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# **GALVESTON COLLEGE CATALOG**

**1999–2001**

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

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

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

## PROGRAMS OF STUDY

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### **Accreditation:**

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

### **Southern Association of Colleges and Schools**

1866 Southern Lane  
Decatur, Georgia 30033-4097  
(404) 679-4500 FAX (404) 679-4558

Galveston College's Health Occupations programs are accredited by the following organizations:

### **Associate Degree Nursing**

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

### **Radiography and Radiation Therapy Technology**

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

### **Nuclear Medicine**

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

### **Approval:**

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

### **Texas Education Agency**

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

### **Texas Higher Education Coordinating Board**

Chevy Chase Drive  
Austin, Texas 78752  
(512) 483-6250 FAX (512) 483-6444

Galveston College's Health Occupations programs are approved by the following organizations:

### **Associate Degree Nursing**

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

### **Vocational Nursing**

Board of Nurse Examiners for the State of Texas  
William P. Hobby Building  
333 Guadalupe Street, Suite 3-400  
Austin, Texas 78701  
(512) 305-8101

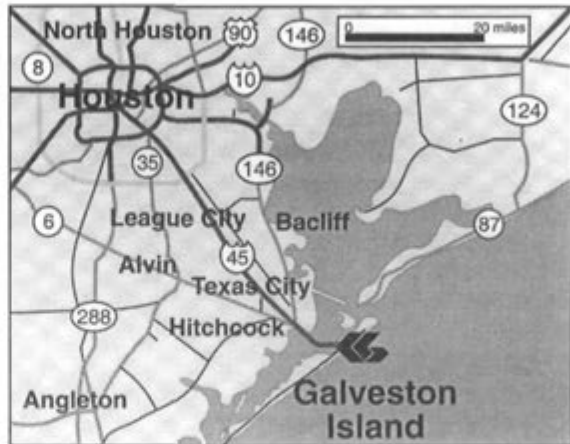
The Texas Certification Board of Alcoholism and Drug Abuse Counselors  
TAADAC (Provider Number 0195-88)

### **Member of:**

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

# Map To Galveston College

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



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

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



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## TELEPHONE DIRECTORY

You may reach all college offices by calling (409) 763-6551 and enter the extension below:

Admissions	230
Bookstore	260
Building Bridges to Success Program	298
Business Office	211
Computer Center	356
Counseling	220
Criminal Justice/Police Academy	154
Culinary Arts	304
Financial Aid	235
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Library	240
Math and Sciences	265
Media	250
Personnel Services	280
Placement Services	225
President's Office	200
Print Center	250
Public Affairs	300
Research and Planning	207
Security	364 or 0
Skills Enrichment Center	290
Snack Bar (Dug Out)	284
Special Services	227
Student Activities	301
Technical Studies and Career Education	330
Vice President of Instruction	203
Vice President for Student Development Services & Enrollment Management	206
Vice President for Administrative Services	209
<i>Workforce Development and Continuing Education</i>	114
<b>These offices may be reached directly by dialing:</b>	
Moody Hospitality Institute	741-8484, ext. 4230
Small Business Development Center	762-7380
Telecourse Hotline	762-8286

Visit our website at [www.gc.edu](http://www.gc.edu)



**DR. CARLISLE B. RATHBURN, III**

*Dr. Carlisle B. Rathburn, III was appointed President of Galveston College in January of 1996.*

**PRESIDENT'S MESSAGE**

Galveston College is pleased to provide service to residents of Galveston Island, Bolivar Peninsula and neighboring Chambers and Jefferson counties. For over thirty years, the College has become known for its quality academic programs, exceptional health care training and progressive approach to serving community needs.

Opened in 1967, Galveston College has grown to serve over 2,200 credit students per semester and 10,000 non-credit students per year. Galveston College embraces the life-long learning concept and provides for adult basic education, leisure learning and contract training for several thousand individuals, businesses and organizations each year.

This catalog highlights the many degree and certificate programs available at Galveston College, as well as presenting detailed descriptions of specific courses. In addition, it provides information on non-credit instructional programs and the many support services provided for all students.

Everything needed for your success are present in new and modern facilities, career and academic counseling, comprehensive learning center and quality classroom and laboratory instruction. From developmental studies to advanced university parallel and vocational/technical programs, Galveston College offers challenging opportunities for achievement in higher education within a relaxed environment.

On behalf of our Board of Regents, faculty and staff, I invite you to join us at Galveston College and gear towards the next millennium. Your future is now—Your future is at Galveston College.





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

*Pictured seated from left to right are Secretary John E. Walker, Chairperson Janice D. Stanton, and Vice Chairperson Phyllis H. Moore. Standing from left to right are John L. Sullivan, F.A. Odom, Carroll G. Sunseri, Carl E. Kelly, Dr. Paul J. Cunningham and Roy M. Quintanilla.*

# ACADEMIC CALENDAR



**1999 FALL SEMESTER**

Pre-Enrollment Counseling, Placement Testing and Academic Advising . . . . .	June-July-August
Orientation (Required for all new students) . . . . .	July 22
Early Bird Registration . . . . .	July 27-28
Priority Registration . . . . .	August 3-4
Faculty Workshop (In Service-No Registration) . . . . .	August 23
Open Registration (8:30 a.m.-7:00 p.m.) . . . . .	August 24-26
Open Registration (8:30 a.m.-1 p.m.) . . . . .	August 27
Classes Begin . . . . .	August 28
Late Registration Continues & Schedule Changes (Classes may be added) . . . . .	August 30-31
Late Registration Ends (7:00 p.m.) . . . . .	August 31
Labor Day Holiday . . . . .	September 6
State TASP Exam . . . . .	September 18
College and Career Information Night . . . . .	September 27
Mid-Semester . . . . .	October 29
Last Day to File for Fall Graduation . . . . .	November 1
Last Day to Submit AWF . . . . .	November 8
State TASP Exam . . . . .	November 13
Last Day to Drop or Totally Withdraw (3:00 p.m.) . . . . .	November 19
Thanksgiving Holidays (Classes Dismiss at 4:30 p.m. on November 24) . . . . .	November 25-27
Classes Resume . . . . .	November 29
Final Examinations . . . . .	December 11-16
Grades Due by 11:00 a.m. in Admissions Office . . . . .	December 17
Semester Ends and College Closes . . . . .	December 17

**2000 SPRING SEMESTER**

Pre-Enrollment Counseling, Placement Testing and Academic Advising . . . . .	Begins November 15
Orientation (Required for all new students) . . . . .	November 15
Early Bird Registration . . . . .	November 16-17
Priority Registration . . . . .	December 7-8
College Opens . . . . .	January 4
Faculty Workshop (In Service-No Registration) . . . . .	January 4
Open Registration (8:30 a.m.-7:00 p.m.) . . . . .	January 5-6
Open Registration (8:30 a.m.-4:00 p.m.) . . . . .	January 7
Open Registration (8:30 a.m.-7:00 p.m.) . . . . .	January 10-11
Classes Begin . . . . .	January 12
Late Registration Continues & Schedule Changes (Classes may be added) . . . . .	January 12-13
Late Registration Ends (7:00 p.m.) . . . . .	January 13
Martin Luther King Holiday(No Classes-College Closed) . . . . .	January 17
Last Day to File for Spring Graduation . . . . .	March 1
Mid-Semester . . . . .	March 3
State TASP Exam . . . . .	March 4

**ACADEMIC CALENDAR**

Mid-Semester Holidays (No Classes-College Closed)	March 12-19
Classes Resume	March 20
Last Day to Submit AWF	March 29
Career Month	April
Last Day to Drop or Totally Withdraw (3:00 p.m.)	April 7
Employee Professional Development Day (No Classes-College Open)	April 20
Good Friday (No Classes-College Closed)	April 21-22
State TASP Exam	April 29
Final Examinations	May 3-6, 8-9
Grades Due by 11:00 a.m. in Admissions Office	May 10
Semester Ends	May 10
Commencement Exercises	May 12

**2000 SUMMER SEMESTER I**

(First six weeks, 12 weeks)

Pre-Enrollment Counseling,	
Placement Testing and Academic Advising	Begins April 3
Orientation (Required for all new students)	April 10
Early Bird Registration	April 11-12
Priority Registration for SSI and SSII	May 2-3
Open Registration (8:30 a.m.-7:00 p.m.)	May 23-25
Open Registration (8:30 a.m.-1:00 p.m.)	May 26
Memorial Day Holiday (College Closed)	May 29
Classes Begin	May 30
Late Registration Continues & Schedule Changes (Classes may be added)	May 30-31
Last Day to File for Summer I Graduation	June 5
Last Day to Submit AWF (First six weeks)	June 13
State TASP Exam	June 17
Last Day to Drop or Totally Withdraw (First six weeks)	June 22
Independence Day Holiday (No Classes-College Closed)	July 4
Final Examinations (First six weeks)	July 5
Grades (First six weeks) Due by 11:00 a.m. in Admissions Office	July 6
Semester Ends (First six weeks)	July 6
State TASP Exam	July 22
Last Day to Submit AWF (12 weeks)	July 26
Last Day to Drop or Totally Withdraw (12 weeks)	August 4
Final Examinations (12 weeks)	August 16
Grades (12 weeks) Due by 11:00 a.m. in Admissions Office	August 17
Semester Ends (12 weeks)	August 17

**2000 SUMMER SEMESTER II**

(Six weeks)

Pre-Enrollment Counseling,	
Placement Testing and Academic Advising	Begins April 3
Orientation (Required for all new students)	April 10
Early Bird Registration	April 11-12

Priority Registration (8:30 a.m.-7:00 p.m.)	May 2-3
Independence Day Holiday (No Classes-College Closed)	July 4
Open Registration (8:30 a.m.-7:00 p.m.)	July 5-6
Open Registration (8:30 a.m.-11:00 a.m.)	July 7
Classes Begin	July 10
Late Registration Continues & Schedule Changes (Classes may be added)	July 10-11
Last Day to File for Summer II Graduation	July 17
State TASP Exam	July 22
Last Day to Submit AWF	July 26
Last Day to Drop or Totally Withdraw	August 4
Final Examinations	August 16
Grades Due by 11:00 a.m. in Admissions Office	August 17
Semester Ends	August 17

### 2000 FALL SEMESTER

Pre-Enrollment Counseling,	
Placement Testing and Academic Advising	June-July-August
Orientation (Required for all new students)	July 24
Early Bird Registration	July 25-26
Priority Registration	August 8-9
Faculty Workshop (In Service-No Registration)	August 21
Open Registration (8:30 a.m.-7:00 p.m.)	August 22-24
Open Registration (8:30 a.m.-1:00 p.m.)	August 25
Classes Begin	August 26
Late Registration Continues & Schedule Changes (Classes may be added)	August 28-29
Late Registration Ends (7:00 p.m.)	August 29
Labor Day Holiday	September 4
State TASP Exam	September 16
Mid-Semester	October 20
Last Day to File for Fall Graduation	November 1
Last Day to Submit AWF	November 8
State TASP Exam	November 11
College and Career Information Night	TBA
Last Day to Drop or Totally Withdraw (3:00 p.m.)	November 17
Thanksgiving Holidays (Classes Dismiss at 4:30 p.m. on November 22)	November 23-25
Classes Resume	November 27
Final Examinations	December 11-16
Grades Due by 11:00 a.m. in Admissions Office	December 18
Semester Ends	December 18
College Closes at 5:00 p.m.	December 19

### 2001 SPRING SEMESTER

Pre-Enrollment Counseling,	
Placement Testing and Academic Advising	Begins November 13

## ACADEMIC CALENDAR

Orientation (Required for all new students)	November 13
Early Bird Registration	November 14-15
Priority Registration	December 5-6
College Re-Opens	January 3
Faculty Workshop (In Service-No Registration)	January 3
Open Registration (8:30 a.m.-7:00 p.m.)	January 4
Open Registration (8:30 a.m.-4:00 p.m.)	January 5
Open Registration (8:30 a.m.-7:00 p.m.)	January 8-9
Classes Begin	January 10
Late Registration Continues & Schedule Changes (Classes may be added)	January 10-11
Late Registration Ends (7:00 p.m.)	January 11
Martin Luther King Holiday (No Classes-College Closed)	January 15
State TASP Exam	March 3
Last Day to File for Spring Graduation	March 1
Mid-Semester	March 2
Mid-Semester Holidays (No Classes-College Closed)	March 11-17
Classes Resume	March 19
Last Day to Submit AWF	March 28
Career Month	April
State TASP Exam	April 28
Last Day to Drop or Totally Withdraw (3:00 p.m.)	April 6
Employee Professional Development Day (No Classes-College Open)	April 12
Good Friday (No Classes-College Closed)	April 13-14
Final Examinations	May 2-5, 7-8
Grades Due by 11:00 a.m. in Admissions Office	May 9
Semester Ends	May 11
Commencement Exercises	May 11

### 2001 SUMMER SEMESTER I

(First six weeks, 12 weeks)

Pre-Enrollment Counseling,	
Placement Testing and Academic Advising	Begins April 2
Orientation (Required for all new students)	April 2
Early Bird Registration	April 3-4
Priority Registration for SSI and SSII	April 24-25
Memorial Day Holiday (College Closed)	May 28
Open Registration (8:30 a.m.-7:00 p.m.)	May 29-31
Open Registration (8:30 a.m.-11:00 a.m.)	June 1
Classes Begin	June 4
Late Registration Continues & Schedule Changes (Classes may be added)	June 4-5
Last Day to File for Summer I Graduation	June 11
Last Day to Submit AWF (First six weeks)	June 19
Last Day to Drop or Totally Withdraw (First six weeks)	June 28
Independence Day Holiday (No Classes-College Closed)	July 4
Final Examinations (First six weeks)	July 11
Grades (First six weeks) Due by 11:00 a.m. in Admissions Office	July 12

Semester Ends (First six weeks)	July 12
Last Day to Submit AWF (12 weeks)	July 24
Last Day to Drop or Totally Withdraw (12 weeks)	August 2
Final Examinations (12 weeks)	August 22
Grades (12 weeks) Due by 11:00 a.m. in Admissions Office	August 23
Semester Ends (12 weeks)	August 23

## 2001 SUMMER SEMESTER II

### (Six weeks)

Pre-Enrollment Counseling,	
Placement Testing and Academic Advising	Begins April 2
Orientation (Required for all new students)	April 2
Early Bird Registration	April 3-4
Priority Registration (8:30 a.m.-7:00 p.m.)	April 24-25
Open Registration (8:30 a.m.-7:00 p.m.)	July 10-11
Open Registration (8:30 a.m.-1:00 p.m.)	July 12
Classes Begin	July 16
Late Registration Continues & Schedule Changes	
(Classes may be added)	July 16-17
Last Day to File for Summer II Graduation	July 23
Last Day to Submit AWF	July 31
Last Day to Drop or Totally Withdraw	August 9
Final Examinations	August 22
Grades Due by 11:00 a.m. in Admissions Office	August 23
Semester Ends	August 23

**COLLEGE HOLIDAYS**

**\*1999-2000**

Labor Day . . . . .	September 6, 1999
Thanksgiving (Classes dismiss at 4:30 p.m. on November 24) . . . . .	November 25-27, 1999
Christmas-Semester Break . . . . .	December 17, 1999-January 4, 2000
Martin Luther King Day . . . . .	January 17, 2000
Mid-Semester Holidays . . . . .	March 13-19, 2000
Good Friday . . . . .	April 21-22, 2000
Memorial Day . . . . .	May 29, 2000
Independence Day Holiday . . . . .	July 4, 2000

**COLLEGE HOLIDAYS**

**\*2000-2001**

Labor Day . . . . .	September 4, 2000
Thanksgiving (Classes dismiss at 4:30 p.m. on November 22) . . . . .	November 23-25, 2000
Christmas-Semester Break . . . . .	December 19, 2000-January 3, 2001
Martin Luther King Day . . . . .	January 15, 2001
Mid-Semester Holidays . . . . .	March 11-17, 2001
Good Friday . . . . .	April 13-14, 2001
Memorial Day . . . . .	May 28, 2001
Independence Day	July 4, 2001

\*College offices will be closed on these dates.





# COLLEGE MISSION



## MISSION

The Board of Regents, faculty and staff of Galveston College believe the present and future vitality of the College and that of its service area of Galveston Island and the Bolivar Peninsula are wholly interdependent. Consequently the College is and must continue to enhance its role as a principal community resource, responding to both individual and collective need through the provision of educational opportunity and commitment to community development.

## GOALS

- A. To provide educational opportunity for a student body reflective of the diverse population which we serve differing as it does in educational preparation and intent, demographic and socio-economic background, and cultural and ethnic influence.
- B. To provide high quality, flexible educational programs and support services which are academically, geographically, and financially accessible to our students and which meet their personal, vocational, and professional goals of preparing for a first career, a career change, career advancement, or personal enrichment.
- C. To provide community-wide opportunity for lifelong educational development through conferences workshops, speakers and cultural events, community forums and civic education, professional and technical assistance, and other activities and services consistent with the needs, interests, and abilities of our service population.
- D. To serve as a catalyst for the formation of partnerships with business, public agencies, civic organizations, other educational institutions to foster the more efficient and effective use of community resources while improving employment opportunities and the quality of life for our service population
- E. To employ a process for assessing community and student needs, as well as our own effectiveness in meeting needs, so that educational programs, support services, and administrative processes may be continually strengthened.
- F. To provide administrative leadership which adheres to open communication, shared planning, and participative management while accepting responsibility for the efficient and effective use of the College's human, physical, and financial resources.

## PROGRAMS

- A. Transfer programs establish a foundation of college-level academic skills and lead to the associate of arts degree (AA); they parallel the first two years required for the baccalaureate degrees at senior colleges and universities.
- B. Technical-vocational programs lead to certificates of proficiency and the associate of applied science degree (AAS) and are primarily intended to prepare students for immediate employment through a combination of marketable employment skills and college-level academic skills; in some cases, these degree programs and classes transfer to senior colleges and universities

- C. Adult vocational education programs lead to the development of marketable skills and provide specialized training as defined by business and industry for immediate employment; these programs assist non-degree seeking students with career advancement, the updating of job skills, and re-entry into the workforce.
- D. Adult Basic Education (ABE) programs provide basic literacy instruction and may lead to the completion of the General Educational Development (GED) diploma; developmental programs strengthen the basic skills of those persons lacking adequate preparation for college-level courses.
- E. Personal enrichment programs provide non-credit cultural, social, recreational and vocational activities that intended to improve the quality of life of the student and to encourage lifelong learning.
- F. Student activities provide opportunities for students to participate in campus life through clubs, student government, cultural and social events, and educational programs outside the classroom; athletic competition is available through campus intramurals and a program of intercollegiate athletics.

## SERVICES

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

## VALUES

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

- A. The open and honest interchange of ideas and beliefs.
- B. The worth and potential of each individual.
- C. An appreciation of ethnic and cultural diversity, and the opportunity for inclusion of those not historically served by higher education.

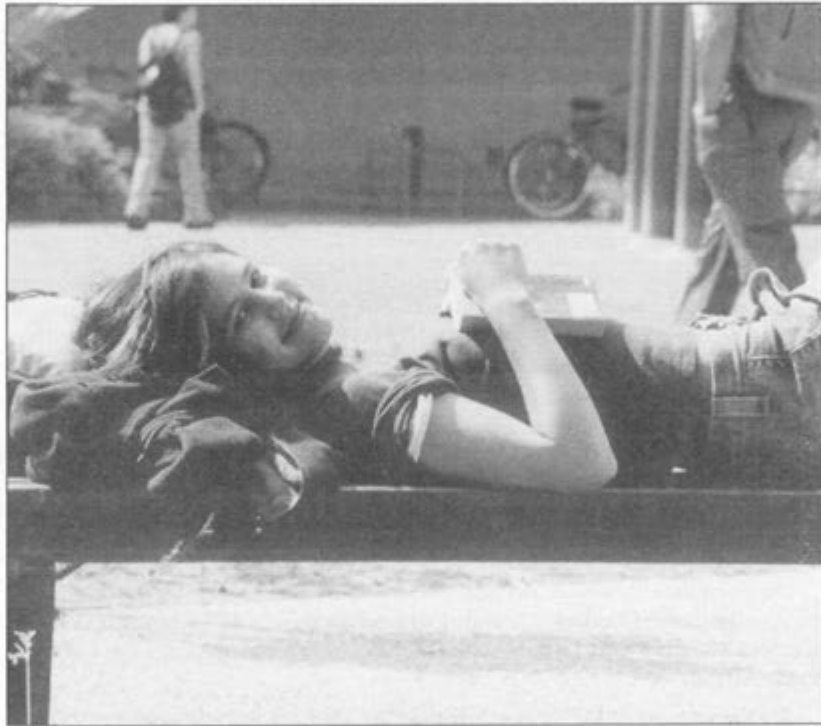
## VALUES

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- D. Active participation by students in the learning process and adherence to defined standards for educational achievement.
- E. A campus environment conducive to both formal and informal learning and to cross-cultural, global, and environmental awareness.
- F. Teaching excellence and the support of teaching through opportunities for professional development and the encouragement of innovation, creativity, and responsible risk-taking.
- G. The highest levels of professionalism, competence, and productivity in combination with honesty and integrity as standards for the College.
- H. Commitment to the policies of equal opportunity and affirmative action including the active recruitment minority faculty and administrative staff.
- I. A work environment that affirms the importance and contribution of each member of the faculty and staff encourages their responsible participation in planning and decision-making, and promotes their wellness and job satisfaction.
- J. Competitive compensation for employees, with encouragement of their educational advancement and rewards for exceptional performance.
- K. The formation of partnerships within our service area and beyond to avoid unnecessary duplication and to enhance the delivery of programs and services.
- L. Commitment to the well-being of the communities within our service area and the active civic participation of College employees.



# GENERAL INFORMATION



## HISTORY OF THE COLLEGE

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

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

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

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

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

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

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

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

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

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

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

By the fall of 1970, the College's initial enrollment of 730 had grown to 1,245. During the next two years, the College expanded into temporary buildings, several

of which were new, others the result of adjacent property acquisitions. Additional programs were established in mid-management and nursing assistant.

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

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

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

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

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

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

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

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

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

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

classes to complement the Island's growing tourism and hospitality industry. In the spring of 1986, a state-of-the-art laboratory for food preparation and culinary training was opened in the Mary Moody Northern Center at the College's Main Campus. During its twentieth anniversary celebration in 1987, the College enjoyed an expansion in programs, facilities and student enrollment. The College's new degree programs of horticulture, fast food management, criminal justice and micro-computer applications were accompanied by huge increases in community education students and course offerings.

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

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

In the fall of 1994, Galveston College's credit headcount reached an all-time high with 2,477 enrollments. Community education non-credit student numbers also reached record highs with increased efforts in contract training with local businesses and through activities of the College's Small Business Development Center. By early 1995, Galveston College's Board of Regents had approved campus expansion plans at the Main Campus that involved the 3.1 million dollar development of a new fine arts building and gymnasium. The increasing demand for parking due to record enrollments required the purchase of several residences for the provision of satellite parking adjacent to the Main Campus.

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

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

The 1997 college year was a year of program development and refinement. Galveston College's Addiction Technology Transfer Center maintained its status as one of the largest training centers for addiction counselors in the United States. The College's Leadership Institute entered its second year of reviving an adult service learning academy and workforce development programs that had gained notoriety



for police academy, culinary arts and fast track health careers were joined by a truck driving school, building trades, welding classes and the creation of American National University.

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

By the fall of 1998 and the early months of 1999, Galveston College had fielded its third competitive collegiate sport—the Galveston College Whitecaps women's softball team—joining the nationally recognized women's volleyball and men's baseball programs that had earned a national reputation for Galveston College. As faculty, staff, students and residents watched Galveston College grow and approach the new millennium, the campaign theme of Galveston College—Your Future is Now!—was an invitation to potential students as well as a proclamation of its own potential.

### GALVESTON COLLEGE FOUNDATION

In the fall of 2001, Universal Access to higher education and workforce training at Galveston College will become available to all Galveston Island high school graduates. The Universal Access Scholarship Endowment Funds are being raised by the Board of Directors of the Galveston College Foundation to provide all within our community the opportunity for a brighter future through higher education.

Universal Access will provide each local high school graduate up to \$1,000 per year from private, state and/or federal sources. These funds will cover tuition and fees for full-time study for up to two years. In addition, Universal Access makes this same guarantee to those, within our community, who will commit themselves to returning to Galveston College and completing their high school equivalency diploma(G.E.D.). This commitment will have to be accessed within 12 months of completion of the high school diploma or G.E.D. and will be good for two consecutive years.

The recipients will be required to outline a plan of study, to maintain timely successful academic progress and to participate in a service-based program giving of *their time to assist those less fortunate within our community.*

The goal behind the Universal Access program is to rebuild the Galveston community by investing in its most precious resource, its people. Universal Access students will acquire the skills necessary to become self-sufficient, productive members of the community.

The vision of Universal Access will be achieved through the development of a \$9.3 million endowment which will provide to each high school and G.E.D. graduate the financial aid necessary to support up to two years of post secondary education and training. This program will be carried down to the elementary students of our community as a motivation—a light at the end of the tunnel—to encourage and inspire them to persevere and stay in school. An endowment sufficient to support 610 students per year will be needed.

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The Universal Access Campaign is an investment in the future of our Island community. Participation of all within our community, at whatever level of support, is critical to making this vision a reality. All gifts to the Galveston College Foundation are fully tax deductible and most warmly appreciated. Gifts to the Universal Access Campaign can be made in a variety of ways including annual pledges, planned gifts, and gifts of appreciated assets. Perpetually-named scholarships in memory or honor of someone may be established as a part of the Universal Access program. Each named scholarship will require an investment of \$15,000 to provide the income necessary to endow this effort. Numerous major gift and naming options are available as a part of the Universal Access Campaign. Contributions may also be given to support other programs at the College. Please contact the Galveston College Foundation at (409) 763-6551, extension 303, for further information or assistance.

## FACILITIES

### MAIN CAMPUS, 4015 AVENUE Q

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



## MOODY HALL

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

### *ADMISSIONS*

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

### *BOOKSTORE*

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

### *COUNSELING CENTER*

Galveston College provides a full scale counseling service to students including general academic counseling, services for the disabled and special populations, job placement services and testing. The Counseling Center is on the first floor, east wing.

### *FINANCIAL AID*

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

### *WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION*

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

### *ADMINISTRATION*

The College administrative offices are located on the second floor, east wing. The President, Vice President of Instruction, Vice President for Administrative Services, Vice President for Student Development Services and Enrollment Management, Assistant to the President for Research and Planning, Executive Director of the Galveston College Foundation and Public Affairs Offices are housed in this area along with support staff.

