

**Description of Archival Material**

Title – File Name GALVESTON COLLEGE Catalog

Year 1969-70

Number 3 - Fall 1969

Place of Publication GC

Publisher GC

Total number of pages 35

Measurements in inches 8 x 5 1/4

Description of the binding  
i.e., leather, spiral, etc. Spiral soft - yellow cover etc.

Brief description of the contents catalog of courses

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# **GALVESTON COLLEGE**

**1969-70  
CATALOG**





1969-1970 CATALOG

*Published by*

# **GALVESTON COLLEGE**

4015 Avenue Q  
Galveston, Texas 77550  
Telephone: 713-SO 3-1275

*Approved by*

Coordinating Board, Texas College and University System  
Texas Education Agency

Recognized Candidate for Accreditation of  
Southern Association of Colleges and Schools

*Member of*

American Association of Junior Colleges  
Texas Public Junior College Association  
Southern Association of Junior Colleges  
National League for Nursing

Affiliate Member of  
Association of Texas Colleges and Universities

Number 3

Fall, 1969

## **FOREWORD**

This third annual catalogue is designed to provide detailed information about the educational opportunities available at Galveston College.

The primary purpose of the instructional programs offered by the College is to aid individuals in fulfilling their hopes and aspirations for happiness in jobs, at home and in the community.

A full program of guidance and counseling services is available to all students. Students are urged to take advantage of this service in the making of decisions regarding their educational plans.

The philosophy of service through the provision of educational opportunity means that the College will constantly extend itself to the utmost in seeking to provide each student with that program which most nearly suits his needs, interests, and abilities.

Students are urged to take advantage of Galveston College.

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1969 1970

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# COLLEGE CALENDAR

REGULAR SESSION, 1969-1970

## FALL SEMESTER

Pre-enrollment Counseling	June 2-August 29
Faculty Workshop	August 25-26
Registration	August 27-28
Freshman Orientation	August 26
Labor Day Holiday	September 1
Classes Begin	September 2
Last Day for Late Registration	September 5
Last Day for Schedule Change	September 12
Mid-Semester	October 24
Thanksgiving Holidays	November 27-30
Classes Resume	December 1
Final Examinations	December 11,12,15,16,17
Semester Ends	December 19

## SPRING SEMESTER

Registration	January 14-15
Classes Begin	January 19
Last Day for Late Registration	January 23
Last Day for Schedule Change	January 30
Mid-Semester	March 13
Spring Holidays	March 23-29
Classes Resume	March 30
Final Examinations	May 7,8,11,12,13
Semester Ends	May 15
Graduation Exercises	May 17

## SUMMER SESSION, 1970

### FIRST SUMMER TERM

Registration	May 29
Classes Begin	June 1
Last Day for Late Registration	June 5
Last Day for Schedule Change	June 5
Final Examinations	July 1,2
Term Ends	July 3

### SECOND SUMMER TERM

Registration	July 13
Classes Begin	July 14
Last Day for Late Registration	July 17
Last Day for Schedule Change	July 17
Final Examinations	August 19,20
Term Ends	August 21

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Degree Nursing*

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Graduate Study, University of Houston

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M.A., The University of Texas Medical Branch

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B.S., University of Houston

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B.A., The University of Texas

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R.N., John Sealy College of Nursing, The University of

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W. MAURY DARST, *Instructor in History and Journalism*

B.A., Stephen F. Austin State University

M.A., Stephen F. Austin State University

Graduate Study, University of Houston

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B.A., Brooklyn College

M.A., Columbia University

Graduate Work, University of Houston

MARY E. EPSTEIN, *Instructor in Associate Degree Nursing*  
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B.B.A., The University of Texas  
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Graduate Work, Kansas State College at Pittsburg

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LL.B., University of Houston

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M.A., Texas Woman's University  
Graduate Study, The University of Texas, Texas Woman's University, and Rice University

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Graduate Study, Texas A & M University

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B.S., University of Houston  
Graduate Study, Southern Connecticut State College

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B.A., Lamar State College of Technology  
M.Ed., University of Houston  
Doctoral Study, University of Houston

ELMO J. HENSKE, *Reserve Instructor in Accounting*  
B.B.A., The University of Texas  
M.B.A., The University of Texas  
LL.B., University of Houston  
Certified Public Accountant, State of Texas

WALLY B. HILL, *Instructor in Vocational Nursing*  
R.N., John Sealy College of Nursing  
Diploma from John Sealy School of Nursing  
Post Graduate Work, Margaret Hague Maternity Hospital

ROMETTA M. HOCK, *Part-time Instructor in Associate Degree  
Nursing Program*  
B.S.N., College of St. Teresa, Winona, Minnesota  
R.N., State of Texas

BILLIE J. HOSKINS, *Instructor in Psychology-Sociology*  
B.A., Southern University  
M.S., Iowa State University

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B.S., Texas A & M University

BESSIE H. JOHNSON, *Instructor in Reading Improvement*  
B.A., Wiley College  
Graduate Study, Texas Southern University

LLOYD A. KELLEY, *Chairman, Department of Physical  
Education and Recreation*  
B.S., Sam Houston State University  
M.Ed., Sam Houston State University  
Graduate Study, Sam Houston State University

RILEY H. LeFEVERS, *Reserve Instructor in Economics*  
B.A., The University of Texas  
M.A., The University of Texas  
Graduate Study, The University of Texas and Univeristy  
of Houston

STANDLEY W. LIFFLANDER, *Instructor in Government-History*  
B.S., Columbia University  
M.A., Columbia University

KENNETH L. LONG, *Reserve Instructor in Biology*  
B.A., The University of Texas  
M.A., The University of Texas Medical Branch  
Doctoral Study, The University of Texas Medical Branch

HAROLD C. MacDONALD, *Reserve Instructor in Accounting*  
B.B.A., University of Houston  
Certified Public Accountant, State of Texas



MARK L. McELHANEY, *Reserve Instructor in Psychology*  
B.A., George Pepperdine College  
M.A., University of Houston  
Ph.D., University of Houston

LURA A. McREYNOLDS, *Instructor in Associate Degree Nursing*  
B.S.N., University of Texas School of Nursing  
R.N., State of Texas

JOSEPH C. MARANTO, *Instructor in English*  
B.A., Sam Houston State University  
M.A., Sam Houston State University  
Graduate Study, Southern Methodist University, University  
of Chicago, Sam Houston State University and University of  
Colorado

ROGER W. MERRILL, JR., *Instructor in Engineering Drafting  
Program*  
B.S., Lamar State College of Technology

SYED A. MOIZ, *Chairman, Department of Mathematics and  
Natural Sciences*  
B.S., Osmania University (India)  
M.S., University of Houston  
Doctoral Study, University of Houston

JAMES R. MOSS, *Assistant Librarian*  
B.S., East Texas State University  
M.S., East Texas State University

ERNEST R. O'QUINN, *Instructor in English*  
B.B.A., Sam Houston State University  
M.A., Sam Houston State University

PAUL V. PECK, *Chairman, Department of Fine Arts*  
B.Mus., University of the Pacific  
M.Mus., University of Texas  
Graduate Study, The University of Texas

DOLORES E. PORTER, *Instructor in Vocational Nursing*  
B.S.N., University of Texas School of Nursing  
R.N., State of Texas

MARY J. POTTS, *Instructor-Coordinator and Chairman, Department of Vocational Nursing*

B.S.N., University of Texas School of Nursing

R.N., State of Texas

Diploma in Nursing, Methodist Hospital School of Nursing, Dallas

SARAH H. POUNCEY, *Instructor in Physical Education*

A.A., Lee College

B.S., The University of Texas

M.Ed., Sam Houston State University

JERRY W. PURCELL, *Instructor in Biology*

B.S., Texas Technological University

M.S., Texas Technological University

SAMMY M. RAY, *Reserve Instructor in Biology*

B.S., Louisiana State University

M.A., Rice University

Ph.D., Rice University

CECIL E. REINKE, *Reserve Instructor in Business Law*

Ph.B., North Dakota University

J.D., North Dakota University

Graduate Work, Rollins College Graduate School

BERNARD L. ROSENFELD, *Reserve Instructor in Psychology*

B.A., Florida State University

Ph.D., University of Texas

MARGARET R. SADLER, *Instructor in English*

B.A., Incarnate Word College

M.A., The University of Texas

EVA MARIA SCHUBART, *Reserve Instructor in Art*

A.B., Colorado College

Graduate Study, University of Munich

BRYAN E. SLOANE, *Instructor in Mathematics*

B.S., Lamar State College of Technology

M.S., Lamar State College of Technology

Doctoral Study, University of Houston

MARILYN T. SPIKES, *Instructor in Associate Degree Nursing Program*

B.S.N., Columbia Union College

R.N., State of Texas

MARY B. STEVENS, *Reserve Instructor in Office Occupations*  
B.A., Stephen F. Austin State College

STEVEN H. STUBBS, *Reserve Instructor in Economics*  
B.B.A., University of Mississippi  
M.B.A., Loyola University  
Graduate Work, New York Institute of Finance

THOMAS M. SWEANY, *Instructor in Mathematics and Physics*  
B.S., Grand Canyon College  
M.S., East Texas State University

EUGENE L. SWILLEY, *Reserve Instructor in Mathematics*  
B.A., Rice University  
M.S., Rice University  
Ph.D., Rice University  
Post-Doctoral Study, The University of Texas Medical Branch

KATHLEEN C. TATARSKY, *Instructor in Associate Degree Nursing Program*  
A.S.N., Rutgers University  
B.S.N., University of Texas School of Nursing

ANN H. TUBBS, *Instructor in Associate Degree Nursing Program*  
B.S., Texas Christian University  
Diploma from Methodist School of Nursing

HENRY A. ROWE, *Chairman, Department of Marine Technology*  
B.S., United States Naval Academy  
M.A., American University  
Post Graduate Work, Harvard Business School

PATRICIA A. STORY, *Instructor in English*  
B.S., Stephen F. Austin State College  
M.A., Stephen F. Austin State College

MATHIS T. WADDELL, JR., *Chairman, Department of Social Sciences*  
B.A., University of Texas  
M.A., University of Texas

ORA LEE WATERS, *Reserve Instructor in Chemistry*  
B.A., North Texas State University  
M.S., North Texas State University

IRMA B. WHEELWRIGHT, *Part-time Instructor in Associate  
Degree Nursing Program*  
B.S.N., College of Nursing and Health, University of Cincinnati  
R.N., State of Texas

CHARLES H. WICKERSHAM, *Instructor in Psychology*  
B.B.A., North Texas State University  
M.S., East Texas State University

### SERVICES STAFF

BILL ALDERMAN, *Bookstore Manager*  
JOHNNIE BALDWIN, *Maintenance*  
MARY BEISSNER, *Assistant to the Bookstore Manager*  
GLORIA BROWN, *Clerk*  
VIRGINIA CARDWELL, *Secretary to the Director of Occupational  
Education*  
PATRICIA HAYLES, *Secretary to Vice President and Dean of the  
College*  
B.J. JACOBS, *Financial Aid Advisor*  
SUSAN LONGO, *Secretary to the Director of Student Personnel  
Services*  
PHYLLIS MEIER, *Library Technologist*  
MARY MEZZINO, *Secretary to the President*  
JOYCE NEILSEN, *Faculty Secretary*  
CAROL SUE OLIVIER, *Library Technologist*  
EARNEST W. POWELL, *Maintenance Supervisor*  
JOYCE SINGLETON, *Recorder*  
YOLANDA SOLIZ, *Faculty Secretary*  
CHARLENE SWEATT, *Clerk*  
DOLPH TAYLOR, *Part-time Maintenance*  
TERRILYNN VENZKE, *Recorder*  
DELORES WILLIAMS, *Faculty Secretary*

# GENERAL INFORMATION

## HISTORY OF THE COLLEGE

The Galveston Junior College District was originally created by the Galveston Independent School District in 1935 and their boundaries are coterminous.

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

Many individuals within the local community contributed their time and energy toward the successful creation of the College, and the Junior College Committee of the Galveston Chamber of Commerce was very instrumental in activating the District.

During the interim period of development of the College, the Board of Trustees of the Galveston Independent School District served as the governing body. The original Board of Regents of the College was appointed on September 21, 1966, by the School District Trustees.

In February of 1967, Dr. David G. Hunt was selected as the College's first president. He assumed office on March 1, 1967, and immediately began to formulate plans for opening the College in September of 1967. The successful achievement of this objective is a tribute to the abilities possessed by Dr. Hunt.

The College opened for its first semester of operation on September 18, 1967, with an enrollment of 705. The second year began on September 16, 1968 with an enrollment of 1016.

## PHILOSOPHY OF THE COLLEGE

Galveston College is dedicated to community service through the provision of educational opportunity. Education is the basis of both material and spiritual progress and is, therefore, the wellspring of every opportunity for material well-being and happiness.

Only the individual student is able to seize upon the opportunities offered by education, and it is to the individual student that the faculty and staff of Galveston College will turn attention. The student who approaches his collegiate opportunities with seriousness, self-discipline and energy will find that he has earned the right to the very best the College has to offer.

The philosophy of service through the provision of opportunity must find expression in the development of the widest range of educational programs consonant with sound management and legal limitation. The College will constantly extend itself to the utmost in seeking to provide each student with that program which most nearly suits his needs, interests and abilities.

### **SPECIFIC OBJECTIVES OF THE COLLEGE**

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

Specific objectives of the College are:

1. To provide an effective program of student personnel services and counseling.
2. To provide, through general education, opportunities for personal growth and development.
3. To provide university parallel course work designed to transfer to senior colleges and universities toward the baccalaureate degree.
4. To provide occupational education in specialized areas for those students who wish to become employable upon program completion.
5. To provide, through continuing education, opportunities for students who have assumed adult responsibilities and must attend school on a part-time basis.

### **ADMINISTRATIVE POLICY**

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

## ADMISSIONS POLICIES AND PROCEDURES

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

1. Graduation from an accredited high school; *or*
2. Graduation from a non-accredited high school with condition of scholastic probation for one semester imposed on student; *or*
3. Successful completion of the General Educational Development (GED) Test, as certified by the State of Texas; *or*
4. Recommendation of a Galveston College counselor for students 21 years of age or older; *or*
5. Transfer in *good standing* from another college or university. In “good standing” means student should be eligible to return to the school from which he transferred.

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

- STEP 1. Obtain application forms from the back of this catalog or from the Registrar.
- STEP 2. Present completed forms to Registrar.
- STEP 3. Arrange for previous school records to be sent direct to the Registrar. Records brought by students in person are not acceptable. Transfer students must provide transcripts of all prior college work.
- STEP 4. Arrange to take the American College Test (ACT) and have results sent direct to Registrar.
- STEP 5. Arrange counseling interview prior to formal registration.

For students who do not seek admission into college credit program, the requirements are as follows:

1. Students may audit college credit lecture courses by special application to the Registrar. See page 24, American College Testing Program, see page 38, Auditing.
2. Admission to non-college credit instructional programs will be governed by the nature of the specific program.

The procedures for admission into non-college credit programs are outlined below:

- STEP 1. Contact Registrar for specific procedures.
- STEP 2. Register as directed.

## ADMISSION TO SPECIAL PROGRAMS

1. Applicants must be eligible for admission to Galveston College.
2. There are no restrictions as to sex, creed, race, or marital status.
3. The Admission Committee will be composed of one person from each of the following areas: Student Personnel Services and Special Programs (ADN, LVN, AHO, Marine Technology, etc.). This committee may review any and all cases presented to it and recommend individual admission as it sees fit.
4. After applicants have been accepted for admission to the college they will be notified by letter from the Registrar's Office of their acceptance as a *Candidate* for the special program. The candidate will be asked to make an appointment with the director of the program for interview and further counseling within the week of receiving the acceptance letter.
5. Deadlines: Students will be notified by the Registrar's Office as to their acceptability. Records must be complete by June 1 for the Fall semester. Records must be completed by November 1 for those seeking admission in the Spring semester (if the program has spring admissions). Records must be complete by April 15 for those seeking admission in the Summer session (if the program has summer admissions). Individuals will be considered after those dates *only* if the program has additional openings.

## GUIDELINES FOR ADMISSION TO SPECIAL PROGRAMS

### ADN

1. Applicant must be eligible for admission to Galveston College.
2. Generally, applicants must have acceptable ACT standard score of 14 as a minimum.
3. Students who have scores below 14 may be considered (1) if they have demonstrated an ability to do acceptable college work on *prescribed* courses, (2) or/and have prior appropriate training and/or experience.
4. Applicant must be a minimum of 17 years of age.
5. Director of program or Department chairman will forward written recommendation on student to (1) Registrar's Office or (2) Admissions Committee for final action.
6. An unsatisfactory report on the physical examination form will result in automatic elimination of the candidate for admission to the program.



## AHO

1. Applicant must be eligible for admission to Galveston College.
2. Generally, applicants must have acceptable ACT standard score of 14 as a minimum.
3. Students who have scores below 14 may be considered (1) if they have demonstrated an ability to do acceptable college work on *prescribed* courses, (2) or/and have prior appropriate training and/or experience.
4. Applicant must be a minimum of 17 years of age.
5. Director of program or Department chairman will forward written recommendation on student to (1) Registrar's Office or (2) Admissions Committee for final action.
6. An unsatisfactory report on the physical examination form will result in automatic elimination of the candidate for admission to the program.

## LVN

1. Applicant must be eligible for admission to Galveston College.
2. Generally, applicants must have acceptable ACT standard score of 10 as a minimum.
3. Students who have scores below 10 may be considered (1) if they have demonstrated an ability to do acceptable college work on *prescribed* courses, (2) or/and have prior appropriate training and/or experience.
4. Applicant must be between the ages of 17 and 55.
5. Director of program or Department chairman will forward written recommendation on student to (1) Registrar's Office or (2) Admissions Committee for final action.
6. An unsatisfactory report on the physical examination form will result in automatic elimination of the candidate for admission to the program.
7. Three references from professional people or employees are required.

## MARINE TECHNOLOGY

**Deck and Fishery Technician** - a certificate program\*

1. File an application with Galveston College.

2. Director of program or Department chairman will forward written recommendation on student to (1) Registrar's Office or (2) Admissions Committee for final action.

\*Students who have not graduated from high school or passed GED may be admitted if (1) they have demonstrated an ability to do college work on prescribed courses or (2) have appropriate training or experience that would indicate that the candidate might successfully complete the program. A letter of individual approval and supporting documents (if required) must be obtained from and endorsed by (1) the Department chairman or Director of the program and (2) the Director of Student Services.

#### **Oceanographic Instrument Technician - an AAS degree program**

1. Applicant must be eligible for admission to Galveston College.
2. Applicants must have ACT scores on record.
3. Director of program or Department chairman will forward written recommendation on student to (1) Registrar's Office or (2) Admissions Committee for final action.
4. An unsatisfactory report on the physical examination form will result in special evaluation by the Director of the program or Department chairman.

### **COUNSELING AND GUIDANCE SERVICES**

Individual counseling is available for all students at Galveston College. The Office of Student Personnel Services exists to enable the student to achieve and maintain maximum productivity as a person. A staff of professional counselors is available to work with students who seek help in resolving questions of career choice, advanced placement, study skills, getting along with others, self-understanding, and other kinds of personal problems. All counseling is confidential.

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

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

The Office of Student Personnel Services is located in Room 142, Moody Hall.

