)
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.

SRGT 1405 INTRODUCTION TO SURGICAL TECHNOLOGY

(4-0) Credit: 4
Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)
Admission to the Surgical Technology program.
Corequisites: SRGT 1509, SRGT 1491, SRGT 1160, and HPRS 2200
Orientation to surgical technology theory, surgical pharmacology anesthesia, technological science and demonstrate patient care concepts.

SRGT 1509 PERI-OPERATIVE CONCEPTS AND TECHNIQUE

(4-3) Credit: 5
Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)
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.

SRGT 1441 SURGICAL PROCEDURES I

(3-3) Credit: 4
Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)
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: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)
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 SPECIAL TOPICS: (HUMAN ANATOMY FOR SURGICAL TECHNOLOGY)

(3-2) Credit: 4
Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)
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 of basic gross human anatomy applicable to the study of Surgical Technology. Special emphasis focuses on disease process and clinical circumstances. Specific surgical procedures and those interactions that are uniquely applicable to the role of the Surgical Technician are incorporated into the course content.

SRGT 1660 INTERMEDIATE CLINICAL

(0-21) Credit: 6
Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)
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 FOR HEALTH PROFESSIONALS (SURGICAL TECHNOLOGY)

(2-0) Credit: 2
Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)
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: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)
Admission to the Surgical Technology program.
Co-requisite: SRGT 1442, SRGT 1509, SRGT 2660, and SRGT 2130
Transition into the professional role of the Surgical Technologist. Includes professional readiness for employment, attaining certification, and maintaining certification status.

SRGT 2260 SPECIALTY CLINICAL

(0-6) Credit: 2
Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)
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 Course.

SRGT 2660 ADVANCED CLINICAL**(0-18) Credit: 6**

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)
 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.

VOCATIONAL NURSING**VNSG 1161 CLINICAL (PEDIATRICS)****(0-5)Credit: 1**

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)
 Enrollment in the Vocational Nursing Program.

Corequisites: VNSG 1236, VNSG 1234, VNSG 1409, VNSG 2361

A basic, intermediate or advanced type of health professions work-based instruction that helps student synthesize new knowledge, apply previous knowledge or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience.

VNSG 1162 CLINICAL (MATERNAL-NEONATAL NURSING)**(0-5) Credit: 1**

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)
 Enrollment in the Vocational Nursing Program .

Corequisites: VNSG 1230, VNSG 1410, VNSG 2461, VNSG 1191

A basic, intermediate or advanced type of health professions work-based instruction that helps student synthesize new knowledge, apply previous knowledge or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience.

VNSG 1191 SPECIAL TOPIC (NCLEX PREPARATION)**(0-1) Credit: 1**

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)
 Enrollment in the Vocational Nursing Program.

Corequisites: VNSG 1410, VNSG 2461, VNSG 1230, VNSG 1162

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.

(Computer-testing strategies and stress reduction theory will be emphasized. Actual hands-on practice with sample NCLEX-type computerized exams be utilized in the laboratory portion of the course.)

VNSG 1216 NUTRITION**(2-0) Credit: 2**

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)
 Admission into the Vocational Nursing Program.

Corequisites: VNSG 1222, VNSG 1400, VNSG 1402, VNSG 2413

Introduction to nutrients and the role of diet therapy in growth and development and in the maintenance of health.

VNSG 1222 VOCATIONAL NURSING CONCEPTS**(2-0) Credit: 2**

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)
 Admission into the Vocational Nursing Program.

Corequisites: VNSG 1216, VNSG 1400, VNSG 1402, VNSG 2413

Introduction to the nursing profession and its responsibilities. Includes legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/

professional.

VNSG 1227 ESSENTIALS OF MEDICATION ADMINISTRATION**(2-0) Credit: 2**

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)

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: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)
 Enrollment in the Vocational Nursing Program.

Corequisites: VNSG 1162, VNSG 1410, VNSG 2461, VNSG 1191

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: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)
 Enrollment in the Vocational Nursing Program.

Corequisites: VNSG 1236, VNSG 1161, VNSG 1409, VNSG 2361, VNSG 2214

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

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)
 Enrollment in the Vocational Nursing Program.

Corequisites: VNSG 1234, VNSG 1161, VNSG 1409, VNSG 2361, VNSG 2214

Introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms, and therapeutic communication skills.

VNSG 1400 NURSING IN HEALTH AND ILLNESS I**(4-0) Credit: 4**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)

Admission into the Vocational Nursing Program

Corequisites: VNSG 1216, VNSG 1222, VNSG 1402, and VNSG 2413

Introduction to general principles of growth and development, primary health care needs of the client across the life span, and therapeutic nursing interventions.

VNSG 1402 APPLIED NURSING SKILLS I**(0-5) Credit: 4**

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)

Admission to the Vocational Nursing Program

Corequisites: VNSG 1216, VNSG 1222, VNSG 1400

Introduction to and application of primary nursing skills. Emphasis on utilization of the nursing process and related scientific principles.

VNSG 1409 NURSING IN HEALTH AND ILLNESS II**(4-0) Credit: 4**

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)

Enrollment in the Vocational Nursing Program .

Corequisites: VNSG 1236, VNSG 1234, VNSG 1161, VNSG 2214, VNSG 2361

Introduction to common health problems requiring medical and surgical interventions

VNSG 1410 NURSING IN HEALTH AND ILLNESS III

(4-0) Credit: 4

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)

Enrollment in the Vocational Nursing Program .

Corequisites: VNSG 1162, VNSG 2461, VNSG 1230, VNSG 1410, VNSG 1191

Continuation of Nursing in Health and Illness II. Further study of common medical-surgical health problems of the client including concepts of mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse.

VNSG 1420 ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH

(3-2) Credit: 4

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0300 (M1)

Introduction to the normal structure and function of the body including an understanding of the relationship of body systems in maintaining homeostasis.

VNSG 2214 APPLIED NURSING SKILLS III

(1-2) Credit: 2

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)

Enrollment in the Vocational Nursing Program and the successful completion of (1st) semester Vocational Nursing Courses.

Corequisites: VNSG 1234, VNSG 1236, and VNSG 1161, VNSG 1409, VNSG 2361.

Continuation of Applied Nursing Skills II. Application of nursing skills to meet complex client needs utilizing the nursing process and related scientific principles.

VNSG 2361 CLINICAL (MEDICAL-SURGICAL NURSING I)

(0-9) Credit: 3

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)

Enrollment in the Vocational Nursing Program and the successful completion of 1st semester courses.

Corequisites: VNSG 1236, VNSG 1234, VNSG 1409, VNSG 2214, VNSG 1161

A basic, intermediate or advanced type of health professions work-based instruction that helps student synthesize new knowledge, apply previous knowledge or gain experience managing the workflow.

Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience.

VNSG 2413 APPLIED NURSING SKILLS II

(0-5) Credit: 4

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)

Admission to the Vocational Nursing Program and successful completion of VNSG 1402.

Corequisites: VNSG 1216, VNSG 1222, VNSG 1400

Application of nursing skills to meet more complex client needs utilizing the nursing process and related scientific principles.

VNSG 2461 CLINICAL (MEDICAL-SURGICAL NURSING II)

(0-12) Credit: 4

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); Math 0303 (M2)

Enrollment in the Vocational Nursing Program .

Corequisites: VNSG 1230, , VNSG 1162, VNSG 1410, VNSG 1191

A basic, intermediate or advanced type of health professions work-based instruction that helps student synthesize new knowledge, apply previous knowledge or gain experience managing the workflow.

Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience.

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