### *BUSINESS OFFICE*

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

### *LECTURE ROOM*

The Moody Hall lecture room on the second floor (M-220) seats a minimum of 106

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in theatre-style seating and is equipped with public address and audio-visual systems. This room doubles as a teaching auditorium and the Board of Regents meeting location.

### REGENTS HALL

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

#### *DAVID GLENN HUNT MEMORIAL LIBRARY*

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



#### *ATRIUM*

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

#### *TELECONFERENCE ROOM*

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

regional satellite teleconferences at the College.

#### *SMALL BUSINESS DEVELOPMENT CENTER*

Galveston College's highly successful Center to provide education and assistance for development or operation of small businesses in conjunction with the SBA national and regional programs is located on the second floor of the campus on the west wing.

**ADVANCED COMPUTER CENTER**

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

**MARY MOODY NORTHEN VOCATIONAL CENTER**

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

**COMMUNITY ROOM**

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

**CULINARY ARTS LAB**

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

**ADULT LEARNING CENTER**

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

**SKILLS ENRICHMENT CENTER**

The College has developed a special service area dedicated to developmental and advanced learning that is located on the second floor of the Northen Center (N-213). Renovated in the summer of 1996, the Skills Enrichment Center is fully staffed and well appointed for testing, tutoring and individual studies. Study carrels and media-based learning programs are features of this area.

**EVENING SUPERVISED PLAYROOM/STUDY HALL**

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

**OFFICE TECHNOLOGY LABORATORIES**

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

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### **EUDINE MEADOWS CHENEY STUDENT CENTER**

The Eudine Meadows Cheney Student Center is located east of Moody Hall on the Main Campus. It houses a snack bar, a student lounge with television, offices and restrooms.



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

The Fine Arts Building has two floors of general classrooms and laboratories. The second floor has a performing arts room and stage plus rooms specifically designed for music teaching and practice. The third floor has

ceramics, photography and art labs plus an art gallery for the display of student art and other exhibits. The Sarah H. Hermes Fitness Center connected to the Fine Arts Building features a gymnasium, weight training equipment in a mirrored exercise room, showers and locker rooms on the first floor. An aerobics room and spectator seating for viewing events in the gymnasium are located on the second floor.

### **WORKFORCE TRAINING CENTER- 47TH & BROADWAY**

The latest addition to the Galveston College facilities is the Workforce Training Center located at 47th and Broadway. The facility includes training for the following areas: welding, truck driving, computer-aided drafting and building trades.

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

**First Aid Facilities:** In the event of serious illness or severe injury, the family and/or family doctor and/or hospital of the injured party will be notified by Security. Commercial first aid kits are kept in Admissions, Business Office, Hermes Fitness Center and Security Office.

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

**Phones:** There are pay phones in the student lounges in Moody Hall, in the Student Center, in the elevator lobby (ground floor) of the Mary Moody Northen Center, first floor of the Hermes Fitness Center and second and third floors of the Fine Arts Building. No message will be accepted at the College switchboard for students unless it is an emergency.

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

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

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

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

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

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

**Housing:** The College currently operates one small dormitory which houses student athletes. Students who do not reside in the area should plan on making their own arrangements for housing.

**Drinking, Eating and Smoking:** There will be no eating or drinking in classrooms. The use or possession of intoxicating beverages or drugs is prohibited in buildings and all other public campus areas. Cigarette smoking is not permitted inside classrooms or buildings.

**Posting of Notices:** No public notice of any kind will be posted in College buildings or on College property without approval of the Vice President for Student Development Services and Enrollment Management. Notices will be posted on bulletin boards or other appropriate fixtures. Notices will not be posted on walls, doors or windows, or any other surface or area not specifically approved by the Vice President for Student Development Services and Enrollment Management.

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

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

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

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

Disabled parking spaces are marked with "Disabled" signs. These are the only "reserved" spaces and are to be used only by people who use wheelchairs. If you are disabled, obtain a parking permit from the Galveston County Courthouse and display it on the left-hand of your dashboard when using these spaces.

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

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

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

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

Inquiries concerning parking rules and regulations or violations may be made by contacting the Coordinator of Security in N-105 or by calling ext. 364.

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

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



Any other emergency announcements of cancellations or reopening of the College may be accessed by calling the College's main phone number at (409) 763-6551 to receive a message update. Announcements will also be made on the following radio stations:

Galveston-KGBC (1540 AM on the dial)  
 KRTX (101.5 FM on the dial)  
 Brazosport/Freeport-KBRZ (1460 AM on the dial).

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

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

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

Houston-	KPRC (950 AM on the dial)	KTRH (740 AM on the dial)
	KHOU (TV Channel 11-CBS)	KPRC (TV Channel 2-NBC)
	KTRK (TV Channel 13-ABC)	

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

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

A student may request that all or any part of the directory information be withheld from the public by giving written notice to the Admissions Office during the first 12 class days of a fall or spring semester or the first four class days of a summer session. If no request is filed, directory information is released upon inquiry. No transcript or academic record is released without written consent from the student stating the information to be given, except as specified by law.

**Student Consumer Information Services:** Pursuant to Public Law 178, the College provides all students with information about its academic programs and financial aid available to students.

**Alcohol and Drug Abuse Education Program:** In compliance with the re-authorization of the Higher Education Act Program Participation Agreement required by

## GENERAL INFORMATION

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institutions participating in programs of student financial assistance authorized under Title IV of the Act, Galveston College provides an Alcohol and Drug Abuse Education Program. A series of lectures and activities are presented throughout the year to promote awareness of risk factors and encourage preventable measures to decrease alcohol and drug abuse.

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

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

Automotive Mechanic Technology	Child Development	Diesel Mechanics
Drafting and Design Technology	Thermal Technology	Graphic Arts
Electrical Construction Technology	Welding Technology	

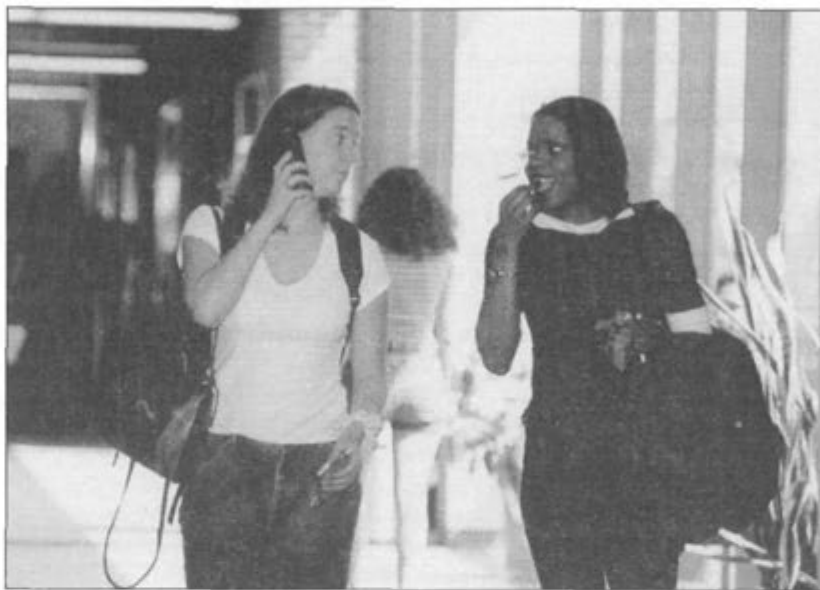
For more information, call the College of the Mainland Counseling Center at (409) 938-1211.

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

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



## GENERAL ADMISSION INFORMATION



## GENERAL ADMISSION INFORMATION

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

1. Graduation from an accredited high school.
2. Graduation from a non-accredited high school with the condition of scholastic probation imposed on the student for one semester.
3. Successful completion of the General Education Development (GED) Test, as certified by the State of Texas.
4. Transfer "in good standing" (student is eligible to re-enroll for course work) from another college or university.
5. Individual approval by the Vice President for Student Development Services and Enrollment Management for early admission and for certain students 18 years old or older. Specific requirements for each of these strategies are listed below:
  - (a) Early Admission Program—Galveston area high school juniors and seniors may get a head start on earning transferable college credit at minimal cost before graduation from high school. In addition to the application, students must submit a letter of permission from the high school principal and pass both the TAAS and appropriate section(s) of the TASP tests. After high school graduation, students must submit a second transcript showing the date of graduation. College credit earned under the Early Admission program will not be valid until the second transcript is received by the Admissions Office at Galveston College. (Approval may be requested by the student for dual credit). While attending Galveston College, the student will be expected to adhere to all policies of the College.
  - (b) Tech-Prep/School to Work Programs—Galveston College, in partnership with the Galveston Independent School District, has developed *Tech Prep* programs which provide high school students an unique opportunity to begin to prepare for their careers while they are still in high school. Tech Prep students complete a sequence of courses necessary for success in their chosen occupations. Existing Tech Prep programs include health occupations, criminal justice, office technology and hospitality services. Students enrolling for college courses through the Tech Prep programs are subject to Early Admissions provisions. For further information regarding enrollment in a Tech Prep program, students should contact the GISD Career and Technology Education Office or the Ball High School Career Center.
  - (c) Persons who do not hold a high school diploma or GED (but who are 18 years of age or older and whose high school class has graduated) may be admitted by giving evidence of an ability to benefit from college instruction. Such admission will be on a probationary basis.
6. Non-traditional or non-degree seeking student who may be classified:

An individual 18 years or older who wishes to enroll in a course for professional review, cultural or personal growth and achievement may be classified as a non-traditional or non-degree seeking student.

How to apply:

- (a) Complete an application at the Admissions Office.
- (b) Request classification as "non-traditional" or "non-degree" seeking student.
- (c) Furnish all transcripts for placement or TASP status.

Notes: If a student wishes to change to a "degree-seeking status" at a later date, the student will be required to furnish all previous college transcripts and meet entrance requirements for specific courses or programs outlined in this catalog or as required by departmental testing, required placement scores, or the TASP test.

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

## SPECIAL ADMISSIONS

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

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

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

## FRESH START

An applicant for admission who is a Texas resident may seek to enter this institution pursuant to the "academic fresh start" status, *Texas Education Code, 51.292*. If applicant informs the admissions office in writing of this election, the institution will not consider academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant who makes the election to apply under this statute may not receive any course credits for courses taken 10 or more years prior to enrollment.

## TASP TESTING

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

Detailed information on TASP is available to Galveston College students in the Counseling Center through a brochure prepared jointly by the Texas Education Agency, the Texas Higher Education Coordinating Board, and National Evaluation

Systems (the testing company). Information on registering for the exam and for obtaining a detailed study guide is also available in the Counseling Center.

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

### **WHO MUST TAKE THE TASP TEST?**

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

- (a) Those who have received at least 3 hours of college-level credit (approved by Galveston College) prior to fall 1989.
- (b) Those who enroll in a level-one certificate program. (NOTE: Once a student enrolls in a course that will cause him/her to exceed six hours outside of the specific curriculum, all TASP test requirements apply.)
- (c) A student who is 55 years of age or older, with verification, on the first class day of the term or semester for which they enroll and is non-degree or non-certificate seeking may be TASP exempt (waived). If a student becomes degree or certificate seeking, the student must take the TASP prior to the end of the first academic term wherein the student has an accumulation of six or more semester credit hours. (Senate Bill 1491 of the 74th Texas Legislature)

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

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

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

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

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

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

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

### **WHAT CONSTITUTES PASSING THE TEST?**

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

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

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

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

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

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

**PLACEMENT TEST**

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

**COMPETENCY LEVEL CODES**

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

**MATHEMATICS COMPETENCY**

- 0 = No assigned competency level in mathematics
- 1 = ASSET mathematics (20+) or pass MATH 0300, or a passing score on the TASP
- 2 = Pass departmental exam or pass MATH 0303
- 3 = Pass departmental exam and TASP or pass MATH 0304

*LANGUAGE COMPETENCY*

0 = No assigned competency level in language

1 = Stanford (reading *and* English 9th-12th grade) *or pass* READ 0301 *and* ENGL 0301

2 = Stanford (reading Post High School) *or pass* READ 0302

3 = Stanford (reading *and* English Post High School) *or pass* Read 0302 *and* ENGL 0302

### ADMISSIONS PROCEDURE

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

- (a) Obtain application forms from the Admissions Office.
- (b) Return completed forms to the Admissions Office. **Note: The submission of the application form automatically authorizes the College to access the state TASP data base for the student's scores.**
- (c) Arrange for official transcripts from all schools (high school and colleges) attended to be sent to the Admissions Office. Returning students who have not attended Galveston College within the last five years may be required to again furnish official copies of coursework at other schools attended. Transfer students with a minimum of 15 college level hours will not be required to provide high school transcripts (except for special admissions programs).
- (d) Submit appropriate placement test scores.
- (e) Arrange a counseling interview prior to formal registration.

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

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

### RESIDENT CLASSIFICATION STUDENT RESPONSIBILITY

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

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



## FORMER STUDENT

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

## INTERNATIONAL STUDENT ADMISSION

Admission of international students shall be subject to the following:

- (a) Statement of Financial Support which must be signed by a parent, relative, or sponsor.
- (b) Certificate of Immunizations. (Use forms provided by the Office of Admissions.)
- (c) National Test Score of Test of English as a Foreign Language (TOEFL). A minimum score of 500 required of all students whose native language is not English or ELS Language Centers Level score of 108. English speaking international students should submit appropriate placement test scores.
- (d) Evidence of U.S. medical insurance coverage.

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

## CHANGING INFORMATION

1. **Address:** Any student with a change of mailing address and/or place of residence must notify the Admissions Office as soon as possible.
2. **Name:** The listing of a student's name at Galveston College is originally recorded from the admission application. A legal document confirming change will be required.
3. **Major:** A student's major is originally recorded from the admission application. A student wishing to change his major should complete the Change of Major form in the Counseling Center.
4. **Social Security Number:** A student must provide proof of any change from that which was reported on his **original** application on entry to Galveston College. The social security number will be used as the student's identification number at Galveston College.

## REGISTRATION

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



## TUITION AND FEES

### General Information

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

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

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

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

## TUITION

### Resident of Texas

Hrs.	Tuition	Building Use	Technology Fee	Student Services Fee	Reg. Fee	Total
1	\$50.00	\$12.00	\$3.00	\$10.00	\$10.00	85.00
2	50.00	24.00	6.00	10.00	10.00	100.00
3	50.00	36.00	9.00	10.00	10.00	115.00
4	50.00	48.00	12.00	10.00	10.00	130.00
5	50.00	60.00	15.00	10.00	10.00	145.00
6	50.00	72.00	18.00	10.00	10.00	160.00
7	56.00	84.00	21.00	10.00	10.00	181.00
8	64.00	96.00	24.00	10.00	10.00	204.00
9	72.00	108.00	27.00	15.00	10.00	232.00
10	80.00	120.00	30.00	15.00	10.00	255.00
11	88.00	132.00	33.00	15.00	10.00	278.00
12	96.00	144.00	36.00	15.00	10.00	301.00
13	104.00	156.00	39.00	15.00	10.00	324.00
14	112.00	168.00	42.00	15.00	10.00	347.00
15	120.00	180.00	45.00	15.00	10.00	370.00
16	128.00	192.00	48.00	15.00	10.00	393.00
17	136.00	204.00	51.00	15.00	10.00	416.00
18	144.00	216.00	54.00	15.00	10.00	439.00
19	152.00	228.00	57.00	15.00	10.00	462.00
20	160.00	240.00	60.00	15.00	10.00	485.00

Non-Resident of Texas						
Hrs.	Tuition	Building Use	Technology Fee	Student Services Fee	Reg. Fee	Total
1	\$200.00	\$12.00	\$3.00	\$10.00	10.00	\$235.00
2	200.00	24.00	6.00	10.00	10.00	250.00
3	200.00	36.00	9.00	10.00	10.00	265.00
4	200.00	48.00	12.00	10.00	10.00	280.00
5	200.00	60.00	15.00	10.00	10.00	295.00
6	200.00	72.00	18.00	10.00	10.00	310.00
7	200.00	84.00	21.00	10.00	10.00	325.00
8	200.00	96.00	24.00	10.00	10.00	340.00
9	200.00	108.00	27.00	15.00	10.00	360.00
10	200.00	120.00	30.00	15.00	10.00	380.00
11	220.00	132.00	33.00	15.00	10.00	410.00
12	240.00	144.00	36.00	15.00	10.00	445.00
13	260.00	156.00	39.00	15.00	10.00	480.00
14	280.00	168.00	42.00	15.00	10.00	515.00
15	300.00	180.00	45.00	15.00	10.00	550.00
16	320.00	192.00	48.00	15.00	10.00	585.00
17	340.00	204.00	51.00	15.00	10.00	620.00
18	360.00	216.00	54.00	15.00	10.00	655.00
19	380.00	228.00	57.00	15.00	10.00	690.00
20	400.00	240.00	60.00	15.00	10.00	725.00

### Galveston College Lab Fees

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

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

Health Fee—\$65.00 for fall and \$65.00 for spring and \$30.00 for each 6-week summer semester and \$65 for 9 and 12-week summer semesters for all students in health related programs.

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

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

Registration Fee—\$10.00

Technology Fee—\$3.00 per semester hour

Other Fees—Other fees may be charged for courses such as private music lessons, scuba diving, bowling, etc. where the cost of instruction includes outside payments to vendors or other related costs. A listing of fees for each course is available in the Business Office on the second floor of Moody Hall.

### Continuing Education

Tuition and fees for Continuing Education courses depend largely upon:

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

### Returned Checks

If a student has a check returned to Galveston College, for any reason the privilege of writing checks will be lost. All future payments will be required in cash.

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

### Refund Policy

#### 1. College Credit and Certificate Program Courses

- A. Students who officially withdraw from the institution will have their tuition and fees (except the registration fee) refunded according to the following schedule approved by the Coordinating Board:

*Fall and Spring Semesters (16-week courses)*

Prior to the first college class day	100%
During the first fifteen college class days	70%
During the sixteenth through twentieth class days	25%
After the twentieth college class day	NONE

*Summer Semesters (six-week courses)*

Prior to the first college class day	100%
During the first five college class days	70%
During the sixth and seventh college class days	25%
After the seventh college class day	NONE

*Flex Entry*

For flex entry and non-semester length courses with a census date other than the 12th class day (4th class day of a six-week summer semester): Prior to first class day 100%

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

#### 2. Continuing Education Courses

- A. Full (100%) refund will be made to students dropping a course prior to the second class meeting following their registration. The student has the immediate responsibility to decide after the first class period attended to continue or drop the course in question. No refunds will be made after one day classes.
- B. All refund requests and questions will be handled by the Continuing Education Office.**

### **Financial Obligations**

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

### **Student Services Fees**

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

### **Fee Changes**

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

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

In October of 1972 the Board of Regents of The University of Texas System announced that effective in the fall semester of 1972, all "allied health and nursing students will be required prior to official registration to show evidence of professional liability (malpractice) insurance coverage in a minimum amount determined by the chief administrative officer of that component." As Galveston College uses the facilities of The University of Texas Medical Branch, our students in the health related fields come under this ruling.

The minimum amount of coverage acceptable to UTMB is \$200,000/\$600,000. Galveston College will provide a Blanket Student Liability Insurance Program. Students enrolled in Radiation Therapy programs will pay liability insurance on an annual basis. The cost of this coverage is currently \$149.00. Other health occupation program students will pay by the semester. The cost of this coverage is currently \$7.50 in the fall semester and \$7.50 in the spring semester.

Students may have their own individual policies if they wish, but a copy of such a policy or other adequate proof of insurance must be provided to the College at the time of registration. Such a policy must have a minimum of \$200,000/\$600,000 coverage.

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

### **Transcripts**

*All requests for transcripts must be made in writing by the student either by completing the transcript request form in the Admissions Office or by letter. The*

#### GENERAL ADMISSION INFORMATION

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letter must include the student's name at the time of last attendance, current name (if a name change has occurred), social security number, date of birth, and signature. All requests must provide a complete address to which the transcript is to be sent.

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

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

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# ACADEMIC STANDARDS



### CREDIT FOR COURSES

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

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

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

### CREDIT BY EXAMINATION

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

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

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

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

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

1. Galveston College Locally Prepared Examinations

Students desiring to take an examination for credit in occupational-technical or specific university-parallel courses, which are on the College approved list, are to complete the following steps:

- a. Obtain a permit For Credit by Examination form from the Counseling Office.
- b. Obtain approval from the appropriate Dean and schedule test.
- c. Pay the required fee in the Business Office.
- d. Take the form to the examination room on the scheduled date and complete the examination.



Locally developed examinations will be prepared by the appropriate Dean.

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

2. *The College Entrance Examination Board Achievement Tests*

These tests are different from the Advanced Placement Tests. Counselors in local high schools will furnish information concerning registration for the tests which are administered several times each year.

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

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

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

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

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

CLEP Achievement Test	Minimum	Course	Semester	Grade
	Score		Hrs.	
General Biology	60	BIOL 1406-1407	8	A
General Biology	55	BIOL 1406-1407	8	B
American Government	54	GOVT 2301/2305	3	A
American Government	50	GOVT 2301/2305	3	B
General Psychology	65	PSYC 2301	3	A
General Psychology	55	PSYC 2301	3	B
Intro. to Sociology	64	SOCI 1301	3	A
Intro. to Sociology	59	SOCI 1301	3	B
American History	60	HIST 1301	3	A
American History	54	HIST 1301	3	B
English Composition or Freshman English	55*	ENGL 1301	3	A
English Composition or Freshman English	50*	ENGL 1301	3	B

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

ACADEMIC STANDARDS

CLEP Achievement Test	Minimum		Semester	
	Score	Course	Hrs.	Grade
Introductory Accounting	60	ACNT 1303	4	A
Introductory Accounting	55	ACNT 1303	4	B
Intro. Macro-Econ.	63	ECON 2301	3	A
	55	ECON 2301	3	B
Intro. Micro-Econ.	61	ECON 2302	3	A
	54	ECON 2302	3	B
General Chemistry	65	CHEM 1411	4	A
General Chemistry	50	CHEM 1411	4	B
College Algebra	60	MATH 1314	3	A
College Algebra	55	MATH 1314	3	B
Trigonometry	60	MATH 1316	3	A
Trigonometry	55	MATH 1316	3	B
Calculus with Elem. Functions	60	MATH 2413	4	A
Calculus with Elem. Functions	55	MATH 2413	4	B

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

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

APP Achievement Test	Minimum		Semester	
	Score	Course	Hrs.	Grade
Biology	5	BIOL 1406-1407	8	A
Biology	4	BIOL 1406-1407	8	B
American History	5	HIST 1301	3	A
American History	4	HIST 1301	3	B
Spanish	4	SPAN 1411 & 1412	8	A
Spanish	3	SPAN 1411 & 1412	8	B
French	4	FREN 1411 & 1412	8	A
French	3	FREN 1411 & 1412	8	B
Language & Comp.	5*	ENGL 1301	3	A
Language & Comp.	4*	ENGL 1301	3	B

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

Chemistry	4	CHEM 1411 & 1412	8	A
Chemistry	3	CHEM 1411 & 1412	8	B
Calculus AB	5, 4	MATH 2413	4	A
Calculus AB	3	MATH 2413	4	B
Calculus BC	5	MATH 2414	4	A
Calculus BC	4	MATH 2414	4	B
Physics Form B	5	PHYS 1401 & 1402	8	A
Physics Form B	4	PHYS 1401 & 1402	8	B

## EXPLANATION OF THE COURSE NUMBER SYSTEM

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

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

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

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

## TRANSFER CREDIT

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

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

New England Association of Schools and Colleges

North Central Association of Colleges and Schools

Northwest Association of Colleges and Schools/Commission on Colleges

Southern Association of Colleges and Schools/Commission on Colleges

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

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

Transfer grades below "C" are not accepted for credit.

Transcript evaluations are processed by the Registrar.

## CLASSIFICATION OF STUDENTS

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

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

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

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

*Full-time student:*

1. During the Regular Semester:
  - a. A student registered for twelve (12) or more semester hours is defined as a full-time student of Galveston College.

## ACADEMIC STANDARDS

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

### *Part-time student:*

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

## COURSE LOAD

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

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

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

## CLASS ATTENDANCE

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

Any student who has missed 10% of the total clock hours of instruction, not excused by the instructor, may be withdrawn from class by the instructor with a grade of "AWF" or "AWN" (only for some developmental courses).

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

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

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

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

Any such special attendance requirements must be approved in writing by the Vice President of Instruction.

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

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

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

The notice shall be in writing and shall be delivered by the student personally to the instructor of each class, with receipt of the notice acknowledged and dated by the instructor or by certified mail, return receipt requested, addressed to the instructor of each class.

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

### **EXAMINATIONS**

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

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

### **SCHOLASTIC INTEGRITY**

Each student is charged with the responsibility of maintaining scholastic integrity. When written assignments require excerpts from material published by others, the student must give full credit to the author to avoid the possibility of plagiarism. Also, see under "Students Rights and Responsibilities" on page 83.

Any student violation of scholastic integrity for plagiarism or cheating falls properly within the realm of student/faculty relations and is subject to faculty recommen-

dition to the college administration for loss of credit for a particular assignment, examination, or unit of work; failure in a course; or dismissal from the college.

## STUDENT RECORDS

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

A brief summary of this policy is as follows:

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

*Review of Record*—Any student who desires to review his record may do so upon written request to the appropriate office immediately responsible for the record.

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

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

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

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

## GRADING SYSTEM

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

\*Note 1: Incomplete work must be completed on or before the end of the next long term semester. Work not completed by the end of the next long semester (summers do not count) will automatically be changed to a grade of "F" or "NC". Students with grade of "I" will not be eligible for "Honors" until "I" has been completed.

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

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

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

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

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

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

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

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

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

### ADMINISTRATIVE WITHDRAWAL

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

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

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

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

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

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

### GRADE POINT AVERAGE (GPA)

Four grade points are awarded for each semester hour in which the student receives an "A", three grade points for each hour of "B", two grade points for each hour of



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

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

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

Courses	Grade	Grade Points
BIOL 2401	A	16
ENGL 1301	B	9
HIST 1301	B	9
SPCH 1315	C	6
PSYC 2301	D	3
PHED 1115	F	0
Total Credit Hours:		17
Total Grade Points:		$43 \div 17 = 2.52$

### Cumulative Grade Point Average

The cumulative grade point average is based upon all of the student's work taken at Galveston College. However, when courses are repeated only the most recent grade will be used to calculate grade points and semester hours.