### TEMPORARY WAIVER OF ENTRANCE REQUIREMENTS

A student who fails to meet the admission requirements at the time of his registration may enroll on a provisional basis after signing the following form which is issued and filed in the registrar's office:

#### GALVESTON COLLEGE WAIVER OF ENTRANCE REQUIREMENTS

Date _____	DEADLINE 30 Days After Recognition
Complete College Transcript(s)	G.E.D. Scores
Complete High School Record	A.C.T. Scores
Social Security Number	Health Data Form
College(s) or High School	

I hereby certify:

1. That I understand that I am being temporarily admitted to G.C. pending credentials checked above.
2. That these credentials will be used in determining my eligibility for admission.
3. That if I do not meet all entrance requirements, I will be required to withdraw and refunds will be made in accordance with the schedule outlined in the catalog.
4. That the responsibility for securing these credentials rests entirely with me, and further, I understand that I will be suspended from classes if all required records are not on file in the office of the Registrar by the date shown above.

Signature of Student \_\_\_\_\_ Approved \_\_\_\_\_

## AMERICAN COLLEGE TESTING PROGRAM

Freshmen students entering Galveston College will be required to submit scores on the American College Test.\* All students who plan to receive an associate degree and/or transfer to another institution are required to have American College Test (ACT) scores on record.\* Information concerning ACT testing dates may be obtained from the Office of Student Personnel Services, Room 142, Moody Hall.

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

Students whose scores are in the lower one-fourth of the group entering Galveston College may be required to enroll in certain courses during their first semester.

English 032 -- Reading Improvement - Designed for students who have not acquired adequate reading skills as demonstrated by scores on the ACT.

Math 032 -- Basic Mathematics - For students whose ACT scores indicate a need for review of the fundamentals of arithmetic.

Math 032 -- Basic Algebra - For students who have no admission units in algebra or for those students who need to review algebra before continuing college level mathematics.

### **\*Note Regarding ACT Requirement:**

Students are exempt from ACT requirement under the following conditions:

1. If the student holds a college degree.
2. If the student has successfully completed 66 or more hours at a college or university.
3. If the student transfers 15 or more acceptable hours to this college.
4. Written consent of the Director of Student Personnel Services only.

## FINANCIAL AID

The financial aid program at Galveston College is designed to function as a multi-purpose financial assistance service for the students. Financial

assistance consists of grants, loans, scholarships, and part-time employment which may be offered to students singly or in various combination packets. One important purpose of the program is to reward outstanding students for past academic accomplishments and who seem to have outstanding potential. Another purpose is to provide assistance to students who, without such aid, would be unable to attend college. To be considered for financial aid a student should be accepted for admission to the college with intention of enrolling as a full-time student in a degree or diploma-seeking program. The awarding of financial assistance is based primarily on the financial situation relating to the student and his family. Academic performance is also a significant criterion utilized in determining financial assistance.

#### **How Need is Determined:**

Since financial aid is awarded primarily on the basis of need, it is important to understand how need is determined. Essentially, financial need is the difference between the cost of the college education and the family's and student's ability to contribute to that education. While maintaining its objectively measured standard of living, a family that would need substantial financial aid to send a student to one college might need much less to meet the student's expense at another institution. Two elements must always be considered:

1. The amount of money the student and his family can reasonably be expected to contribute toward a definite period of education, usually an academic year.
2. The expenses of education during that period at the institution of higher education which the student plans to attend.

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

The following classifications of students are considered in determining

#### **Financial Aid:**

1. Single students living at home and receiving parental support and for whom the family is claiming dependency benefits.
2. Single students *not* living at home but who are receiving parental support and for whom the family is claiming dependency benefits.
3. Single students *not* living at home and not receiving parental support and for whom the family is *not* claiming dependency

benefits.

4. Married students who are receiving parental support even though not claimed by family for dependency.
5. Married students who are *not* receiving parental support.

The *Degree of Need* is documented from information provided by a "Family Financial Statement" (FFS) form, similar to that which parents prepare and submit on their Federal Income Tax Returns.

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

While the college regards the ACT Need Analysis System as a very helpful guide, the student applicant is also required to complete the College's Student Financial Aid Application. In all cases, final determination of need and award amounts are made by the Student Financial Aid Office. In this way, individual attention is given to each application and awards are made in view of the student's particular situation and in accordance with the College's philosophy in awarding aid.

#### **To Apply:**

1. Complete and submit all application forms located in back of catalogue. The student is in all cases fully responsible for properly completing all required documents, and submitting them as required by set deadlines. In addition send to the Financial Aid Office:
2. A copy of the American College Testing Program, "Family Financial Statement". These forms may be obtained from the Office of Student Financial Aid. A fee of \$3 is charged for processing the ACT (FFS) and should be paid by money order or personal check payable to ACT when submitting the completed applications.
3. Also send to the Student Financial Aid Office, The Galveston College Student Application for Financial Assistance and
4. An official transcript from the last school attended.

Awards will be *disbursed* at the time of registration for classes at the beginning of the fall and spring semester.

Late applications are considered only if funds remain available after all awards are made to applicants who filed within the deadline. Financial aid is awarded on the basis of one academic year (September to June). In

order to continue to receive financial assistance, each student must re-apply within the specified deadline dates for each succeeding academic year.

**Deadlines:**

For entry to school in . . . Fall of 1969	
Scholarships	March 15, 1969
Loans and Grants	May 31, 1969
For entry to school in . . . Spring of 1970	
Loans and Grants	October 15, 1969
Scholarships	November 15, 1969

**Loan Programs:**

*Texas Opportunity Plan of 1965* - The State of Texas provides long-term loans (5 years) to qualified full-time students at 6% per annum interest charge under the Texas Opportunity Plan. Loans under this plan may be as much as \$1,000 per year with repayment deferred until four months after completion or termination of an educational program. Interest may be waived until repayment commences. Student must complete TOP application and show financial need, academic progress and be recommended by loan officer.

*John Parker David Trust Loan - Moody National Bank - Substitute Trustee.* Student must be pursuing or intend to pursue his or her further education. The sum loaned will be used solely to enable him or her to pursue his or her further education, and will be for no other purpose. Student must sign trust fund note to repay loan and 5% interest per annum.

**Scholarships:**

*Galveston College General and Special Scholarships* - Student must complete scholarship application and letter. Student must prove financial need and academic ability as a registered full-time student majoring in academic or technical courses as required. The scholarship awards range from \$50 to \$250 per academic year. Amount depends on Program (academic, vocational or nursing). The student must be recommended by The Scholarship Committee.

These scholarships and/or grants are currently listed by the College: Sister M. Agnesita, Galveston County Homebuilders, Dr. David G. Hunt, Jaycees, Kiwanis Club, Stephen Kotlarich, Eva W. Levy, Margaret Leonard Mills, Mary K. Peterson Foundation, Pilot Club, R.R. Rapp, Jr. and Associates, Theta Delta Beta, Vocational Nursing Fund, Mr. and Mrs. Harold Walsh, Annette and Felix McGivney, Sr., AFL-CIO Fund, Texas

Alpha Upsilon Fund, LaMarque TSTA, Katina and Mike Mitchell, C.L. Laine, Women's Auxilliary of the Galveston County Medical Association, Los Amigos del Quixote, and LaSalle Club.

#### **Grants and Tuition Exemption Programs:**

*Educational Opportunity Grants* - Awards consist of outright grants to students showing evidence of exceptional financial need and academic progress toward a degree. The award ranges from \$200 to \$1,000 but may account for no more than one half of the total assistance matched dollar for dollar by the College to full-time students with parental contribution less than \$625 per year.

*Law Enforcement Education Program* - The Law Enforcement Education Program Grant is available to Police Science majors employed full-time by publicly funded law enforcement agencies. The grant covers the cost of tuition, fees and books. Applicant must be certified by employer and agree to remain in service for two years after completion of study. Failure to honor this commitment obligates the grant recipient to repay the full amount of grant funds awarded.

*Vocational Rehabilitation* - Full-time students with vocational or physical handicap may be sponsored for tuition and fees only by Vocational Rehabilitation a Division of The Texas Education Agency.

*Hazelwood Act* - Student must be a citizen of Texas, served during Spanish-American and/or World War II as nurses or U.S. Armed Forces members, honorable discharged and legal resident of Texas at induction. Student is exempt from cost of tuition. Student must submit copy of discharge papers and complete tuition exemption form.

*Connally-Carillo Act* - Student must *not* have been a high school



graduate prior to 1967. Student must be in the top 25% of class or top 20% on ACT. Student must be a citizen and resident of Texas, under 25 years of age. Combined parental and student yearly income below \$4,800. If married, include spouse's income too.

**\*Student Employment:**

*College Work-Study Program* - The program provides employment to students who have financial need, in order to help defray the costs of a higher education with preference given to applicants from low-income families earning \$3,200 or less annually. Students must be enrolled full-time and show good academic standing and financial need. Students may work up to 15 hours per week while attending classes full-time, 8 hours per day when no classes or examinations are held and up to 40 hours per week during the summer or other vacation periods when they do not have classes. Students may work on CW-SP on or off campus at \$1.45 per hour.

*Student Job Placement* - Offers all students interested in part-time or temporary jobs information on employment. Notices of jobs are posted on the Student Employment Bulletin Board.

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

**TUITION AND FEES PER LONG-TERM SEMESTER**

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

Semester Hours	Texas Resident	Out-of-State Resident
1-3	\$18.00	\$ 60.00
4	24.00	80.00
5	30.00	100.00

6	36.00	120.00
7	42.00	140.00
8	48.00	160.00
9	50.00	180.00
10 or more	50.00	200.00

After a student has turned in his class cards, a fee of \$2.00 will be charged for each class add or drop not initiated by the College. *This fee must be paid at the time of the change. No changes will be held for late payment.*

LVN TUITION - Total \$100.00 Payable \$40 - 1st semester  
 \$40 - 2nd semester  
 \$20 - summer session

FEES - Auditors must pay all charges\*

Laboratory Fees:

Accounting	\$2.00
Art (except Art 136)	2.00
Biology	
General	8.00
Anatomy & Physiology	8.00
Microbiology	8.00
Chemistry	
General	8.00
Organic	8.00
Physics	8.00
Drafting & Engineering Graphics	2.00
**English Reading Improvement (English 032)	3.00
Foreign Language	5.00
Music (choir only)	2.00
Nursing - Associate Degree	8.00
Office Machines	5.00
Office Procedures	5.00
Physical Education (activities - exceptions: Bowling & Surfing)	5.00
Shorthand	5.00
Typing	5.00

\*See page 38, Auditing Policies

\*\* No tuition; +sch = semester credit hours

OCCUPATIONAL:

DRFT 121 Sketching and Blueprint Reading	
Lab Fee	2.00
ELT 249 Electronic Design and Fabrication	
Lab Fee	8.00
ELT 141 D.C. Circuits	
Lab Fee	5.00
ELT 142 A.C. Circuits	
Lab Fee	5.00
OIT 141,142 Applied Physics I & II	
Lab Fee	ea. 8.00
ELT 143 Electronic Devices	
Lab Fee	5.00
ELT 144 Electronic Amplifiers	
Lab Fee	5.00
ELT 245 Instruments and Measurements	
Lab Fee	5.00
ELT 247 Introduction to Computers	
Lab Fee	5.00
OIT 145 Applied Marine Chemistry	
Lab Fee	8.00
OIT 231 Oceanography	
Lab Fee	3.00
OIT 232 Navigation	
Lab Fee	3.00
OIT 233 Seamanship	
Lab Fee	3.00
OIT 241 Oceanographic Instrumentation	
Lab Fee	5.00
OIT 221 Navigation and Radio	
Lab Fee	3.00
ELT 248 Control Circuits and Systems	
Lab Fee	5.00
BIOL 131 Marine Organisms of Commerce	
Lab Fee	2.00
D&F 131, 133 Marine Power I & II	
Lab Fee	ea.6.00
D&F 121, 123, Welding I, II	
Lab Fee	ea.8.00

D&F 132 Mechanics and Electricity	
Lab Fee	6.00
D&F 124 Fishing	
Lab Fee	5.00
D&F 125 Hydraulics and Pneumatics	
Lab Fee	5.00
D&F 151 Navigation and Radio	
Lab Fee	8.00
D&F 141 Seamanship and Rigging	
Lab Fee	8.00
ELT 246 Communications Circuits	
Lab Fee	5.00
Individual Instruction Fees:	
OIT 131 Introduction to Oceanography, Navigation and Seamanship	\$20.00
P E 2119 Swimming, Basic Diving and Water Safety	20.00
P E 2107 Sailing or- P E 2108 Advanced Sailing	15.00
PE 1116 Water Skiing	\$20.00
D&F 122 Seamanship and Navigation	
Individual Instruction Fee	15.00
SPECIAL FEES – Subject to Change	
Student Activity:	
9 or more semester hours	per semester \$10.00
Less than 9 semester hours	5.00
Building Use Fee (all students except Fire Science)	per sch+ 1.00
Graduation Fee (To be paid upon application for graduation. In- cludes diploma, cap and gown)	15.00
Vocational Nursing Student: (Includes diploma, pin and state examination fee)	25.00
Late Registration Fee	5.00
Student Identification Card Fee	1.00
Course Change Fee	2.00
Health Insurance Fee (for all Associate Degree Nursing Students and Associated Health Occupations Students)	per semester 12.00

Vocational Nursing Students	
total annual fee	24.00
Advanced Placement Exams	
Fees each 1,2, or 3 sch course	18.00
each 4 sch course	20.00

**NOTICE: Fees are not refundable.**

#### REFUND POLICY

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

Through third calendar class day	100%
Through fifth calendar class day	50%
Through twelfth calendar class day	10%

No refunds after the twelfth calendar class day. Refunds made by check only after the twelfth class day. A \$2.00 charge will be made by the College for each returned check. No refunds for dropping courses, only for withdrawal from College.

**Fees Are Not Refundable.**

#### RESIDENCE CLASSIFICATION STUDENT RESPONSIBILITIES

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

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

#### REGISTRATION

The formal registration of students is held prior to the beginning of classes each semester. The registration procedure is simplified if students

complete their counseling and planning before the formal registration begins. Details of registration procedures and course offerings are published each semester.

Prospective students are urged to apply for counseling interviews as early as possible. After admission, counseling and course planning may be completed as early as six months before the start of a semester. Except for actual class time selection and payment of fees, the entire registration process may be completed well in advance of the formal registration period, thereby simplifying and expediting the completion of the formal registration period.

### BOOKSTORE

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

### COLLEGE PUBLICATIONS

Student publications at Galveston College are projects of the student publication organization which is made up of interested students on a voluntary basis. The student publications organization publishes *The Barometer*, a newspaper at regular intervals, containing current reports on student activities, announcements, news items, columns, and features. Also published several times each year is the student magazine, *The Mariner*, which gives in-depth coverage of major events during the year. *The Mariner* provides a format for student literature, special features, and extensive photos. The student handbook and other publications are also done periodically.

### LIBRARY

Library materials and services are organized and are available to the faculty and students of Galveston College.

The collection includes basic reference works, books in the subject areas, current periodicals as well as some leisure reading materials. Students and faculty are encouraged to use the collection for research as well as for general reading.

The collection supports the entire program of the College; i.e., books which are correlated with the academic program as well as those which are related to the occupational education program.

The library is open from 7:30 a.m. until 9 p.m., Mondays through Thursdays, and from 7:30 a.m. until 6 p.m. on Fridays, when school is in session.

Library cards will be issued at the circulation desk in the library at the beginning of each semester to the students, faculty and members of the staff. Temporary library cards may also be obtained from the circulation desk upon presentation of a business office receipt. Students who withdraw from the College are required to return library cards before being cleared.

## STUDENT ACTIVITIES

### ORGANIZATIONS

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

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

The officers of the organization--president, vice-president, secretary, treasurer and the members of the student senate--are elected by the student body annually by popular ballot.

*Class Organizations.* The Freshman and Sophomore class organizations permit their members to participate in various social events and to participate in matters of other student activities.

*Phi Theta Kappa.* Phi Theta Kappa was established in February, 1968, and has since operated as an officially recognized college organization. It is an honorary scholastic fraternity whose membership is open each semester to students whose names appear on the Dean's lists. There is an

initiation fee but no dues. The organization meets monthly and is currently sponsoring tutoring service for the student body.

*Phi Alpha Pi.* Phi Alpha Pi was established on campus in May, 1968, and operated on a provisional basis for the school year 1968-1969. It is now an officially recognized college organization. It is a brotherhood, intellectual stimulation, social activities, and the support of Galveston College. Initiation fee and dues are charged to the members.

*Student Nurses Association.* The Student Nurses Association was established in February, 1968, and operated on a provisional basis for the school year 1968-1969. It is now an officially recognized college organization. It is composed of students in the Associate Degree Nursing Program seeking to take advantage of nursing opportunities offered by nursing education through group study and self appraisal. Meetings are held monthly and dues are charged to the members.

*Club La Salle.* Club La Salle was established in February, 1968, and is now operated as an officially recognized college organization. Membership is open to all students but particularly students enrolled in French courses. The club, through its activities, promotes interest in the French language, people, and customs. The organization meets monthly and dues are charged to the members.

*Sigma Tau Delta.* Sigma Tau Delta was established in October of 1968. It is an officially recognized, organization. It is a local sorority pledged to promote fellowship and friendship through social contact and intellectual awareness. Meetings are held monthly. Initiation fees are charged to the members.

*Alpha Fraternity.* The Alpha Fraternity was established in November of 1968. It is an officially recognized college organization. It is a co-educational service and social organization. Meetings are held monthly. Initiation fee and dues are charged to the members.

*Los Amigos del Quixote.* This organization was established in November of 1968 and is an officially recognized college organization. Membership is open to all students but particularly students enrolled in Spanish courses.

*Student Education Association.* This organization was established in April of 1969 and is an officially recognized college organization. It is primarily to interest the best young men and women in education as a lifelong career.

*Biology Club.* The Biology Club was established in March of 1969. It is an officially recognized college organization. Membership is open to all students of Galveston College



# ACADEMIC INFORMATION AND REGULATIONS

## CREDIT FOR COURSES

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

Except for foreign language labs, three clock hours of laboratory work is equated to one clock hour of lecture.

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

## EXPLANATION OF THE COURSE NUMBER SYSTEM

The courses offered by Galveston College usually carry three digit numbers (for example, History *131*). However, in two departments many of the courses carry four-digit numbers (for example, Music *1401* and Physical Education *1101*).

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

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

The third numeral, in the case of a three-digit number, or the third and fourth numerals, in the case of a four-digit number, usually indicate the sequence in which the courses should be taken (for example, History 131 is understood to precede History 132 normally and Music 1401 to precede Music 1402).

## COURSE LOAD

Usually, a student who is enrolled for less than 12 semester hours is considered a part-time student. One who is enrolled for 12 or more

semester hours is usually considered a full-time student. (See Student Handbook).

The normal course load during the regular semester is five academic courses, or from 15 to 18 semester hours. Physical education activity courses and other one-hour courses may be added above the five academic courses. No student will be permitted to enroll for six academic courses or for more than 18 semester hours without recommendation of a counselor and permission of the Dean of the College. The normal load during each six-week term of the summer session is 6 semester hours. The maximum load for a six-week session is 8 semester hours, and the maximum credit that a student may earn during the entire summer session is 14 semester hours.

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

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

### **CHANGE OF SCHEDULE**

Students may change their class schedules through the tenth class day of each long term semester and through the fourth class day of each six-week summer term. After a student has registered, a fee of \$2 per schedule change will be charged for any changes not initiated by the College. Once a student has officially dropped a course he cannot re-enroll for that course. A student will not be allowed to drop a course during the last two (2) weeks of a long term or the last week of a summer term.

### **AUDITING A COURSE**

Approval to audit a course can be granted to persons by prior approval of the instructor of said course and the completion of an audit application form. Such approval conveys (on a space available basis) all privileges granted to students enrolled for credit.

The charges for auditing courses will be the same as charges for credit enrollment (including tuition, student activities fee, and all other

applicable fees as set forth in this catalog).

Audit application forms may be obtained from the office of the Registrar. An auditor may register only during late registration.

### CLASS ATTENDANCE

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

Any student who has missed six or more clock hours of instruction, not excused by the instructor, may receive a failing grade in the course.

### EXAMINATIONS

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

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

### GRADING SYSTEM

Students and/or parents receive deficiency reports at mid-semester and final grades at the end of each long term. Deficiency grades are not reported during the summer sessions.

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

LVN Students:

LVN grading system is different - see LVN Handbook.

Letter Grade Description	Numerical Value	Grade Points Per Sem. Hr.
A = Excellent	90-100	4
B = Good	80-89	3
C = Average	70-79	2
*D = Passing, but poor	60-69	1
*F = Failure or unofficial drop below 60		0

## Other Letter Descriptions

I = Incomplete work. \*Note 1

W = Official withdrawal before the end of the first 9 weeks in a long period. (Not computed in grade point average.) \*Note 2

WF = Withdrawal or dropping after the 9- or 3-weeks' period with failing grades. (Computed in grade point average.) \*Note 2

\*Note 1: Incomplete work may be completed through arrangements with the College Dean. Incomplete work must be completed within two (2) weeks from the end of the term in which the student was registered or a grade of F will be recorded. An incomplete will be computed as an F in grade point average until the incomplete is properly cleared from the student's record. Exceptions to this policy will be considered by petition to the Director of Student Personnel Services.

\*Note 2: Courses may not be dropped during the last two (2) class weeks of a regular semester or the last week of a summer term.

## ACADEMIC STANDARDS

Students must meet the grade point requirements listed in Table I or be placed on academic probation for the succeeding long-term semester or the combined summer term.

Transfer students must meet the grade point requirements corresponding to the number of semester hours for which they have received transfer credit. Students who have been placed on academic probation by another institution at the close of the last semester during which they attended that institution will be placed on academic probation upon their entrance at Galveston College. Students who have been suspended for academic reasons from other colleges and have been out of college for at least one long-term semester will be placed on academic probation upon admission to Galveston College.

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

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

To be removed from academic probation, a student must:

1. Meet the grade point requirements on the current work attempted, (see Table I) and

2. Meet the cumulative grade point requirements on all work attempted at Galveston College (see Table I).

TABLE I-A  
GRADE POINT REQUIREMENTS

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

**TABLE I-B**

**CUMULATIVE GRADE POINT AVERAGE  
REQUIRED FOR GOOD STANDING**

Semester Hours Accumulated or Attempted	Required Grade Point Average on the Next 6 Semester Hours (or More) Attempted*
6- 9	1.50
10-15	1.60
16-21	1.65
22-27	1.70
28-33	1.75
34-39	1.80
40-45	1.85
46-51	1.90
52-57	1.95
58-60 or More	2.00

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, but will not be allowed to graduate.

Students who have been placed on academic probation and who fail to meet the grade point requirements in the next six semester hours or more attempted will be suspended for one long-term semester or the combined summer terms, as applicable.

Students who have questions concerning Academic Standards at Galveston College should contact the Office of Student Personnel Services, Room 142, Moody Hall.

**CLASSIFICATION OF STUDENTS\***

A student who has completed less than 24 semester credit hours is classified as a *freshman*.

A student who has completed 24 or more semester credit hours and has not received a degree is classified as a *sophomore*.

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

#### *Full-Time Student*

1. During the Regular Semester:
  - a. A student registered for twelve (12) or more semester hours is defined as a full-time student by Galveston College. The Texas Opportunity Plan and the Selective Service suggests 15 hours for full-time students.
  - b. A student registered for fourteen (14) or more semester hours is defined as a full-time student by the Veterans Administration.
2. During the Summer Terms:
  - a. A student registered for six (6) or more semester hours each term is defined as a full-time student by Galveston College, the Opportunity Plan, and the Veterans Administration.
  - b. Provided the student is making "satisfactory progress,"\* summer terms are not required for Selective Service purposes.

\*Satisfactory progress means that a student has completed one-fourth ( $\frac{1}{4}$ ) of his total four (4) year plan in each calendar year.

#### *Part-Time Student*

1. During the Regular Semester:
  - a. A student registered for less than twelve (12) semester hours is defined as a part-time student by Galveston College.
  - b. A student registered for ten (10) to thirteen (13) semester hours is defined as a *three-quarters ( $\frac{3}{4}$ ) full-time student* by the Veterans Administration; a student registered for seven (7) to nine (9) semester hours is defined as a *half ( $\frac{1}{2}$ ) full-time student* by the Veterans Administration; and a student registered for six (6) semester hours or less is defined as earning tuition only by the Veterans Administration.
  - c. If a student registers for less than twelve (12) semester hours or if he drops sufficient course work after registration to reduce his load below twelve (12) semester hours, he may lose his draft exempt classification from the Selective Service.
2. During the Summer Terms:
  - a. A student registered for less than six (6) semester hours for two consecutive terms is defined as a part-time student by Galveston College.

- b. A student registered for three (3) semester hours each term is defined as a half ( $\frac{1}{2}$ ) full-time student by the Veterans Administration.

### ADVANCED PLACEMENT

Galveston College offers course credit to academically qualified entering freshman students who have completed work of college level prior to entry into college. Such credit may be obtained by making a score of 3 or better on the College Entrance Examination Board Advanced Placement Examinations.

College Board Advanced Placement Examinations are offered in English, European History, American History, French, German, Spanish, Biology, Chemistry, Physics, and Mathematics. The Advanced Placement Examinations are given once each year, usually in May.

High school seniors enrolled in major works or other college level courses should consult with their counselors about registering for and taking the CEEB Advanced Placement Examinations. Information concerning these examinations may also be obtained from the College Entrance Examination Board, Box 592, Princeton, N.J. 08540. (NOTE: The placement examinations are different from the Achievement Tests administered by the College Board.)

If, on the basis of previous training and experience and within the limits explained below, a student has reason to believe that he can pass an examination on courses of freshman or sophomore rank within a limited number of hours, he may be permitted, on approval of the counselors, to make application for such examination during his first semester or summer session in residence. These examinations are available to students who transfer to Galveston College from non-accredited colleges and universities. The examinations also are open to mature persons who learned the content of a particular course through experience or through previous training other than in the secondary school.

No student may attempt to earn credit by advanced standing examination in any course in which he has received a grade of F either in this College or elsewhere. Credits for credit by examination may be obtained in the office of the counselors. These should be signed by the counselors and by the department head of the department offering the course.

A fee of eighteen dollars for each course of one, two, or three hours' credit, (or twenty dollars for each course of four hours' credit) must be



paid in the office of the Business Manager, and the receipt presented to the counselor before the examination may be taken. (All prices are subject to change without notice). The examination must be completed with a grade of B or above within the first semester or summer session the student is enrolled.

Advanced Placement exams in college parallel courses given locally may or may not be transferrable. It is the student's responsibility to consult the senior college of his choice as to whether the college or university will accept locally prepared advanced placement exams.

Technical-Vocational Advanced Placement exams will be given by prior arrangement with the appropriate instructor *before* the beginning of a semester.

### HONOR STUDENTS

A Dean's List is published each semester listing the names of full-time students who achieve a grade point average of 3.0 ("B") or better in that semester.

### WITHDRAWAL FROM COLLEGE

Any student withdrawing from the College must obtain the proper forms from the Registrar's Office and secure clearances as indicated on the forms. Students must also turn in identification card to the Student Personnel 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.

### STUDENT DISCIPLINARY PROCEDURES

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

place of the infraction, and action, if any, taken to halt the alleged offense.

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

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

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

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

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

## **DEGREES**

Galveston College offers three degree plans: (1) Associate in Arts; (2) Associate in Science; (3) Associate in Applied Science and two certificates: (1) Certificate of Completion (non-degree, adult education and terminal programs), (2) Certificate of Graduation (non-degree, one year terminal programs i.e. Vocational Nursing, Deck & Fisheries technicians).

All students interested in obtaining a degree from Galveston College must file a degree plan prior to the completion of 24 semester credit hours at Galveston College.

This form is available in Student Personnel Services office.

## **REQUIREMENTS FOR GRADUATION**

The requirements of each of the three (3) degree plans offered at Galveston College are described in the following outlines:

**Associate in Arts**

*(60 semester hours\* or as required by the specialized program):*

English -- 6 sch - composition and rhetoric.

6 sch - literature

American History -- 6 sch.

Government -- 6 sch.

Foreign Language - 14 sch and

Natural Science -- 16 sch or 8 sch and

Mathematics -- 6 sch.

Electives -- 6-8 sch.

Physical Education Activities -- 2 sch\*.

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

Any change in this program *must* have prior approval and must be documented by a "Request Course Change on Degree Plan" form.

**Associate in Science**

*(60 semester hours\* or as required by the specialized program):*

English -- 6 sch. composition and rhetoric.

6 sch literature.

Engineering majors -- 3 sch composition and rhetoric

3 sch literature.

American History -- 6 sch.

Government -- 6 sch.

Natural Science -- 8 sch.

Mathematics -- 6 sch.

Physical Education Activities 2 sch\*

Elective -- 24 sch.

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

Any change in his program must have prior approval and must be documented by a "Request Course Change in Degree Plan" form.

## **Associate in Applied Science**

*(60 sch\* or as required by specialized program);*

Communications -- 6 sch

Government 131 or Government 231 & 232

Additional courses as required by the specialized programs

Elective -- to be taken in related course work. The last 18 semester hours prior to graduation must be completed at Galveston College. Exceptions will be considered by special petition made to the Director of Student Personnel Services.

A minimum grade point average of 2.0 ("C") is required on all course work applying toward the degree.

Any change in this program must have prior approval and must be documented by a "Request Course Change on Degree Plan" form.

### **\*NOTE REGARDING PHYSICAL EDUCATION REQUIREMENTS:**

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

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

\*sch = semester credit hours

## **TRANSFER OF CREDIT**

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

Students who are planning to transfer to a senior college or university are required to select a field of study and a specific receiving college or university before the end of their freshman year.

Galveston College will accept for transfer credit all work for which the student has received a passing grade and which is applicable to the

student's educational program. All transfer correspondence courses of unusual nature will be presented to the curriculum committee for evaluation before being credited toward a degree.

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

### **TRANSCRIPTS**

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

### **CHANGE OF ADDRESS**

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

### **CHANGE OF NAME**

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

### **GRADUATION PROCEDURES**

The procedures for graduation are enumerated below:

1. File an application for graduation form with the Registrar.\*
2. The application for graduation for mid-term graduates must be filed by November 1 of the fall semester immediately prior to graduation. The application for graduation for spring graduates must be filed by March 1 of the spring semester immediately prior to graduation.
3. Students may apply for graduation under existing catalog requirements or under the catalog requirements in effect when entering Galveston College.
4. All graduating students must attend graduation exercises

- unless specifically excused by the Dean of the College.
5. A graduation fee of \$15 will be charged, covering cap and gown rental and degree expenses. This fee must be paid upon application for graduation.

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

# **EDUCATIONAL PROGRAMS**

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

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

## **THE UNIVERSITY PARALLEL PROGRAM**

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

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

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

## **THE OCCUPATIONAL EDUCATION PROGRAM**

The primary purpose of the occupational education program is to prepare students for entry into, and advancement in, specialized occupations requiring less than four-year college preparation. Specialized programs are developed as needs of students dictate and as employment opportunities for graduates can be determined.

## THE CONTINUING EDUCATION PROGRAM

The program is designed to make the educational resources of the College and the Community available to the general public. Most classes are offered during the late afternoon and evening hours. The program provides university parallel course work, specialized course work in occupationally oriented subjects and non-college credit instruction tailored to the specific needs of individuals and groups not met by the credit program.

## CURRICULA

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

The suggested university parallel programs listed in this catalog were developed using guidelines recently adopted by the Coordinating Board, Texas College and University System.

A summary sheet of these guidelines is presented in Table II.



TABLE II  
FOR JRF LA

Subject	<i>Major Field I</i> Bachelor of Arts Degree in Arts and Sciences Bachelor of Science Degree in Mathematics and Natural Sciences	<i>Major Field II</i> Bachelor's Degree in Business Administration (including Accounting)	<i>Major Field III</i> Bachelor's Degree in Engineering
a. English Language Proficiency (i.e., Freshman English)	6 hours		
b. Literature	6 hours	6 hours	9 hours
c. Government (to meet state statute requirement)	6 hours	6 hours	
d. History (to meet state statute requirement)	6 hours	6 hours	6 hours
e. Natural Science A	6-8 hours Biological Science	6 hours	6 hours
f. Natural Science B	6-8 hours Physical Science	6-8 hours	8 hours Chemistry* 8 hours Physics*
g. Mathematics (collegiate level)	6 hours	6 hours (college algebra plus sequential course appropriate to a business degree)	9 hours (analytical geometry and calculus)
h. Foreign Language	For the B.A. Degree: 12-14 hours in a single language. For the B.S. Degree: 6-8 hours in a single language.		
i. Humanities Electives Excluding courses in literature beyond (b) above, also no more than 12-14 hours of foreign language may be used in (h) and (i) combined.	6 hours	9 hours	3 hours (to satisfy ECPD requirements)
j. Special Courses	.....	6 hours Economics 6 hours Accounting	3 hours Engineering Mechanics 2 hours Engineering Graphics

\*The content of these courses and the mathematics prerequisites and corequisites of these courses must be the same as these same courses in the curricula of ECPD accredited senior colleges.



# Department of Business Administration

SUGGESTED TWO-YEAR PROGRAM FOR  
BUSINESS ADMINISTRATION MAJORS  
(Meets Associate in Science Degree Requirements)

## FIRST YEAR

First Semester		Semester Hours
B A 131	Introduction to Business	3
ENGL 131	Composition and Grammar	3
HIST 131	United States History	3
MATH 134	Finite Mathematics	3
BIOL 141	General Biology	4
P E (Activity of student's choice)		<u>1</u>
	Total Semester Hours	17

Second Semester		Semester Hours
ENGL 132	Composition and Rhetoric	3
HIST 132	United States History	3
MATH 135	Mathematical Analysis	3
BIOL 142	General Biology	4
PSYC 131	Introduction to Psychology	3
P E (Activity of student's choice)		<u>1</u>
	Total Semester Hours	17

## SECOND YEAR

First Semester		Semester Hours
ACCT 241	Principles of Accounting I	4
ECON 231	Principles of Economics I	3
ENGL 231	Survey of English Literature	3
GOVT 231	Federal Government	3
SOC 131	Introduction to Sociology	<u>3</u>
	Total Semester Hours	16

Second Semester		Semester Hours
ACCT 242	Principles of Accounting II	4
B A 231	Business Law	3
ECON 232	Principles of Economics II	3
ENGL 232	Survey of English Literature	3
GOVT 232	State and Local Government	<u>3</u>
	Total Semester Hours	16
	<b>Total Semester Hours in Program =</b>	<b>66.</b>

## DEPARTMENT OF BUSINESS ADMINISTRATION

### ACCOUNTING 241 -- Principles of Accounting I.

(3-3) Credit: 4.

*Prerequisite: None. Lab Fee: \$2.00.*

Basic structure of accounting, including fundamental accounting relationships, ledger, and trial balance; accounting cycle for a service enterprise, accounting cycle for a merchandising enterprise, notes, deferrals and accruals; receivables, inventory and plant assets; accounting systems and concepts. (030101)

### ACCOUNTING 242 - Principles of Accounting II.

(3-3) Credit: 4.

*Prerequisite: Accounting 241. Lab Fee: \$2.00.*

Accounting procedures and practices applicable to partnerships and corporations; departmentalized accounting; introduction to cost systems and budgetary control; decision-making through analysis and interpretation of financial statements. (030101)

### BUSINESS ADMINISTRATION 131 -- Introduction to Business.

(3-0) Credit: 3.

*Prerequisite: None.*

Designed to acquaint the student with the modern business world and the career opportunities it offers. Provides an overview of business operation. Includes analysis of specialized fields within business organization, including organization, methods of operation,

forms of ownership, business functions, and problems of management. (030301)

### **BUSINESS ADMINISTRATION 231 - Business Law.**

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

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

History and role of law in modern business and society; legal institutions and reasoning; framework of basic legal principles; application of basic principles of contract and property law. Acceptable as transfer credit at some schools. Check with a counselor before enrollment. (030304)

### **ECONOMICS 231 -- Principles of Economics I.**

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

*Prerequisite: Sophomore standing or consent of instructor.*

A study of the principles of economics. The factors of production and the concepts of distribution as these factors and concepts are related to our highly industrialized economy; wages, interest, rent, profit, consumption, saving, investment, and the business cycle, national income, and fiscal policy. (180301)

### **ECONOMICS 232 -- Principles of Economics II.**

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

*Prerequisite: Economics 231 or consent of instructor.*

A continuation of a study of the principles of economics, of production and of distribution; the fundamentals of supply and demand; labor, capital, natural resources, international trade, economics growth and current economic problems. (180310)

### **ECONOMICS 233 -- Introduction to Economics.**

*Prerequisite: None.*

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

**DESIGNED FOR STUDENTS REGISTERED IN VOCATIONAL-TECHNICAL PROGRAMS.**

Introduction to Economics is designed for students majoring in areas other than economics or business administration. Emphasis is placed on the American free enterprise system and the understanding of national economic policies and their objectives. (180308)

# Department of Communications

SUGGESTED TWO-YEAR PROGRAM IN THE  
AREAS OF COMMUNICATIONS  
(Meets Associate in Arts Degree Requirements)

## FIRST YEAR

First Semester		Semester Hours
ENGL 131	Composition and Grammar	3
HIST 131	United States History	3
FOREIGN LANGUAGE	(Student's choice)	4
SOCIAL SCIENCE	(Student's choice)	3
NATURAL SCIENCE	(Student's choice)	4
PHYSICAL EDUCATION ACTIVITY	(Student's choice)	<u>1</u>
Total Semester Hours		18

Second Semester		Semester Hours
ENGL 132	Composition and Rhetoric	3
HIST 132	United States History	3
FOREIGN LANGUAGE	(Same language, second course)	4
SOCIAL SCIENCE	(Same field)	3
NATURAL SCIENCE	(Same subject, second course)	4
PHYSICAL EDUCATION ACTIVITY	(Student's choice)	<u>1</u>
Total Semester Hours		18

## SECOND YEAR

First Semester		Semester Hours
ENGL 231 or 234	Literature	3
GOVT 231	Federal Government	3
FOREIGN LANGUAGE	(Same language, third course)	3
FINE ARTS	(Student's choice)	3
NATURAL SCIENCE or MATH		<u>3</u>
Total Semester Hours		15

<b>Second Semester</b>	<b>Semester Hours</b>
ENGL 232 or 235 Literature	3
GOVT 232 State and Local Government	3
FOREIGN LANGUAGE (Same language, fourth course)	3
FINE ARTS (Student's choice)	3
NATURAL SCIENCE (Same subject, second course)	3
NATURAL SCIENCE or MATH	<u>3</u>
Total Semester Hours	15
<b>Total Semester Hours in Program =</b>	<b>68.</b>

SUGGESTED TWO-YEAR PROGRAM FOR TEACHERS  
(Meets Associate in Science Degree Requirements)

**FIRST YEAR**

<b>First Semester</b>	<b>Semester Hours</b>
ENGL 131 Composition and Grammar	3
HIST 131 United States History	3
NATURAL SCIENCE	4
PSYC 131 Introduction to Psychology	3
ELECTIVE	3
PHYSICAL EDUCATION ACTIVITY (Student's choice)	<u>1</u>
Total Semester Hours	17

<b>Second Semester</b>	<b>Semester Hours</b>
ENGL 132 Composition and Rhetoric	3
HIST 132 United States History	3
NATURAL SCIENCE (Same subject, second course)	4
SOC 131 Introduction to Sociology	3
MATH 131 College Algebra	3
PHYSICAL EDUCATION ACTIVITY (Student's choice)	<u>1</u>
Total Semester Hours	17

## SECOND YEAR

First Semester	Semester Hours
ENGL 231 or 234 Literature	3
GOVT 231 Federal Government	3
MATH 136 Plane Trigonometry	3
ELECTIVE	3
ELECTIVE	3
PHYSICAL EDUCATION ACTIVITY (Student's choice)	<u>1</u>
Total Semester Hours	16

Second Semester	Semester Hours
ENGL 232 or 235 Literature	3
GOVT 232 State and Local Government	3
ELECTIVE	3
ELECTIVE	3
ELECTIVE	3
PHYSICAL EDUCATION ACTIVITY (Student's choice)	<u>1</u>
Total Semester Hours	16
<b>Total Semester Hours in Program =</b>	<b>66.</b>

### ENGLISH

**ENGLISH 032 -- Reading Improvement. (3-0) Credit: 3.\***

*Prerequisite: None. Lab Fee: \$3.00; No Tuition Charged.*

A basic developmental reading program designed to improve reading efficiency with emphasis on reading skills, comprehension, vocabulary, and rate. (070101)

**COMMUNICATIONS 131 -- Reading and Writing.**

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

*Prerequisite: None.*

DESIGNED FOR STUDENTS REGISTERED IN VOCATIONAL-TECHNICAL PROGRAMS.