Transfer students must meet the grade point requirements corresponding to the number of semester hours for which they have received transfer credit. No grade lower than a "C" is acceptable for transfer credit.

### Academic Probation and Suspension

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

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

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

Students who have been placed on academic probation by another institution at the

## ACADEMIC STANDARDS

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

A student who has been suspended twice from any college must obtain special permission to enter Galveston College. Such permission may be granted by the Director of Admissions.

To be removed from academic probation, a student must:

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

**TABLE 1 GRADE POINT REQUIREMENTS**

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

### GRADE APPEAL

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

### GRADE REPORTS

A grade report is issued to each student at the end of each semester and gives the grade earned in each course that semester. A transcript is the official record of

college work and gives all grades earned throughout the college career. Transcripts and grade reports are withheld from students who have not met financial or other obligations to the College.

### HONOR STUDENTS

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

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

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

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

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

### REQUIREMENTS FOR GRADUATION

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

*Eighteen (18) of the last 36 semester hours prior to graduation must be completed in residence at Galveston College. Exceptions may be considered and granted by mutual consent of the Vice President for Student Development Services and Enrollment Management and the Vice President of Instruction. A minimum grade point average of 2.0 ("C") is required on all course work applying toward a degree and/or a certificate. DEVELOPMENTAL COURSES MAY NOT BE APPLIED TOWARD DEGREES.*

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

### GRADUATION UNDER A PARTICULAR CATALOG/DEGREE PLAN

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

governed by the degree requirements in effect at the time the change of major becomes effective. **These exceptions apply:**

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

The program of the student who interrupts enrollment for more than thirteen months shall be governed by the catalog in effect at the time of the student's re-entrance to the College. For these purposes, enrollment shall be defined as registration for and successful completion of at least one course during an academic term.

### SUBSTITUTIONS

Curriculum substitutions may be approved by the Dean within Texas Higher Education Coordinating Board and Southern Association of Schools guidelines.

### GRADUATION PROCEDURES

#### *FILING FOR DEGREE OR CERTIFICATE*

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

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

1. Return to Admissions Office
  - a. degree/certificate application
  - b. degree plan
  - c. graduation fee receipt

#### *INSTRUCTIONS TO STUDENT*

1. Student should have an up-to-date degree plan prepared and checked by the Counseling Office in his student record in the Admissions Office. A copy of that plan should be attached to the form. That plan should list all courses completed toward the degree with ONLY those in progress THIS semester without grades.
2. **STUDENT** is responsible to see that all requirements for graduation as outlined in the college catalog will have been met by the graduation date. These include: passing the TASP or be TASP exempt, a minimum cumulative grade point average of 2.0 (C) and completion of 18 of the last 36 semester hours in residence.
3. The graduation fee of \$10 is to be paid in the Business office prior to the deadline date (fall/Nov 1; spring/March 1; summer/during first week of semester). A copy of the paid receipt is to be attached to the application for graduation form. A late fee of an additional \$10 will be charged to students who do not file before the deadline date. (There is a \$5 fee to cover the cost of processing and mailing diplomas for students unable to participate or pick up diplomas.) Students desiring only notation of the degree or certificate on their transcript will have all graduation fees waived.
4. There is one formal graduation exercise held at the end of the spring semester.  
**ALL GRADUATING STUDENTS(spring) MUST ATTEND GRADUATION**

unless specifically excused IN WRITING by the Director of Admissions. Fall and summer graduates are encouraged to participate and should request special instructions regarding participation from the Admissions Office.

5. Graduation fees are not refundable. Students who fail to qualify for graduation must reapply and pay appropriate graduation fees as above.

Cap and Gown, invitations, and other graduation items will be purchased through the College Bookstore.

### GRADUATION WITH HONORS

Students who graduate from Galveston College in an associate degree program with an overall grade point average of 3.0 to 3.49 on all work taken at Galveston College will be graduated with "Honors." Students achieving an overall grade point average of 3.5 or better on all work taken at Galveston College in an associate degree program will be graduated with "High Honors." Notations of such honors will be made on the student's permanent record. A student must complete at least 18 semester hours (not counting developmental courses) at Galveston College to be eligible for "Graduation with Honors" listing.



## STUDENT DEVELOPMENT SERVICES



## STUDENT DEVELOPMENT SERVICES

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

## ADMISSIONS AND STUDENT RECORDS

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

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

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

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

## COUNSELING CENTER

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

### Counseling Services

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

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

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

### **Career Services**

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

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

### **Special Services**

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

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

### **Special Services For Students With Disabilities**

1. Brochure—This resource describes the services for students with disabilities, lists campus resources and identifies local community referral agencies.
2. Pre-enrollment advising, class scheduling, and priority registration are available. Students must notify the Counselor for Special Services about special needs or accommodations.
3. Special Orientation—is provided to familiarize students with the campus and inform them of the support services available to meet their needs.
4. Special Equipment—cassette recorders, Visual Tek machine, and Kurtzwell Reading machine are available to students with disabilities who provide appropriate documentation.
5. Sign Interpreters—In conjunction with the Texas Rehabilitation Commission, assistance is given to locating speech interpreters to translate information to the hearing impaired.



6. Tutors—Tutoring services are provided by the College's Skills Enrichment Center.
7. Personal Counseling—The Counselor for Special Services assists with referrals to appropriate local agencies and organizations, and also serves as liaison to the Texas Rehabilitation Commission, Texas Commission for the Blind, the local high schools, etc.

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

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

To be eligible for services and/or assistance, the student must be (1) a single parent and/or a single pregnant female, (2) economically disadvantaged, and (3) a declared vocational or technical major.

### **Building Bridges to Success**

The Building Bridges to Success Program at Galveston College is funded by the United States Department of Education to provide intensive academic and student support services to "currently enrolled students" who represent *first generation college, low-income/economically dependent, and/or disabled*.

#### **Program Activities**

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

The Building Bridges to Success Program is a student support services program designed for matriculating students who need additional assistance and innovative curricula to ensure their success in a post-secondary environment.



### **Job Placement**

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

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

All students currently enrolled at Galveston College;

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

All Galveston College Alumni.

### **FINANCIAL AID**

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

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

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

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

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

1. Galveston College Financial Aid Application.
2. Free Application for Federal Student Aid.
3. Request that a Financial Aid Transcript be submitted to the Galveston College Financial Aid Office from each school attended since high school, whether financial aid was received or not if entering Galveston College in a spring or summer semester.
4. *Any other forms that may be requested by either the Federal government or our office.*
5. Application for Admissions.
6. Academic Transcripts from all previously attended post-secondary schools.

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

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

**FIRST PRIORITY DATE: MAY 8**

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

## TYPES OF FINANCIAL AID

*Federal Pell Grant:*

The Federal Pell Grant is awarded only to undergraduate students who have not earned a bachelor's or professional degree. Pell Grant eligibility is determined by a standard formula used to evaluate the information reported on the Free Application for Federal Student Aid. The amount of Pell Grant awards are from \$400 to \$3,000 per academic year according to the Federal Pell Payment Schedule and also depending on enrollment status, full-time or part-time. This is an entitlement program with funding available to eligible applicants, including those who apply after priority deadlines.

*Federal Family Educational Loans (FFEL):*

Student loans will help you finance your college education, but they will have a long-term impact on your financial future. You should investigate all available resources before you consider applying for a student loan. The amount of money you borrow may affect your ability to borrow money to purchase a car or house

after college. Familiarize yourself with the terms of your loans, their repayment procedures, and how borrowing today will affect your future.

*Federal Stafford Loan (subsidized):*

Repayment of this loan is deferred while the student is attending school. Interest rates are variable but will be no more than 8.25 percent. There is a loan origination fee and insurance fee totaling 4 percent, which will be subtracted from each loan disbursement. The amount the student may borrow depends on grade level, other financial aid the student receives, and the expected family contribution, as determined through the Free Application for Federal Student Aid.

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

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

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

*Federal Supplemental Educational Opportunity Grant (FSEOG):*

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

*Texas Public Educational Grant (TPEG):*

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

*State Student Incentive Grant (SSIG):*

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

*Federal College Work-Study*

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

**Hazelwood Act:**

Under the Hazelwood Act certain veterans who have exhausted remaining educational benefits from the Veterans Administration can attend Texas state-supported

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

**Institutional Scholarships:**

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

- Sister Mary Agnesita
- Edmonds/Nelson/Craft
- Laura Mae Elrod
- Greenwood/Mills/Pattinson
- Lambdin
- Drs. Eric and Octavia Hall
- Buell Humphries Memorial
- Michael Hodge
- Jean Morgan
- Jesse Murillo
- John Parker Davie Trust
- GladneiO Parker
- Larry Patton
- Rudy Tomjanovich
- University Federal Credit Union
- Kempner Fund for Workforce Development
- Addiction Technology Transfer Center

Recipients of the following scholarships are selected by the:

**Faculty**

- William Maury Darst Memorial
- Marionette Beyah Memorial
- Galveston College Faculty Council

**Head of the Music Department**

- Lovelace, Nielson and McDaniel

**Head of the Theatre Department**

- Joan Cannady
- Lone Star Drama

**Short-Term Loans:**

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

## STATE TUITION EXEMPTION PROGRAMS

### Mature Citizen Students:

All United States citizens who are residents of Galveston Community College District who have attained the age of 55 years are entitled to enroll for classes at 60% of the regular cost of tuition and fees, except those listed hereafter (when applicable): individual music instruction, liability insurance, health fees, testing fees, and other courses.



### Outside Aid Sources

*Veterans Administration Educational Benefits:*

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

*Students With Physical Handicaps (Vocational Rehabilitation):*

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

*Workforce Investment Act*

The Gulf Coast Career Center at 4700 Broadway, Galveston, administers the Workforce Investment Act (WIA) under the sponsorship of the Houston-Galveston Area Council (H-GAC) Private Industry Council (PIC). WIA provides services to low to moderate income students. Galveston College is a training provider for WIA. Persons eligible for training under WIA are provided with all training costs, tuition, fees, uniforms, and tools as required.

## CONCURRENT INSTITUTIONAL ENROLLMENT TUITION ADJUSTMENT

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

Students who are EXEMPT from tuition for any reason, must present proof of such exemption at the pay station at EACH REGISTRATION.

## ACADEMIC REQUIREMENTS FOR RECEIVING FINANCIAL AID

### SATISFACTORY ACADEMIC REQUIREMENTS

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

### Components

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

#### I. Academic Standard Component

Galveston College uses the 4.0 grade point average system and numerical code:  
4.0=A 3.0=B 2.0=C 1.0=D 0.0=F 0.0=AWF

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

#### II. Maximum Time Frame Component

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

### III. Incremental Progress Component

Students overall completion rate (percentage) of all hours attempted at Galveston College is expected to be:

- 1-24 hours at least 65 percent
- 25-66 hours at least 75 percent
- 67-90 hours at least 85 percent

### Review Procedures

#### *Academic Standards and Incremental Progress*

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

The following will be considered as semester hours successfully completed:

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

The following shall be considered as semester hours not completed:

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

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

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

#### *Time Frame*

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

#### *FINANCIAL AID PROBATION/SUSPENSION*

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



**APPEAL**

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

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

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

Typical cost-of-education for students attending Galveston College during the academic year are (1999-2000 figures):

	Away from home	With parents
Tuition/fees	\$ 820	\$ 820
Books/Supplies	\$ 816	\$ 816
Room/Board	\$ 4,722	\$ 2,216
Transportation	\$ 1,408	\$ 1,408
Miscellaneous	\$ 1,672	\$ 1,282
Sub-total	\$ 9,438	\$ 6,542

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

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

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

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

## REFUND FOR WITHDRAWAL

### *College Credit*

Students who officially withdraw from the institution will have their tuition and fees refunded (except for registration fee which will not be refunded) according to the following:

- A) *all continuing students-per schedule posted in College Catalog.*
- B) all first-time students (including transfer)—refer to page 42.

Procedurally, the Financial Aid Office will determine the proportion of Title IV financial aid received (minus WS earnings) when compared with the total aid received for the semester. The resultant fraction will be multiplied by the amount of refund to determine the amount of refund due the financial aid program.

Refunds will be returned to the various program accounts according to the following:

1. Federal SLS Loan
2. Unsubsidized Federal Stafford Loan
3. Subsidized Federal Stafford Loan
4. Federal PLUS Loan
5. Federal Direct Stafford Loan
6. Federal Direct PLUS Loan
7. Federal Perkins Loan
8. Federal Pell Grant
9. FSEOG
10. Other Title IV Aid Programs
11. Other Federal sources of aid
12. Other state, private, or institutional aid
13. The student

## REPAYMENT FOR WITHDRAWAL

If the student drops out or withdraws, the amount the student receives as a cash disbursement for indirect costs will be determined.

Procedurally, the Financial Aid will:

- 1) determine the amount the student received as a cash disbursement for non-institutional cost.
- 2) identify the source of aid that made up the case disbursement.
- 3) calculate the non-institutional cost for the period of attendance (based upon the number of weeks in attendance).
- 4) subtract net cash disbursement from total non-institutional cost to arrive at the overpayment.

- 5) calculate the portion of the overpayment the student must repay to the Title IV accounts, if any, by determining the proportion for Title IV financial aid received minus (WS and FDSL/FPLUS loans) for the payment period when compared with the total aid received for the semester, then multiply that percentage by the amount of the overpayment.

The result of this calculation is the amount the student must repay to the financial aid programs, which will be distributed as follows:

1. Federal Perkins Loan
2. Federal Pell Grant
3. FSEOG
4. Other Title IV Aid Programs
5. Other Federal sources of aid
6. Other state, private, or institutional aid

Students who owe a repayment will be billed. Those students are not eligible to receive further financial aid until the overpayment is received. Students who do not repay, will have their names reported to the Federal government for collection.

### FOREIGN STUDENTS

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

### VETERANS INFORMATION

#### **Veterans Benefits Program**

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

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

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

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

*Fall, Spring and Summer Semesters:*

Full-time	12 or more semester hours
3/4 time	9, 10, or 11 semester hours
1/2 time	6, 7, or 8 semester hours
Less than 1/2 time	5 hours or less

The veteran student should be aware of some of the Veterans Administration guidelines. Violation of these guidelines causes complications in receiving monthly benefits or loss of those benefits.

1. Class attendance is mandatory. Failure to attend class results in suspension from class.
2. A veteran student who plans to enroll in developmental courses must be tested and show a need in basic skills before enrolling in these courses.
3. "When a VA student is enrolled in open circuit television courses, a portion of the credit hours being taken during the semester must be offered through conventional classroom or laboratory instruction or both and the VA student must be pursuing a standard college degree program."
4. A veteran student who has successfully completed credit hours at another college or university must submit a transcript from that college or university before applying for V.A. benefits. The transcript is evaluated and credit granted when applicable.
5. A veteran student will be certified only for the courses as specified on the degree plan. Information on degree requirements may be obtained from the Counseling Office.
6. A veteran student who withdraws or who is dropped from all courses attempted during a semester is considered as making unsatisfactory progress by the V.A. and may lose future benefits. A veteran student must also maintain a satisfactory grade point average of 2.00 or higher.

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

### **SATISFACTORY PROGRESS**

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

### **PROBATION**

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

### UNSATISFACTORY PROGRESS

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

### SERVICEMEMBERS'S OPPORTUNITY COLLEGE

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

### LIBRARY AND MEDIA SERVICES

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



The Library provides computerized on-line public access stations to its book collection and computerized CD-ROM indexes and full text to its magazines. Several periodical databases are available on the web, located in the Library home page ([www.gc.edu/library](http://www.gc.edu/library)). Books are arranged according to the Library of Congress Classification system. Periodicals and newspapers, with back issues on open shelves and on microforms, are available for the users. The Library has a book collection of over 40,000 volumes and more than 1,000 periodical titles. The software collection includes video tapes, motion pictures, filmstrips, audio tapes, microforms, and slides. Special subject collections include Texana, Galveston History, and health occupations materials.

The book collection is divided into a reference section and a circulating area. In addition to an open, well-organized and accessible collection, the Library provides other services including reference assistance, group and individual orientations, preparation of subject lists and bibliographies, and an interlibrary loan system covering the other academic libraries in the area.

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

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

Copying machines for students are available at a nominal fee. All materials copied are subject to the copyright law (Title 17, U.S. Code). The Library also provides a laboratory room housing computers and type-

writers for student use free of charge. A number of computer programs are available on the college network. Additionally, the Library provides Galveston College with a broad range of services which support students, faculty, and staff.



### FACULTY ADVISORY SYSTEM

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

### STUDENT ACTIVITIES

#### Purposes and General Information

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

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

Information about participation in any student organization may be obtained through the Office of the Vice President for Student Development Services and Enrollment Management. Copies of procedures for establishing a new student organization, student organization rules and regulations, and student organization advisory guidelines are also available in the Office of the Vice President for Student Development Services and Enrollment Management. The development of student organizations is determined by student interest. Categories of organizations include: Co-Curricular organizations which are pertinent to the educational goals and purposes of the College.

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

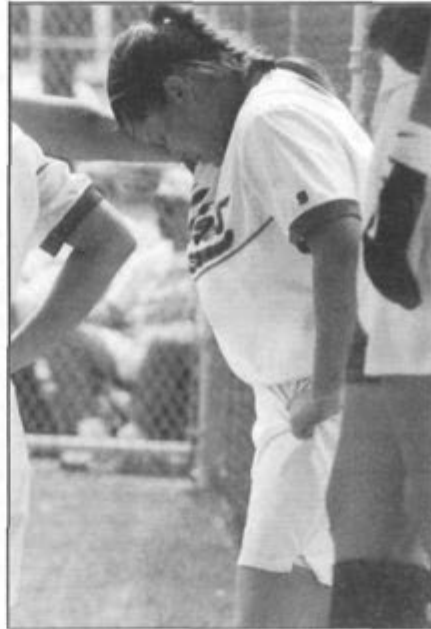
Service organizations which promote student involvement in the community.

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

**Student Activities Council (Student Government):** The purpose of the student activities council is to plan and organize activities for the student body, develop and enhance meaningful activities and student educational opportunities outside the classroom, serve as a voice for the concerns of the student body, and serve as a channel of communication to the student body concerning decisions made by the administration, faculty, and the Board of Regents which affect the student body. The membership consists of one student representative from each recognized student organization. The president of the student activities council will represent the students (as a non-voting participant) and give periodic reports at Board of Regents meetings.

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

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



programs. For additional information regarding the intercollegiate athletic program, please contact the Director of Intercollegiate Athletics at Galveston College.

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

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

**Asian Student Organization:** The Asian Student Organization was formally organized on April 8, 1996. The purpose of this organization is to foster communication among various groups of Asian students, promote and disseminate cultural awareness and to provide a strong, social and academic support to its members. Meetings are held monthly. Membership is open to all students of Galveston College.

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

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

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

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

**Galveston College-Social Work-ATTC Student Organization:** This organization was established in the fall of 1995 to empower students with information, motivation and social awareness in the Social Work: Chemical Dependency Program and the Addiction Technology Transfer Center for ensuring a higher quality of education at Galveston College. The organization meets monthly to update students regarding current issues that they will face with the educational process and prepare to use these educational skills for employment opportunities.

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



and communicating with other Hispanic organizations from different colleges.

**Intramurals:** Intramural activity at the College includes such activities as: racquetball, tennis, wallyball, volleyball, table tennis, golf, darts, beach volleyball and softball. All activities are run with both male and female divisions or co-ed. Galveston College students compete with other member institutions of the Gulf Coast Intercollegiate Conference. There are three Gulf Coast Intercollegiate Conference Sports Days where students compete with other member institutions within the Conference.

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

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

**Phi Theta Kappa:** This club was established in February, 1968, and is an officially recognized organization. It is a national honorary scholastic fraternity whose membership is open each semester to both part-time and full-time students who have completed a minimum of fifteen semester hours at Galveston College, currently enrolled in at least 6 semester hours, no "I" or grade lower than "C" (within the last 5 years) and with minimum G.P.A. of 3.5. Early admission students are not eligible. Membership from another junior college may be transferred to Sigma Gamma (Galveston College). See sponsor for procedures. There is an initiation fee.



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

**Young Moms:** The YMOMS was organized in October 1992. Membership is open to single mothers and single pregnant women between the ages of seventeen and twenty-three. The club's activities provide an opportunity for the young parents/students to promote a sense of community among themselves and student involvement in the community. The YMOMS host the Galveston County Teen Parent Round-Up in May.

## STUDENT RIGHTS AND RESPONSIBILITIES



## STUDENT RIGHTS AND RESPONSIBILITIES

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

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

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

### A. Freedom of Expression

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

Whether expressing themselves as individuals or in organized groups, members of the college community are expected to conduct themselves responsibly, according to law, and to respect the basic educational goals of the college. Accordingly, the college insists that free express not violate the rights of others. Disruption of the educational process and functions of the college, or violation of law, would constitute such a violation.

### B. Freedom of Access

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

### C. Freedom of Association

Students are free to associate to promote their common interests. They have the right to seek through official procedures to establish organizations of their choosing so long as such are not in conflict with the educational purposes of the college. Students have the right to affiliate with officially

recognized campus organizations of their choice, within the requirements of those organizations relative to membership.

D. Academic Rights of Students

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

E. Student Records

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

F. Standards of Conduct

The college considers the following code of standards and expectations as being consistent with its purpose as an educational institution. It is not a comprehensive code of conduct, but a prescription of procedures necessary for meeting practical, routine requirements of an academic community. Disciplinary action may result from any violation of civil or criminal law while on college property, or the commission of any of the following actions:

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the college (plagiarism and cheating refer to use of unauthorized books, notes, or otherwise securing help in a test; copying tests, assignments, reports or term papers).
2. Forgery, alteration or misuse of college documents, records, funds or identification.
3. Conduct which materially or substantially disrupts the educational process of the college.
4. Physical abuse or harassment of another person, or conduct which threatens or endangers the health and safety of others.
5. Theft or malicious destruction, damage, or misuse of college or private property (including library materials).
6. Failure to comply with the lawful directions of college personnel acting in performance of their duties.
7. Disorderly, lewd, indecent or obscene conduct or behavior which interfere with the functioning of the academic community during an authorized

- college class, field trip, seminar, competition or other meeting or sponsored activity on or off college property.
8. Unauthorized entry to or use of college facilities.
  9. Possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons on college property except as expressly authorized by campus procedures.
  10. Possession, consumption, being perceptibly under the influence, or furnishing of alcoholic beverages on campus property or student organization supervised functions, except as provided by rules and procedures of Galveston College.
  11. Possession, consumption, being perceptibly under the influence or furnishing of any narcotic or dangerous drugs except when use or possession is lawfully prescribed by an authorized medical doctor or dentist.
  12. Unauthorized use of college funds, equipment and supplies (including falsely representing oneself as an agent of the college) incurring debts and entering into contract on behalf of the college.
  13. Failure to be responsible for financial obligations to the college, including failure to repay loans and deferred payment agreements. (Issuing dishonored checks to the college.)
  14. Violations of published college regulations, including those related to entry and use of college facilities, the rules in this section, and any other regulations which may be enacted with this document.

G. Disciplinary Procedures

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

1. The Vice President for Student Development Services and Enrollment Management shall receive and investigate allegations of misconduct. The student shall be summoned to meet with the Vice President for Student Development Services and Enrollment Management to determine whether disciplinary action is required. The summons may be transmitted by letter, by telephone, or by other means of communication. The student may present any explanations, defenses, and/or mitigation of his/her conduct at the time of the conference.
2. If, after this conference, the Vice President for Student Development Services and Enrollment Management finds disciplinary action appropriate, he/ she shall notify the student of the findings and disciplinary actions taken as a result of the investigation.
3. If a student disagrees with the findings and desires a hearing, he/ she shall, within five days of receipt of the Vice President's written notification, file a written request in the Office of Vice President for Student Development Services and Enrollment Management. If a request is not filed within the time specified, the request for hearing shall be deemed waived.

4. The Student Welfare Committee shall be convened ten working days after receipt of the student's request for hearing as set by the Vice President for Student Development Services and Enrollment Management.
5. The Student Welfare Committee shall render a written decision to the College President as to the accused student's guilt or innocence of the charges and shall recommend what level of disciplinary action should be taken. The President will notify the student of his/her decision in writing within fifteen (15) calendar days of receiving the Student Welfare Committee recommendations.

#### H. Sanctions

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

1. *Censure*: A written warning by the Vice President for Student Development Services and Enrollment Management.
2. *Disciplinary Probation*: Probation status for a specified period of time, ranging from a minimum of one semester to as long as a student is enrolled at the College depending on the seriousness of the offense. Students on disciplinary probation may not hold office in any student organization and/or represent the College in any official capacity, including travel with student organizations.
3. *Suspension*: Forbidden to attend classes for the remainder of the term, but permitted to register for the following term.
4. *Expulsion*: Termination of student status.
5. *Restitution*: Reimbursement for damage to or misappropriation of property.

#### I. Summary Suspension

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

## STUDENT GRIEVANCE PROCEDURES

The filing of a student grievance should be the result of a college-related internal problem or condition which a student believes to be inequitable, discriminatory, or a hindrance to the educational process.

*This student grievance procedure is not designed to include changes in policy nor does it apply to grading practices. Recommendations for initiating new policy or changing established policy are handled through normal administrative channels. The Student Grievance Procedure is not intended to supplant campus administrative procedures that address matters of student grades. Problems with grades will be dealt with first by the instructor, then by the appropriate Dean, and finally by the Vice President of Instruction, and so forth to the President if necessary. (Refer to "Grade Appeal" in the current Galveston College Catalog).*

Students are encouraged to resolve grievances informally through the employee directly involved and to use the formal student grievance procedures only as a last resort.

### A. Procedures to be Followed Prior to the Formal Filing of a Grievance

If a student believes he/she has appropriate grounds for a grievance, he/ she must attempt to resolve the grievance with the employee directly involved prior to the formal filing of a grievance.