Reading for understanding; writing to communicate information; improving reading efficiency.(070101)

\*This course does not meet requirements for graduation.



**COMMUNICATIONS 132 -- Technical Communications.**

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

*Prerequisite: Communications 131 or English 131.*

DESIGNED FOR STUDENTS REGISTERED IN VOCATIONAL-TECHNICAL PROGRAMS.

Reading and writing technical reports; practical English for the technical writer; basic techniques in technical writing; writing procedural instructions and correspondence. (070401)

**ENGLISH 131 -- Composition and Grammar. (3-0) Credit: 3.**

*Prerequisite: None.*

Reading and writing expository prose; diction, paragraph development and organization; writing the short composition; a review of grammar, sentence structure and punctuation. (070102)

**ENGLISH 132 -- Composition and Rhetoric. (3-0) Credit: 3.**

*Prerequisite: English 131 or the equivalent.*

Reading and writing argumentative and critical essays; logic and rhetoric in writing; introduction to literary forms; writing the research paper. (070102)

**ENGLISH 231 -- Survey of English Literature. (3-0) Credit: 3.**

*Prerequisite: English 132 or the equivalent.*

A survey of English literature with selections from Old English, Middle English, The Renaissance, The Seventeenth Century, and The Eighteenth Century; historical background for each period; literary terms; close reading of the text. (070305)

**ENGLISH 232 -- Survey of English Literature. (3-0) Credit: 3.**

*Prerequisite: English 132 or the equivalent.*

A continuation of English 231. Selections from The Romantic Period, The Victorian Period, and The Modern Period; historical background for each period; literary terms; close reading of the text. (070305)

**ENGLISH 233 -- Technical Writing for Engineers.**

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

*Prerequisite: English 131 or the equivalent.*

Reading and writing technical reports; practical English for the technical writer; basic techniques in technical writing; writing procedural instructions. (070401)

**ENGLISH 234 -- Masterpieces of World Literature.**

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

*Prerequisite: English 132 or the equivalent.*

A study of the masterpieces of the western world from ancient times through the renaissance; selections from Homer; the Greek tragedians, Plato, Virgil, Dante, Chaucer, and Shakespeare; emphasis on epic, tragedy, and narrative forms. (070313)

**ENGLISH 235 -- Masterpieces of World Literature.**

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

*Prerequisite: English 132 or the equivalent.*

A continuation of English 234; selections from the neo-classical to the modern age including works by Milton, Racine, Voltaire, Goethe, French and Russian novelists, and Kafka and Camus; emphasis on continental writers. (070313)

**FRENCH**

**FRENCH 141 -- Beginner's French.**

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

*Prerequisite: None. Lab Fee: \$5.00.*

Basic French grammar and pronunciation drills; emphasis on reading and conversation; introduction to French literature and culture. (080401)

**FRENCH 142 -- Beginner's French.**

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

*Prerequisite: French 141  
Lab Fee: \$5.00.*

Continued grammar drills with emphasis on written and oral composition; also a deeper study of French literature and culture. (080401)

**FRENCH 231 -- Intermediate French. (3-0) Credit: 3.**

*Prerequisite: French 142.*

Review of grammar; emphasis on French literature and composition.  
(080402)

**FRENCH 232 -- Intermediate French. (3-0) Credit: 3.**

*Prerequisite: French 231.*

Continued study of French grammar, literature and culture; oral and written composition. (080402)

**JOURNALISM**

**JOURNALISM 131 -- Mass Communications. (3-0) Credit: 3.**

*Prerequisite: None.*

An introduction to the role of mass communications, with special emphasis on the social importance of mass communicators. (120101)

**JOURNALISM 132 -- Introduction to Reporting**

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

*Prerequisite: None.*

Theory and practice of reporting. Students enrolled in the course will serve as reporters for the school newspaper, *The Barometer*. (120108)

**JOURNALISM 231 -- Introduction to Advertising.**

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

*Prerequisite: Approval of instructor.*

Social and economic aspects of advertising in the mass media. Rate structures, advertising agencies, effective use of media, copy testing, advertising law. (120107)

**JOURNALISM 232 -- Advanced Reporting. (3-0) Credit: 3.**

*Prerequisite: Journalism 231 or approval of instructor.*

Theory and practice of reporting beyond the aspects of Journalism 132. Editorial writing, criticism and review of books, movies, plays, and concerts. (120401)

## SPANISH

**SPANISH 141 – Beginner’s Spanish. (3-2) Credit: 4.**

*Prerequisite: None. Lab Fee: \$5.00.*

Fundamentals of grammar; basic vocabulary; pronunciation; conversation; reading of elementary texts; emphasis on development of audio-lingual skills (081201)

**SPANISH 142 – Beginner’s Spanish. (3-2) Credit: 4.**

*Prerequisite: Spanish 141 or equivalent.*

A continuation of more advanced grammar; continued emphasis on the spoken language; acquisition of vocabulary and idioms; reading of short stories in Spanish; composition. (081201)

**SPANISH 231 - Intermediate Spanish. (3-0) Credit: 3.**

*Prerequisite: Spanish 142 or equivalent.*

Intensive review of grammar; readings of short stories and plays in Spanish; composition and oral reports based on a variety of topics. (081202)

**SPANISH 232 – Intermediate Spanish. (3-0) Credit: 3.**

*Prerequisite: Spanish 231 or equivalent.*

Continuation of readings in Hispanic culture and civilization; completion of grammar review; composition and conversation. (081202)

## SPEECH

**SPEECH 131 -- Fundamentals of Speech. (3-0) Credit: 3.**

*Prerequisite: None.*

Fundamental speech principles; speech production--articulation and pronunciation; the attitudes and resources of the speaker; fundamentals of delivery; elements of speech preparation; the informative and persuasive use of language. (040302)

# Department of Fine Arts

SUGGESTED TWO-YEAR PROGRAM FOR ART MAJORS  
(Meets Associate in Applied Science Degree Requirements)

## FIRST YEAR

First Semester		Semester Hours
ART 131	Drawing Media	3
ART 135	Art History and Appreciation	3
FOREIGN LANGUAGE		4
ENGL 131	Composition and Grammar	3
HIST 131	United States History	3
PHYSICAL EDUCATION ACTIVITY (Student's choice)		<u>1</u>
	Total Semester Hours	17

Second Semester		Semester Hours
ART 132	Fundamentals of Painting	3
ART 136	Art History and Appreciation	3
FOREIGN LANGUAGE (Second course in sequence)		4
ENGL 132	Composition and Rhetoric	3
HIST 132	United States History	3
PHYSICAL EDUCATION ACTIVITY (Student's choice)		<u>1</u>
	Total Semester Hours	17

## SECOND YEAR

First Semester		Semester Hours
ART 231	Creative Design I	3
ART 233	Commercial Design I	3
ENGL 231	Survey of English Literature	3
GOVT 231	Federal Government	3
FOREIGN LANGUAGE (Third course in sequence)		3
ELECTIVE		<u>3</u>
	Total Semester Hours	18

<b>Second Semester</b>		<b>Semester Hours</b>
ART 232	Creative Design II	3
ART 234	Commercial Design II	3
ENGL 232	Survey of English Literature	3
GOVT 232	State and Local Government	3
	FOREIGN LANGUAGE (Fourth course in sequence)	<u>3</u>
	<b>Total Semester Hours</b>	<b>15</b>
	<b>Total Semester Hours in Program =</b>	<b>67.</b>

## DEPARTMENT OF FINE ARTS

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

*Prerequisite: None.*

Drawing of various subject matter in media of charcoal, pencil, crayon, pen, scratch board, and brushwork. (020702) Formerly Fundamentals of Graphic Arts.

**ART 132 -- Fundamentals of Painting. (2-4) Credit: 3.**

*Prerequisite: Art 131. Fee: \$2.00.*

Painting of landscapes, still life, portraits, in water colors, oils, other media. (020901)

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

*Prerequisite: None.*

Chronological study of development of visual arts styles from ancient times to seventeenth century. Lectures, slides, films, discussion. (020201)

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

*Prerequisite: None.*

Chronological study of development of visual arts styles from seventeenth century to present. Lectures, slides, films, discussion. (020202)

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

*Prerequisite: Art 132. Fee: \$2.00.*

Fundamentals of point, line, shape, mass, texture, color, form. (020303) Formerly Art 133.

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

*Prerequisite: Art 231. Fee: \$2.00.*

Application of above principles of media to woodblock, brush and ink, basic print-making, collage.(020303) Formerly Art 134.

**ART 233 -- Commercial Design I. (2-4) Credit: 3.**

*Prerequisite: Art 132. Lab Fee: \$2.00.*

Basic lettering, rough layout work in pencil, pen, and brush. (020603)

**ART 234 -- Commercial Design II. (2-4) Credit: 3.**

*Prerequisite: Art 233. Lab Fee: \$2.00.*

Layout problems for posters, newspapers, and magazines. (020603)

**MUSIC**

**MUSIC 1401 – Music Theory I. (3-3) Credit: 4.**

*Prerequisite: None.*

Elementary melodic patterns, sight-singing, intervals; elementary rhythmic patterns, rhythmic reading; notation; simple triads in all keys, their inversions, simple cadences. All material integrated: aural, written, and keyboard. (150105)

**MUSIC 1402 -- Music Theory II.** (3-3) Credit: 4.  
*Prerequisite: Music 1401.*

Intermediate sight-singing, rhythmic reading; completion of triads and dominant seventh chords, their inversions. Melodic and harmonic dictation, keyboard problems; all scales; beginning part-writing. (150105)

#### OTHER ACADEMIC COURSES IN MUSIC

**MUSIC 1301 -- Music Appreciation.** (3-0) Credit: 3.  
*Prerequisite: None.*

For the non-music major. Chronological survey of musical highlights from 1450 to the present. Listening to recorded examples. Attendance at local concerts required. (150101)

**MUSIC 1303 -- Music Literature I.** (3-0) Credit: 3.  
*Prerequisite: None.*

For the music major. A chronological study of styles of music from antiquity through Mozart. Listening to recorded examples. Attendance at local concerts required. (150104)

**MUSIC 1304 -- Music Literature II.** (3-0) Credit: 3.  
*Prerequisite: None.*

A continuation of Music 1303. Mozart to the present. See above. (150104)

#### MUSIC (ENSEMBLE COURSES)

**MUSIC 1101, 1102, 2101, 2101 -- Choir.** (0-4) Credit: 1.  
*Prerequisite: None. Required of music majors. Others: by audition. Fee: \$2.00.*

Choral literature of all periods and styles rehearsed and performed in concert. Also performs for various campus and community functions. (150403)



**MUSIC 1107, 1108, 2107, 2108 -- Madrigal Singers.**

**(0-3) Credit:1.**

*Prerequisite: Membership in College Choir.*

Students in college choir may audition for this group which rehearses and performs choral literature suitable for the small ensemble. Membership limited. Also functions as a public relations organization.  
(150404)

# Department of Mathematics and Natural Sciences

SUGGESTED TWO-YEAR PROGRAM IN  
NATURAL SCIENCES OR MATHEMATICS\*  
(Meets Associate in Science Degree Requirements)

## FIRST YEAR

First Semester	Semester Hours
ENGL 131      Composition and Grammar	3
HIST 131      United States History	3
MATH            (As Recommended by Counselor)	3
CHEM 141 or BIOL 141	4
ELECTIVE	3
P E Activity    (Student's Choice)	<u>1</u>
Total Semester Hours	17

Second Semester	Semester Hours
ENGL 132      Composition and Rhetoric	3
HIST 132      United States History	3
MATH            (Next Course in Sequence)	3
CHEM 142 or BIOL 142	4
ELECTIVE	3
P E Activity    (Student's Choice)	<u>1</u>
Total Semester Hours	17

## SECOND YEAR

First Semester	Semester Hours
ENGL 231      Survey of English Literature	3
GOVT 231      Federal Government	3
MATH 139      Calculus I	3
ELECTIVE**    (May Be In Major)	3
CHEM 141 (or 243) or PHY 241	<u>4</u>
Total Semester Hours	16

<b>Second Semester</b>		<b>Semester Hours</b>
ENGL 232	Survey of English Literature	3
GOVT 232	State and Local Government	3
MATH 231	Calculus II	3
ELECTIVE**		3
CHEM 142 (or 244) or PHY 242		<u>4</u>
Total Semester Hours		16
<b>Total Semester Hours in Program =</b>		<b>66.</b>

\*Students entering the college with insufficient preparation are recommended to start their college work in summer to remove their deficiencies.

\*\*Chemistry 243-244 or Physics 241-242 are strongly recommended as electives for Biology majors.

**SUGGESTED TWO-YEAR PROGRAM IN ENGINEERING**  
(Meets Associate in Science Degree Requirements)

**FIRST YEAR**

<b>First Semester</b>		<b>Semester Hours</b>
HIST 131	United States History	3
MATHEMATICS	(As recommended by counselor)	3
ENGR 161	Engineering Graphics	6
CHEM 141	General Chemistry	4
PHYSICAL EDUCATION ACTIVITY	(Student's choice)	<u>1</u>
Total Semester Hours		17

<b>Second Semester</b>		<b>Semester Hours</b>
ENGL 131	Composition and Grammar	3
HIST 132	United States History	3
MATHEMATICS	(Next course in sequence)	3
ENGR 133	Manufacturing Processes	3
CHEM 142	General Chemistry	4
PHYSICAL EDUCATION ACTIVITY	(Student's choice)	<u>1</u>
Total Semester Hours		17

## SECOND YEAR

First Semester		Semester Hours
ENGL 132	Composition and Rhetoric	3
GOVT 231	Federal Government	3
MATHEMATICS		
139	Calculus I	3
PHYSICS 243	Mechanics	4
PSYC 131	Introduction to Psychology	<u>3</u>
	Total Semester Hours	16
Second Semester		Semester Hours
ENGL 233	Technical Writing	3
GOVT 232	State and Local Government	3
MATHEMATICS		
231	Calculus II	3
PHYSICS 244	Electricity and Magnetism	4
SOC 131	Introduction to Sociology	<u>3</u>
	Total Semester Hours	16
	<b>Total Semester Hours in Program =</b>	<b>66.</b>

### DEPARTMENT OF MATHEMATICS AND NATURAL SCIENCES BIOLOGY

**BIOLOGY 131 – Marine Organisms of Commerce.** (3-0) Credit: 4.

*Prerequisite: None.*

Survey of commercially important marine and estuarine plants, invertebrates and vertebrates. Biology, commercial uses, methods of harvest, conservation measures and cultivation practices will be emphasized. (160118)

**BIOLOGY 135 – Microbiology.** (3-0) Credit: 3.

*Prerequisite: None.*

General principles; asepsis, disinfection and sanitation; infection, immunity and allergy; bacteriology; general pathology. (160107)

**BIOLOGY 141 -- General Biology.**

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

*Prerequisite: None.*

*Lab Fee: \$8.00.*

Molecular biology, cellular biology, energy relationships of plants and animals and the anatomy and physiology of man. The laboratory phase includes the dissection of the frog as a vertebrate type. (160101)

**BIOLOGY 142 -- General Biology.**

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

*Prerequisite: None.*

*Lab Fee: \$8.00;*

Survey of the plant and animal phyla, genetics, evolution and the organism and its environment Laboratory phase includes study of the representative specimens of each phyla. (160101)

**BIOLOGY 143 -- Anatomy and Physiology.**

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

*Prerequisite: None.*

*Lab Fee: \$8.00.*

The study of the structure and function of man with respect to the major body systems. Body systems included are skeletal, muscular, nervous, circulatory, respiratory, digestive, excretory and reproductive. (160104)

**BIOLOGY 144 -- Anatomy and Physiology. Continuation of Biology 143.**

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

*Prerequisite: Biology 143 or consent of instructor. Lab Fee: \$8.00.*

A continuation of Biology 143. (160104)

**CHEMISTRY**

**CHEMISTRY 141 -- General Chemistry.**

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

*Prerequisite: Two years of high school algebra or concurrent enrollment in Mathematics 032. Lab Fee: \$8.00.*

Principles and methods of inorganic chemistry; nature of matter; description and structure of atoms, molecules, and chemical bonds; laws governing the gaseous, liquid and solid states and changes of state; properties of solutions and dispersion; kinetics and equilibria of reactions. (160202)

**CHEMISTRY 142 -- General Chemistry.**

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

*Prerequisite: Chemistry 141. Lab Fee: \$8.00.*

Application of the principles and methods of inorganic chemistry to the elements and their compounds; hydrogen, oxygen and water; alkali metals, alkaline-earth metals, transition elements, elements of Groups III, IV, V and VI; halogens; introduction to organic chemistry; radioactivity. (160202)

**CHEMISTRY 243 -- Organic Chemistry.**

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

*Prerequisite: Chemistry 142. Lab Fee: \$8.00.*

Principles of organic chemistry. Structure, nomenclature, occurrence and physical properties of organic compounds. Chemical bonds and stereochemistry of organic compounds. Introduction to organic reactions. (160203)

**CHEMISTRY 244 -- Organic Chemistry.**

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

*Prerequisite: Chemistry 243. Lab Fee: \$8.00.*

Organic reactions; elaboration of fundamentals learned in Chemistry 243 through treatment of chemistry of nature and biological products, petroleum, polymers and other important materials. (160203)

**MATHEMATICS**

**MATHEMATICS 031 - Basic Mathematics.**

**(3-0) Credit: 4.**

*Prerequisite: None.*

NON-TRANSFERABLE AND WILL NOT APPLY TOWARD  
DEGREE REQUIREMENTS

An arithmetic course for those who need review of the very basic skills. Topics include number bases, sets, prime numbers, factors, fractions, positive and negative numbers, and linear equations.