1. Resolution of a grievance against a faculty member must be attempted with the faculty member involved first. If resolution cannot be reached, the student may then schedule a conference with the appropriate Dean. If resolution is not reached, the student may then schedule a conference with the appropriate Vice President.
2. Resolution of a grievance against a supervisor or administrator must be attempted with the supervisor or administrator involved first. If resolution cannot be reached, the student may then schedule a conference with the next level administrator or the appropriate Vice President.
3. Prior to a conference with the appropriate Vice President, the student shall submit a written complaint that includes a statement written with sufficient clarity to enable reviewing parties to understand the issues presented, any evidence to support the complaint, the solution sought, the student's signature, and the dates of the conferences with the grievor and the grievor's supervisor. Copies of the written complaint are to be submitted to the grievor and the grievor's supervisor, as well as to the appropriate Vice President. After the conference with the appropriate Vice President, the Vice President will respond to the grievor in writing with copies of the recommendation to the appropriate person in the next step of the appeal process, as well as to the grievor and the grievor's supervisor.

### B. Filing of Formal Grievance

If resolution is not reached, the student shall obtain within 15 calendar days, a Student Grievance Form from the office of the Vice President for Student Development Services and Enrollment Management. Upon completion of this form, the student shall make an appointment with the Vice President for Student Development Services and Enrollment Management and submit the completed form within ten working days. The Vice President will then forward the completed form to the Chairperson of the Student Welfare Committee who will schedule a hearing to be held within ten working days of the submission of the completed Student Grievance Form.

### C. Student Welfare Committee Hearings

1. Hearings need not be conducted according to technical rules of evidence and witnesses. Proceedings will be as simple and informal as possible. The Committee chair shall establish a reasonable time limit for complaint presentations.
2. At hearings, each party will have these rights:
  - a. To call and examine witnesses,
  - b. To introduce exhibits,
  - c. To cross-examine opposing witnesses on any matter relevant to the issues, even though that matter was not covered in the direct examination,



- d. To request that the hearing be open to the public,
  - e. To rebut evidence against him/her.
3. *If a party does not testify in his/her own behalf, he/she may be called and examined as if under cross-examination.*
  4. The parties may be advised or represented by legal counsel, but legal counsel may not speak or ask questions in a party's behalf.
  5. If the grievant is unable to effectively present his/her own case for reasons acceptable to the Student Welfare Committee, the grievant may choose to have his/her case presented by another person, who will not be a lawyer.
- D. Committee Recommendations
1. The Committee will submit a report of its deliberations and recommendations to the President within five (5) working days after the conclusion of the hearing.
  2. The report will include a copy of the grievant's written complaint; a supplemental statement of issues by the Committee, if necessary, and a summary of facts determined pertinent by the Committee through its investigation and hearing.
  3. The President will notify the student of his/her decision in writing within fifteen (15) calendar days of receiving the Student Welfare Committee recommendations.
  4. If the outcome of the President's decision is not to the student's satisfaction, the student may submit to the President, in writing and within ten (10) calendar days, a request to place the matter on the agenda of the Board of Regents of Galveston College.
- E. Board of Regents Hearing
1. The College President or designee shall inform the student of the date, time, and place of the hearing. The Board Chair shall establish a reasonable time limit for complaint presentations. The Board shall listen to the student's complaint and take whatever action it deems appropriate in accordance with Board Policy.
  2. The Board's consideration shall be based on the complaint records developed at the administrative reviews and no new evidence shall be received by the Board. Each side shall be entitled to make oral arguments based on the complaint record within the time restrictions established by the Board.
  3. If the complaint involves complaints or charges about an employee, it will be heard by the Board in executive session unless the employee complained about requests it to be public.

**STUDENT-FACULTY CLASSROOM RELATIONSHIP:** The student-teacher relationship is a very delicate one and normally should be treated as one adult to another in face-to-face dealing. However, any disruptive influences exhibited by a student in a classroom may be cause for his being barred from further attendance in the class. This is strictly a determination by the teacher and good judgment should be exercised in this action. When, in the teacher's judgment, it becomes necessary to bar a student from further class attendance, the facts of the situation should be

## STUDENT RIGHTS AND RESPONSIBILITIES

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reported to the Vice President for Student Development Services and Enrollment Management for possible investigation or disciplinary action. Normally, the College expects such difficulties to be handled by the instructor without resort to such measures.

**STUDENT WELFARE COMMITTEE:** The Student Welfare Committee consists of at least one faculty member from each of the instructional divisions, Director of Admissions and Registrar, Director of Counseling, Director of Financial Aid, and two students. This committee may review procedures in the areas of admission, residency, retention, academic probation and suspension, and financial aid. Student appeals of academic suspension will be processed by the Director of Admissions in conference with a counselor. Students appealing financial aid suspension may be processed by a hearing committee composed from members of the Student Welfare Committee. A student's next step in these appeal procedures would be to the Vice President for Student Development Services and Enrollment Management. The committee may also conduct a hearing after a student has filed a formal grievance (See STUDENT GRIEVANCE PROCEDURES).

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

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

### RESOLUTION OF TRANSFER DISPUTES

The following procedures will be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower division courses:

1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution will give written notice to the student and to the sending institution that the transfer of the course credit is denied. A receiving institution will also provide written notice of the reasons for denying credit for a particular course or set of courses at the request of the sending institution.
2. A student who receives the notice of denial for transfer credit may dispute the denial of credit by contacting a designated official at either the sending institution or the receiving institution.
3. The two institutions and the student will attempt to resolve transfer of the course credit in accordance with Board rules and regulations.
4. If the transfer dispute is not resolved to the satisfaction of the student or sending institution within 45 days after the date the student received written notice of denial, the institution that denies the course credit for transfer will notify the Commission of its denial and the reason for its denial.
5. The Commissioner of Higher Education or the Commissioner's designee will make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

6. The Board will collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the Commissioner or the Commissioner's designee.
7. If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner of Higher Education, who may investigate the course. If the quality is found to be unacceptable, the Board may discontinue funding for the course.

More information on the guidelines of the resolution of transfer disputes is available in the office of the Vice President of Instruction.



## SPECIAL INSTRUCTIONAL AREAS



## SPECIAL INSTRUCTIONAL AREAS

### WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION

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

The area offers opportunities for non-traditional adult learners who wish to:

Learn new occupational skills, meet the changing requirements of their present employment or broaden their knowledge.

Build or rebuild a foundation from which to pursue further academic studies.

Strengthen or broaden their education as a means of enriching their lives or improving their personal efficiency.

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

### PROGRAM AREAS

Workforce Development and Continuing Education provides courses in four (4) program areas:

#### WORKFORCE DEVELOPMENT

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

A partial list of Workforce Development classes is as follows:

Bank Teller Training

Bookkeeping

Beginning, Computerized, Small Business

Business Writing

Building Trades

Cabinet Making, Electrical, General, Home Building, Plumbing, Sheetrock

## SPECIAL INSTRUCTIONAL AREAS

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### Clerical Skills

Computer Keyboarding, Computer Software, Medical Clerical, Word Processing

### Computers

Data Base/File Management, Data Entry, Desktop Management, Electronic Spreadsheets, Internet, Introduction to Personal Computers, Microsoft Engineering, Programming Languages, Self-Paced Programs, Webpage Construction, Word Processing

### Computerized Drafting

### Cook and Chef Training

Apprenticeship, Baking and Pastry, Banquets and Catering, Bartending, Cold Foods, Hot Foods, Specialty Foods, Texas Foodservice Workers

### Criminal Justice

In-service Training, Police Academy, Security Academy

### Hospitality

Conflict Resolution, Customer Service, Management, 4/5 Diamond Service, Waitstaff

### Languages

ESL, Sign Language, Spanish, Spanish: Work Specific

### Marine

Barge Workers, Basic Offshore and Engineering Training, Culinary Skills, Deep Sea Safety and Survival, Harbor Deck Skills, Inland Deck Operations, Nutrition, Tankerman (PIC) Training, Wire Splicing

### Medical

Ambulatory Patient Groups, Cardiopulmonary Resuscitation, CPR Instructor, Diagnostic Related Groups, Emergency Care Attendant, Emergency Medical Technician-Basic, EMT-Intermediate, EMT-Paramedic, First Aid, Health Unit Coordinator, ICD-9/CPT Coding, ICD-10 CM and PCS, Medical Assistant, Medical Transcription, Certified Nurse Assistant, Patient Care Attendant, Phlebotomy, Spanish for Health Skills

### Pipefitting

### Safety

General Safety, Marine Safety, Petrochemical Safety, Shipyard Safety

### Travel Career Training

### Truck Driver Training

### Welding

### Workforce Literacy

## CENTER FOR PROFESSIONAL DEVELOPMENT

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

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

### MOODY HOSPITALITY INSTITUTE

The Moody Hospitality Institute is designed to provide educational opportunities in the hospitality field. The Institute offers an associate degree and short-term specialized workforce development activities in all components of the hospitality and tourism industry. The Moody Hospitality Institute is located at Moody Gardens, a beautiful destination resort located on Galveston Island. The Center for Professional Development, a part of the Moody Hospitality Institute, offers educational seminars, training sessions and conferences for professionals in various fields for professional continuing education credit. The Moody Hospitality Institute is funded by a grant from the Moody Foundation of Galveston.

### SMALL BUSINESS DEVELOPMENT CENTER

The Small Business Development Center (SBDC) is administered through the Division of Workforce Development and Continuing Education. Galveston College established the Galveston SBDC to provide counseling at no cost to the business community in the areas of accounting, financial analysis, exporting, management and marketing.

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

The SBDC also has an International Trade Office, Government Procurement Office, Innovation Technology, at Patents Division and a professional library.

For further information contact the SBDC at (409) 762-7380.

A partial list of classes offered through the Small Business Development Center is as follows:

Feasibility Assessment	Managing Cash Flow
Marketing	Managing Staff
Business Plan	Customer Service
Business Financing	Reading Financial Statements
Business Expansion	How to Start a Small Business
Tax Planning	International Trade
Legal Issues	Government Procurement
Financial Planning	Patents
Accounting Bookkeeping	SBA Loan Applications
Product Pricing	Financial Analysis
Computers	

## GENERAL INTEREST/LEISURE LEARNING

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

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

Art	Sailing
Bird Watching	Bridge
Dog Obedience	Floral Design
Glass Blowing	Acting
Interior Design	Home Beautification
Assertiveness	Photography
Time Management	Stress Management
Conversational French	Estate Planning
Accelerated Spanish	Managing Your Money
Reading Improvement for Children	Conversational Spanish
Dancing	Computer Programming for Youth
Walking	Stained Glass
Cooking	Tennis
Defensive Driving	Golf
Creative Clay for Children	Yoga
Elderhostel	Cake Finishing
Karate	Children's Theater
Senior Adult Classes	Kids' College

## ENTRANCE REQUIREMENT

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

## REGISTRATION

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

## COST OF CLASSES

Because the Continuing Education programs are self-supporting and do not use tax dollars to support the General Interest/Leisure Learning Classes, costs are based upon actual instructor and material fees. All courses are offered on a non-profit basis, and are offered at the minimum fee level possible. Workforce Development generally uses tax dollars to conduct its courses. Most of these courses are too expensive to run without aid. The development of the workforce in Galveston is very important to the health of its economy and the state and local governments recognize this need.



## CERTIFICATION

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

## CONTINUING EDUCATION SCHEDULE OF CLASSES

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

## COOPERATIVE EDUCATION

### "Beyond the Classroom"

Cooperative Education at Galveston College is an educational program which supplements a student's classroom education with practical work experience and provides opportunities to gain additional skills which enhance the possibilities for obtaining employment in his/her chosen career.

Coop internships are temporary, full or part-time positions developed with employers which allow students to gain on-the-job experience through the Cooperative Education Program. These internships are arranged through a team effort on the part of employers and Galveston College faculty members, staff and students.

Cooperative Education offers a variety of benefits for Galveston College students who qualify for participation in the program.

1. Provides realistic learning experiences and on-the-job training in the real world.
2. Helps students develop work-related habits and attitudes, human relations and leadership skills, feelings of independence and self-confidence.
3. Provides specific skills training in a chosen occupation.
4. May provide a financial reward for the co-op experience.
5. Assists students with the transition from the school environment to employment and in making knowledgeable career choices.
6. Assures students regular employment more quickly upon completion of co-op programs.

*Student must meet the requirements for participation in Cooperative Education and have the approval of the faculty/coordinator in their division of occupational major to enroll in Cooperative Education courses. The guidelines for acceptance into the Cooperative Education Program, in addition to approval by the specific program coordinator and the meeting of divisional prerequisites, require that a student:*

1. File a two-year degree plan, or a one-year plan to obtain a certificate.
2. Begin his/her employment at an approved training station by the 12th class day or withdraw from the Coop course.

Since the educational goal of Cooperative Education is to provide experiences in the real world of work, the faculty and Coop staff will provide the student every possible assistance in securing an appropriate training site. However, the program is educational in focus and should not be confused with the work-study program or understood to be placement service.

Once a student enters the Cooperative Education Program, he or she works with the assigned faculty/coordinator and job supervisor to develop the work/learning objectives for the semester. The achievement of the learning objectives becomes the basis for the evaluation of the student's on-the-job performance. All Coop interns must receive related course work to reinforce training site objectives.

### **SKILLS ENRICHMENT CENTER (SEC)**

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

The staff-consisting of a director, assistant director, selected faculty members, tutors, paraprofessionals and student workers-offers a variety of instructional services. Instructors of laboratory developmental courses prepare individual educational programs for each student and meet with them in the SEC to furnish assistance and to monitor progress. Their students work with multi-media materials assigned by those instructors. Staff members provide personal assistance no matter which mode of instruction the student uses.

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

As the campus testing center, the Skills Enrichment Center regularly schedules placement tests and gives telecourse exams. Instructors may send students to the center for make-up examinations. In addition, the Center houses the only TEA-approved GED Testing Center on Galveston Island. Tests are administered weekly in the Skills Enrichment Center's Testing facility. Information on registration and eligibility for GED certification may be received by contacting the College's Admissions Office or the SEC director.

## ADULT EDUCATION PROGRAM

The Adult Education Program includes three components: Adult Basic Education, General Educational Development (GED) and English as a Second Language. In the Adult Basic Education component, the adult studies reading, writing and arithmetic in preparation for successful completion of requirements for the GED. In the GED component the student studies Writing, Social Studies, Science, Literature and Arts and Mathematics in preparation for GED testing. Galveston College is approved by the American Council on Education as an official GED Test Center. The English as a Second Language component stresses learning to speak, read and write the English language for those whose native language is not English. Contact the General Studies Division or the Skills Enrichment Center for more information.

## DISTANCE EDUCATION

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

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

Internet courses are not limited by geography. Most include on-line orientations and the submission of assignments via e-mail. Though not functional for the 1999-2000 academic year, Galveston College will facilitate more convenient enrolling for these courses by implementing telephone and/or on-line registration in the near future.

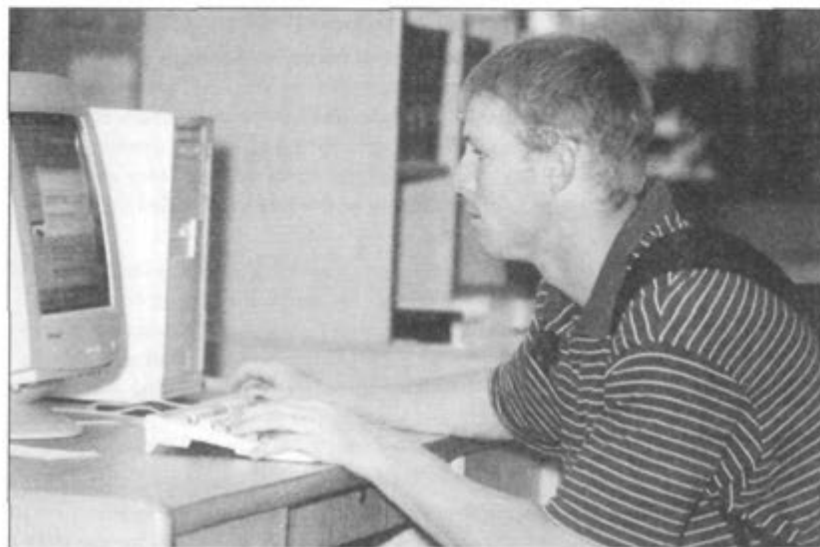
Students wishing to enroll in distance education courses must meet the same admissions requirements, including assessment and placement, as on-campus students. Prospective students must contact a Galveston College counselor prior to registration. Additionally, all registered distance education students must participate in a course orientation conducted by the instructor for the course. These are on-campus for telecourses; for internet courses, the orientations are on-line. Information provided through orientations include course requirements, assignments, testing procedure, schedules for review sessions and telecasts, and information on how to interact with the course's instructor.

#### SPECIAL INSTRUCTIONAL AREAS

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

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



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# PROGRAMS OF STUDY



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## PROGRAMS OF STUDY

### DEGREE PROGRAMS

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

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

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

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

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

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

A program of study requiring at least 60 credit hours for completion. These programs normally satisfy the requirements for the first two years of a four-year degree which may be completed by the student upon transfer to a university. Programs of study for the Associate of Arts degree parallel the first two years required for Bachelor of Arts and Bachelor of Science degrees at senior colleges and universities. However, because degree requirements sometimes vary among colleges and universities, students should select courses with the assistance of a Galveston College counselor or faculty advisor. General degree requirements are listed on page 103.

**Galveston College offers Associate of Arts degrees in the following areas of concentrations:**

- Applied Design and Visual Arts
- Associate of Arts (General Studies)
- Business Administration
- Physical Education and Recreation (Kinesiology)

## Social Work

Social Work: Chemical Dependency Counseling  
 Social Work: General  
 Social Work: Gerontology  
 Social Work: Prevention and Intervention

**CERTIFICATE PROGRAMS**

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

**Galveston College offers the following certificates of completion:**

Accounting-Para Professional  
 Administrative Professional  
 Breast Imaging/Mammography  
 Business Application Specialist  
 Cardiovascular Interventional Technology  
 Chemical Dependency Counseling  
 Chemical Dependency Internship  
 Computerized Tomography  
 Criminal Justice  
 Culinary/Hospitality Management  
 Food Preparation/Culinary Arts  
 General Management  
 General Social Work Internship  
 Gerontology  
 Gerontology Internship  
 Health Information Professional  
 Magnetic Resonance Imaging  
 Medical Office Assistant  
 Microcomputer Applications  
 Microcomputer Networking  
 Office Clerk  
 Phlebotomy  
 Prevention and Intervention  
 Prevention and Intervention Internship  
 Social Work  
 Vocational Nursing

**Enhanced Skills Certificates**

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

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

Criminal Justice  
 Gerontologic Health  
 Perioperative Nursing

## CORE CURRICULUM

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

CORE CURRICULUM		
<i>Core Component</i>	<i>Course Selection</i>	<i>Credit Hours</i>
Communications	ENGL 1301 and ENGL 1302 SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321	6 3
History	Select two from the following courses: HIST 1301, HIST 1302, HIST 2303	6
Humanities	Select one from the following courses: ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, ENGL 2332, ENGL 2342, ENGL 2343, ENGL 2352, GEOG 1303, HUMA 1301, HUMA 1302, PHIL 1301	3
Mathematics	Select one from the following courses: MATH 1314, MATH 1316, MATH 1324, MATH 1325, MATH 2303, MATH 2412*, MATH 2413*, MATH 2414*, MATH 2415*	3
Natural Sciences	BIOL 1406 and BIOL 1407 or BIOL 2401 and BIOL 2402 or CHEM 1411 and CHEM 1412 or PHYS 1401 and PHYS 1402 or PHYS 2425 and PHYS 2426	8
Political Sciences	GOVT 2301 and GOVT 2302 or GOVT 2305 and GOVT 2306 or GOVT 2301 and GOVT 2305 or GOVT 2301 and GOVT 2306	6
Visual/ Performing Arts	Select from the following courses: ARTS 1301, DRAM 1310, MUSI 1306	3
Behavioral/ Social Sciences	Select one from the following courses: ANTH 2346, ANTH 2351, ECON 2301, ECON 2302, HIST 2311, HIST 2312, PHIL 1316, PSYC 2301, PSYC 2306, SOCI 1301	3
Institutionally Designated Option	Select one from the following courses: COSC 1101, COSC 1301*, COSC 1309*, COSC 1315*, COSC 1401*, COSC 1418*, COSC 1420*	1



TOTAL 42

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

NOTE: Universities may deny transfer of courses with a grade of "D."

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

ASSOCIATE OF ARTS (A.A.) GENERAL STUDIES

\*Core Curriculum

<i>Core Component</i>	<i>Course Selection</i>	<i>Credit Hours</i>
Computer Science*	COSC 1101, COSC 1301, COSC 1309, COSC 1315, COSC 1401, COSC 1418, COSC 1420	1
Composition*	ENGL 1301, ENGL 1302	6
History*	Select two from the following courses: HIST 1301, HIST 1302, HIST 2303	6
Literature	Select one from the following courses: ENGL 2322, ENGL 2323 ENGL 2331, ENGL 2332 ENGL 2342, ENGL 2343 ENGL 2326, ENGL 2352	3
Oral Communication*	SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321	3
Interdisciplinary/ Crosscultural/ Humanities*	ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2331, ENGL 2332, ENGL 2342, ENGL 2343, ENGL 2332, GEOG 1303, HUMA 1301, HUMA 1302, PHIL 1301	3
Mathematics*	MATH 1314, MATH 1316, MATH 1324, MATH 1325, MATH 2303, MATH 2412, MATH 2413, MATH 2414, MATH 2415	3
Natural Sciences*	BIOL 1406 and BIOL 1407 or BIOL 2401 and BIOL 2402 CHEM 1411 and CHEM 1412 or PHYS 1401 and PHYS 1402 or PHYS 2425 and PHYS 2426	8
Political Sciences*	GOVT 2301 and GOVT 2302 or GOVT 2305 and GOVT 2306 or GOVT 2301 and GOVT 2305 or GOVT 2301 and GOVT 2306	6
Visual/ Performing Arts*	Select from the following courses: ARTS 1301, DRAM 1310, MUSI 1306	3
Behavioral/ Social Sciences*	ANTH 2346, ANTH 2351, ECON 2301, ECON 2302, HIST 2311, HIST 2312, PHIL 1316, PSYC 2301, PSYC 2306, SOCI 1301	3

## PROGRAMS OF STUDY

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	Electives	15
TOTAL		60

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

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

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

### GRADUATE GUARANTEE FOR TRANSFER CREDIT

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

### JOB SKILLS COMPETENCY GUARANTEE

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

**Special conditions which apply to the guarantee are as follows:**

1. The graduate must have earned the A.A.S. degree beginning December 1993 or thereafter in an occupational program identified in the College catalog.
2. The graduate must have completed the A.A.S. degree with a majority of the degree requirements earned at Galveston College and must have completed the degree within a five-year time-span. Galveston College cannot guarantee the competencies from course work taken at another institution.
3. Employment must commence within 12 months of graduation.
4. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the Vice President of Instruction.
5. The employer must certify in writing to the Vice President of Instruction that the employee is lacking entry-level skills identified by Galveston College as the employee's program competencies and must specify the area(s) of deficiency within 90 days of the graduate's initial employment.
6. The College will develop a written educational plan for retraining in consultation with the employer and graduate.

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

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

### ADVISORY COMMITTEES

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

### ARTICULATION AGREEMENTS

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

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

### TECH PREP/SCHOOL-TO-WORK

Tech Prep and School-to-Work programs are designed to allow high school students a unique opportunity to begin to prepare for careers while they are still in high school. Students take a prescribed sequence of courses that lead toward obtaining the skills necessary to enter the job market or to continue advanced training in the skill area.

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

## WECM

To meet state needs for high-quality and consistent workforce education, the Coordinating Board approved a grant project in 1995, utilizing funds made available from the federal Carl D. Perkins Act, to develop the *Workforce Education Course Manual* (WECM). The WECM is the state inventory of workforce education courses for public two-year colleges. It contains a generic catalog of course descriptions and specifies for each course: minimum and maximum contact hours, semester credit hours (SCH) and/or continuing education units (CEU), and minimum learning outcomes. From 1995-1998, the WECM project involved more than 1,000 instructors and 370 administrators from Texas two-year colleges.

The purposes of the WECM are to:

- contribute to the quality and consistency of workforce courses;
- provide Texas colleges increased assistance and flexibility in responding to employer needs;
- enhance the portability of credits and credentials for students;
- provide increased access for students to workforce education degrees and career advancement;
- facilitate articulation with other providers of education at both the secondary and post-secondary levels; and
- incorporate industry-established skill standards into Texas workforce education.

Each technical program is being re-written to include the new WECM courses. Courses will be completed by the fall of 2000. For the most up to date version of each program of study, please visit our website at [www.gc.edu](http://www.gc.edu).

The following degrees and certificates will be re-written to include WECM courses starting the fall of 2000:

A.A.S.–Microcomputer Applications and Networking  
Certificate–Microcomputer Applications; Microcomputer Networking  
Enhanced Skills Certificate–Microcomputers  
A.A.S.–Culinary/Hospitality Institute  
Certificate–Food Preparation/Culinary Arts; Hospitality Management  
A.A.S.–Emergency Medical Services  
Certificate–EMS Basic; EMS Intermediate; EMS Paramedic  
A.A.S.–Nursing-Tech Prep  
Tech Prep Enhanced Skills Certificate–Gerontologic Health; Perioperative Nursing  
Certificate–Vocational Nursing  
A.A.S.–Office Administration-Tech Prep  
Tech Prep Certificate–Administrative Professional; Business Application Specialist  
A.A.S.–Medical Secretary Option  
Certificate–Medical Office Assistant; Health Information Professional  
A.A.S.–Radiography; Nuclear Medicine Technology; Radiation Therapy Technology  
Certificate–Breast Imaging/Mammography; Cardiovascular Interventional Technology; Computerized Tomography; Magnetic Resonance Imaging

## OVERVIEW OF DEGREES AND CERTIFICATES

Area of Interest	Program		Page
	Abbreviation	Certificate or Degree	
Accounting	ACCT	A.A.S./Accounting	109
	ACNT	Certificate/Accounting-Para Professional	110
Anthropology	ANTH	A.A.	103
Art	ARTS	A.A./Applied Design and Visual Art	111
Associate of Arts (General Studies)		A.A./General Studies	103
Biology	BIOL	A.A./Biology	103
Breast Imaging/ Mammography	MAMO	Certificate/Breast Imaging/Mammography	151
Business	BUSI	A.A.	112
Administration			
Cardiovascular Interv. Tech.	SPPT	Certificate/Cardiovascular Interventional Technology	152
Chemistry	CHEM	A.A.	103
Computer Science	COSC	See <i>Microcomputer Applications</i> .	
	CSCI		
Computerized Tomography	COTT	Certificate/Computerized Tomography	153
Core Curriculum			
Criminal Justice	CRIJ	A.A.S./Criminal Justice-Tech Prep	115
		Certificate/Criminal Justice-Tech Prep	116
		Enhanced Skills Certificate/Criminal Justice-Tech Prep	116
Culinary Arts	FOOD	A.A.S./Culinary/Management Option	116
		Certificate/Food Preparation/Culinary Arts	118
		Certificate/Hospitality Management	118
Drama	DRAM	A.A.	103
Economics	ECON	A.A.	103
Emergency Medical Services	EMTT	A.A.S./Emergency Medical Services	119
		Certificate/Emergency Medical Services Basic	119
		Certificate/Emergency Medical Services Intermediate	120
		Certificate/Emergency Medical Services Paramedic	120
English	ENGL	A.A.	103
French	FREN	A.A.	103
German	GERM	A.A.	103
Government	GOVT	A.A.	103
History	HIST	A.A.	103
Hospitality Administration	HAMG	A.A.S./Hospitality Administration	121
Human Resource/ Personnel Management	HRPO	A.A.	103
Humanities	HUMA	A.A.	103
Magnetic Resonance Imaging	MARI	Certificate/Magnetic Resonance Imaging Technology	153

**PROGRAMS OF STUDY**

Management Development	BMGT	A.A.S./Management Development General	122
		Management Option Certificate/ General Management	123
Marketing	MRKG	A.A.	103
Mathematics	MATH	A.A.	103
Medical Secretary	MDRT	A.A.S./Medical Secretary Option	138
		Certificate/Medical Office Assistant	138
Microcomputer Applications and Networking	CSCI	A.A.S./Microcomputer Applications and Networking	112
		Certificate/Microcomputer Applications	113
		Certificate/Microcomputer Networking	113
		Enhanced Skills Certificate/Microcomputer Applications	114
Music	MUSI	A.A.	103
Nuclear Medicine	NUMT	A.A.S./Nuclear Medicine Technology	146
Nursing	NURS	A.A.S./Nursing (ADN)-Tech Prep	128
		A.A.S./Nursing (LVN to ADN) Transition	130
		A.A.S./Nursing (PMT to ADN) Transition	131
		Enhanced Skills Certificate/ Gerontologic Health-Tech Prep	129
		Enhanced Skills Certificate/ Perioperative Nursing-Tech Prep	128
	VOCN	Certificate/Nursing (Vocational)	135
Office Administration	OFAD	A.A.S./Office Administration-Tech Prep	136
		Certificate/Administrative Professional	137
		Certificate/Office Clerk	137
		Certificate/Business Application Specialist	137
Philosophy	PHIL	A.A.	103
Phlebotomy	PHLE	Certificate/Phlebotomy	140
Physical Education and Recreation	PHED	A.A./Physical Education and Recreation	141
Physics	PHYS	A.A.	103
Psychology	PSYC	A.A.	103
Radiation Therapy Technology	RATT	A.A.S./Radiation Therapy Technology	148
Radiography	RADT	A.A.S./Radiography	150
Social Work	SOCW	A.A./Social Work: Chemical Dependency Counseling	156
		Certificate/Chemical Dependency Counseling	157
		Certificate/Chemical Dependency Counseling Internship	158
		A.A./Social Work: General	158
		Certificate/Social Work	160
		Certificate/General Social Work Internship	161
		A.A./Social Work: Gerontology	161
		Certificate/Gerontology	162
		Certificate/Gerontology Internship	163
		A.A./Social Work: Prevention and Intervention	163

		Certificate/Prevention and Intervention	164
		Certificate/Prevention and Intervention	
		Internship	165
Sociology	SOCI	A.A./Sociology	103
Spanish	SPAN	A.A./Spanish	103
Speech	SPCH	A.A./Speech	103

## ACCOUNTING

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

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

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

#### FIRST YEAR

##### First Semester

Course		Description	Credit
ACNT	1303	Introduction to Accounting I	3
ACNT	1331	Federal Income Tax: Individual	3
ACNT	1329	Payroll and Business Tax Accounting	3
BUSI	1301	Introduction to Business	3
COSC	1401	Microcomputer Applications I	4
			16

##### Second Semester

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

#### SECOND YEAR

##### First Semester

ACNT	1425	Principles of Accounting I	
	or		
ACCT	2401	Principles of Accounting I	4
ENGL	1301	College Composition	3
MATH	1324	Finite Business Math	3
SPCH	1315	Beginning Public Speaking	3
ELEC		Elective	3
			16

##### Second Semester

ACNT	1426	Principles of Accounting II	
	or		
ACCT	2402	Principles of Accounting II	4
ACNT	2382	Cooperative Education III	3

**PROGRAMS OF STUDY**

BUSI	2301	Business Law	3
ENGL	1302	Composition and Rhetoric	3
GOVT	2306	Texas Government	3
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			16

**ACCOUNTING-PARA PROFESSIONAL***Level-One Certificate Program (520301)*

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

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





## APPLIED DESIGN AND VISUAL ARTS

*Associate of Arts Degree (500701)*

The purpose of the associate degree in Applied Design and Visual Arts is to provide a solid foundation for those students planning on pursuing an art related career, transferring to a four-year institution, or improving their artistic skills.

### FIRST YEAR

#### First Semester

Course		Description	Credit
ARTS	1311	Design I	3
ARTS	1316	Drawing I	3
+ENGL	1301	College Composition	3
+GOVT	2305	Federal Government	3
+HIST	1301	U.S. History to 1877	3
+MATH	1314	College Algebra	<u>3</u>
			18

#### Second Semester

ARTS	1312	Design II	3
ARTS	1317	Drawing II	3
+ENGL	1302	Composition and Rhetoric	3
+GOVT	2306	Texas Government	3
+HIST	1302	U.S. History from 1877	3
+HUMA	1302	<i>The Individual and the Community</i>	<u>3</u>
			18

### SECOND YEAR

#### First Semester

ARTS	1303	Art History I	3
+Communications		Select one of the following courses: SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321	3
ENGL		Sophomore Elective	3
+Natural Science		Natural Science with Laboratory	4
+Visual/ Performing Arts		Select one of the following courses: ARTS 1301, DRAM 1310, MUSI 1306	<u>3</u>
			16

#### Second Semester

ARTS	1304	Art History II	3
+COSC	1101	Computer Literacy	1
ELEC		ARTS	3
GEOG	1303	General World Geography	3
+Natural Science		Select a Natural Science course with Laboratory	4
+PSYC	2301	Introduction to Psychology	<u>3</u>
			17
			69

TOTAL SEMESTER CREDIT HOURS IN PROGRAM

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



## BUSINESS ADMINISTRATION

*Associate of Arts Degree (520201)*

The program of study for the Associate of Arts degree parallel the first two years required for the Bachelor of Arts and Bachelor of Science degrees at senior colleges and universities. However, because degree requirements sometimes vary among colleges and universities, students should select courses with the assistance of a Galveston College counselor or faculty advisor. General degree requirements are listed on page 103.

## COMPUTER SCIENCE TECHNOLOGY MICROCOMPUTER APPLICATIONS AND NETWORKING

*Associate of Applied Science Degree (110201)*

The advent of low cost, high-powered microcomputers has revolutionized the operations of business, industry, family and social organizations. Microcomputers are currently being used for word processing, decision making, instruction, research, communications and a myriad of other applications. Microcomputer specialists receive training in the most recent software applications, operating systems, hardware, languages and networking technologies.

### FIRST YEAR

#### First Semester

Course		Description	Credit
COSC	1301	Introductory Computing	3
COSC	1401	Microcomputer Applications I	4
ENGL	1301	College Composition	3
MATH	1324	Finite Business Mathematics	3
			13

#### Second Semester

COSC	1418	PASCAL Programming	4
CSCI	2403	PC Hardware and Networking Components	4
CSCI	2405	Microcomputer Applications II	4
ENGL	1302	Composition and Rhetoric	3
			15

### SECOND YEAR

#### First Semester

ACNT	1303	Introduction to Accounting	3
CSCI	2408	Networking Essentials	4
CSCI	2450	Cooperative Education in Computers I	4
ENGL	2311	Technical Report Writing	3
ELEC		Elective	1
			15

#### Second Semester

CSCI	2305	Special Topics in Computer Technology*	3
CSCI	2410	Networking Technical Support	4
CSCI	2451	Cooperative Education in Computers II**	4

GOVT	2306	Texas Government	3
SPCH	1321	Business and Professional Speaking	3
			17

TOTAL SEMESTER CREDIT HOURS IN PROGRAM 60

\*Students wishing to emphasize networking will take topics like web site administration, internetworking or intranetworking; while students emphasizing applications software will take topics such as graphics, desktop publishing or advanced applications.

\*\*Students may replace CSCI 2451 requirement with CSCI 2305 (Special Topics in Computer Technology). See a counselor to complete requirements for 60 semester hours.

## MICROCOMPUTER APPLICATIONS

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

The microcomputer environment has made a fundamental change in the structure of our society. It is becoming increasingly important to understand basic software applications and uses of the computer in order to be a productive participant in our environment. This certificate enables students to be proficient in basic operating system use, word processing, spreadsheets, databases, presentation graphics, desktop publishing, Internet search engines, e-mail and other emerging applications.

#### Fall Semester

Course		Description	Credit
ACNT	1303	Introduction to Accounting I	3
COSC	1301	Introductory Computing	3
COSC	1401	Microcomputer Applications I	4
OFAD	1400*	Beginning Keyboarding	4
			14

#### Spring Semester

CSCI	2305	Special Topics in Computer Technology	3
CSCI	2405	Microcomputer Applications II	4
CSCI	2450	Cooperative Education in Computers I	4
SPCH	1321	Business and Professional Speaking	3
			14

TOTAL SEMESTER CREDIT HOURS IN PROGRAM 28

\*Students who demonstrate good typing skills may substitute a computer science course for OFAD 1400 Beginning Keyboarding.

## MICROCOMPUTER NETWORKING

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

The advent of low-cost Internet access and e-mail has brought microcomputer based communications into working and home environments in both urban and rural areas. This emerging society needs trained individuals to effectively plan, implement, maintain and support these information systems in a wide range of computing environments. This certificate prepares students to become computer support specialists, network operators, network service specialists, repair technicians, system analyst assistants and software specialists, along with other network-related opportunities.

## PROGRAMS OF STUDY

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### FIRST YEAR

#### First Semester

Course		Description	Credit
COSC	1301	Introductory Computing	3
COSC	1401	Microcomputer Applications I	4
CSCI	2403	PC Hardware and Networking Components	4
OFAD	1400	Beginning Keyboarding	4
			15

#### Second Semester

CSCI	2405	Microcomputer Applications II	4
CSCI	2408	Networking Essentials	4
CSCI	2410	Networking Technical Support	4
CSCI	2450	Cooperative Education in Computers	4
			16
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			31

## MICROCOMPUTER ENHANCED SKILLS

### *Enhanced Skills Certificate Program (110201)*

The microcomputer networking environment is becoming an integral part of all aspects of society. With this emerging technology brings the need for trained individuals to design, install, service, maintain and update the network computing environment. This enhanced certificate will prepare students to install, administer and troubleshoot multiple platform local area networks. Both the hardware and software aspects of networking are emphasized. The Enhanced Skills Certificate provides both the practical experience and administrative skills needed in the microcomputer networking environments of today and the future.

Course		Description	Credit
CSCI	3403	Advanced Networking I	4
CSCI	3405	Advanced Networking II	4
CSCI	3408	Advanced Networking III	4
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			12

## CRIMINAL JUSTICE

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

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

**FIRST YEAR****First Semester**

<b>Course</b>		<b>Description</b>	<b>Credit</b>
CRIJ	1307	Crime in America	3
ENGL	1301	College Composition	3
HIST	1301	United States History to 1877	3
MATH	1324	Finite Business Mathematics	3
PHED		(Activity)	1
PSYC	2301	Introduction to Psychology or	
SOCI	1301	Introduction to Sociology	3
			16

**Second Semester**

COSC	1401	Microcomputer Applications I*	4
CRIJ	1301	Introduction to Criminal Justice	3
CRIJ	1310	Fundamentals of Criminal Law	3
ENGL	1302	Composition and Rhetoric	3
HIST	1302	United States History from 1877 or	
HIST	2303	History of Texas	3
HUMA	1302	The Individual and the Community	3
			19

**SECOND YEAR****First Semester**

CRIJ	1306	Court Systems and Practices	3
CRIJ		Elective	3
CRIJ		Elective	3
CRIJ		Elective	3
GOVT	2305	Federal Government	3
SPCH	1315	Beginning Public Speaking	3
			18

**Second Semester**

CRIJ		Elective	3
CRIJ		Elective	3
CRIJ		Elective	3
ELEC		Elective	3
GOVT	2306	Texas Government	3
PHED		(Activity)	1
			16

TOTAL SEMESTER CREDIT HOURS IN PROGRAM 69

\*This course meets the required computer literacy competencies and replaces COSC 1101.

## CRIMINAL JUSTICE

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

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

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

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

Course	Description	Credit
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1306	Court Systems and Practices	3
CRIJ 1307	Crime in America	3
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ	(Electives: 9 hours of law enforcement or 9 hours of criminal justice courses or a combination of 9 hours of law enforcement and criminal justice courses.)	9
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		21

## CRIMINAL JUSTICE

### *Enhanced Skills Certificate–Tech Prep (430104)*

A Tech Prep Enhanced Skills Certificate option in Criminal Justice is available for students who have completed an Associate of Applied Science in Criminal Justice.

Course	Description	Credit
CRIJ 1320	Police Role in Crime and Delinquency	3
CRIJ 2336	Juvenile and Family Law	3
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		6

## CULINARY/HOSPITALITY MANAGEMENT

### *Associate of Applied Science Degree (120503)*

#### FIRST YEAR

##### First Semester

Course	Description	Credit
FOOD 1600	Food Preparation I	6
FOOD 1601	Food Preparation II	6
		12

##### Second Semester

FOOD 1602	Food Preparation III	6
FOOD 1603	Food Preparation IV	6
		12

<b>Summer</b>			
MGMT	2332	Introduction to the Hospitality Industry	3
MGMT	2334	Applied Food Service Sanitation	3
MGMT	2335	Nutrition for the Food Service Manager	3
			<u>9</u>
<b>Second Year</b>			
<b>First Semester</b>			
COSC	1401	Microcomputer Applications I	4
ENGL	1301	College Composition	3
GOVT	2306	Texas Government	3
MATH	1314	College Algebra	
		or	
BIOL	1322	Nutrition	3
			<u>13</u>
<b>Second Semester</b>			
ENGL	1302	Composition and Rhetoric	3
MGMT	2338	Controlling Costs in Food Service	3
MGMT	2340	Food Service Supervision	3
MGMT	2341	Effective Food Service Marketing	3
ELEC		Free Elective	3
			<u>15</u>
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>			<b>61</b>



## FOOD PREPARATION/CULINARY ARTS

*Level-One Certificate Program (120503)*

Culinary Arts is a two semester certificate program designed for the individual seeking training to become employed as an entry level cook. The student will be instructed in the areas of hot food, baking, garde manger, banquets and catering.

This certificate coupled with work experience, and additional classroom instruction can lead to certification by the American Culinary Federation.

### FIRST YEAR

#### First Semester

Course		Description	Credit
FOOD	1600	Food Preparation I	6
FOOD	1601	Food Preparation II	6
			12

#### Second Semester

FOOD	1602	Food Preparation III	6
FOOD	1603	Food Preparation IV	6
			12

TOTAL SEMESTER CREDIT HOURS IN PROGRAM	24
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## HOSPITALITY MANAGEMENT EXIT POINT CERTIFICATE

*Level-One Certificate Program (120504)*

Galveston College's Hospitality Management program is designed to serve persons currently employed in the hospitality industry who are seeking advancement, persons desiring a career change for a more rewarding future, and recent high school graduates in need of training and education to enter the hospitality job market.

### FIRST YEAR

#### First Semester

Course		Description	Credit
MGMT	2332	Introduction to the Hospitality Industry	3
MGMT	2333	Managing Food Service Facilities and Equipment	3
MGMT	2334	Applied Food Service Sanitation	3
MGMT	2335	Nutrition for the Food Service Manager	3
			12

#### Second Semester

MGMT	2336	Purchasing for Food Service Managers	3
MGMT	2338	Controlling Costs in Food Service	3
MGMT	2340	Food Service Supervision	3
MGMT	2341	Effective Food Service Marketing	3
			12

TOTAL SEMESTER CREDIT HOURS IN PROGRAM	24
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**EMERGENCY MEDICAL SERVICES***Associate of Applied Science Degree (510904)***FIRST YEAR****First Semester**

<b>Course</b>		<b>Description</b>	<b>Credit</b>
COSC	1401	Microcomputer Applications I	4
EMTT	1145	Basic Trauma Life Support	1
EMTT	1260	EMT Basic Clinical	2
EMTT	1501	EMT Basic	5
MDRT	1301	Medical Terminology	3
			15

**Second Semester**

BIOL	1406	General Biology I	4
EMTT	1209	Emergency Medical Dispatching	2
EMTT	1263	EMT Intermediate Clinical	2
EMTT	1441	EMT Intermediate	4
ENGL	1301	College Composition	3
			15

**SECOND YEAR****First Semester**

BIOL	2401	Anatomy and Physiology I	4
EMTT	2135	Advanced Cardiac Life Support	1
EMTT	2262	EMT Paramedic I Clinical	2
EMTT	2439	EMT Paramedic I	4
ENGL	1302	Composition and Rhetoric	3
PSYC	2301	Introduction to Psychology	3
			17

**Second Semester**

BIOL	2402	Anatomy and Physiology II	4
EMTT	1147	Pediatric Advanced Life Support	1
EMTT	2263	EMT Paramedic II Clinical	2
EMTT	2541	EMT Paramedic II	5
SPCH	1315	Beginning Public Speaking	3
			15
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>			<b>62</b>

**EMERGENCY MEDICAL SERVICES  
BASIC CERTIFICATE***Level-One Certificate Program (510904)*

<b>Course</b>		<b>Description</b>	<b>Credit</b>
COSC	1401	Microcomputer Application I	4
EMTT	1145	Basic Trauma Life Support	1
EMTT	1260	EMT Basic Clinical	2
EMTT	1501	EMT-Basic	5
MDRT	1301	Medical Terminology	3
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>			<b>15</b>

## EMERGENCY MEDICAL SERVICES INTERMEDIATE CERTIFICATE

*Level-One Certificate Program (510904)*

### First Semester

Course		Description	Credit
COSC	1401	Microcomputer Application I	4
EMTT	1145	Basic Trauma Life Support	1
EMTT	1260	EMT Basic Clinical	2
EMTT	1501	EMT-Basic	5
MDRT	1301	Medical Terminology	3
			15

### Second Semester

EMTT	1209	Emergency Medical Dispatching	2
EMTT	1263	EMT Intermediate Clinical	2
EMTT	1441	EMT-Intermediate	4
			8
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			23

## EMERGENCY MEDICAL SERVICES PARAMEDIC CERTIFICATE

*Level-One Certificate Program (510904)*

### FIRST YEAR

#### First Semester

Course		Description	Credit
COSC	1401	Microcomputer Application I	4
EMTT	1145	Basic Trauma Life Support	1
EMTT	1260	EMT Basic Clinical	2
EMTT	1501	EMT-Basic	5
MDRT	1301	Medical Terminology	3
			15

#### Second Semester

EMTT	1209	Emergency Medical Dispatching	2
EMTT	1263	EMT Intermediate Clinical	2
EMTT	1441	EMT-Intermediate	4
			8

### SECOND YEAR

#### First Semester

EMTT	2135	Advanced Cardiac Life Support	1
EMTT	2262	EMT Paramedic I Clinical	2
EMTT	2439	EMT Paramedic I	4
			7

#### Second Semester

EMTT	1147	Pediatric Advanced Life Support	1
EMTT	2263	EMT Paramedic II Clinical	2
EMTT	2541	EMT Paramedic II	5
			8
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			38

## HOSPITALITY ADMINISTRATION

*Associate of Applied Science Degree (520201)*

### FIRST YEAR

#### First Semester

Course	Description	Credit
BMGT 1303	Principles of Management	3
COSC 1401	Microcomputer Applications I	4
ENGL 1301	College Composition	3
HAMG 1321	Introduction to Hospitality Industry	3
SPCH 1315	Beginning Public Speaking	
	Or	
SPCH 1321	Business and Professional Speaking	3
		16

#### Second Semester

BMGT 1301	Supervision	3
ENGL 1302	Composition and Rhetoric	3
HAMG 1317	Recreational Services	3
HAMG 1340	Hospitality Legal Issues	3
HAMG 1342	Guest Room Maintenance	3
MATH 1314	College Algebra	3
		18

### Second Year

#### First Semester

BMGT 2309	Leadership	3
GOVT 2305	Federal Government	3
HAMG 1313	Front Office Procedures	3
HAMG 2301	Principles of Food and Beverage Operations	3
HRPO 2301	Human Resources Management	3
		15

#### Second Semester

GOVT 2306	Texas Government	3
HAMG 2307	Hospitality Marketing and Sales	3
HAMG 2330	Convention and Group Management Services	3
HAMG 2332	Hospitality Financial Management	3
HAMG 2337	Hospitality Facilities Management	3
		15

#### Summer

BMGT 1382	Cooperative Education: Business Administration and Management I	3
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>		<b>67</b>

## MANAGEMENT DEVELOPMENT GENERAL MANAGEMENT OPTION

*Associate of Applied Science Degree(520201)*

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

### FIRST YEAR

#### First Semester

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

#### Second Semester

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

### SECOND YEAR

#### First Semester

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

#### Second Semester

BMGT 2341	Strategic Management	3
ENGL 1302	Composition and Rhetoric	3

GOVT	2306	Texas Government	3
MATH	1324	Finite Business Mathematics	3
ELEC		Elective	3
			15
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			65

## GENERAL MANAGEMENT

*Level-One Certificate Program (520201)*

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

### FIRST YEAR

#### First Semester

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

#### Second Semester

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



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

**Admission Requirements:**

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

1. Complete the requirements for admission to the college. (**Admission to Galveston College does not guarantee admission to the nursing program.**) Application to the nursing program requires the filing of a pre-plan/degree plan which shows evidence of:
  - a. TASP scores for TASP-eligible students or placement scores for TASP-exempt students which permit enrollment in college level courses.
  - b. Satisfactory completion of high school chemistry or CHEM 0301, Mathematical Applications in Physical Sciences, within five years of acceptance into the nursing program. Students who plan to enroll in first year nursing courses on the Brazosport campus should contact the counseling office at Brazosport College for details.
  - c. Satisfactory completion of MATH 0303, Introductory Algebra, or a passing score on the MATH 0303 placement test, within five years of acceptance into the nursing program. Students who plan to enroll in first year nursing courses on the Brazosport campus should contact the counseling office at Brazosport College for details.
  - d. Satisfactory completion of BIOL 2401, Anatomy and Physiology I, within five years of acceptance into the nursing program.
  - e. Satisfactory completion of PSYC 2301, Introduction to Psychology.
  - f. Satisfactory completion of MDRT 1301, Medical Terminology.
2. Achieve a grade of "C" or better in all required courses. An overall G.P.A. of 2.5 as well as a G.P.A. of 2.5 on all prerequisite courses is required for admission consideration. The cumulative G.P.A. must be 2.5 at Galveston College. \*Science courses must have been taken within five years of acceptance into the nursing program. Only one \*science course repeat is acceptable for admission. A grade of "W" in a science course is considered as a failure unless documentation is provided by the instructor.

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

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

**Procedure After Admission:**

Successful applicants will:

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

**State Board Requirements**

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

**Application Requirements:**

Applications for admission to the Associate Degree Nursing Program will be accepted in the Admissions Office beginning **September 15** of each year. Prospective students whose files are complete will be considered for admission throughout the year. Applications will be accepted until the class is filled.

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

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

**TRANSFER POLICIES**

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

The student desiring transfer credit must:

1. meet admission requirements for Galveston College and the Associate Degree Nursing Program;

## PROGRAMS OF STUDY

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2. currently hold an overall GPA of 2.5 as well as a GPA 2.5 on all prerequisite courses;
3. currently hold a cumulative G.P.A. of 2.5 at Galveston College;
4. arrange to have transcripts from former institutions including high school or G.E.D. certificate sent to the Admissions Office at Galveston College;
5. have a letter concerning eligibility from previous nursing programs sent to the Director of Admissions/Registrar;
6. submit course syllabi for review, if requested, to the Admission and Progression Committee.

## ACADEMIC PROGRESSION REQUIREMENTS

### Grading System and Repetition of Courses

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

A = 91–100      C = 75–80  
B = 81–90      F = Below 75

The student is required to:

1. achieve a grade of "C" (75) or better in all nursing courses required in the ADN curriculum to progress in the nursing program.
2. achieve a grade of "C" or better in all science and general academic courses required in the ADN curriculum to progress in the nursing program.
3. achieve a grade of "satisfactory" or better in the required objectives in clinical performance and college laboratory as well as in theory for each nursing course. Students are subject to failure or dismissal at any time for documented incidents of unsatisfactory/ unsafe clinical performance.
4. complete nursing and science courses in sequence and within a period of five years.

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

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

Students with a total of two failures in any combination of science or nursing courses will be dismissed from the ADN program without the option of readmission for a period of five (5) years. Students who withdraw passing from required science courses must provide documentation from instructor.

### Re-admission Requirements

Re-admission policies relate to students who are admitted to the Associate Degree Nursing Program, leave prior to completion and apply to return to the program. Re-admission is based upon an individual review of the student's record and space availability. Students may re-enter the Associate Degree Nursing Program only one



**time if the reason for the exit was failure of a course or courses in the program. Re-admission must be within one (1) year of leaving the program. Students desiring re-admission after one (1) year must complete the entire program.**

The applicant must:

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

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

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

**All requirements must be accomplished prior to completion of the preceding semester to which the student is requesting entry.**

Students will be notified of admission status prior to the first day of class. If the number of students applying exceeds the number of vacancies, the selection will be determined by cumulative G.P.A. at Galveston College.

### **Liability Insurance**

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

### **Nursing Organizations**

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



## NURSING-ASSOCIATE DEGREE

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

The Associate Degree Nursing Program is approved by the Board of Nurse Examiners for the State of Texas and Accredited by the National League for Nursing. Accrediting commission information regarding the program can be obtained from NLNAC at 61 Broadway, New York, NY 10016, (800) 669-9656.