(140101)

**MATHEMATICS 032 -- Basic Algebra.**

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

*Prerequisite: None.*

NON-TRANSFERABLE AND WILL NOT APPLY TOWARD  
DEGREE REQUIREMENTS.

A one-semester course covering the topics of high school algebra for the student who needs to review algebra before continuing college level mathematics. Topics are taken from exponents and radicals, factoring, fractions, linear equations, functions and quadratic equations. (140102)

**MATHEMATICS 131 -- College Algebra.**

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

*Prerequisite: Mathematics 032 or two years high school algebra.*

An introduction to the basic concepts of modern algebra. Topics are taken from logic and set theory, the development of the number systems, relations, functions, equations, inequalities, determinants and matrices, probability and mathematic induction. (140201)

**TECHNICAL MATHEMATICS 1311.**

*Prerequisite: None.*

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

DESIGNED FOR STUDENTS REGISTERED IN TECHNICAL-  
VOCATIONAL PROGRAMS. (190105)

A course in Basic Algebra and the use of slide rule with problems applied to Technology. Topics will be taken from Basic Algebra, linear and quadratic equations, radicals, logarithms and exponentials.

**TECHNICAL MATHEMATICS 1312.**

*Prerequisite: Math 1311.*

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

DESIGNED FOR STUDENTS REGISTERED IN TECHNICAL-  
VOCATIONAL PROGRAMS.

A continuation of the study of algebra, trigonometric functions,

graphs of trigonometric functions, solution of triangles, elementary identities as need in Technical Math III. (190107)

**TECHNICAL MATHEMATICS 1313.**

*Prerequisite: Math 1312.*

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

DESIGNED FOR STUDENTS REGISTERED FOR TECHNICAL-VOCATIONAL PROGRAMS.

This course is to include the concepts of Analytical Geometry. Differential and Integral Calculus will be touched on with applications to technology. (190113)

**MATHEMATICS 133 -- Advanced College Algebra.**

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

*Prerequisite: Mathematics 032 or Mathematics 131 or two years high school algebra.*

FOR SCIENCE, ENGINEERING OR MATHEMATICS MAJORS ONLY.

Logarithms, the binomial theorem, mathematical induction, progressions, inequalities, systems of equations, determinants, permutations, combinations, complex numbers, theory of equations, and partial fractions. (140203)

**MATHEMATICS 134 -- Finite Business Mathematics.**

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

*Prerequisite: Mathematics 032 or two years high school algebra or consent of instructor.*

An introduction to topics from college algebra from the finite point of view with numerous applications to business. The course stresses logic, probability theory, elementary decision theory and matrices by use of sets and partitioning of sets. (140502)

**MATHEMATICS 135 -- Analysis for Business Decisions.**

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

*Prerequisite: Mathematics 134 or consent of instructor.*

An introduction to topics from analytic geometry and the calculus as applied to business and economics. Maxima and minima of functions, non-linear curves, linear programming and difference equations. (140502)



**MATHEMATICS 136 -- Plane Trigonometry.**

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

*Prerequisite: Mathematics 032 or two years high school algebra.*

The trigonometric functions and their application, equations and identities; solution of the right triangle and oblique triangle; radian measure. (140106)

**MATHEMATICS 138 -- Analytic Geometry.**

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

*Prerequisite: Mathematics 136 or two years algebra and trigonometry in high school.*

Introductory concepts, the straight line, circle, conics, transformation coordinates, curve sketching, polar coordinates, parametric equations and an introduction to three dimensions. (140107)

**MATHEMATICS 139 -- Calculus I.**

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

*Prerequisite: Mathematics 138.*

Limits, definition of the derivative, derivatives of algebraic functions, differentials, applications of derivatives, maxima and minima, the mean value theorem, introduction to integration, definite and indefinite integrals. (140301)

**MATHEMATICS 231 -- Calculus II.**

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

*Prerequisite: Mathematics 139.*

Differentiation and integration of transcendental functions, methods of integration for more complex functions, hyperbolic functions, an introduction to vectors and partial differentiation. (140301)

**MATHEMATICS 232 -- Calculus III.**

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

*Prerequisite: Mathematics 231.*

Partial differentiation, line integrals, multiple integrals, infinite series and differential equations. (140302)

## PHYSICS

### PHYSICS 241 -- General Physics I.

(3-3) Credit: 4.

*Prerequisite: Mathematics 131 or equivalent. Lab Fee: \$8.00.*  
THIS COURSE IS DESIGNED PRIMARILY FOR STUDENTS WHOSE PROGRAM DOES NOT REQUIRE A TECHNICAL PHYSICS COURSE.

Force and motion, work, energy and power circular motion, momentum, vibratory motion, aerospace physics, properties of solids and liquids, fluid mechanics, heat, sound and molecular theory of matter. (160301)

### PHYSICS 242 -- General Physics II.

(3-3) Credit: 4.

*Prerequisite: Physics 241. Lab Fee: \$8.00.*

Continuation of Physics 241. Optics, reflection, refraction, interference, diffraction and polarization. Electric charges and fields, potential, capacitance, electric currents, magnetic fields and selected topics in Modern Physics. (160301)

### PHYSICS 243 -- Mechanics.

(3-3) Credit: 4.

*Prerequisite: Credit for, or registration in Calculus I. Lab Fee: \$8.00.*

THIS COURSE IS DESIGNED PRIMARILY FOR STUDENTS OF SCIENCE AND ENGINEERING.

Vectors, motion in one dimension, motion in a plane rotational motion, oscillatory motion, work energy, power and momentum, conservation laws and applications -- fluid mechanics gravitation, heat. (160304)

### PHYSICS 244 -- Electricity and Magnetism.

(3-3) Credit: 4.

*Prerequisite: Physics 243. Lab Fee: \$8.00.*

Charge, electric field and potential, capacitance, dielectrics, resistance and inductance, electric circuits, magnetic field and induction, radiation. (160305)

**PHYSICS 245 -- Oscillations, Waves and Modern Physics.**

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

*Prerequisite: Physics 243.      Lab Fee: \$8.00.*

Oscillations and waves with application to light and sound. Interference, diffraction and polarization of waves. Selected topics in Modern Physics. (160309)

# Department of Physical Education and Recreation

SUGGESTED TWO-YEAR PROGRAM IN PHYSICAL  
EDUCATION AND RECREATION  
(Meets Associate in Science Degree Requirements)

## FIRST YEAR

<b>First Semester</b>		<b>Semester Hours</b>
BIOL 141	General Biology	4
ENGL 131	Composition and Grammar	3
HIST 131	United States History	3
SPCH 131	Fundamentals of Speech	3
P E 131	Foundations of Health, Physical Education and Recreation	3
	PHYSICAL EDUCATION ACTIVITY (Student's choice)	<u>1</u>
	Total Semester Hours	17

<b>Second Semester</b>		<b>Semester Hours</b>
BIOL 142	General Biology	4
ENGL 132	Composition and Rhetoric	3
HIST 132	United States History	3
	MATHEMATICS (As recommended by counselor)	3
PSYCH 131	Introduction to Psychology	3
	PHYSICAL EDUCATION ACTIVITY (Student's choice)	<u>1</u>
	Total Semester Hour	17

## SECOND YEAR

<b>First Semester</b>		<b>Semester Hours</b>
ENGL 231	Survey of English Literature	3
GOVT 231	Federal Government	3
	MATHEMATICS (As recommended by counselor)	3
P E 231	Personal Health	3
	PHYSICAL EDUCATION ACTIVITY (Student's choice)	1

ELECTIVE	<u>3</u>
Total Semester Hours	16

Second Semester		Semester Hours
ENGL 232	Survey of English Literature	3
GOVT 232	State and Local Government	3
PE 232	First Aid and Safety	3
ELECTIVE		3
PHYSICAL EDUCATION ACTIVITY (Student's choice)		1
PHYSICAL EDUCATION ACTIVITY (Student's choice)		<u>1</u>
Total Semester Hours		14
<b>Total Semester Hours in Program =</b>		<b>64.</b>

## DEPARTMENT OF PHYSICAL EDUCATION AND RECREATION

### THEORY COURSES

**PHYSICAL EDUCATION 131 -- Foundations of Health Education and Recreation. (3-0) Credit: 3.**  
*Prerequisite: None.*

An orientation course in physical education aimed at providing prospective teachers and coaches or physical education with a general concept of the total physical education program. Course includes historic development, educational values, as well as personal and professional qualifications. (090101)

**PHYSICAL EDUCATION 231 -- Personal Health. (3-0) Credit: 3.**  
*Prerequisite: None.*

A course in current health problems pertinent to college level individuals. Emphasis is upon improved ways of living. This course is designed primarily for students majoring in physical education. (090201)

**PHYSICAL EDUCATION 232 -- First Aid and Safety.**

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

*Prerequisite: None.*

(140302)

This course is designed for men and women who wish to qualify to teach the junior and standard Red Cross courses in first aid to the injured. Course content will include safety procedures for daily living. Upon successful completion of the course the American National Red Cross First Aid Instructor's Certificate will be issued.

**ACTIVITIES**

**PHYSICAL EDUCATION 1101 -- Beginning Archery and Badminton.**

**(1-2) Credit: 1.**

*Prerequisite: None.*

*Fee: \$5.00.*

This course consists of badminton instruction followed by archery instruction. History, safety rules and game etiquette will be included. Archery instruction will include the stance, the draw, and the release. Badminton instruction will include the serve, clears, drives, smashes, and drops. There will be lecture, demonstration and supervised practice. (090301)

**PHYSICAL EDUCATION 1102 -- Bowling.**

**(1-2) Credit: 1.**

*Prerequisite: None.*

A course designed for both the beginner and the advanced bowler. After a four-week instruction period, including the approach and technique of bowling, a class league will be formed. Students will receive experience in league etiquette, procedure and scoring. (090306)

**PHYSICAL EDUCATION 1103 -- Contemporary Dance.**

**(1-2) Credit: 1.**

*Prerequisite: None.*

This course is designed for students with little or no experience in contemporary dance. Emphasis will be upon the fundamental tools of movement, walks, runs, leaps, and various axial movements. Students will begin work in composition. The origin and current development of dance will be studied. (090306)

**PHYSICAL EDUCATION 1104 -- Beginning Golf.**

**(1-2) Credit: 1.**

*Prerequisite: None.*

*Fee: \$5.00.*

This course is designed to introduce golf to students and will include the history, etiquette, skills, rules, and safety of the game. Demonstrations and participation will include the grip, stance, swing, and use of various clubs. (090305)

**PHYSICAL EDUCATION 1105 -- Intermediate Golf.**

**(1-2) Credit: 1.**

*Prerequisite: Physical Education 1104 or approval of department chairman.* *Fee: \$5.00.*

This course is a continuation of Physical Education 1104 and will include supervised practice, corrective and suggestive techniques for improvement of the individual student's golf game. (090305)

**PHYSICAL EDUCATION 1106 -- Outdoor Education.**

*Prerequisite: None.* *Fee: \$5.00.* **(1-2) Credit: 1.**

This course is designed to introduce outdoor recreational activities possessing carry-over value. Included in this course will be fundamental skills in bait casting, camping, and shooting. (090301)

**PHYSICAL EDUCATION 1109 -- Beginning Surfing.**

*Prerequisite: Must be able to pass a swimming test.* **(1-2) Credit: 1.**

This course is an introduction to surfing which will include surfing terms, selection and care of equipment. Basic techniques of paddling and standing will precede actual surfing. Formerly Surfing 1107. (090301)

**PHYSICAL EDUCATION 1110 -- Beginning Swimming.**

*Prerequisite: None.* *Fee: \$5.00.* **(1-2) Credit: 1.**

This course includes demonstration, lectures and practice in the fundamental techniques of swimming, including breath control, prone float, back float, breast stroke, side stroke and crawls. (090305)

**PHYSICAL EDUCATION 1111 -- Intermediate Swimming.**

**(1-2) Credit: 1.**

*Prerequisite: Physical Education 1110 or approval of department chairman.* *Fee: \$5.00.*

This course is designed for the advanced swimmer and will include synchronized strokes, racing, games, and diving. (090305)

**PHYSICAL EDUCATION 1112 -- Team Sports.**

**(1-2) Credit:1.**

*Prerequisite: None.*

*Fee: \$5.00.*

Activities taught in this course for men will include touch football, basketball, softball, and soccer. Activities taught in this course for women will include volleyball, softball, soccer, and basketball.  
(090305)

**PHYSICAL EDUCATION 1113 -- Beginning Tennis.**

**(1-2) Credit: 1.**

*Prerequisite: None.*

*Fee: \$5.00.*

An orientation course for beginning tennis players. Emphasis will be upon acquisition of basic skills, rules, and playing etiquette. Skills introduced will include the serve, the drive, and the volley. The course will include lectures, demonstrations and supervised practice.  
(090301)

**PHYSICAL EDUCATION 1115 -- Beginning Tumbling and Trampoline.**

**(1-2) Credit:1.**

*Prerequisite: None.*

*Fee: \$5.00.*

This course presents techniques of tumbling and rebounding. Basic skills to be mastered are rolls, somersaults, twists, stunts, springs, and manipulations of the body. (090301)

**PHYSICAL EDUCATION 1116 -- Water Skiing.**

**(1-2) Credit:1.**

*Prerequisite: Must be able to pass a swimming test. I.I. Fee: \$20.00.*

This course introduces the student to water skiing and includes orientations, dry land drills, demonstrations and student participation in gliding over a water surface on one or two skis. (090301)

**PHYSICAL EDUCATION 1117 -- Weight Training.**

**(1-2) Credit:1.**

*Prerequisite: None.*

*Fee: \$5.00.*

A program of exercise with weights to improve physical development and motor skills. The skills will include arm curl, arm press, rowing, squats, sit-ups, and dips. (090301)



**PHYSICAL EDUCATION 1118 -- Intermediate Weight Training.** (1-2) Credit: 1.

*Prerequisite: None. Fee: \$5.00.*

This course is a continuation of Physical Education 1117 with more emphasis placed on body improvement, energy and strength. A specially designed program will be created for the individual student. (090301)

**PHYSICAL EDUCATION 2101 -- Advanced Archery and Badminton.** (1-2) Credit: 1.

*Prerequisite: Physical Education 1101 or approval of department chairman. Fee: \$5.00.*

A continuation of Physical Education 1101. Emphasis will be upon the refinement of skills, technique, and game strategy. The technique and procedure of tournament play will be included. (090302)

**PHYSICAL EDUCATION 2102 -- Advanced Bowling.** (1-2) Credit: 1.

*Prerequisite: Physical Education 1102 or approval of department chairman.*

This course is a continuation of Physical Education 1102 and will include supervised practice and participation in the skills of bowling. (090305)

**PHYSICAL EDUCATION 2104 -- Advanced Golf I.** (1-2) Credit: 1.

*Prerequisite: Physical Education 1104 or approval of department chairman. Fee: \$5.00.*

This course is designed for the advanced golf student who could qualify to complete on the college level in golf tournaments. Emphasis will be placed on the proper use of the irons. (090305)

**PHYSICAL EDUCATION 2105 -- Advanced Golf II.** (1-2) Credit: 1.

*Prerequisite: Physical Education 2104 or approval of department chairman. Fee: \$5.00.*

This course is a continuation of Physical Education 2104, including supervised practice with emphasis placed on the proper use of the woods. (090305)

**PHYSICAL EDUCATION 2107 -- Sailing.**

**(1-2) Credit: 1.**

*Prerequisite: Must be able to pass a swimming test. I.I. Fee: \$15.00.*

This course includes the fundamentals in rigging and securing small craft, introduction to nautical terms, care of equipment, and learning to sail. (090301)

**PHYSICAL EDUCATION 2108 -- Advanced Sailing.**

**(1-2) Credit: 1.**

*Prerequisite: Physical Education 2107 or approval of department chairman. I.I. Fee: \$15.00.*

This course is a continuation of Physical Education 2107 and will include supervised practice in the handling of a sailboat. Racing competition will also be included. (090302)

**PHYSICAL EDUCATION 2109 -- Advanced Surfing.**

**(1-2) Credit: 1.**

*Prerequisite: Physical Education 1109 or approval of department chairman.*

This course is a continuation of Physical Education 1109, designed for the experienced surfer. Supervised practice with emphasis placed on corrective techniques. (090302)

**PHYSICAL EDUCATION 2110 -- Advanced Swimming I.**

**(1-2) Credit: 1.**

*Prerequisite: Approval of department chairman. Fee: \$5.00.*

This is a Standard Red Cross Senior Life Saving course. Upon successful completion of the course, the appropriate Red Cross Life Saving Certificate is issued. (090305)

**PHYSICAL EDUCATION 2111 -- Advanced Swimming II.**

**(1-2) Credit: 1.**

*Prerequisite: Approval of department chairman. Fee \$5.00.*

This course is designed for experienced swimmers only and will include distance swimming for strength and endurance. (090305)

**PHYSICAL EDUCATION 2112 -- Team Sports II.**

**(1-2) Credit: 1.**

*Prerequisite: Physical Education 1112. Fee: \$5.00.*

This course is a continuation of Physical Education 1112. (090304)

**PHYSICAL EDUCATION 2113 -- Advanced Tennis.**

**(1-2) Credit: 1.**

*Prerequisite: Physical Education 1113 or approval of department chairman. Fee: \$5.00.*

This course is a continuation of Physical Education 1113. It is designed for the students who have mastered the basic skills. Emphasis will be upon the refinement of the skills and techniques, game strategy, and tournament play. (090302)

**PHYSICAL EDUCATION 2116 -- Advanced Water Skiing.**

**(1-2) Credit: 1.**

*Prerequisite: Physical Education 1115. I.I. Fee: \$20.00.*

This course is a continuation of Physical Education 1116 and will include supervised practice and participation in the skills of water skiing. (090302)

**PHYSICAL EDUCATION 2117 -- Advanced Weight Training I.**

**(1-2) Credit: 1.**

*Prerequisite: Physical Education 1117 or approval of department chairman. Fee: \$5.00.*

This course is for the student with some experience in weight training and body building exercise. The starting weight will be approximately seventy-five pounds and will progress to heavier weights. (090302)

**PHYSICAL EDUCATION 2118 -- Advanced Weight Training II.**

**(1-2) Credit: 1.**

*Prerequisite: Physical Education 2117 or approval of department chairman. Fee: \$5.00.*

This course is a continuation of Physical Education 2117, with emphasis placed on a study of muscle structure and corrective exercise. (090302)

**PHYSICAL EDUCATION 2119 – Swimming, Basic Diving,  
and Water Safety (1-5) Credit: 1.**

*Prerequisite: None.*

*Individual Instruction Fee: \$15.00.*

Beginning swimming and swimming qualification tests, and basic underwater diving and swimming, and first aid and life-saving. Scuba diving for those qualified. (090205)

**PHYSICAL EDUCATION 2120 – Skin and Scuba Diving.**

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

*Prerequisite: Pass swimming test or obtain approval of departmental chairman.*

*Individual Instruction Fee \$15.00.*

This course will include the fundamentals of skin diving and the use of scuba diving equipment. Basic skills include using the face mask, snorkel and fins; proper form for surface diving and doffing and donning of scuba equipment. Safety procedures will be stressed. (090301)

# Department of Social Sciences

## SUGGESTED TWO-YEAR PROGRAM IN SOCIAL SCIENCE

(Meets Associate in Science Degree Requirements)

### FIRST YEAR

First Semester		Semester Hours
ENGL 131	Composition and Grammar	3
NATURAL SCIENCE		4
HIST 131	United States History	3
MATH 131	College Algebra	3
PHYSICAL EDUCATION ACTIVITY	(Student's choice)	1
ELECTIVE		<u>3</u>
	Total Semester Hours	17

Second Semester		Semester Hours
ENGL 132	Composition and Rhetoric	3
NATURAL SCIENCE		4
HIST 132	United States History	3
MATH 136	Plane Trigonometry	3
PHYSICAL EDUCATION ACTIVITY	(Student's choice)	<u>1</u>
	Total Semester Hours	17

### SECOND YEAR

First Semester		Semester Hours
ENGL 231	Survey of English Literature	3
ECON 231	Principles of Economics I	3
SOCIAL SCIENCE ELECTIVE		3
GOVT 231	Federal Government	3
HIST 231	Western Civilization	3
PHYSICAL EDUCATION ACTIVITY	(Student's choice)	<u>1</u>
	Total Semester Hours	16

<b>Second Semester</b>		<b>Semester Hours</b>
ENGL 232	Survey of English Literature	3
ECON 232	Principles of Economics II	3
SOCIAL SCIENCE ELECTIVE		3
GOVT 232 or	State and Local Government	3
PHYSICAL EDUCATION ACTIVITY (Student's choice)		<u>1</u>
Total Semester Hours		16
<b>Total Semester Hours in Program =</b>		<b>66.</b>

SUGGESTED TWO-YEAR PROGRAM IN SOCIAL SCIENCE  
(Meets Associate in Arts Degree Requirements)

**FIRST YEAR**

<b>First Semester</b>		<b>Semester Hours</b>
ENGL 131	Composition and Grammar	3
FOREIGN LANGUAGE (Student's choice)		4
HIST 131	United States History	3
MATH 131	College Algebra	3
PHYSICAL EDUCATION ACTIVITY (Student's choice)		1
ELECTIVE		<u>3</u>
Total Semester Hours		17

<b>Second Semester</b>		<b>Semester Hours</b>
ENGL 132	Composition and Rhetoric	3
FOREIGN LANGUAGE (Second course in sequence)		4
HIST 132	United States History	3
MATH 136	Plane Trigonometry	3
PHYSICAL EDUCATION ACTIVITY (Student's choice)		1
ELECTIVE		<u>3</u>
Total Semester Hours		17

**SECOND YEAR**

<b>Second Semester</b>		<b>Semester Hours</b>
ENGL 231	Survey of English Literature	3
NATURAL SCIENCE		4

FOREIGN LANGUAGE(Third course in sequence)	3
GOVT 231 Federal Government	3
SOCIAL SCIENCE ELECTIVE	<u>3</u>
Total Semester Hours	16

Second Semester	Semester Hours
ENGL 232 Survey of English Literature	3
NATURAL SCIENCE	4
FOREIGN LANGUAGE (Fourth course in sequence)	3
GOVT 232 Local and State Government	3
SOCIAL SCIENCE ELECTIVE	<u>3</u>
Total Semester Hours	16
<b>Total Semester Hours in Program =</b>	<b>66.</b>

## DEPARTMENT OF SOCIAL SCIENCES

### GOVERNMENT

#### GOVERNMENT 131 -- Survey of Government. (3-0) Credit: 3.

*Prerequisite: None.*

DESIGNED FOR STUDENTS REGISTERED IN VOCATIONAL-TECHNICAL PROGRAMS.

Study of the institutions of government and their functions from the local level to the national with particular emphasis on the city, county, and state governments. (180506)

#### GOVERNMENT 231 -- Federal Government. (3-0) Credit: 3.

*Prerequisite: None.*

Study of the government of the United States, its theory, principles and institutions. Political institutions and ideas, origins and development of the constitution, principles, political parties, legislative, executive and judicial branches, administration, financing, foreign relations and national defense. (180501)

**GOVERNMENT 232 -- State and Local Government.**

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

*Prerequisite: None.*

Study of state, county, and municipal governments, with particular emphasis upon the state of Texas. The state constitution, federal-state and interstate relations, political parties, the state legislature, the governor and state administration, finance, activities and services of the state and local governments. (180501)

**HISTORY**

**HISTORY 131 -- United States History. (3-0) Credit: 3.**

*Prerequisite: None.*

A study of the political, economic, social and intellectual history of the United States from discovery of America to the end of the Civil War. (180604)

**HISTORY 132 -- United States History. (3-0) Credit: 4.**

*Prerequisite: None.*

A study of the political, economic, social and intellectual history of the United States from Reconstruction to the present day. (180604)

**HISTORY 231 -- Western Civilization. (3-0) Credit: 3.**

*Prerequisite: None.*

The political, economic, social and intellectual development of ancient, medieval and early modern civilizations; the ancient East, the contributions of Greece and Rome, the Church, feudalism, the commercial revolution, the Reformation and the early colonial movements. (180601)

**HISTORY 232 -- Western Civilization. (3-0) Credit: 3.**

*Prerequisite: None.*

The political, economic, social and intellectual developments of modern Western civilization through the changes resulting from expansion and conflict with culture and civilizations native to Asia, Africa, and the New World; the development of nationalism, the industrial revolution, democracy, socialism and the conflicts of the twentieth century. (180601)



**HISTORY 233 -- History of Texas. (3-0) Credit: 3.**

*Prerequisite: None.*

A survey of Texas history from colonization to the present day. Exploration and rivalry, Anglo-American colonization, relations with Mexico, the Texas Revolution, Texas as a republic, annexation, statehood, Civil War and reconstruction, and the political, social, economic and intellectual developments to the modern period. (180606)

**PSYCHOLOGY**

**PSYCHOLOGY 131 – Introduction to Psychology.**

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

*Prerequisite: None.*

Basic scientific principles of behavior, learning, forgetting, sensation, perception, motivation and emotionality. Human growth and development, hereditary and environmental influences, measurement of individual differences, and theories of personality. (180802)

**PSYCHOLOGY 132 -- Social Psychology. (3-0) Credit: 3.**

*Prerequisite: Psychology 131.*

A study of individual behavior as affected by cultural and social stimuli. Emphasis is placed upon the differences in human conduct as determined by various social and cultural environments. (180808)

**PSYCHOLOGY 231 -- Child Growth and Development.**

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

*Prerequisite: Psychology 131.*

Human psychological development from birth to adulthood. The birth of the baby: from organism to person; the infant; the toddler; the preschool child, the middle years of childhood; adolescence; disturbances in development; the study of children. (180804)

## **SOCIOLOGY**

**SOCIOLOGY 131 -- Introduction to Sociology. (3-0) Credit: 3.**

*Prerequisite: None.*

The study of human society, human behavior and personality as a product of group life, human ecology and population, social organization, sociocultural change, and current social problems. (180901)

## **PHILOSOPHY**

**PHILOSOPHY 131 -- Introduction to Philosophy.**

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

*Prerequisite: None.*

A survey course designed to acquaint the student with some of the fundamental problems in philosophy and with the methods used to deal with them. Some principal views, both ancient and modern, are examined as possible solutions. (180701)

# DIVISION OF OCCUPATIONAL EDUCATION

## Department of Associate Degree Nursing

PROVISIONAL ACCREDITATION BY THE  
TEXAS STATE BOARD OF NURSE EXAMINERS  
(Meets Associate in Applied Science Degree Requirements)

### FIRST YEAR

First Semester		Semester Hours
BIOL 143	Anatomy and Physiology	4
ENGL 131	Composition and Grammar	3
PSYC 131	Introduction to Psychology	3
NURS 161	Introduction to Nursing	<u>6</u>
	Total Semester Hours	16

Second Semester		Semester Hours
BIOL 144	Anatomy and Physiology	4
ENGL 132	Composition and Rhetoric	3
BIOL 145	Microbiology	4
NURS 162	Medical Nursing	<u>6</u>
	Total Semester Hours	17

### Summer Session (Second Six Weeks)

NURS 163	Psychiatric Nursing	<u>6</u>
	Total Semester Hours	6

## SECOND YEAR

First Semester		Semester Hours
CHEM 141	General Inorganic Chemistry	4
PSYC 231	Child Growth and Development	3
SOC 131	Introduction to Sociology	3
NURS 261	Surgical Nursing	<u>6</u>
	Total Semester Hours	16
Second Semester		Semester Hours
GOVT 131	Survey of Government	3
NURS 262	Child Health Nursing	6
NURS 263	Maternal Health Nursing	<u>6</u>
	Total Semester Hours	15
Summer Session (Second Six Weeks)		
NURS 215	Nursing Seminar	1
NURS 254	Special Problems in Nursing	<u>5</u>
	Total Semester Hours	6
	<b>Total Semester Hours in Program =</b>	<b>76.</b>

## DEPARTMENT OF ASSOCIATE DEGREE NURSING

### **NURSING 161 – Introduction to Nursing. (4-6) Credit: 6.**

*Prerequisite: Admission into Associate Degree Nursing Program.*

Definition and responsibilities in Nursing; legal and spiritual aspects; nurses' role in the community; the patient as a person; the patient centered therapeutic environment; nursing care of the newly admitted patient; daily nursing care and support of the patient; basic nursing support for psychological needs; the patient's return to optimum health; the nurse's role in the care of the terminally ill patient; protecting the patient from injury or illness; nursing action in emergencies; pharmacology; nutrition; and mental health concepts. Formerly Nursing 141. (190521)

**NURSING 162 -- Medical Nursing.**(190509) (3-9) **Credit: 6.**

*Prerequisite: Nursing 161.*

Application of scientific principles and practice in planning, effecting, and evaluating the nursing care of adult patients with health problems which are being treated medically. Pharmacological, nutritional, and psychological concepts are integrated. Formerly Nursing 133-134.

**NURSING 163 -- Psychiatric Nursing.** (8-24) **Credit: 6.**

*Prerequisite: Nursing 161, Psychology 131.*

Application of scientific principles and practice in planning, effecting, and evaluating the total nursing care of patients who have psychological or mental health problems. Pharmacological and nutritional concepts are integrated.(190507)

**NURSING 261 -- Surgical Nursing.**(190510) (3-9) **Credit: 6.**

*Prerequisite: Nursing 162.*

Application of scientific principles and practices in planning, effecting, and evaluating the total nursing care of adult patients with health problems requiring surgical treatment. Aseptic, pharmacological, nutritional, and psychological concepts are integrated.

**NURSING 262 -- Child Health Nursing.** (6-18) **Credit: 6.**

*Prerequisite: Nursing 261, Psychology 231.*

Application of scientific principles and practice in planning, effecting, and evaluating the total nursing care of children from infancy through adolescence. Maintenance of health from infancy through adolescence implications of physical, emotional, and social development. Pharmacological, nutritional and psychological concepts are integrated. Formerly Nursing 264. (190516)

**NURSING 263 -- Maternal Health Nursing** (6-18) **Credit: 6.**

*Prerequisite: Nursing 261.*

Application of scientific principles and practice in planning, effecting, and evaluating the total nursing care of mother and child during pregnancy, labor and delivery and the postpartum period. Maintenance of health during the childbearing years; family planning.

Pharmacological, nutritional, and psychological concepts are integrated. Formerly Nursing 262.

**NURSING 254 -- Special Problems in Nursing. (6-24) Credit: 5.**

*Prerequisite: Nursing 261.*

Application of scientific principles and practice in planning, effecting, and evaluating the total nursing care of adult patients with complicated medical or surgical problems.

**NURSING 215 -- Nursing Seminar. (2-0) Credit: 1.**

*Prerequisite: Candidate for Graduation.*

History of nursing, trends in nursing, role of the registered technical nurse, opportunities in nursing.

Note: Nursing 254 and Nursing 215 formerly Nursing 264.

# Associated Health Occupations

(Meets Associate in Applied Science Degree Requirements)

## FIRST YEAR

First Semester		Semester Hours
ENGL 131	Composition and Grammar	3
BIOL 141	General Biology	4
PSYC 131	Introduction to Psychology	3
AHO 131	Interdisciplinary Health Concepts	
	Introduction to Health Occupations	3
AHO 132	Interdisciplinary Health Practices	
	Introduction to Patient Care	<u>3</u>
Total Semester Hours		16

Second Semester		Semester Hours
COMM 132	Technical Communications	3
BIOL 135	Microbiology	3
SCIENCE*	Science Elective	4
AHO 133	Interdisciplinary Health Concepts	3
AHO 134	Interdisciplinary Health Practices	
	Specialized Clerkships	<u>3</u>
Total Semester Hours		16

Summer		Semester Hours
PSYC 231	Child Growth and Development	3
AHO 135	Applied Health Concepts in Practice	<u>3</u>
Total Hours		6

\*Science Elective

General Chemistry or General Physics

## SECOND YEAR

First Semester		Semester Hours
GOVT 131	Survey of Government	3

BIOL 143	Anatomy and Physiology	4
SOC 131	Introduction to Sociology	3
AHO 221	Interdisciplinary Health Concepts	2
AHO 231	Advanced Application-Health Concepts and Practices	<u>3</u>
	Total Semester Hours	15

Second Semester		Semester Hours
PSYC 132	Social Psychology	3
B M 133	Business Mathematics	3
BIOL 144	Anatomy and Physiology	4
AHO 223	Interdisciplinary Health Concepts	2
AHO 234	Advanced Application-Health Concepts and Practices	<u>3</u>
	Total Semester Hours	15

Summer		Semester Hours
AHO 236*	Applied Health Concepts in Practice	3

## DIVISION OF OCCUPATIONAL EDUCATION

### ASSOCIATED HEALTH OCCUPATIONS

#### **AHO 131 -- Interdisciplinary Health Concepts. (3-3) Credit: 3.**

*Prerequisite: None.*

Introduction to health occupations, professions and allied health disciplines; team concepts and role of the associate technician; orientation to hospitals and community health services; overview of ethical, legal and professional responsibilities; demonstration and observation in selected health settings; related terminology.

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

*Prerequisite: None.*

Introduction to patient care, fundamentals of caregiving and development of therapeutic attitudes; emphasis on concepts of prevention, treatment and rehabilitation, nursing arts and procedures relevant to associate health occupations; related terminology.



**AHO 133 -- Interdisciplinary Health Concepts. (3-3) Credit: 3.**

*Prerequisite: AHO 132 or special permission of instructor.*

Overview of pathological conditions, etiology and manifestations of physical and psycho-social dysfunction; unique aspects of associate health occupations in the management of clinical conditions; principles of emergency care, safety and special precautions; related terminology.

**AHO 134 – Interdisciplinary Health Practices. (3-8) Credit: 3.**

*Prerequisite: AHO 132 or special permission of instructor.*

Fundamentals of interpersonal and group relationships in the organization, structure and function of health occupations; interpersonal sensitivity and productive responses; effective listening and communication as applied to observation, reporting and recording; related terminology.

Introductory clinical clerkship with supervised experience in student's area of occupational interest; emphasis on orientation and introduction to unique theories and concepts, and work sampling in fundamental procedures specific to occupational practice.

**AHO 135 – Applied Health Concepts in Practice.**

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

*Prerequisite: AHO 134 or special permission of instructor.*

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

Parallel lecture and student exploration of methods relating to information gathering technique, interviewing, history taking, and screening.

**AHO 221 -- Interdisciplinary Health Concepts. (2-0) Credit: 2.**

*Prerequisite: AHO 135 or special permission of instructor.*

Conference course emphasizing elements of administration, supervision, education and consultation in associate health occupations.

**AHO 231 – Advanced Application - Health Concepts and Practices. (2-12) Credit: 3.**

*Prerequisite: AHO 135 or special permission of instructor.*

Assignment to the student's area of clinical interest including

instruction in specialized concepts and theory, supervised application of techniques and individual student development of intermediate technical skills.

Parallel lecture and student exploration of principles in program planning, implementation, evaluation and review technique.

**AHO 223 -- Interdisciplinary Health Concepts. (2-0) Credit: 2.**

*Prerequisite: AHO 231 or special permission of instructor.*

Conference course emphasizing public health and mental health services, health legislation, conservation and utilization of resources, and emerging systems of comprehensive care.

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

*Prerequisite: AHO 231 or special permission of instructor.*

Individualized clinical or preceptor assignments for directed experience and/or instruction in specialized procedures unique to selected health occupations.

**AHO 234 -- Advanced Application - Health Concepts and Practices. (2-12) Credit: 3.**

*Prerequisite: AHO 231 or special permission of instructor.*

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

Parallel lecture and student exploration of research attitudes and fundamentals, data collection, narrative presentation of information, and investigation of new dimensions and innovations in patient care.

**AHO 236 -- Applied Health Concepts in Practice.**

**(\*) Credit: 3.**

*Prerequisite: AHO 234 or special permission of instructor.*

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

\*Class and Clinical Hours to be Arranged.