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

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

Students are scheduled to begin their program in the fall and must complete all courses in the curriculum to meet requirements to take the National Council Licensure Examination for Registered Nurses. Upon completion of the two year, 70 credit hour curriculum, graduates will be awarded the Associate in Applied Science degree in Associate Degree Nursing.

### ADN Prerequisite Courses

Course		Description	Credit
BIOL	2401	Anatomy and Physiology I	4
CHEM	0301	Mathematical Applications in Physical Sciences	CR
MATH	0303	Introductory Algebra	CR
MDRT	1301	Medical Terminology	3
PSYC	2301	Introduction to Psychology	3
			10

**FIRST YEAR (ADN)****Fall Semester**

BIOL	2402	Anatomy and Physiology II	4
COSC	1101	Computer Literacy	1
ENGL	1301	College Composition	3
NURS	1801	Nursing Process I	8
			16

**Spring Semester**

BIOL	2420	Microbiology	4
NURS	1902	Nursing Process II	9
			13

**SECOND YEAR (ADN)****Summer Session**

ENGL	1302	Composition and Rhetoric	3
PSYC	2314	Lifespan Growth and Development	3
			6

**Fall Semester**

NURS	2501	Nursing Process III	5
NURS	2502	Nursing Process IV	5
SOCI	1301	Introduction to Sociology	3
			13

**Spring Semester**

GOVT	2306	Texas Government	3
NURS	2902	Nursing Process V	9
			12

TOTAL SEMESTER CREDIT HOURS IN PROGRAM 70

**POST-ASSOCIATE ADN-GERONTOLOGIC HEALTH***Tech Prep Enhanced Skills Certificate (511601)*

A Tech Prep Enhanced Skills certificate option in gerontology is available for students who have completed an Associate of Applied Science in Nursing.

Course	Description	Credit
NURS 3301	Gerontologic Health Care Leadership Skills: Community Settings	3
NURS 3302	Gerontologic Health Care Leadership Skills: Hospital and Nursing Home	3
	TOTAL SEMESTER CREDIT HOURS IN PROGRAM	6

**POST-ASSOCIATE ADN-PERIOPERATIVE NURSING***Tech Prep Enhanced Skills Certificate (511601)*

A Tech Prep Enhanced Skills certificate option in perioperative nursing is available for students who have completed an Associate of Applied Science in Nursing.

Course	Description	Credit
NURS 3601	Introduction to Perioperative Nursing	6
NURS 3602	Perioperative Nursing Practicum	6
	TOTAL SEMESTER CREDIT HOURS IN PROGRAM	12

## LVN TO ADN TRANSITION PROGRAM

Licensed Vocational Nurses who meet the College and Nursing Program Admissions criteria are eligible to enter the second year of the nursing program via the Role Transition Course. The admission criteria includes the completion of all prerequisite and general education courses required in the first year of the Associate Degree Nursing curriculum. These courses must be completed prior to the beginning of the course. The Role Transition Course is offered each summer. Applications will be accepted in the Admissions Office until the class is filled. Specific information regarding this advanced placement process is available through the Health Occupations Division Office.

### NURSING–LVN to ADN Transitional Program

*Associate of Applied Science Degree (511601)*

#### Prerequisites

Course	Description	Credit
BIOL 2401	Anatomy and Physiology I	4
BIOL 2402	Anatomy and Physiology II	4
BIOL 2420	Microbiology	4
CHEM 0301	Mathematical Applications in Physical Sciences	CR
ENGL 1301	College Composition	3
ENGL 1302	Composition and Rhetoric	3
MATH 0303	Introductory Algebra	CR
MDRT 1301	Medical Terminology	3
PSYC 2301	Introduction to Psychology	3
PSYC 2314	Lifespan Growth and Development	3
		27

#### Summer Semester

COSC 1101	Computer Literacy	1
*NURS 1704	Role Transition	17
		18

#### Fall Semester

NURS 2501	Nursing Process III	5
NURS 2502	Nursing Process IV	5
SOCI 1301	Introduction to Sociology	3
		13

#### Spring Semester

NURS 2902	Nursing Process V	9
GOVT 2306	Texas Government	3
		12

TOTAL SEMESTER CREDIT HOURS IN PROGRAM	70
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\*The student will receive credit for NURS 1801 and 1902 upon successful completion of NURS 1704. (17 Credits)

## PMT TO ADN TRANSITION PROGRAM

Paramedics who meet the College and Nursing Program Admissions criteria are eligible to enter the second year of the nursing program via the Role Transition Course. The admission criteria include the completion of all prerequisite and general education courses required in the first year of the Associate Degree Nursing curriculum. These courses must be completed prior to the beginning of the course. The Role Transition Course is offered each summer. Applications will be accepted in the Admissions Office until the class is filled. Specific information regarding this advanced placement process is available through the Health Occupations Division Office.

### NURSING–PMT to ADN Transitional Program

*Associate of Applied Science Degree (511601)*

<b>Prerequisites</b>			
<b>Course</b>		<b>Description</b>	<b>Credit</b>
BIOL	2401	Anatomy and Physiology I	4
BIOL	2402	Anatomy and Physiology II	4
BIOL	2420	Microbiology	4
CHEM	0301	Mathematical Applications in Physical Sciences	CR
ENGL	1301	College Composition	3
ENGL	1302	Composition and Rhetoric	3
MATH	0303	Introductory Algebra	CR
MDRT	1301	Medical Terminology	3
PSYC	2301	Introduction to Psychology	3
PSYC	2314	Lifespan Growth and Development	<u>2</u>
			27
<b>Summer Semester</b>			
NURS	1101	Introduction to Nursing Process	1
NURS	1102	Nursing Laboratory Skills	1
*NURS	1705	Role Transition	<u>15</u>
			17
<b>Fall Semester</b>			
NURS	2501	Nursing Process III	5
NURS	2502	Nursing Process IV	5
SOCI	1301	Introduction to Sociology	<u>2</u>
			13
<b>Spring Semester</b>			
COSC	1101	Computer Literacy	1
GOVT	2306	Texas Government	3
NURS	2902	Nursing Process V	<u>2</u>
			<u>13</u>
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>			<b>70</b>

\*Student receives 15 credit hours for education and experience upon successful completion of NURS 1705.

\*\*Student receives a total of 17 credit hours upon successful completion of NURS 1101, NURS 1102 and NURS 1705. (17 Credits)

## NURSING–VOCATIONAL ADMISSIONS

### Admission Requirements:

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

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

BIOL 1322	COSC 1401	HIST 1302	PSYC 2301
*BIOL 2401	ENGL 1301	HUMA 1302	PSYC 2314
*BIOL 2402	GOVT 2306	**MDRT 1301	SOCI 1301
*BIOL 2420	HIST 1301	PSYC 1302	

\*It is strongly recommended that the student complete these courses prior to entering the vocational nursing program.

\*\*MDRT 1301 is required for admission. BIOL 1322, BIOL 2401, BIOL 2402, BIOL 2420 will count toward satisfaction of general academic prerequisites and will substitute for VOCN 1200, VOCN 1202, VOCN 1400. Both BIOL 2401 and BIOL 2402 must be completed for the substitution.

### Procedure After Admission:

*Successful applicants will:*

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

**State Board Requirements:**

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

**TRANSFER POLICIES**

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

The student desiring transfer credit must:

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

**RE-ADMISSIONS**

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

*The applicant must:*

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

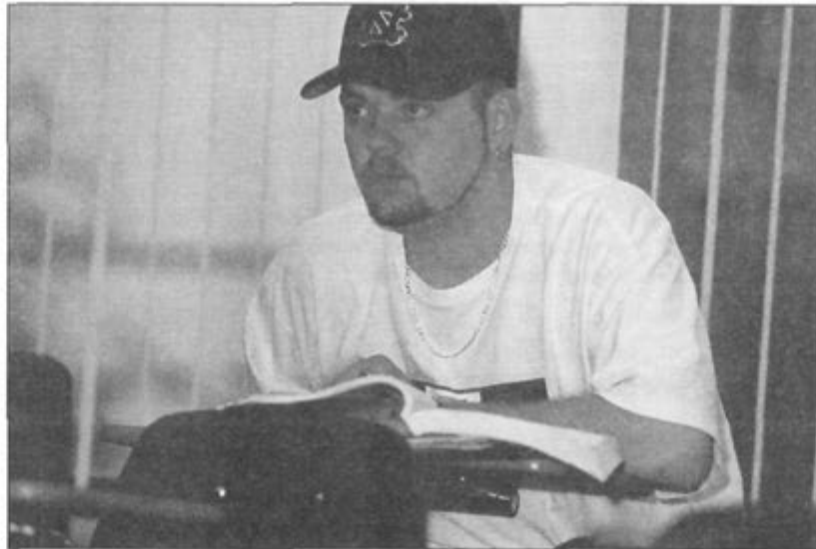
## PROGRAMS OF STUDY

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

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

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





## NURSING-VOCATIONAL

### *Certificate Program (511613)*

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

#### First Semester

Course		Description	Credit
VOCN	1202	Nutrition and Diet Therapy	2
VOCN	1203	Professional/Personal Development in Vocational Nursing	2
VOCN	1304	Pharmacology	3
VOCN	1602	Fundamentals of Vocational Nursing	6
			13

#### Second Semester

VOCN	1204	Mental Health/Mental Illness	2
VOCN	1305	Child Health Nursing	3
VOCN	1400	General Anatomy and Physiology	4
VOCN	1603	Medical/Surgical Nursing I	6
			15

#### Third Semester

VOCN	1200	Basic Microbiology for Vocational Nursing	2
VOCN	1306	Maternal Child Health Nursing	3
VOCN	1801	Medical/Surgical Nursing II	8
			13

*		Prerequisites	9
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>			<b>50</b>

## OFFICE ADMINISTRATION

### OFFICE ADMINISTRATION

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

The Office Administration Associate of Applied Science degree is designed to prepare individuals for employment as an office assistant or administrative assistant in either the public or private sector. Students are trained in the use of state-of-the-art microcomputers to create and revise documents, database, and electronic spreadsheets, and to design and create desktop publications as utilized in office applications. The student also has the option of receiving credit for courses by successfully completing competency exams. Ask the counseling center for details.

#### FIRST YEAR

##### First Semester

Course	Description	Credit
BUSI 1305	Business English	3
BUSI 1402	Principles of Information Processing	4
ENGL 1301	College Composition	3
HRPO 2301	Personnel Administration	3
MATH 1324	Finite Business Mathematics	3
OFAD 1105	Introduction to Operating Systems	1
		17

##### Second Semester

ACNT 1303	Introduction to Accounting I	3
BUSI 2302	Business Communications	3
BUSI 2401	Intermediate Information Processing Applications	4
HUMA 1302	The Individual & Community	3
OFAD 1106	Introduction to Hardware Maintenance	1
SPCH 1321	Business & Professional Speaking	3
		17

#### SECOND YEAR

##### First Semester

BUSI 2303	Records Management	3
BUSI 2402	Advanced Information Processing Applications*	4
OFAD 2301	Beginning Desktop Publishing	3
OFAD 2400	Administrative Office Procedures	4
PSYC 2320	Behavior Modification	3
		17

##### Second Semester

OFAD 1300	Personal and Professional Development	3
OFAD 2300	Telecommunications	3
OFAD 2307	Intermediate Desktop Publishing	3
OFAD 2316	Beginning Design, Concepts and Applications	3
OFAD 2350	Office Administration Cooperative Education I	3
		15

TOTAL SEMESTER CREDIT HOURS IN PROGRAM 66

\* This course meets the required computer literacy competencies and replaces COSC 1101.

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

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

**FIRST YEAR**

Course	Description	Credit
ACNT 1303	Introduction to Accounting I	3
BUSI 1305	Business English	3
BUSI 1402	Principles of Information Processing	4
OFAD 1300	Personal & Professional Development	3
OFAD 1403	Business Math	4
OFAD 2300	Telecommunications	3
		20

**SECOND SEMESTER**

BUSI 2302	Business Communications	3
BUSI 2303	Records Management	3
BUSI 2401	Intermediate Information Processing Applications	4
OFAD 2301	Beginning Desktop Publishing	3
OFAD 2400	Administrative Office Procedures	4
		17
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		37

**OFFICE CLERK***Level-One Certificate Program–Tech Prep (520401)***FIRST YEAR**

Course	Description	Credit
BUSI 1305	Business English	3
BUSI 1402	Principles of Information Processing	4
OFAD 1104	Computer Keyboarding	1
OFAD 1300	Personal & Professional Development	3
OFAD 1403	Business Math	4
OFAD 2350	Office Technology Cooperative Education I	3
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		18

**BUSINESS APPLICATION SPECIALIST***Level-One Certificate Program -Tech Prep (520401)*

This program is designed for the person who has previous secretarial/clerical work experience and/or Office Assistant Certificate of Proficiency and who desires to become competent in a variety of application software packages used in business.

**FIRST YEAR****First Semester**

Course	Description	Credit
BUSI 2402	Advanced Information Processing Applications	4
OFAD 2300	Telecommunications	3
OFAD 2307	Intermediate Desktop Publishing	3
OFAD 2316	Beginning Design, Concept and Applications	3
OFAD 2318	Print and Media Presentation	3
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		16

**MEDICAL SECRETARY OPTION***Associate of Applied Science Degree (520404)*

The Medical Office Professional Option is designed to prepare individuals to work in offices in a medical environment as a medical office administrative assistant.

**FIRST YEAR****First Semester**

Course		Description	Credit
BUSI	1305	Business English	3
BUSI	1402	Principles of Information Processing	4
MDRT	1305	Medical Terminology for Clerical Professionals	3
PSYC	2320	Behavior Modification	3
SPCH	1321	Business & Professional Speaking	3
			16

**Second Semester**

ACNT	1303	Introduction to Accounting I	3
BIOL	2401	Anatomy and Physiology I	4
BUSI	2302	Business Communications	3
BUSI	2401	Intermediate Information Processing Applications*	4
ENGL	1301	College Composition	3
			17

**SECOND YEAR****First Semester**

HRPO	2301	Personnel Administration	3
HUMA	1302	The Individual & the Community	3
MDRT	1401	Fundamentals of Medical Transcription	4
OFAD	2301	Beginning Desktop Publishing	3
OFAD	2400	Administrative Office Procedures	4
			17

**Second Semester**

MDRT	2302	Fundamentals of Medical Insurance & Coding	3
MDRT	2401	Advanced Medical Transcription	4
OFAD	1300	Personal & Professional Development	3
OFAD	2300	Telecommunications	3
OFAD	2350	Office Technology Cooperative Education I	3
			16

TOTAL SEMESTER CREDIT HOURS IN PROGRAM 66

\*This course meets the required computer literacy competencies and replaces COSC 1101.

**MEDICAL OFFICE ASSISTANT***Level-One Certificate Program (520404)*

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

<b>First Semester</b>			
<b>Course</b>		<b>Description</b>	<b>Credit</b>
BIOL	2401	Anatomy and Physiology I	4
BUSI	1305	Business English	3
BUSI	1402	Principles of Information Processing	4
MDRT	1305	Medical Terminology for Health Clerical Professionals	3
MDRT	1401	Fundamentals of Medical Transcription	4
			18
<b>Second Semester</b>			
BUSI	2401	Intermediate Information Processing Applications	4
MDRT	2302	Fundamentals of Medical Insurance & Coding	3
MDRT	2401	Advanced Medical Transcription	4
OFAD	2400	Administrative Office Procedures	4
			15
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			33

## HEALTH INFORMATION PROFESSIONAL

*Level-One Certificate Program (520404)*

<b>First Semester</b>			
<b>Course</b>		<b>Description</b>	<b>Credit</b>
MDRT	1301	Medical Terminology	3
MDRT	1401	Fundamentals of Medical Transcription	4
MDRT	2302	Fundamentals of Medical Insurance & Coding	3
OFAD	2300	Telecommunications	3
OFAD	2400	Administrative Office Procedures	4
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			17

## PHLEBOTOMY TECHNOLOGY

*Certificate Program*

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

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

- Enjoy working with people
- Patience
- Ability to work under pressure
- Effective communication and listening skills
- Attention to details
- Good manual dexterity

**PHLEBOTOMY TECHNICIAN ADMISSION CRITERIA**

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

Complete an application for admission to the College. Admission to the College does not guarantee admission to the Phlebotomy Technician program. Application to the Phlebotomy program requires the filing of a pre-plan which demonstrates eligibility for enrollment in college level courses. This may be completed by:

Passing TASP scores,

Placement tests—a proficiency level of reading and English post-high school or passing READ 0302 and ENGL 0302, or permission of the Dean of Health Occupations.

Graduation from high school or GED.

Current health professional level CPR (At time of entrance).

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

**CURRICULUM**

**PHLEBOTOMY TECHNOLOGY**

*Level-One Certificate Program (511004)*

Course	Description	Credit
MDRT 1301	Medical Terminology	3
MRMT 1101	Computers in Health Care	1
PHLE 1201	Legal and Ethical Issues	2
PHLE 1301	Phlebotomy Theory	3
PHLE 1302	Phlebotomy Clinical	3
PHLE 1303	Phlebotomy Seminar	3
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>		<b>15</b>



**PHYSICAL EDUCATION AND RECREATION  
(KINESIOLOGY)**

*Associate of Arts Degree (131314)*

The principle objectives of this program are as follows: (1) to develop the student's neuro-muscular skill and organic system through movement experience, (2) to increase the student's knowledge, insight, understanding, and interest in movement experiences, and finally(3) to improve the student's recreational and leisure-time skills as well as their standards of behavior in these selected movement areas.

**FIRST YEAR****First Semester**

Course	Description	Credit
+BIOL 2401	Anatomy and Physiology I	4
+ENGL 1301	College Composition	3
+HIST 1301	United States History to 1877	3
PHED 1301	Foundation of Kinesiology and Recreation	3
PHED	(Activity)	1
+SPCH 1315	Beginning Public Speaking	3
		17

**Second Semester**

+BIOL 2402	Anatomy and Physiology II	4
+ENGL 1302	Composition and Rhetoric	3
+HIST 1302	United States History from 1877	3
+MATH 1314	College Algebra	3
PHED	(Activity)	1
+PSYC 2301	Introduction to Psychology	
or		
+SOC 1301	Introduction to Sociology	3
		17

**SECOND YEAR****First Semester**

+COSC 1401	Microcomputer Applications I*	4
ENGL	Sophomore Elective	3
+GOVT 2305	Federal Government	3
+HUMA 1302	The Individual and the Community	3
PHED	(Activity)	1
PHED 1306	First Aid and Safety	3
		17

**Second Semester**

ELEC	Elective	3
ENGL	Sophomore Elective	3
+GOVT 2306	Texas Government	3
+MUSI 1306	Music Appreciation	3
PHED	(Activity)	1
PHED 1331	Rhythms, Games and Activities for Children	3
		16
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>		<b>67</b>

## PROGRAMS OF STUDY

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\*This course meets the required computer literacy competencies and replaces COSC 1101.

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



### RADIOLOGIC HEALTH SCIENCES

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

The Radiologic Health Sciences programs are divided into two categories associate degree programs and certificate programs. The Radiologic Health Sciences programs that lead to an Associate in Applied Science degree are in Nuclear Medicine Technology, Radiation Therapy Technology and Radiography. The Radiologic Health Science programs that lead to a certificate of completion are in Breast Imaging/Mammography, Cardiovascular Intervention Technology, Computerized Tomography and Magnetic Resonance Imaging. These are advanced programs that require credentials, such as certification or registry in a radiologic field, as a prerequisite.

Students interested in Radiologic Health Sciences courses must meet individual program entry requirements. Entry requirements for the associate and certificate programs vary.

#### Admission Requirements

All prospective candidates who wish to be admitted to an associate degree program in the Radiologic Health Sciences should contact the Counseling Center. Applicants must:

1. Complete the requirements for admission to Galveston College. **Admission to Galveston College does not guarantee admission to the Radiologic Health Sciences Program.**
2. Applications to the Radiologic Health Sciences program requires the filing of a pre-plan which shows evidence of:



- a. TASP scores for TASP-eligible students or placement scores for TASP-exempt students which permit enrollment in college level courses.
  - b. Satisfactory completion of MATH 0304, Intermediate Algebra, within five years of acceptance into Radiologic Health Sciences programs. MATH 1314-College Algebra, is **strongly recommended**.
  - c. Satisfactory completion of BIOL 2401, Anatomy and Physiology I, within five years of acceptance into Radiologic Health Sciences programs. Due to the demanding classroom and clinical instruction in Radiography, Nuclear Medicine Technology and Radiation Therapy Technology programs, satisfactory completion of BIOL 2402-Anatomy and Physiology II, prior to starting the program is **strongly recommended**.  
In order for the student to get credit for science courses, the courses must have been completed within five years of acceptance into Radiologic Health Sciences programs.
  - d. Satisfactory completion of MDRT 1301, Medical Terminology.
3. Completion of required courses with a grade of "C" or better.
  4. An overall G.P.A. of 2.5 as well as a G.P.A. of 2.5 on all prerequisite courses is required for admission consideration. A cumulative G.P.A. of 2.5 on Galveston College courses is required.
  5. Be able to comply with the technical standards.

### **Program Application Requirements**

Applications for admission to a Radiologic Health Sciences program will be accepted in the Admissions Office beginning on **September 15** of each year. Prospective students whose files are complete will be considered for admission throughout the year. Applications will be accepted until the programs are filled.

*Applicants will be requested to interview with the respective program directors and may also be required to visit a clinical site for an assigned observation. A written summary of the site visit may be requested.*

Letters of acceptance will be sent to applicants by the Galveston College Admissions Office.

Applicants who are not admitted to the Radiologic Health Sciences program are not automatically considered for the next year's class and must re-apply for each year. Applicants are required to re-apply if accepted for the current class but fail to enroll in the program.

All students requesting admission to a Radiologic Health Sciences program must have a pre-plan on file in the Counseling Center. Only applicants who have completed all admission requirements will be considered for admission to the Radiologic Health Sciences program.

### **Procedure After Admission**

1. All entering students will be required to attend an orientation for new students.  
All entering students will be notified by mail of the scheduled orientation session.
2. Submit a personal health history form furnished by the UTMB Office of Student

Health. Physical examinations and required immunizations will be at student's expense.

3. Be certified in Basic Life Support (CPR–Professional Level) at program entry and maintain certification throughout the course of study.

### **National Board Requirements**

Students should be advised that permission to take the national certification examination is regulated by the American Registry of Radiologic Technologists. Candidates must be of good moral character. Generally, the conviction of either (1) a felony, or (2) any offense, misdemeanor or felony involving moral turpitude, indicates a lack of good moral character for Registry purposes. Those who have been convicted of a crime may be eligible for registration if they have served their entire sentence, including probation and parole, and have their civil rights restored. For further information, students may contact the A.R.R.T.

### **Transfer Policies**

Those applicants who are transferring course credits from another associate degree program will be evaluated on an individual basis by the respective program director and Galveston College. Transfer courses are evaluated on a course by course basis. Transfer grades below "C" are not accepted for credit. Transfer students from other Radiologic Health Sciences programs will be admitted on a space-available basis.

The student desiring transfer credit must:

1. Meet admission requirements for Galveston College and the Radiologic Health Sciences Program.
2. Currently hold a G.P.A. of 2.5.
3. Arrange to have transcripts from former institutions sent to the Admissions Office at Galveston College.
4. Submit course syllabi for review, if requested by program director to the Director of Admissions/Registrar.

The director of each respective program evaluates the documents and determines which courses may be applicable to the program. General academic courses are evaluated by the Director of Admissions/Registrar at Galveston College.

### **Academic Progression Requirements**

The student is required to:

1. Achieve a grade of "C" or better in all Radiologic Health Sciences courses in order to progress in the program. Failure to achieve a "C" or better in any course will result in dismissal from the program.
2. Achieve a grade of "C" or better in all general education courses required in each respective Radiologic Health Sciences Program in order to progress in program.
3. Satisfy the required objectives in clinical performance as well as in theory for each Radiologic Health Sciences course. Students are subject to failure or dismissal at any time for documented incidents of unsatisfactory/ unsafe clinical performance.

### **Re-Admission Policy**

Students who fail from a Radiologic Health Sciences Program may apply for readmission. The student must:

1. Submit a written request to the Director of Admissions/Registrar.
2. Complete and pass a clinical competency exam on basic skills prior to readmission.
3. Pass a *comprehensive written exam*.
4. Satisfactorily complete re-admission requirements identified at the time of exit.

All students who wish to re-enter the program will be reviewed by the Radiologic Health Sciences Review Committee. Students may be considered for re-admission one time to the program pending the availability of space. If the number of students applying exceeds the number of vacancies, the selection will be determined by cumulative G.P.A. at Galveston College.

As part of the exit interview, the program director will identify in writing the exact courses that the student must complete with a grade of "C" or better to be considered for re-admission.

Upon successful completion of the specified courses, the student will follow the procedure for re-admission. Vacancies for re-admission students will be awarded on a space-available basis. If the number of students applying exceeds the number of vacancies, the selection will be determined on cumulative G.P.A. at Galveston College.

### **Liability Insurance**

All students enrolled in Radiologic Health Sciences will be required to purchase liability insurance. Students will be assessed an automatic charge at the time of registration for insurance coverage. Liability insurance fees are non-refundable. Students are covered by the insurance policy, not by the coverage or license of the faculty.

### **Radiologic Health Sciences Organizations**

All students enrolled in the Radiologic Health Sciences programs are encouraged to seek membership in College, local, state, and national Radiologic Health Sciences organizations.

## **NUCLEAR MEDICINE TECHNOLOGY**

*Associate of Applied Science Degree (510905)*

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

Nuclear Medicine is the branch of medicine concerned with diagnostic, therapeutic, and investigative uses of radioactive materials. The results of these usages are recorded and interpreted by a licensed practitioner who has specialized in the profession of nuclear medicine. The knowledge and skills of the nuclear medicine technologist compliment those of the nuclear medicine physician and other professionals in this field.

## PROGRAMS OF STUDY

The Nuclear Medicine Technologist is an allied health professional certified in nuclear medicine technology who, under the direction of an authorized physician user, is committed to applying the art and skill of diagnostic and therapeutic nuclear medicine procedures through safe and effective use of radionuclides. Responsibilities include but are not limited to direct patient contact, the preparation and administration of radiopharmaceuticals, patient imaging procedures including computer processing, laboratory testing, patient preparation, quality control and radiation safety. The technologist's professional development is achieved through medical and technical education and ultimately contributes to the delivery of quality patient care.

Students enroll in the Nuclear Medicine Technology program in the fall and must complete twenty-four months of study with laboratory experience to meet eligibility requirements to take the Nuclear Medicine Technology Certification Board examination in the fall of the graduating year. Upon completion of the two-year curriculum, graduates will be awarded the Associate in Applied Science degree in Nuclear Medicine Technology, and upon passing the N.M.T.C.B. examination, will be registered as a Certified Nuclear Medicine Technologist (CNMT).

### Prerequisite Courses:

Course		Description	Credit
BIOL	2401	Anatomy and Physiology I	4
MATH	0304	Intermediate Algebra	CR
MDRT	1301	Medical Terminology	<u>3</u>
			7

### FIRST YEAR

#### Fall Semester

BIOL	2402	Anatomy and Physiology II	4
NUMT	1311	Introduction to Nuclear Medicine Technology	3
RAHS	1301	Radiation Biology and Safety	3
RAHS	1302	Patient Care and Ethics	3
RAHS	1401	Radiological Physics I	<u>4</u>
			17

#### Spring Semester

NUMT	1301	Nuclear Medicine Methodology I	3
NUMT	1302	Nuclear Medicine Instrumentation	3
NUMT	1411	Radiochemistry and Radiopharmacy	4
RAHS	1402	Radiological Physics II	<u>4</u>
			14

#### Summer Semester I

HUMA	1301	Introduction to the Humanities	3
NUMT	1303	Nuclear Medicine Data Processing	<u>3</u>
			6

#### Summer Semester II

ELEC		Any Behavioral/Social Science Course	<u>3</u>
			3

**SECOND YEAR**

**Fall Semester**

NUMT	2301	Nuclear Medicine Methodology II	3
NUMT	2601	Nuclear Medicine Clinical Practicum II	6
			9

**Spring Semester**

NUMT	2302	Nuclear Medicine Methodology III	3
NUMT	2303	Nuclear Medicine Seminar	3
NUMT	2604	Nuclear Medicine Clinical Practicum III	6
			12

**Summer Semester I**

COSC	1101	Computer Literacy	1
NUMT	2304	Nuclear Medicine Clinical Practicum IV	3
			4

<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>			<b>72</b>
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## RADIATION THERAPY TECHNOLOGY

*Associate of Applied Science Degree (510905)*

The Radiation Therapy Program is nationally accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

The Radiation Therapist assists in the treatment of patients with malignant diseases (cancer). Radiation is directed at the tumor site under strictly controlled circumstances in an attempt to cure or palliate the disease. The Radiation Therapist positions the patient for treatment, performs the necessary mathematical calculations to determine the radiation dosage and, under the supervision of a physician, delivers the radiation utilizing highly sophisticated equipment.

Because of sustained contact with the patients, the Radiation Therapist is given considerable responsibility in patient nursing care, dietary counseling and treatment evaluation. In addition, the Radiation Therapist must appreciate the tremendous psychological impact that cancer has on the patients and their families.

The demand for skilled registered Radiation Therapists is nationwide and is expected to increase in the future. With advanced training/education, Radiation Therapists also have opportunities to pursue careers in dosimetry, medical physics, teaching and administration. For program admission and other requirements, see page 142.

### Prerequisites Courses

Course		Description	Credit
BIOL	2401	Anatomy and Physiology I	4
MATH	0304	Intermediate Algebra	CR
MDRT	1301	Medical Terminology	<u>3</u>
			7

### FIRST YEAR

#### First Semester

RAHS	1301	Radiation Biology and Safety	3
RAHS	1302	Patient Care and Ethics	3
RAHS	1401	Radiological Physics I	4
RATT	1306	Introduction to Radiation Therapy	<u>3</u>
			13

#### Second Semester

BIOL	2402	Anatomy and Physiology II	4
RAHS	1402	Radiological Physics II	4
RATT	1301	Instrumentation and Methodology	3
RATT	1304	Clinical I	<u>3</u>
			14

#### Summer Semester I

ENGL	1301	College Composition	3
RATT	1307	Clinical II (12 weeks)	<u>3</u>
			6

#### Summer Semester II

ENGL	1302	Composition and Rhetoric	3
PSYC	2301 or SOCI 1301 or GOVT 2306		<u>3</u>
			6

**SECOND YEAR****Fall Semester**

COSC	1101	Computer Literacy	1
RATT	2301	Dosimetry I	3
RATT	2303	Oncology I	3
RATT	2401	Clinical III	4
			11

**Spring Semester**

RATT	2201	Radiation Therapy Technology Seminar	2
RATT	2302	Dosimetry II	3
RATT	2304	Oncology II	3
RATT	2402	Clinical IV	4
			12
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>			<b>69</b>

**RADIOGRAPHY***Associate of Applied Science Degree (510907)*

The Radiography Program is nationally accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

The Radiographer is a health professional specially educated to utilize x-rays to produce images in the diagnosis of disease. By virtue of its capability to render visible otherwise hidden internal structures of the human body, Radiography is a vital part of modern medical science and the healing arts. Continuing discoveries in the field make Radiography one of the most exciting and challenging health care specialties.

The Radiographer positions the patient, provides for patient comfort and protection, and selects the proper radiation exposure levels to obtain diagnostic images which are then interpreted by the physician. In the course of these normal duties, the Radiographer deals directly with the patient, the equipment and the physician.

Frequently, the Radiographer works independently, exercising initiative and judgment in obtaining the needed radiographs which have been requested by a physician. Radiographers operate a wide variety of highly specialized equipment and computers.

## PROGRAMS OF STUDY

During this course of study, students will receive instruction in both classroom and clinical settings. Classes are held at the School of Allied Health Sciences. Clinics are held at the University of Texas Medical Branch at Galveston and a number of other health care facilities.

Graduates of the two-year program are eligible to apply to the American Registry of Radiologic Technologists for necessary testing for certification. Upon passing the registry exam, the graduate is nationally certified. Graduates must apply for certification with the Texas Department of Health.

### Prerequisites:

Course	Description	Credit
BIOL 2401	Anatomy & Physiology I	4
MATH 0304	Intermediate Algebra	CR
MDRT 1301	Medical Terminology	<u>3</u>
		7

### FIRST YEAR

#### Fall Semester

RADT 1301	Radiographic Positioning I	3
RADT 1401	Fundamentals of Radiography, Clinical I	4
RAHS 1301	Radiation Safety and Biology	3
RAHS 1302	Patient Care & Ethics	<u>3</u>
		13

#### Spring Semester

BIOL 2402	Anatomy & Physiology II	4
RADT 1402	Clinical II	4
RADT 1303	Radiographic Techniques & Exposures	3
RADT 1304	Radiographic Positioning II	<u>3</u>
		14

#### Summer Semester

ENGL 1301	College Composition (6 weeks)	3
RADT 1405	Clinical III (12 weeks)	<u>4</u>
		7

### SECOND YEAR

#### Fall Semester

RADT 2401	Radiologic Physics & Quality Assurance	4
RADT 2302	Pathology	3
RADT 2402	Clinical IV	4
ELEC	Behavioral or Social Sciences	<u>3</u>
		14

#### Spring Semester

COSC 1101	Computer Literacy	1
ENGL 1302	Composition and Rhetoric	3
RADT 2403	Clinical V	4
RADT 2305	Special Procedures	3
RADT 2306	Radiography Seminar	<u>3</u>
		14

TOTAL SEMESTER CREDIT HOURS IN PROGRAM

69





**CERTIFICATE PROGRAMS  
(RADIOLOGIC HEALTH SCIENCES)**

One year Certificate programs which are offered through the Division of Health Occupations include:

- BREAST IMAGING/MAMMOGRAPHY
- CARDIOVASCULAR INTERVENTIONAL TECHNOLOGY
- COMPUTERIZED TOMOGRAPHY
- MAGNETIC RESONANCE IMAGING

**General Procedures for all Programs:**

1. Complete requirements for admission to Galveston College.
2. Arrange for official transcripts from all high schools, colleges, and/or training programs attended to be sent to the Admissions Office.
3. Schedule an appointment for a personal interview with the Program Director.
4. Be a graduate of an accredited radiologic health science program and a registered technologist by the start of the program; and have a copy of current Texas Department of Health license and ARRT or NMTCB Certificate filed at Galveston College.

**BREAST IMAGING/MAMMOGRAPHY**

*Certificate Program (510907) \*Pending Coordinating Board Approval*

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

## PROGRAMS OF STUDY

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

Course	Description	Credit
MAMO 3101	Anatomy/Positioning & Patient Assessment	1
MAMO 3102	Instrumentation/Modalities	1
MAMO 3103	Quality Assurance	1
MAMO 3201	Clinical Applications I	2
MAMO 3202	Clinical Applications II	2
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		7

### BREAST IMAGING/MAMMOGRAPHY CONTINUING EDUCATION CERTIFICATE

Mammographic Anatomy and Positioning	12 Hrs.
Breast Instrumentation and Quality Assurance	12 Hrs.
Clinical Instruction	<u>80 Hrs.</u>
Total Hours	104 Hrs.

Upon completion, the student receives Galveston College Continuing Education credits and a certificate of completion. Breast Imaging/Mammography is also offered through the Workforce Development and Continuing Education Division.

### CARDIOVASCULAR INTERVENTIONAL TECHNOLOGY

*Certificate Program (510907)*

The Radiographic Cardiovascular Interventional Technologist is responsible for advanced imaging procedures such as angiography and interventional techniques. The areas of application for these skills include neuroradiology, cardiovascular radiology, cardiac catheterization labs and digital subtraction angiography.

The Radiographic Cardiovascular Interventional Technologist must communicate effectively with physicians and patients and demonstrate initiative and judgement in preparing patients and sophisticated equipment for procedures. This health professional combines interpersonal skills with knowledge of the human and physical sciences to produce the needed results while caring for patients who may be distressed or in pain. This fast paced specialty requires quick thinking and a thorough understanding of human anatomy.

Course	Description	Credit
SPPT 3601	Research Procedures	6
SPPT 3602	Interventional Radiology	6
SPPT 3603	Vascular Imaging	6
SPPT 3604	Neuroradiology	6
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		24

NOTE: Courses do not have to be taken in sequence or during any particular semester. Students must finish program within one calendar year of enrollment date. Upon completion of the curriculum, graduates will be awarded a

certificate of completion by Galveston College and the University of Texas School of Allied Health Sciences at Galveston.

## COMPUTERIZED TOMOGRAPHY

*Certificate Program (510907)*

Computerized Tomography (CT) is the modality of radiology that employs specialized x-ray equipment to produce sectional images of the human anatomy which aid radiologists in diagnosing a wide variety of diseases and disorders.

The CT technologist performs various diagnostic procedures under the supervision of a licensed radiologist. The CT technologist works closely with patients to provide instruction and quality care while performing the diagnostic procedures. The procedures are varied and images of virtually all parts of the body are obtainable. The most routinely imaged parts of the body are brain, eyes, neck, lungs, liver, pancreas, spine and pelvis.

In order to acquire quality images, the CT technologist must be able to work effectively with patients and health professionals, operate sophisticated computer equipment and utilize radiation protection measures.

Applicants selected for matriculation may elect to complete the program in one semester or two by enrolling for full-time or part-time coursework. In either event, the program must be completed within one calendar year of the date of enrollment into the program. Upon completion of the curriculum, graduates will be awarded a certificate of completion by Galveston College and the University of Texas School of Allied Health Sciences at Galveston.

Course		Description	Credit
COTT	3301	CT Instrumentation and Methodology	3
COTT	3501	CT Clinical Applications I	5
COTT	3502	CT Clinical Applications II	5
RAHS	3302	Tomographic Anatomy and Pathology	3
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			16

## MAGNETIC RESONANCE IMAGING TECHNOLOGY

*Certificate Program (510907)*

Magnetic Resonance Imaging (MRI) is the modality of radiology that employs special magnetic-field-producing equipment which is used to obtain sectional images of the human anatomy that aid physicians in diagnosing diseases and disorders.

The MRI technologist performs various diagnostic procedures under the supervision of a licensed physician. The MRI technologist works closely with patients to provide instruction and quality care while performing the diagnostic procedures. The procedures are varied and images of virtually all parts of the anatomy are obtainable. This imaging modality is unique in the field of diagnostic imaging because of the way images are obtained. The patient is positioned within a magnetic field, and radio frequency signals are then used to obtain images of the internal parts of the patient's body. All of this is accomplished without using radiation.

In order to acquire quality images, the MRI technologist must be able to work

## PROGRAMS OF STUDY

effectively with patients and health professionals, operate sophisticated computer equipment, understand complicated physics principles, and employ appropriate safety measures.

The program begins in the fall semester and can be completed in two semesters of full-time study. All classroom instruction and clinical education is conducted at UTMB hospitals and affiliated health care institutions.

Upon completion of requirements, the student receives a certificate of completion individually from the UTMB-School of Allied Health Sciences at Galveston and Galveston College.

### Fall Semester

Course		Description	Credit
MARI	3303	Introduction to MRI Physics	3
MARI	3603	MRI Clinical Applications I	6
RAHS	3302	Tomographic Anatomy and Pathology	3
			12

### Spring Semester

MARI	3304	Methodology and Instrumentation	3
MARI	3305	Advanced MRI Physics	3
MARI	3604	MRI Clinical Applications II	6
			12
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			24

## SOCIAL WORK CURRICULUM INFORMATION

### ASSOCIATE DEGREE PROGRAMS

The associate degree in social work offers four options: Chemical Dependency Counseling, General Social Work, Gerontology and Prevention/Intervention.

The General Social Work option is designed for students interested in the field of social work (but not necessarily in the specializations of substance abuse, aging or prevention/intervention) and who plan to transfer to a university offering a baccalaureate degree in social work or a related human science field.

The associate degree options in Chemical Dependency Counseling (substance abuse), Social Work: Gerontology (aging); Social Work: Prevention/Intervention are more specific. These programs provide the introductory courses necessary for transfer to the University of Texas Medical Branch (School of Allied Health Sciences). The "2 + 2" transfer or articulation agreement with UTMB meets the degree requirements for the first two years of the baccalaureate degree at UTMB in Substance Abuse Administration or Long Term Health Care Administration.

The "2 + 2" transfer or "articulation" agreement with the University of Houston, Clear Lake, allows the student selecting the General, Chemical Dependency, Social Work: Gerontology, or Social Work: Prevention/Intervention options to meet the degree requirements for the first two years of the baccalaureate degree at UHCL in Behavioral Science or Psychology.

**PROGRESSION REQUIREMENTS FOR SOCIAL WORK ASSOCIATE DEGREE OR CERTIFICATE PROGRAMS**

1. Consult with the faculty program manager/coordinator, college counselor, or the Dean, Division of General Studies during the registration period at the beginning of each semester of enrollment to review your degree or certificate plan of study.
2. Maintain a G.P.A. of "C" or better in all applicable psychology, science, social work, and sociology courses.
3. Meet all academic progression requirements outlined if the applicable courses in psychology, science, social work, or sociology were taken during any previous college enrollment.

**CERTIFICATE PROGRAMS IN CHEMICAL DEPENDENCY COUNSELING OR GERONTOLOGY**

These certificates allow students completing the program to apply for training status with the appropriate state and professional agency or organization. See the program manager/coordinator for details. The program, however, does include the required *270 clock hours of approved alcoholism and drug abuse education required for application for state or professional certification and/or licensing*. Also a certificate in Internship for Chemical Dependency Counseling (Supervised practicum in the 12 core functions) is offered to provide students the 300 hour practicum necessary for the chemical dependency counselor licensure process with the Texas Commission on Alcohol and Drug Abuse. The Social Work: Gerontology certificate provides course preparation for the Texas Basic Certificate.

**TRANSFER, LICENSING, AND CERTIFICATION REQUIREMENTS**

Transfer, licensing, and certification requirements are changed from time to time by universities, agencies, and professional organizations. It is the responsibility of the student to contact the appropriate universities regarding transfer of credit and to contact the appropriate state and professional agency or organization regarding licensing or certification before beginning a particular course of study.

**ADDICTION TECHNOLOGY TRANSFER CENTER**

*The Galveston College-Addiction Technology Transfer Center (GC-ATTC) is one of the charter members of fifteen higher educational institutions comprising the Texas Addiction Technology Transfer Center (TATTC). The GC-ATTC was developed to serve several purposes – recruitment of racial minorities in the substance abuse treatment profession, developing a pool of new staff for the Texas Criminal Justice Treatment Initiative, curriculum development focused on substance abuse treatment program needs and infuse federal and other current research. Galveston College-Social Work: Chemical Dependency Counseling Program offers an Associate of Arts Degree (the only non-vocational degree in Texas), a Certificate Program, and is an approved Practicum Provider by the Texas Commission on Alcohol and Drug Abuse. The Center for Substance Abuse Treatment and Texas Commission on Alcohol and Drug Abuse have provided funding since 1994 to the Galveston College-Addiction Technology Transfer Center. The project offers financial assistance opportunities to individuals seeking a degree in Social Work: Chemical Dependency Counseling.*

**SOCIAL WORK: CHEMICAL DEPENDENCY COUNSELING**

(formerly Substance Abuse Counseling)  
*Associate of Arts Degree (Specialized) (440701)*  
*(TCBADAC Provider 0195-88)*

**FIRST YEAR****Summer Session**

Course	Description	Credit
+COSC 1101	Computer Literacy	1
+ENGL 1301	College Composition	3
+PSYC 2301	Introduction to Psychology	3
		7

**Fall Semester**

+BIOL 1406	General Biology I	
	or	
+BIOL 2401	Anatomy and Physiology I	4
+ENGL 1302	Composition and Rhetoric	3
+HIST 1301	U.S. History to 1877	3
SOCI 2331	Current Issues in Sociology: Introduction to Alcoholism and Drug Abuse	3
+Visual/ Performing Arts	Select one of the following courses: ARTS 1301, DRAM 1310, MUSI 1306	3
		3
		16

**Spring Semester**

+BIOL 1407	General Biology II	
	or	
+BIOL 2402	Anatomy and Physiology II	4
+HIST 1302	U.S. History from 1877	3
HSCI 1301	Personal/Community Health Services	3
PSYC 2320	Behavior Modification	3
SOCW 2361	Social Work I: Introduction to Social Work	3
		3
		16

**SECOND YEAR****Fall Semester**

BIOL 1323	Nutritional and Biological Aspects of Substance Abuse	3
ENGL	Sophomore Literature	3
+GOVT 2305	Federal Government	3
+MATH 1314	College Algebra	3
SOCW 2362	Social Work II: Social Welfare as a Social Institution	3
		3
		15

**Spring Semester**

+GOVT 2306	Texas Government	3
+HUMA 1302	The Individual and the Community	3
PSYC 2302	Applied Psychology: Counseling Methods	3
PSYC 2314	Lifespan Growth and Development	3

PSYC	2340	Current Issues in Psychology: Behavioral Aspects of Substance Abuse	3
+SPCH	1311	Introduction to Speech Communication	3
			18
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			72

NOTE: For transfer to the University of Texas Medical Branch/School of Allied Health Sciences- Alcohol and Substance Abuse Counseling Administration, ACCT 1401 and ECON 2302 are required, and COSC 1401 is highly recommended.

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

### CHEMICAL DEPENDENCY COUNSELING

*(formerly Substance Abuse Counseling)*

*Certificate Program (440701)*

*(TCBADAC Provider #: 0195-88)*

#### ALCOHOL AND DRUG ABUSE SPECIFIC COURSES:

Course		Description	Credit
BIOL	1323	Nutritional and Biological Aspects of Substance Abuse (A & D)	3
PSYC	2340	Current Issues in Psychology: Behavioral Aspects of Substance Abuse (A & D)	3
SOCI	2331	Current Issues in Sociology: Introduction to Alcoholism and Drug Abuse (A & D)	3
			9

#### RECOMMENDED ALCOHOL AND DRUG ABUSE RELATED COUNSELING AREA COURSES:

HSCI	1301	Personal/Community Health Services (Includes 6 hours each of Ethics Training and AIDS Education) (R)	3
PSYC	2301	Introduction to Psychology (R)	3
PSYC	2302	Applied Psychology: Counseling Methods (R)	3
PSYC	2320	Behavior Modification (R)	3
			12
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			21

**CHEMICAL DEPENDENCY INTERNSHIP**

*Certificate for Counselor in Training (CIT)*  
*(TCADA Practicum Provider #PR-91-0246) (440701)*

Course	Description	Credit Hours
PSYC	2389 Academic Cooperative in Psychology: Chemical Dependency Counseling (112 clock hours)	3
SOCI	2389 Academic Cooperative in Sociology: Chemical Dependency Counseling (112 clock hours)	3
SOCW	2363 Social Work Field Experience: Chemical Dependency Counseling (80 clock hours)	3
TOTAL SEMESTER CREDIT HOURS IN PROGRAM (304 CLOCK HOURS)		9

NOTE: Completion of the Galveston College Certificate in Chemical Dependency Counseling or its equivalent is required. Also, application for Counselor in Training (CIT) status with the Texas Commission of Alcohol and Drug Abuse (TCADA) is required before completion of the program. Field (practicum) placement will be with an (TCADA) approved treatment facility and will require that the student have a minimum of three hundred (300) hours of supervised work experience in the twelve (12) core functions of addiction counseling.

**SOCIAL WORK: GENERAL**

*Associate of Arts Degree (Specialized) (440701)*

**FIRST YEAR****Summer Session**

Course	Description	Credit
+COSC 1101	Computer Literacy	1
+ENGL 1301	College Composition	3
+PSYC 2301	Introduction to Psychology	3
		7

**Fall Semester**

+BIOL 1406	General Biology I	
or		
+BIOL 2401	Anatomy and Physiology I	4
+ENGL 1302	Composition and Rhetoric	3
+HIST 1301	U.S. History to 1877	3
HSCI 1301	Personal/Community Health Services	3
+Visual/ Performing Arts	Select one of the following courses: ARTS 1301, DRAM 1310, MUSI 1306	3
		16

**Spring Semester**

+BIOL 1407	General Biology II	
or		
+BIOL 2402	Anatomy and Physiology II	4



PROGRAMS OF STUDY

+HIST	1302	U.S. History from 1877	3
PSYC	2320	Behavior Modification	3
SOCW	2361	Social Work I: Introduction to Social Work	3
SOCI	2331	Current Issues in Sociology: Introduction to Alcoholism and Drug Abuse	
	or		
SOCI	2332	Current Issues in Sociology: Introduction to Gerontology	
	or		
SOCI	2333	Current Issues in Sociology: Intervention for Child and Adolescent Assistance Services	3
			16
<b>SECOND YEAR</b>			
<b>Fall Semester</b>			
BIOL	1323	Nutritional and Biological Aspects of Substance Abuse	
	or		
BIOL	1324	Nutritional and Biological Aspects of Aging	3
ENGL		Sophomore Literature	3
+GOVT	2305	Federal Government	3
HSCI	1302	Prevention for Community Health	3
+MATH	1314	College Algebra	3
SOCW	2362	Social Work II: Social Welfare as a Social Institution	3
			18
<b>Spring Semester</b>			
+GOVT	2306	Texas Government	3
+HUMA	1302	The Individual and the Community	3
PSYC	2302	Applied Psychology: Counseling Methods	3
PSYC	2340	Current Issues in Psychology: Behavioral Aspects of Substance Abuse	
	or		
PSYC	2341	Current Issues in Psychology: Behavioral Aspects of Aging	3
	or		
PSYC	2342	Current Issues In Psychology: Intervention for Employee Assistance Services	
+SPCH	1311	Introduction to Speech Communication	3
			15
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM</b>			<b>72</b>

NOTE: For transfer to University of Texas Medical Branch/School of Allied Health Sciences ACCT 1401 and ECON 2302 are required, and COSC 1401 is highly recommended. For transfer to the University of Houston-Clear Lake, SPCH 1315, SPCH 1318 or SPCH 1321 is required.

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



### SOCIAL WORK

*Certificate Program (440701)*

Course	Description	Credit
BIOL 1323	Nutritional and Biological Aspects of Substance Abuse	
or		
BIOL 1324	Nutritional and Biological Aspects of Aging	
or		
HSCI 1302	Prevention for Community Health	3
HSCI 1301	Personal/Community Health Services	3
PSYC 2301	Introduction to Psychology	3
PSYC 2302	Applied Psychology: Counseling Methods	3
PSYC 2314	Lifespan Growth and Development	3
PSYC 2320	Behavior Modification	3
SOCI 1301	Introduction to Sociology	3
SOCW 2361	Social Work I: Introduction to Social Work	3
SOCW 2362	Social Work II: Social Welfare as a Social Institution	3
<i>Current Issues in Psychology:</i>		
PSYC 2340	Behavioral Aspects of Substance Abuse	
or		
PSYC 2341	Behavioral Aspects of Aging	
or		
PSYC 2342	Intervention for Employee Assistance	3
<i>Current Issues in Sociology:</i>		
SOCI 2331	Introduction to Alcoholism and Drug Abuse	
or		
SOCI 2332	Introduction to Gerontology	

	or		
SOCI	2333	Intervention for Child and Adolescent Assistance Services	3
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			33

**GENERAL SOCIAL WORK INTERNSHIP**

*Certificate for Counselor in Training (CIT) Trainee (440701)*

Course		Description	Credit
PSYC	2399	Academic Cooperative in Psychology: Social Work (112 clock hours)	3
SOCI	2399	Academic Cooperative in Sociology: Social Work (112 clock hours)	3
SOCW	2366	Social Work Field Experience: Social Work (80 clock hours)	3
TOTAL SEMESTER CREDIT HOURS IN PROGRAM (304 CLOCK HOURS)			9

NOTE: Completion of the Galveston College Certificate in General Social Work or its equivalent is required. Field (practicum) placement will be with an approved facility and will require that the student have a minimum of three hundred (300) hours of supervised work experience in General Social Work.