# Electronic Technology

(Meets Associate in Applied Science Degree Requirements)

<b>First Semester</b>	<b>FIRST YEAR</b>	<b>Semester Hours</b>
ELT 141	Electronics (D.C.)	4
ELT 142	Electronics (A.C.)	4
OIT 141	Applied Physics I	4
MTH 1311	Technical Mathematics I	3
GOVT 131	Survey of Government	<u>3</u>
	<b>Total Semester Hours</b>	18

<b>Second Semester</b>		<b>Semester Hours</b>
ELT 143	Electronic Devices	4
ELT 144	Electronic Amplifiers	4
OIT 142	Applied Physics II	4
MTH 1312	Technical Mathematics II	3
COMM 131	Reading and Writing	<u>3</u>
	<b>Total Semester Hours</b>	18

## SECOND YEAR

<b>First Semester</b>		<b>Semester Hours</b>
ELT 245	Instruments and Measurements	4
ELT 246	Communications Circuits	4
MTH 1313	Technical Mathematics III	3
COMM 132	Technical Communications	3
DRFT 121	Sketching and Blueprinting Reading	<u>2</u>
	<b>Total Semester Hours</b>	16

<b>Second Semester</b>		<b>Semester Hours</b>
ELT 247	Introduction to Computers	4
ELT 248	Control Circuits and Systems	4
ELT 249	Electronic Design and Fabrication	4
ELECTIVE		3
ELECTIVE		<u>3</u>
	<b>Total Semester Hours</b>	18

## ELECTRONIC TECHNOLOGY

**ELT 141 -- D.C. Circuits. (3-4) Credit: 4.**

*Prerequisite: None. Lab Fee: \$5.00.*

A study of current flow and direct current circuits. The course presents work with magnetic circuits and introduces time varying currents. (190901)

**ELT 142 -- A.C. Circuits. (3-4) Credit: 4.**

*Prerequisite: ELT 141 or concurrent enrollment. Lab Fee: \$5.00.*

A continuation of Electronics 141 (D.C.), emphasizing A.C. circuit theory and both A.C. and D.C. network theorems. This course provides the background needed to analyze complex networks with both active and passive elements present. (190902)

**ELT 143 -- Electronic Devices. (3-4) Credit: 4.**

*Prerequisite: ELT 142. Lab Fee: \$5.00.*

A study of electronic devices, their functions, nomenclature and characteristics. Both tube and solid state characteristics are covered. (191005)

**ELT 144 -- Electronic Amplifiers. (3-4) Credit: 4.**

*Prerequisite: ELT 143. Lab Fee: \$5.00.*

A continuation of the study of electronic devices, amplifiers; both transistor and tube type are covered, with emphasis on methods of analysis and design. (191015)

**ELT 245 -- Instruments and Measurements. (3-0) Credit: 3.**

*Prerequisite: ELT 144. Lab Fee: \$5.00.*

A course connected with the accuracy of measurements; how instruments work, proper use of instruments and calibration techniques. (060507)

**ELT 246 -- Communications Circuits. (3-4) Credit: 4.**

*Prerequisite: ELT 245. Lab Fee: \$5.00.*

A continuation of the electronic amplifiers covering class C power

amplifiers, oscillators, modulation, small signal tuned amplifiers, and detector circuits. The use of transistors and communications circuits and the underlying principles of operation of the various classes of circuits. (191015)

**ELT 247 -- Introduction to Computers. (3-4) Credit: 4.**

*Prerequisite: ELT 245 or ELT 246. Lab Fee: \$5.00.*

A course that employs principles of almost all previous technical courses as it familiarizes the student with both analog and digital computers. Emphasis is placed on principles of operation and on circuitry used in computers. (191012)

**ELT 248 -- Control Circuits and Systems. (3-4) Credit: 4.**

*Prerequisite: ELT 247 or concurrent enrollment. Lab Fee: \$5.00.*

An investigation of various control circuits, commonly employed in industry. A variety of methods of systems analysis are used to predict the performance of mock and complete system using various controls. (191011)

**ELT 249 -- Electronic Design and Fabrication. (3-4) Credit: 4.**

*Prerequisite: ELT 248 or concurrent enrollment. Lab Fee: \$8.00.*

A course directed toward teaching proper chassis layout and equipment arrangement, (packaging), and toward building a functional electronic unit of some kind. Modern printed circuit layout and fabrication are covered.

# Engineering Drafting Technology

(Meets Associate in Applied Science Degree Requirements)

## FIRST YEAR

First Semester		Semester Hours
ENGL 161	Engineering Graphics	6
ENGL 131	Composition and Grammar	3
HIST 131	United States History	3
MATH 131	College Algebra	<u>3</u>
	Total Semester Hours	15

Second Semester		Semester Hours
DRFT 132	Machine Drafting	3
DRFT 134	Pipe Drafting	3
ENGL 132	Composition and Rhetoric	3
HIST 132	United States History	3
MATH 136	Trigonometry	<u>3</u>
	Total Semester Hours	15

## SECOND YEAR

First Semester		Semester Hours
DRFT 231	Structural Drafting	3
DRFT 241	Architectural Drafting	4
COMM 132	Technical Communications	3
GOVT 131	Survey of Government	3
ELECTIVE		<u>3</u>
	Total Semester Hours	16

Second Semester		Semester Hours
DRFT 233	Electrical Drafting	3
DRFT 234	Map Drafting	3
DRFT 242	Special Problems	4
B. PSY 231	Business Psychology	3
ELECTIVE		<u>3</u>
	Total Semester Hours	16

## DRAFTING

### **ENGR 161 -- Engineering Graphics. (3-9) Credit: 6.**

*Prerequisite: None.*

A basic course in the principles of technical drawing as required to express ideas graphically. Instruction includes lettering, geometric constructions, sections, auxiliary views, revolutions, dimensioning, isometric projection, oblique projection, intersections and development, and the proper use of drafting equipment. Study will touch on blueprint reading, print reduction, and manufacturing processes as they relate to drafting. Formerly Engineering 131. (060806)

### **DRFT 121 -- Sketching and Blueprint Reading. (1-2) Credit: 2.**

*Prerequisite: None. Lab Fee: \$2.00.*

Freehand and mechanical sketching, along with blueprint reading, to include map and topographical, mechanical, structural, electrical, and electronics schematics. (060206)

### **DRFT 132 -- Machine Drafting. (3-3) Credit: 3.**

*Prerequisite: Engineering 161. Lab Fee: \$2.00.*

Theory and practice in the preparation of detail assembly drawings of industrial machinery. Includes a study of fasteners, tolerances, cams and gears, and other design characteristics. (110107)

### **DRFT 134 -- Pipe Drafting. (3-3) Credit: 3.**

*Prerequisite: Engineering 161. Lab Fee: \$2.00.*

A study of pipe and fittings, designs, symbols and specifications: sizing process lines; process systems. Practice in the preparation of drawings of flow diagrams, vessels, heat exchangers, pumps, instruments, compressors and mechanical equipment. (190802)

### **DRFT 231 -- Structural Drafting. (3-3) Credit: 3.**

*Prerequisite: Engineering 161. Lab Fee: \$2.00.*

Theory and practice in the design and development of details and specifications of industrial structures, including structural steel, pipe, and concrete reinforcing rods. (190801)

**DRFT 233 -- Electrical Drafting. (3-3) Credit: 3.**

*Prerequisite: Engineering 161. Lab Fee: \$2.00.*

Theory and practice in the layout and preparation of finished electrical drawings. Emphasis on electrical circuit drawings, terms, symbols and standards.

**DRFT 234 -- Map Drafting. (3-3) Credit: 3.**

*Prerequisite: Engineering 161. Lab Fee: \$2.00.*

Plotting surveyor's notes, plot plans and plats, plan and profile drawing, contours, and well locations. (110109)

**DRFT 241 -- Architectural Drafting. (2-6) Credit: 4.**

*Prerequisite: Engineering 161. Lab Fee: \$2.00.*

A study in wood and masonry construction, residential plans, design, working drawings, standards, and building codes. (110104)

**DRFT 242 -- Special Problems. (2-6) Credit: 4.**

*Prerequisite: Engineering 161 - 6 hours of drafting.*

*Lab Fee: \$2.00.*

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



# Fire Technology

(Meets Associate in Applied Science Degree Requirements)

## FIRST YEAR

First Semester		Semester Hours
FIRE 131	Fire Administration I	3
FIRE 133	Fire Protection Equipment and Alarm Systems	3
COMM 131*	Reading and Writing	3
B M 133	Business Mathematics	3
SPCH 131	Fundamentals of Speech	<u>3</u>
Total Semester Hours		15

Second Semester		Semester Hours
FIRE 132	Fire Administration II	3
FIRE 231	Fire Protection	3
PSYC 131	Introduction to Psychology	3
ELECTIVE		3
ELECTIVE		<u>3</u>
Total Semester Hours		15

## SECOND YEAR

First Semester		Semester Hours
FIRE 134	Supervision and Organization	3
FIRE 232	Fire Fighting Tactics	3
GOVT 131	Survey of Government	3
ECON 231	Principles of Economics I	<u>3</u>
Total Semester Hours		15

Second Semester		Semester Hours
FIRE 233	Techniques of Training	3
FIRE 234	Fire Investigation	3
ECON 232	Principles of Economics II	3

SOC 131	Introduction to Sociology	3
ELECTIVE		<u>3</u>
	Total Semester Hours	15

\*Students may choose ENGL 131.

**FIRE 131 -- Fire Administration I. (3-0) Credit: 3.**  
*Prerequisite: None.*

Administrative functions, fire losses, the cost of fires, analyzing the fire problems, agencies for fire protection, organization for fire protection, personnel management, the fire department and the central personnel agency, recruiting training, discipline, water supply for fire service, types of water systems, pressure-flows, hydrants and their locations, private fire protection and auxiliary water supplies.

**FIRE 133 -- Fire Protection Equipment and Alarm Systems. (3-0) Credit: 3.**  
*Prerequisite: None.*

Water supply, fire protection, standards required by the American Insurance Association, fire mains and their size, pumping stations, private fire protection systems, automatic sprinklers, special extinguishing systems and their agencies, municipal fire alarm systems, automatic signaling, watchman service and flammable and combustible gas detecting systems.

**FIRE 132 -- Fire Administration II. (3-0) Credit: 3.**  
*Prerequisite: None.*

Fire department buildings, apparatus and other equipment, fire equipment records, fire department budget, distribution of fire companies, manning fire companies, training of personnel, response to alarm; running cards, techniques of fire fighting, handling of fires in hazardous occupancies, large scale operations, ship fires, legal aspects to fire prevention and municipal and state fire prevention agencies.

**FIRE 231 -- Fundamentals of Fire Protection. (3-0) Credit: 3.**

*Prerequisite: None.*

Principles, theory and techniques of fire prevention, organization and functions of inspection work, surveying, mapping procedures, engineering as a solution to fire hazards, fire education, legal aspects of prevention and effectiveness and importance of fire prevention to insurance costs.

**FIRE 134 -- Supervision and Organization Principles.**

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

*Prerequisite None.*

Organization, types of organization, methods of organization, organization principles, decision making systems, the social organization, communication, supervision, leadership, the formal organization, informal organization, social aspects, personnel problems, evaluation of employees and employee organizations.

**FIRE 232 -- Fire Fighting Tactics and Strategy.**

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

*Prerequisite: None.*

Analyzing the nature of fire and methods of control, field projects, including building inspections and size-ups, problems relative to major conflagrations, mutual aid problems, fire extinguishing methods and use of equipment.

**FIRE 233 - Techniques of Training.**

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

*Prerequisite: None.*

Techniques used in job instruction training, how people learn, principles of learning, how to teach, lesson planning and practice sessions.

**FIRE 234 -- Fire Investigation.**

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

*Prerequisite: None.*

Arson problems in general, the cost of incendiary fires, investigation techniques, the law of arson, circumstantial arson cases, coordination with other agencies, arson motives, court procedures, securing of evidence, the fireman's responsibility in the detection of arson, preventing incendiary fires, organization of the arson squad and the fire investigator's report.

# General Office Occupations

## SECRETARIAL PROGRAM

(Meets Associate in Applied Science Degree Requirement)

### FIRST YEAR

First Semester		Semester Hours
B M 133	Business Mathematics	3
B A 131	Introduction to Business	3
TYP 132	Intermediate Typewriting	3
STHD 131	Beginning Shorthand	3
COMM* 131	Reading and Writing	<u>3</u>
Total Semester Hours		15

Second Semester		Semester Hours
B M 134	Business Mathematics	3
SPCH 131	Fundamentals of Speech	3
GOVT 131	Survey of Government	3
TYP 231	Advanced Typewriting	3
STHD 132	Intermediate Shorthand	<u>3</u>
Total Semester Hours		15

### SECOND YEAR

First Semester		Semester Hours
B COM 231	Business English	3
SACC 243	Secretarial Accounting	4
B PSY 231	Business Psychology	3
ECON 233	Introduction to Economics	3
O P 231	Office Procedures	<u>3</u>
Total Semester Hours		16

Second Semester		Semester Hours
B COM 232	Business Correspondence	3

DPT 231	Introduction to Data Processing	3
O M 131	Office Machines	3
B A 231	Business Law	3
O P 232	Office Procedures	<u>3</u>
	Total Semester Hours	15

\*Students may substitute English 131

## GENERAL OFFICE PROCEDURES

(Meets Associate in Applied Science Degree Requirements)

### FIRST YEAR

First Semester		Semester Hours
B M 133	Business Mathematics	3
B A 131	Introduction to Business	3
O M 131	Office Machines	3
TYP 131	Beginning Typewriting	3
COMM 131*	Reading and Writing	<u>3</u>
	Total Semester Hours	15

Second Semester		Semester Hours
B M 134	Business Mathematics	3
SPCH 131	Fundamentals of Speech	3
GOVT 131	Survey of Government	3
TYP 132	Intermediate Typewriting	3
ELECTIVE		<u>3</u>
	Total Semester Hours	15

### SECOND YEAR

First Semester		Semester Hours
B COMM 231	Business English	3
SACC 243**	Secretarial Accounting	4
B PSY 231	Business Psychology	3

ECON 233	Introduction to Economics	3
O P 231	Office Procedures	<u>3</u>
	Total Semester Hours	16

Second Semester		Semester Hours
B COMM 232	Business Correspondence	3
DPT 231	Introduction to Data Processing	3
TYP 231	Advanced Typewriting	3
B A 231	Business Law	3
O P 232	Office Procedures	<u>3</u>
	Total Semester Hours	15

\*Students may substitute English 131

\*\*Students may substitute Accounting 241 or 242

#### OFFICE OCCUPATIONS

**BUSINESS COMMUNICATIONS 231 – Business English.**  
(3-0) Credit: 3.

*Prerequisite: None.*

Fundamentals of grammar, punctuation and sentence structure as related to spoken and written business communications. (030509)

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

*Prerequisite: Business Communications 231 and Typewriting 132.*

Writing business letters and reports; organizing and composing acceptable business correspondence in accordance with current business writing practices. (030510)

**BUSINESS MATHEMATICS 133 -- Business Mathematics.**  
(3-0) Credit: 3.

*Prerequisite: None.*

A study is made of fundamental mathematical processes, fractions, and decimals, percentage in business, and simple interest. (140605)

**BUSINESS MATHEMATICS 134 – Business Mathematics.**

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

*Prerequisite: Business Mathematics 133, or special permission of instructor.*

Compound interest, annuities, insurance, payrolls and taxes, financial statements, statistics and graphs, stocks and bonds. (140605)

**BUSINESS PSYCHOLOGY 231 -- Business Psychology.**

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

*Prerequisite: Sophomore standing, or special permission of instructor.*

DESIGNED FOR STUDENTS REGISTERED IN VOCATIONAL-TECHNICAL PROGRAMS.

Understanding human relationships in business and industry. Personal efficiency; human relations and morale; personality and emotional health; personal leadership and group cooperation. (180807)

**DATA PROCESSING 231 -- Introduction to Data Processing.**

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

*Prerequisite: Sophomore standing, or special permission of instructor.*

Fundamentals of data processing, concepts and equipment, systems and procedures, business organization and data processing. (030606)

**OFFICE MACHINES 131 – Office Machines. (3-0) Credit: 3.**

*Prerequisite: Business Mathematics 133, or concurrent enrollment in Business Mathematics 133, or special permission of instructor.*

A working knowledge of the ten-key adding machine, the full-key adding machine, the printing calculator, and the rotary calculator. (030601)

**OFFICE PROCEDURES 231 -- Clerical Office Procedures.**

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

*Prerequisite: Typewriting 132 or concurrent enrollment in Typewriting 132.* DESIGNED FOR STUDENTS REGISTERED IN VOCATIONAL- TECHNICAL PROGRAMS.

Clerical skills for office work, orientation for the office worker, telephone procedures, meeting the public, handling the mail, use of sources of information, filing procedures, duplicating processes, job finding, English skill-building review, typing drills for speech and accuracy. (190528)

**OFFICE PROCEDURES 232 -- Clerical Office Procedures.**  
(3-3) Credit: 3.

*Prerequisite: Typewriting 132 and Office Procedures 231.*

**DESIGNED FOR STUDENTS REGISTERED IN VOCATIONAL-TECHNICAL PROGRAMS.**

Machine transcription; advanced filing procedures and duplicating processes; applied office typewriting practice. (030403)

**SECRETARIAL ACCOUNTING 243 -- Secretarial Accounting.**  
(3-3) Credit: 4.

*Prerequisite: Business Mathematics 133 and 134, or special permission of instructor. Formerly Secretarial Accounting 231.*

Fundamentals of business accounting; accounting for cash, personal service enterprises, merchandise, notes and interest, the accrual basis of accounting applied to a retail business, payroll accounting, periodic summaries, and adjusting and closing accounts at the end of accounting period. (030201)

**SHORTHAND 131 -- Beginning Shorthand. (3-3) Credit: 3.**

*Prerequisite: Typewriting 131.*

Principles of Gregg Shorthand, Diamond Jubilee Series. Reading, writing and transcribing shorthand outlines; mechanics of English. (030502)

**SHORTHAND 132 -- Intermediate Shorthand. (3-3) Credit: 3.**

*Prerequisite: Shorthand 131, or Advanced Standing Test, and Typewriting 132.*

Principles of Gregg Shorthand, Diamond Jubilee Series, Word-building, phrasing, and transcription skill. New matter dictation; emphasis on spelling, punctuation, and grammar. (030502)

**TYPEWRITING 131 -- Beginning Typewriting.**

(3-3) Credit: 3.

*Prerequisite: None.*

*Lab Fee: \$5.00.*

Touch typewriting, building basic skills, placement and typing of personal letters, business letters, tabulations and manuscripts. (030504)



**TYPEWRITING 132 -- Intermediate Typewriting.**

**(3-3) Credit: 3.**

*Prerequisite: Typewriting 131, or Advanced Standing Test.*

*Lab Fee: \$5.00.*

Improvement of basic skills: tabulations, business forms, letters and manuscripts. (030504)

**TYPEWRITING 231 – Advanced Typewriting. (3-3) Credit: 3.**

*Prerequisite: Typewriting 132, or Advanced Standing Test.*

*Lab Fee: \$5.00.*

Preparation of statistical reports, legal documents, manuscripts and other business reports. (030507)

# Department of Marine Technology

## DECK AND FISHERY TECHNICIAN

### FIRST SUMMER TERM

Six Weeks		Semester Hours
OIT 131	Introduction to Oceanography, Navigation and Seamanship	3
DRFT 121	Sketching and Blueprinting Reading	2
PE 2119	Swimming, Basic Diving and Water Safety	<u>1</u>
	Total Semester Hours	6

### FIRST YEAR

First Semester		Semester Hours
D&F 131	Marine Power I	3
D&F 121	Welding I	2
D&F 122	Seamanship and Navigation	2
D&F 132	Mechanics and Electricity	3
B M 133	Business Mathematics	<u>3</u>
	Total Semester Hours	13

Second Semester		Semester Hours
D&F 123	Welding II	2
D&F 133	Marine Power II	3
D&F 124	Fishing	2
D&F 125	Hydraulics & Pneumatics	2
BIOL 131	Marine Organisms of Commerce	<u>3</u>
	Total Semester Hours	12

### SECOND SUMMER SESSION

Six Weeks		Semester Hours
D&F 151	Navigation and Radio	5
D&F 141	Seamanship and Rigging	<u>4</u>
	Total Semester Hours	9

## OCEANOGRAPHIC INSTRUMENT TECHNICIAN

(Meets Associate in Applied Science Degree Requirements)

### FIRST SUMMER TERM

Six Weeks		Semester Hours
OIT 131	Introduction to Oceanography, Navigation and Seamanship	3
DRFT 121	Sketching and Blueprint Reading	2
P E 2119	Swimming, Basic Diving and Water Safety	<u>1</u>
	Total Semester Hours	66

### FIRST YEAR

First Semester		Semester Hours
ELT 141	D.C. Circuits	4
ELT 142	A.C. Circuits	4
OIT 141	Applied Physics I	4
MTH 1311	Technical Mathematics I	2
COMM 131	Reading and Writing	<u>3</u>
	Total Semester Hours	18

Second Semester		Semester Hours
ELT 143	Electronic Devices	4
ELT 144	Electronic Amplifiers	4
OIT 142	Applied Physics II	4
MTH 1312	Technical Mathematics II	3
GOVT 131	Survey of Government	<u>3</u>
	Total Semester Hours	18

### SECOND SUMMER TERM

Six Weeks		Semester Hours
ELT 245	Instruments and Measurements	5
ELT 247	Introduction to Computers	<u>4</u>
	Total Semester Hours	9

## SECOND YEAR

First Semester		Semester Hours
OIT 145	Applied Marine Chemistry I	4
OIT 231	Oceanography	3
OIT 232	Navigation	3
OIT 233	Seamanship	3
MTH 1313	Technical Mathematics III	<u>3</u>
	Total Semester Hours	16

Second Semester		Semester Hours
OIT 241	Oceanographic Instrumentation	4
OIT 221	Navigation and Radio	2
OIT 234	Data Reduction	3
ELT 248	Control Circuits and Systems	4
BIOL 131	Marine Organisms of Commerce	<u>3</u>
	Total Semester Hours	16

### D&F 131 -- Marine Power I.

**(2-6) Credit: 3.**

*Prerequisite: None.*

*Laboratory Fee: \$6.00.*

To include principles of operation of internal combustion engines, both gasoline and diesel, preventive maintenance of the electrical, fuel, ignition, lubrication and cooling systems. Minor auxiliary equipment repairs, along with engine timing and tuneup.

### D&F 121 -- Welding I.

**(1-6) Credit: 2.**

*Prerequisite: None.*

*Laboratory Fee: \$8.00.*

Setting up and operating oxy-acetylene equipment, use of the welding torch and the cutting torch.

### D&F 122 -- Seamanship and Navigation. (2-5) Credit: 2.

*Prerequisite: None.*

*Individual Instruction Fee: \$15.00.*

Fundamentals of seamanship, with dockside and aboard ship safety.

Ground tackle, small boat seamanship, lights, signals and rules of the road. The basic fundamentals of coastal navigation, use of navigational tools and aids to navigation.

**D&F 123 -- Welding II. (1-6) Credit: 2.**

*Prerequisite: D&F 121 (Welding I). Laboratory Fee: \$8.00.*

This course includes electrical welding. An introductory course in welding theory and practical application in welding techniques. All positions, plate and structural welding for dockside and shipboard repairs.

**D&F 132 -- Mechanics and Electricity.**

**(3-3) Credit: 3.**

*Prerequisite: None. Laboratory Fee: \$6.00.*

Units of measurement, principles and applications of mechanics. A.C. and D.C. electrical circuits as applied to marine use. The use of measuring instruments and preventative maintenance of mechanical and electrical equipment.

**D&F 133 -- Marine Power II. (2-6) Credit: 3.**

*Prerequisite: D&F 131 (Marine Power I). Laboratory Fee: \$6.00.*

To be a continuation of Marine Power I, to include minor engine repairs, with emphasis on fuel and fuel injection systems, injection pumps, electrical and hydraulic controls, transmissions, reduction gears and drive shafts.

**D&F 124 -- Fishing. (2-4) Credit: 2.**

*Prerequisite: None. Laboratory Fee: \$5.00.*

This course deals with the selection, maintenance and use of the various types of fishing gear, plus the handling and preservation of the fishing catch.

**D&F 125 -- Hydraulics and Pneumatics. (2-2) Credit: 2.**

*Prerequisite: None. Laboratory Fee: \$5.00.*

The fundamentals of fluid pressure and flow. Consideration of air, water, steam and other fluid. Practical aspects of pipe and air duct

capacities, gauging and pressure variations as applied to servo, hydraulic and pneumatic actuating systems.

**D&F 141 -- Seamanship and Rigging. (3-8) Credit: 4.**  
*Prerequisite: D&F 151 (Navigation & Radio), or concurrent enrollment.*  
*Laboratory Fee: \$8.00.*

This is a continuation of seamanship, with emphasis on rigging of oceanographic and fishery tows. Application of small boat seamanship, lights, signals and rules of the road. Accident prevention and fire-fighting.

**D&F 151 -- Navigation and Radio. (5-5) Credit:5.**  
*Prerequisite: D&F 122 (Seamanship and Navigation)*  
*Laboratory Fee: \$8.00.*

Practical navigation and voice radio procedures, includes RDF and Loran and calibration, maintenance and trouble-shooting, as well as recognized operating procedures.

#### **OCEANOGRAPHIC INSTRUMENT TECHNICIAN**

**OIT 131 -- Introduction to Oceanography, Navigation and Seamanship. (3-6) Credit: 3.**  
*Prerequisite: None.* *Individual Instruction Fee: \$20.00.*

An overview of oceanography and related marine industries. Oceanography activities are explained, along with the requirements of job knowledge and skills. Basic navigation and seamanship are touched on, along with vessel activities.

**OIT 141 -- Applied Physics I. (3-3) Credit: 4.**  
*Prerequisite: None.* *Laboratory Fee: \$8.00.*

Basic physics in the units of measurements, principles and application of mechanics, heat and sound.

**OIT 142 -- Applied Physics II. (3-3) Credit: 4.**  
*Prerequisite: OIT 141.* *Laboratory Fee: \$8.00.*

A study of wave motion generation transmission and detection of sound, light, illuminations, and optics.

**OIT 145 -- Applied Marine Chemistry I. (3-3) Credit: 4.**  
*Prerequisite: None. Laboratory Fee: \$8.00.*

A study of the corrosive effects of sea water and coastal climates to metals, woods, materials and other man-made objects used in the field of oceanography and marine activities.

**OIT 221 -- Navigation and Radio. (2-3) Credit: 2.**  
*Prerequisite: OIT 232. Laboratory Fee: \$3.00.*

Communications and electronic aids to navigation, including Loran, RDF, and chart navigation.

**OIT 231 -- Oceanography. (3-2) Credit: 3.**  
*Prerequisite: OIT 131. Laboratory Fee: \$3.00.*

This course is to specifically cover the scientific areas of study in the broad area of oceanography, and how the technician contributes.

**OIT 232 -- Navigation. (3-2) Credit: 3.**  
*Prerequisite: OIT 131. Laboratory Fee: \$3.00.*

The study of basic coastal navigation and the use of navigational instruments and equipment. Classroom, laboratory and aboard vessel experiences in navigation and chart work.

**OIT 233 -- Seamanship. (2-5) Credit: 3.**  
*Prerequisite: OIT 131. Laboratory Fee: \$3.00.*

The fundamentals of seamanship, with emphasis on safety, ground tackle, small boat seamanship, lights, signals, rope and knots, and rules of the road; accident prevention and fire-fighting.

**OIT 234 -- Data Reduction. (3-0) Credit: 3.**  
*Prerequisite: OIT 241.*

Theory and practice of data reduction techniques, including temperature comparison, dissolved oxygen content, BT plot, vertical distribution curves of T,S,O<sub>2</sub>, compute Sigma T. Preparation of data for analysis.

**OIT 241 -- Oceanographic Instrumentation. (4-2) Credit: 4.**  
*Prerequisite: ELT 247 - ELT 248, or concurrent enrollment.*  
*Laboratory Fee: \$5.00.*

A survey and use of equipment and procedures in making oceanographic measurements, data annotation, corrections in monitoring, classroom, laboratory and at-sea demonstrations.





# Police Science

(Meets Associate in Applied Science Degree Requirements)

<b>First Semester</b>	<b>FIRST YEAR</b>	<b>Semester Hours</b>
P SC 131	Police Administration I	3
P SC 132	Elements of Police Supervision	3
*ENGL 131	Composition and Grammar	3
HIST 131	United States History I	3
ELECTIVE		<u>3</u>
	Total Semester Hours	15
<b>Second Semester</b>		<b>Semester Hours</b>
P SC 133	Police Administration II	3
P SC 134	Criminal Law	3
COMM 132	Technical Communications	3
HIST 132	United States History II	3
ELECTIVE		<u>3</u>
	Total Semester Hours	15
<b>SECOND YEAR</b>		
<b>First Semester</b>		<b>Semester Hours</b>
P SC 231	Criminology	3
P SC 232	Criminalistics	3
GOVT 231	Federal Government	3
ECON 231	Principles of Economics I	3
PSYC 131	Introduction to Psychology	<u>3</u>
	Total Semester Hours	15
<b>Second Semester</b>		<b>Semester Hours</b>
P SC 233	Penology	3
P SC 234	Special Problems in Police Science	3
GOVT 232	State Government	3
ECON 232	Principles of Economics II	3
SOC 131	Introduction to Sociology	<u>3</u>
	Total Semester Hours	15

\*Students may substitute COMM 131.

## POLICE SCIENCE

**P SC 131 -- Police Administration I. (3-0) Credit: 3.**

*Prerequisite: None.*

An analysis of the duties and responsibilities of police administrators. Application of administrative principles to problems of patrol duty. Police administration, past and present; police organization; police management; coordination; personnel management; training; the juvenile problem, and the patrol function.

**P SC 132 -- Elements of Police Supervision. (3-0) Credit: 3.**

*Prerequisite: None.*

Duties and problems of the police supervisor; recruitment, training, promotion, discipline and morale, duty assignments and shift supervision human relations and leadership problems, essentials of organizations, planning the work of the department.

**P SC 133 -- Police Administration II. (3-0) Credit: 3.**

*Prerequisite: None.*

Crime investigation, traffic supervision, vice control, crime prevention, personnel practices and training, communication, records, the police and the public, police administration of the future.

**P SC 134 -- Criminal Law. (3-0) Credit: 3.**

*Prerequisite: None.*

Covers crimes against property, crimes against persons, parties to crimes, laws of arrest, search and seizure, laws of evidence, criminal procedure, indictment and information, arraignment and pleas, the trial and verdicts, and the Texas Penal Code.

**P SC 231 - Criminology. (3-0) Credit: 3.**

*Prerequisite: None.*

Current trends, nature and causes of crime; indexes of crime, perspectives and methods in criminology, psychopathy and crime. Culture areas and crime, processes in criminal behavior. Sociological aspects of criminal law and procedure.

**P SC 232 -- Criminalistics. (3-0) Credit: 3.**  
*Prerequisite: None.*

Application of scientific techniques and apparatus to collections, preservation and identification of physical evidence. Facilities and methods of major crime laboratories are studied and evaluated.

**P SC 233 -- Penology. (3-0) Credit: 3.**  
*Prerequisite: None.*

Punishment, treatment, and prevention of criminality. Sociological analysis of probation, parole and prison administration.

**P SC 234 -- Special Problems in Police Science. (3-0) Credit:3.**  
*Prerequisite: None.*

A study of police-cummmunity relations and the sociological-psychological aspects of modern police administration

# Vocational Nursing

APPROVED BY THE STATE BOARD OF VOCATIONAL  
NURSE EXAMINERS

(Meets Certificate of Completion Requirements. All policies and procedures comply with the State Board of Nursing Regulations as stated in the policy manual).

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

ALL LVN STUDENTS CONSULT LVN HANDBOOK FOR CURRENT INFORMATION.

**First Semester** **19 weeks**

Medical/Surgical Nursing I  
Body Structure and Function  
Introduction to Pharmacology  
Family Life (includes Nutrition, Mental Health,  
Geriatrics)

**Second Semester** **19 weeks**

Medical/Surgical Nursing II (includes First Aid, Psychiatric  
Nursing)

**Third Semester** **14 weeks**

Pediatric Nursing  
Maternity Nursing

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

## **MEDICAL/SURGICAL NURSING I**

Fundamentals of patient care in various stages of illness; roles of practitioners in other health fields; nursing skills.

## **BODY STRUCTURE AND FUNCTION**

Elements of anatomy and physiology for each body system; basic microbiology; control of disease.

## **INTRODUCTION TO PHARMACOLOGY**

Arithmetic review; measurement systems for drugs; computations in drug administration; drug categories; safety factors.

## **NUTRITION**

Normal nutritional needs; nutrients, sources and uses; planning diets for the family.

## **MENTAL HEALTH IN ADULTS**

Elementary human behavior; psychological and social processes in aging; adjustments to the practice of nursing.

## **MEDICAL/SURGICAL NURSING II**

Nursing skills, rehabilitative needs, medications, diet and common diseases for each body system; introduction to psychiatric nursing; nursing care during day and evening hours. Standard Red Cross first aid.

## **PEDIATRIC NURSING**

Physical and psychological growth through adolescence; basic needs of children; nursing problems during childhood; common diseases and illnesses.

## **MATERNITY NURSING**

Normal process of pregnancy; nursing care of the pregnant woman and her baby; complications of pregnancy.

## **PSYCHIATRIC NURSING**

Mental processes and fundamentals of basic nursing relative to various mental illnesses are stressed.

DO NOT WRITE IN THIS SPACE

- \_\_\_\_\_ Social Security
- \_\_\_\_\_ Application
- \_\_\_\_\_ Health Data
- \_\_\_\_\_ Transcripts
- \_\_\_\_\_ Residence Form
- \_\_\_\_\_ Act Scores

## GALVESTON COLLEGE

### Application for Admission

YOU MUST FILL OUT THIS FORM COMPLETELY AND SEND IT TO THE REGISTRAR, GALVESTON COLLEGE, 4015 AVENUE Q, GALVESTON, TEXAS 77550. YOU MUST KEEP THIS INFORMATION UP TO DATE. ANY CHANGE IN ANY OF THESE ITEMS MUST BE REPORTED TO THE REGISTRAR IMMEDIATELY. VOCATIONAL NURSING APPLICANTS REQUEST SPECIAL APPLICATION FORM FROM REGISTRAR.

Name in Full: Mr. Miss. \_\_\_\_\_  
Mrs. Last First Middle Maiden

Social Security Number: \_\_\_\_\_ IF YOU HAVE NO SOCIAL SECURITY NUMBER, YOU MUST APPLY FOR ONE BEFORE REGISTRATION.

Mailing Address: \_\_\_\_\_  
Number & Street City County State Zip

Telephone: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_  
Month Day Year

Sex: \_\_\_\_\_ Marital Status: Married \_\_\_\_\_ Single \_\_\_\_\_ Other \_\_\_\_\_ Explain

U.S. Citizen: Yes \_\_\_\_\_ No \_\_\_\_\_ Veteran or War Orphan: Yes \_\_\_\_\_ No \_\_\_\_\_  
If under 21, give Parents or Legal Guardian:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_  
Number & Street City County State Zip

Are you registered with Selective Service? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, give Selective Service Number \_\_\_\_\_  
YOU MUST RECORD YOUR SELECTIVE SERVICE NUMBER IN THIS OFFICE AS SOON AS YOU RECEIVE ONE. IT IS A FEDERAL OFFENSE NOT TO CARRY YOUR DRAFT CARD WITH YOU.  
(over)

DO NOT WRITE IN THIS SPACE

Birth Date
Sex
County of Residence
High School County
Graduation Date
Methods of Admission
College Transferred
Tuition Adjustment
Previous Hours
Hours Approved
Hours Not Approved
Legal Residence
Classification
Veteran

Are you a high school graduate? Yes \_\_\_ No \_\_\_ Date of Graduation: ( Year ) \_\_\_\_\_

Name and Address of High School \_\_\_\_\_  
Name City County State

If you are not a high school graduate, do you have a G.E.D.? Yes \_\_\_ No \_\_\_

Date received: \_\_\_\_\_

Have you ever attended any other college? Yes \_\_\_ No \_\_\_

List all colleges attended: List most recent first

Name	Location	Dates	Hours Earned	Graduate?
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YOU MUST HAVE A TRANSCRIPT SENT TO GALVESTON COLLEGE FROM EACH COLLEGE YOU HAVE ATTENDED. IT MUST COME TO US DIRECTLY FROM THE COLLEGE. IT MAY NOT COME FROM YOU. AS WELL AS THE HIGH SCHOOL FROM WHICH YOU GRADUATED.

Are you eligible to return to the last college you attended? Yes \_\_\_ No \_\_\_

If not, give reason \_\_\_\_\_

Are you on scholastic probation? Yes \_\_\_ No \_\_\_ Have you taken the ACT? Yes \_\_\_ No \_\_\_ Date taken: \_\_\_\_\_

Have you had the results sent to this college? Yes \_\_\_ No \_\_\_

When do you plan to enter Galveston College: Fall \_\_\_ Spring \_\_\_ 1st Summer Term \_\_\_ 2nd Summer Term \_\_\_ Year \_\_\_\_\_

What is your major field? \_\_\_\_\_

Do you desire a two-year degree from this college? Yes \_\_\_ No \_\_\_

What senior college do you plan to attend? \_\_\_\_\_

I certify that the information given on this form is complete and correct.

Date: \_\_\_\_\_ Signature \_\_\_\_\_

DO NOT WRITE IN THIS SPACE

First Time College

Day, Evening, Both

Scholastic Probation

Local High School

Age

Full or Part Time

Transfer or Terminal



GALVESTON COLLEGE

Health Data Form

NOTE: Associate degree nursing, Allied health occupations, Marine Technology, and Licensed vocational nursing candidates must request special physical examination form from registrar's office.

This form must be completed by all students and returned with the application for admission.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_

Name of Your Physician: \_\_\_\_\_ His Phone: \_\_\_\_\_

His Office Address: \_\_\_\_\_

Please list the names of at least two persons whom we might notify in case of an emergency. After their name, put their relationships to you:

1. \_\_\_\_\_  
Name Relation Address Phone
2. \_\_\_\_\_  
Name Relation Address Phone

In case of sudden illness or accident to student, and in the event a relative cannot be reached by telephone, I authorize a representative of the school to refer the above named student to physician shown above.

In the event the above named physician is not available, I authorize the school representative to take student to a physician of his choice.

Signature: \_\_\_\_\_

Parent or Guardian (Self if over 21)

(over)

## HEALTH CERTIFICATE

This form must be submitted by students requiring EXEMPTION from Physical Education.  
THIS CERTIFICATE MUST BE COMPLETED AND SIGNED BY A PHYSICIAN.

This is to certify that \_\_\_\_\_ is not physically able to participate in  
normal physical activities, for the following reason:

(Include statement of any known allergies, especially as to medications.)

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Date: \_\_\_\_\_ Signature of Physician: \_\_\_\_\_ M.D.

Street

City

State

GALVESTON COLLEGE

STUDENT FINANCIAL AID INFORMATION

THE FOLLOWING FINANCIAL AID PROGRAMS ARE AVAILABLE TO FULL TIME STUDENTS ATTENDING GALVESTON COLLEGE.

1. College Work-Study Program
2. Educational Opportunity Grants Program
3. Law Enforcement Education Program
4. Connally-Carillo Act
5. Texas Opportunity Plan
6. Local Bank Loans
7. Institutional Scholarships

If you are interested in making application for any of the above mentioned programs, please complete and return this form to the Office of Student Financial Aid.

NAME \_\_\_\_\_ SEX \_\_\_\_\_

ADDRESS \_\_\_\_\_ MAJOR \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

Have you taken the ACT test? \_\_\_\_\_

How many semester hours do you plan to register for? \_\_\_\_\_

Circle the financial aid program(s) you are interested in and request the last school you attended to send this office an official copy of your transcript.

RECEIVED  
FEBRUARY 1961  
LIBRARY OF CONGRESS

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