**SOCIAL WORK: GERONTOLOGY**

*Associate of Arts Degree (Specialized) (440701)*

**FIRST YEAR**

**Summer Session**

Course		Description	Credit
+COSC	1101	Computer Literacy	1
+ENGL	1301	College Composition	3
+PSYC	2301	Introduction to Psychology	3
			7

**Fall Semester**

+BIOL	1406	General Biology I	
	or		
+BIOL	2401	Anatomy and Physiology I	4
+ENGL	1302	Composition and Rhetoric	3
+HIST	1301	U.S. History to 1877	3
SOCI	2332	Current Issues in Sociology: Introduction to Gerontology	3
+Visual/ Performing Arts		Select one of the following courses: ARTS 1301, DRAM 1310, MUSI 1306	3
			16

**Spring Semester**

+BIOL	1407	General Biology II	
	or		
+BIOL	2402	Anatomy and Physiology II	4
+HIST	1302	U.S. History from 1877	3
HSCI	1301	Personal/Community Health Sciences	3

**PROGRAMS OF STUDY**

PSYC	2320	Behavior Modification	3
SOCW	2361	Social Work I: Introduction to Social Work	3
			16

**SECOND YEAR**

**Fall Semester**

ENGL		Sophomore Literature	3
+GOVT	2305	Federal Government	3
+MATH	1314	College Algebra	3
PSYC	2341	Current Issues in Psychology: Behavioral Aspects of Aging	3
SOCW	2362	Social Work II: Social Welfare as a Social Institution	3
			15

**Spring Semester**

BIOL	1324	Nutritional and Biological Aspects of Aging	3
+GOVT	2306	Texas Government	3
+HUMA	1302	The Individual and the Community	3
PSYC	2302	Applied Psychology: Counseling Methods	3
PSYC	2314	Lifespan Growth and Development	3
+SPCH	1311	Introduction to Speech Communication	3
			18

TOTAL SEMESTER CREDIT HOURS IN PROGRAM 72

NOTE: For transfer to University of Texas Medical Branch/School of Allied Health Sciences ACCT 1401 and ECON 2302 are required, and COSC 1401 is highly recommended. For transfer to the University of Houston-Clear Lake, SPCH 1315, SPCH 1318 or SPCH 1321 is required.

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

**GERONTOLOGY**

*Texas Basic Certificate in Gerontology Preparation (440701)*

**GERONTOLOGICAL SPECIFIC COURSES:**

Course		Description	Credit
BIOL	1324	Nutritional & Biological Aspects of Aging	3
PSYC	2340	Current Issues in Psychology: Behavioral Aspects of Aging	3
SOCI	2332	Current Issues in Sociology: Introduction to Gerontology	3
			9

**GERONTOLOGICAL RELATED COURSES:**

HSCI	1301	Personal/Community Health Services	3
PSYC	2301	Introduction to Psychology	3
PSYC	2302	Applied Psychology: Counseling Methods	3
PSYC	2314	Lifespan Growth and Development	3
PSYC	2320	Behavior Modification	3
PSYC	2342	Intervention for Employee Assistance Services	3

SOCI	1301	Introduction to Sociology	3
SOCW	2361	Social Work I: Introduction to Social Work	3
SOCW	2362	Social Work II: Social Welfare as a Social Institution	3
			27
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			36

**GERONTOLOGY INTERNSHIP**

*Certificate for Counselor in Training (CIT) (440701)*

PSYC	2369	Academic Cooperative in Psychology: Gerontology (112 clock hours)	3
SOCI	2369	Academic Cooperative in Sociology: Gerontology (112 clock hours)	3
SOCW	2365	Social Work Field Experience: Gerontology (80 clock hours)	3

TOTAL SEMESTER CREDIT HOURS IN PROGRAM (304 CLOCK HOURS) 9

NOTE: Completion of the Galveston College Certificate in Gerontology or its equivalent is required. Field (practicum) placement will be with an approved facility and will require that the student have a minimum of three hundred (300) hours of supervised work experience in Gerontology.

**SOCIAL WORK: PREVENTION AND INTERVENTION**

*Associate of Arts Degree(Specialized) (440701)*

**FIRST YEAR**

**Summer Semester**

Course		Description	Credit
+COSC	1101	Computer Literacy	1
+ENGL	1301	College Composition	3
+PSYC	2301	Introduction to Psychology	3
			7

**Fall Semester**

+BIOL	1406	General Biology I	
	or		
+BIOL	2401	Anatomy and Physiology I	4
+ENGL	1302	Composition and Rhetoric	3
+HIST	1301	U.S. History to 1877	3
SOCI	2333	Current Issues in Sociology: Intervention for Child and Adolescent Assistance Services	3
+Visual/ Performing Arts		Select one of the following courses: ARTS 1301, DRAM 1310, MUSI 1306	3
			16

**Spring Semester**

+BIOL	1407	General Biology II	
	or		
+BIOL	2402	Anatomy and Physiology II	4
+HIST	1302	U.S. History from 1877	3
HSCI	1301	Personal/Community Health Services	3

**PROGRAMS OF STUDY**

PSYC	2320	Behavior Modification	3
SOCW	2361	Social Work I: Introduction to Social Work	3
			16

**SECOND YEAR****Fall Semester**

ENGL		Sophomore Literature	3
+GOVT	2305	Federal Government	3
HSCI	1302	Prevention for Community Health	3
+MATH	1314	College Algebra	3
PSYC	2342	Current Issues in Psychology: Intervention for Employee Assistance Services	3
SOCW	2362	Social Work II: Social Welfare as a Social Institution	3
			18

**Spring Semester**

+GOVT	2306	Texas Government	3
+HUMA	1302	The Individual and the Community	3
PSYC	2302	Applied Psychology: Counseling Methods	3
PSYC	2314	Lifespan Growth and Development	3
+SPCH	1311	Introduction to Speech Communication	3
			15
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			72

NOTE: For transfer to University of Texas Medical Branch/School of Allied Health Sciences ACCT 1401 and ECON 2302 are required, and COSC 1401 is highly recommended. For transfer to the University of Houston-Clear Lake, SPCH 1315, SPCH 1318 or SPCH 1321 is required.

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

**PREVENTION AND INTERVENTION**

*Certificate Program (440701)*

**PREVENTION AND INTERVENTION SPECIFIC COURSES:**

Course		Description	Credit
HSCI	1302	Prevention for Community Health (P&I)	3
PSYC	2342	Current Issues in Psychology: Intervention for Employee Assistance Service (P&I)	3
SOCI	2333	Current Issues in Sociology: Intervention for Child and Adolescent Assistance Services (P&I)	3
			9

**PREVENTION AND INTERVENTION RELATED COURSES:**

HSCI	1301	Personal/Community Health Services (Includes 6 hours each of Ethics Training and AIDS Education) (R)	3
PSYC	2301	Introduction to Psychology (R)	3
PSYC	2314	Lifespan Growth and Development (R)	3

PSYC	2320	Behavior Modification (R)	3
SOCI	2331	Current Issues in Sociology: Introduction to Alcoholism and Drug Abuse (R)	3
			15
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			24

**PREVENTION AND INTERVENTION INTERNSHIP**

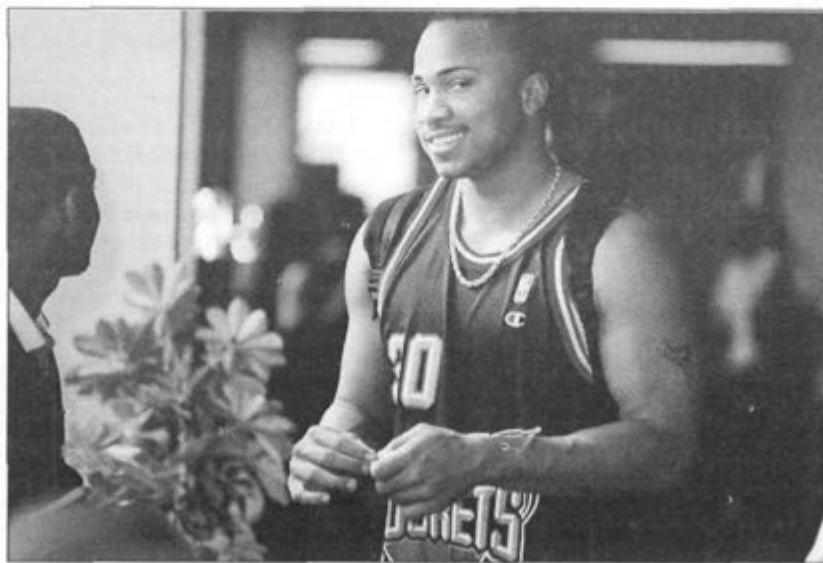
*Certificate for Counselor in Training (CIT) (440701)*

Course		Description	Credit
PSYC	2379	Academic Cooperative in Psychology: Prevention and Intervention(112 clock hours)	3
SOCI	2379	Academic Cooperative in Sociology: Prevention and Intervention(112 clock hours)	3
SOCW	2364	Social Work Field Experience: Prevention and Intervention (80 clock hours)	3
TOTAL SEMESTER CREDIT HOURS IN PROGRAM (304 CLOCK HOURS)			9

NOTE: Completion of the Galveston College Certificate in Prevention and Intervention or its equivalent is required. Field (practicum) placement will be with an approved facility and will require that the student have a minimum of three hundred (300) hours of supervised work experience in Prevention and Intervention.



## COURSE DESCRIPTIONS





**COURSE PREREQUISITES**

Certain courses in the course description section of this catalog require that a student have designated prerequisites before registering for them. That is, certain courses are "required" before the more advanced course may be taken. Course prerequisites are indicated at the beginning of each course description.

Course prerequisites may be waived only with the approval of the appropriate divisional Dean or the Vice President of Instruction. Those students seeking a prerequisite waiver should first consult with a college counselor.

**Core Curriculum Requirements**

The student must complete the required courses from the core curriculum (identified on page 102 in order to be awarded the A.A. degree. These courses are identified in the following section with a (+).

**Transfer Courses**

Transfer courses are those that are designed to transfer to other colleges and universities. Students need to consult with an advisor or counselor about the transferability of specific courses. There is no guarantee, however, that a course which "transfers" will apply to a specific major or degree at a four year college or university.

Transfer courses are identified by a four digit course number of 1000 or above. Developmental courses **do not** transfer and are identified with a four digit course number beginning with 0.

**EXAMPLE:**

Transfer course = ENGL 1301  
 Non-Transfer course = MATH 0303

**ACCOUNTING**

**ACCT 2401 PRINCIPLES OF ACCOUNTING I**  
 (3-3) Credit: 4

Prerequisite: ACNT 1303 or permission of instructor.

This is an introductory accounting course with emphasis on the fundamentals of financial accounting. This course includes the basic structure of accounting, concepts and principles, the analysis of transactions, financial statement preparation and analysis, and equity accounting for sole proprietorships,

partnerships, and corporations. Same as ACNT 1425. (520301) (Proficiency Levels: Math 1, Language 3)

**ACCT 2402 PRINCIPLES OF ACCOUNTING II**  
 (3-3) Credit: 4

Prerequisite: ACCT 2401 with a grade of "C" or better.

This is an introductory accounting course with emphasis on the fundamentals of managerial accounting. Included in the course are job order costs, process costs, and standards costs, cost control, cost behavior and cost allocation, cost/volume/profit analysis, budgeting, quantitative analysis for decision-making, present values and future values, and taxes and business decisions. Same as ACNT 1426. (520301) (Proficiency Levels: Math 1, Language 3)

**ACNT 1303 INTRODUCTION TO ACCOUNTING I**  
 (3-0) Credit: 3

Prerequisite: None.

A study of analyzing, classifying and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations and payroll. (520302) (Formerly ACCT 1401) (Proficiency Levels: Math 1, Language 3)

**ACNT 1329 PAYROLL AND BUSINESS TAX ACCOUNTING**  
 (3-0) Credit: 3

Pre-Corequisite: ACNT 1303.

A study of payroll procedures, taxing entities and reporting requirements of local, state and federal taxing authorities in a manual and computerized environment. (520301) (Proficiency Levels: Math 1, Language 3)

**ACNT 1331 FEDERAL INCOME TAX: INDIVIDUAL**  
 (3-0) Credit: 3

Pre-Corequisite: ACNT 1303.

Basic instruction in the tax laws as currently implemented by the Internal Revenue Service, providing a working knowledge of preparing taxes for the individual. (521601) (Replaces ACCT 2306) (Proficiency Levels: Math 1, Language 3)

## COURSE DESCRIPTIONS

**ACNT 1382 COOPERATIVE  
EDUCATION-ACCOUNTING  
TECHNICIAN I  
(1-20) Credit: 3**

Prerequisite: ACNT 1303.

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (520301) (Formerly ACCT 2350) (Proficiency Levels: Math 1, Language 3)

**ACNT 1411 INTRODUCTION TO  
COMPUTERIZED  
ACCOUNTING  
(3-3) Credit: 4**

Prerequisite: ACNT 1303.

Introduction to utilizing the computer in maintaining accounting records, making management decisions and processing common business applications with primary emphasis on a general ledger package. (520301) (Formerly ACCT 2310) (Proficiency Levels: Math 1, Language 3)

**ACNT 1425 PRINCIPLES OF  
ACCOUNTING I  
(3-3) Credit: 4**

Prerequisite: ACNT 1303 or permission of instructor.

A study of accounting concepts and their application in transaction analysis and financial statement preparation and asset and equity accounting in proprietorships and corporations. Emphasis on accounting cycle for service and merchandising. Same as ACCT 2401. (520301) (Proficiency Levels: Math 1, Language 3)

**ACNT 1426 PRINCIPLES OF  
ACCOUNTING II  
(3-3) Credit: 4**

Prerequisite: ACNT 1425.

A study of the fundamentals of managerial accounting. Emphasis on accounting for a manufacturing concern, budgeting, planning, management decision making and analysis of

financial reports. Same as ACCT 2402. (520301) (Proficiency Levels: Math 1, Language 3)

**ACNT 2382 COOPERATIVE  
EDUCATION-ACCOUNTING  
TECHNICIAN II  
(1-20) Credit: 3**

Prerequisite: ACNT 1303.

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (520301) (Formerly ACCT 2351) (Proficiency Levels: Math 1, Language 3)

### **ANALYTICAL READING AND CRITICAL THINKING**

**ARCT 1101 ANALYTICAL READING  
AND CRITICAL THINKING  
(1-0) Credit: 1**

Prerequisite: None.

An in depth inquiry to improve comprehension and retention of textbook and other nonfiction material. The development of inferential and interpretive comprehension skills and expansion of these skills into competencies of higher level analysis, synthesis, and evaluating processes. (3801015735) (Proficiency Levels: Math 0, Language 3)

### **ANTHROPOLOGY**

**+ANTH 2346 INTRODUCTION TO  
ANTHROPOLOGY  
(3-0) Credit: 3**

Prerequisite: None.

Principles of physical and cultural anthropology; analysis of the cultures of prehistoric and existing preliterate people; impact of modern western culture on preliterate societies. (4502015142) (Proficiency Levels: Math 0, Language 3)

**+ANTH 2351 CULTURAL ANTHROPOLOGY**  
(3-0) Credit: 3

Prerequisite: None

A study of the elements and processes that create culture, society and social interaction. Findings from cross-cultural fieldwork and the interplay of languages across cultures is included. *Emphasis is given to analysis of multicultural societies and cross-cultural comparisons of basic social institutions.* (4502015342) (Proficiency Levels: Math 0, Language 3)

**ART**

**+ARTS 1301 ART APPRECIATION**  
(3-0) Credit: 3

Prerequisite: None.

Exploration of purposes and processes in the visual arts, including evaluation of selected works. (5007035130) (Formerly: ARTS 1300) (Proficiency Levels: Math 0, Language 3)

**ARTS 1303 ART HISTORY I**  
(3-0) Credit: 3

Prerequisite: None.

A study of the major movements of painting, sculpture, architecture, and the minor arts from prehistoric times to the 14th century. Lectures, slides, films, and discussion. (5007035230) (Proficiency Levels: Math 0, Language 3)

**ARTS 1304 ART HISTORY II**  
(3-0) Credit: 3

Prerequisite: None.

A study of the major movements of painting, sculpture, architecture, and the minor arts from the 14th century to the present. Lectures, slides, films, discussion. (5007035230) (Proficiency Levels: Math 0, Language 3)

**ARTS 1311 DESIGN I**  
(2-4) Credit: 3

Prerequisite: None.

A study of the function of the basic visual elements (line, shape, texture, value, form) and their interaction within a two-dimensional composition. (5004015330) (Proficiency Levels: Math 0, Language 0)

**ARTS 1312 DESIGN II**  
(2-4) Credit: 3

Prerequisite: ARTS 1311.

Continuation of Design I with emphasis on two-and-three dimensional concepts. (5004015330) (Proficiency Levels: Math 0, Language 0)

**ARTS 1316 DRAWING I**  
(2-4) Credit: 3

Prerequisite: None.

A beginning course investigating a variety of media techniques and subjects, exploring visual and descriptive possibilities with consideration of drawing as a developmental process as well as an end in itself. (5007055230) (Proficiency Levels: Math 0, Language 0)

**ARTS 1317 DRAWING II**  
(2-4) Credit: 3

Prerequisite: ARTS 1316.

Expansion of Drawing I stressing the expressive and conceptual aspects of drawing. (5007055230) (Proficiency Levels: Math 0, Language 0)

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

Prerequisite: None.

Exploring the potentials of painting media with emphasis on color and composition. (5007085230) (Proficiency Levels: Math 0, Language 0)

**ARTS 2317 PAINTING II**  
(2-4) Credit: 3

Prerequisite: ARTS 2316.

A continuation of Painting I with emphasis on individual expression. (5007085230) (Proficiency Levels: Math 0, Language 0)

**ARTS 2320 INDIVIDUALIZED STUDY IN CONTEMPORARY ART**  
(2-4) Credit: 3

Prerequisite: Six hours of studio art courses in relevant area.

In depth study of contemporary concerns and practices in ceramics, design, drawing, jewelry making, painting, photography, printmaking, sculpture, or water color painting. Proposal for course work initiated by student and approved by instructor. May be repeated for

## COURSE DESCRIPTIONS

credit as topics vary. (5007035330) (Proficiency Levels: Math 0, Language 0)

**ARTS 2323 DRAWING III (LIFE DRAWING I)**  
(2-4) Credit: 3

Prerequisite: ARTS 1317.

Previous drawing experience is required. A basic study of the human form with special attention to the proportion and distribution of the masses of the figure. (5007055330) (Proficiency Levels: Math 0, Language 0)

**ARTS 2324 DRAWING IV (LIFE DRAWING II)**  
(2-4) Credit: 3

Prerequisite: ARTS 2323.

A continuation of ARTS 2323. A variety of drawing materials will be explored. (5007055330) (Proficiency Levels: Math 0, Language 0)

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

Prerequisite: None.

An exploration of various sculptural approaches in a variety of media, including additive and subtractive techniques. (5007095130) (Proficiency Levels: Math 0, Language 0)

**ARTS 2327 SCULPTURE II**  
(2-4) Credit: 3

Prerequisite: ARTS 2326.

A continuation of Sculpture I with emphasis on individual expression. (5007095130) (Proficiency Levels: Math 0, Language 0)

**ARTS 2331 PRINTMAKING I**  
(2-4) Credit: 3

Prerequisite: None.

Introduction to relief and intaglio printmaking processes, including woodcut, linoleum cut, collograph, etching, engraving, drypoint, and monotype. Experimentation with the various media. (5007105130) (Proficiency Levels: Math 0, Language 0)

**ARTS 2332 PRINTMAKING II**  
(2-4) Credit: 3

Prerequisite: ARTS 2331.

A continuation of Printmaking I with opportunities for specialization and experimentation in printmaking processes. (5007105130) (Proficiency Levels: Math 0, Language 0)

**ARTS 2341 JEWELRY/  
METALSMITHING I**  
(2-4) Credit: 3

Prerequisite: None.

The study of metals, their properties, techniques, tools and processes involved in metalsmithing and jewelry construction. (5007135130) (Proficiency Levels: Math 0, Language 0)

**ARTS 2342 JEWELRY/  
METALSMITHING II**  
(2-4) Credit: 3

Prerequisite: ARTS 2341.

Advanced study of Jewelry/ Metalsmithing I with emphasis on individual expression. (5007135130) (Proficiency Levels: Math 0, Language 0)

**ARTS 2346 CERAMICS I**  
(2-4) Credit: 3

Prerequisite: None.

An introduction to basic ceramic processes including handbuilding, the potter's wheel and glazing. A wide variety of firing methods and temperatures will be explored, including primitive firing, low firing, low-fired salt, raku, stoneware, and porcelain. (5007115130) (Proficiency Levels: Math 0, Language 0)

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

Prerequisite: ARTS 2346.

A continuation of Ceramics I with opportunities to specialize in specific ceramic processes. Individual expression is stressed. (5007115130) (Proficiency Levels: Math 0, Language 0)

**ARTS 2356 PHOTOGRAPHY I**  
(2-4) Credit: 3

Prerequisite: None.

An introduction to basic photographic techniques, processes and potentials in black and white photography. (5006055130) (Proficiency Levels: Math 0, Language 0)

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

Prerequisite: ARTS 2356.

A continuation of Photography I with further exploration of potentials of black and white photography. (5006055230) (Proficiency Levels: Math 0, Language 0)

**ARTS 2366 WATERCOLOR PAINTING I**  
(2-4) **Credit: 3**

Prerequisite: None.

Introduction to water-based painting and media techniques. (5007085330) (Proficiency Levels: Math 0, Language 0)

**ARTS 2367 WATERCOLOR PAINTING II**  
(2-4) **Credit: 3**

Prerequisite: ARTS 2366.

A continuation of Watercolor Painting I with emphasis on individual expression using water-based painting media and techniques. (5007085330) (Proficiency Levels: Math 0, Language 0)

**BIOLOGICAL SCIENCES****SSBI 0301 STUDY SKILLS IN BIOLOGY**  
(3-0) **Credit: 3**

Prerequisite: None.

Application of reading and writing skills as they apply to basic biological principles. Emphasis on reading comprehension, time management, and study skills for examination preparation. (3201015235) (Proficiency Levels: Math 0, Language 0)

**BIOL 1322 NUTRITION**  
(3-0) **Credit: 3**

Prerequisite: High School biology or SSBI 0301.

Basic principles of nutrition in health and disease. The essentials of food selection and quality of nutrients in normal and therapeutic diets. (1905025133) (Proficiency Levels: Math 1, Language 3)

**BIOL 1323 NUTRITIONAL AND BIOLOGICAL ASPECTS OF SUBSTANCE ABUSE**  
(3-0) **Credit: 3**

Prerequisite: PSYC 2301 and/or SOCI 2331

Basic principles of nutrition in health and disease. The essentials of food selection and quality of nutrients in normal and therapeutic diets. Emphasis on the pharmacological and toxicological effects of substance abuse. (1905025133) (Proficiency Levels: Math 0, Language 3)

**BIOL 1324 NUTRITIONAL AND BIOLOGICAL ASPECTS OF AGING**  
(3-0) **Credit: 3**

Prerequisite: PSYC 2301 and/or SOCI 2332

Basic principles of nutrition in health and disease. Competencies of food selection and quality of nutrients in normal and therapeutic diets. Emphasis on the nutritional and biological aspects of aging. (1905025133). (Proficiency Levels: Math 0, Language 3)

**+BIOL 1406 GENERAL BIOLOGY I**  
(3-3) **Credit: 4**

Prerequisite: High School biology or SSBI 0301.

The first of a two semester sequence surveying basic biological principles-cell structure, fundamental cell processes, photosynthesis, cellular respiration, mitosis, meiosis, evolution, genetics, basic inorganic and biochemistry will be introduced. Anatomy and physiology, botany, ecology and an introductory survey of selected living organisms will also be covered. (2601015124) (Proficiency Levels: Math 1, Language 3)

**+BIOL 1407 GENERAL BIOLOGY II**  
(3-3) **Credit: 4**

Prerequisite: BIOL 1406.

The second of a two semester study of subjects described in BIOL 1406. (2601015124) (Proficiency Levels: Math 1, Language 3)

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

Prerequisite: Completion of high school biology or SSBI 0301 within the last five years.

Introduction of the normal structure of the human body, its cells, organs, systems, and the functioning of these units. Major body systems to be studied include the skeletal, muscular, nervous and endocrine systems. Coordination of body systems for integral functioning will be stressed. This course serves as a foundation for students of Associate Degree Nursing, Allied Health disciplines, and physical education majors. (2607065124) (Proficiency Levels: Math 1, Language 3)

## COURSE DESCRIPTIONS

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

Prerequisite: BIOL 2401.

A continuation of BIOL 2401 with emphasis on the circulatory, respiratory, digestive, excretory, and reproductive systems. (2607065124) (Proficiency Levels: Math 1, Language 3)

### **BIOL 2420 MICROBIOLOGY** (3-3) Credit: 4

Prerequisite: BIOL 1406 or BIOL 2401.

Principles of microbiology including historical concepts, survey of nature and activities of microorganisms, host defense mechanisms, and prevention of diseases. Laboratory methods stress studies of pure cultures, the use of laboratory apparatus, staining, and identification of microbial populations in the environment. (2605015124) (Proficiency Levels: Math 1, Language 3)

## **BUSINESS ADMINISTRATION**

### **BUSI 1301 INTRODUCTION TO BUSINESS** (3-0) Credit: 3

Prerequisite: None.

This course is designed to acquaint the student with the modern business world and the opportunities it offers. The course includes an overview of the operation of a business. It includes a history of business in the U.S. including the current business environment. The course includes an analysis of the specialized fields within business organizations, including organizational structure, the need for business plans, decision making and operations management, forms of ownership and current management problems. (520401) (Proficiency Levels: Math 1, Language 3)

### **BUSI 1305 BUSINESS ENGLISH** (3-0) Credit: 3

Prerequisite: An ACT score of at least 16 or an equivalent SAT/TSWE or completion of ENGL 0302.

This is a practical course designed for students to acquire grammar skills. It provides intensive training in the parts of speech, spelling, punctuation, vocabulary, capitalization, and

sentence and paragraph structure as needed in business writing. (520401) (Proficiency Levels: Math 0, Language 2)

### **BUSI 1402 PRINCIPLES OF INFORMATION PROCESSING** (3-2) Credit: 4

Prerequisite: OFAD 1401 or typing speed of 40 wpm

This course gives hands-on experience in the basic operation of word processing on micro-computers. The course also covers theory, concepts, word processing system components and business applications necessary to develop proficiency-level skills. (520401) (Proficiency Levels: Math 1, Language 2)

### **BUSI 2301 BUSINESS LAW** (3-0) Credit: 3

Prerequisite: Sophomore standing.

The student is introduced to the history and role of law in modern business and society. Emphasis is placed on legal institutions and reasoning, framework of basic legal principles and application of basic principles of contract and property law. It is acceptable as transfer credit at some schools. Check with a counselor before enrollment. (2201015125) (Proficiency Levels: Math 1, Language 3)

### **BUSI 2302 BUSINESS COMMUNICATIONS** (3-0) Credit: 3

Prerequisite: ENGL 1301 or BUSI 1305.

This course gives students the opportunity to improve their writing and speaking skills as applied to effective business letters, memos, reports, and employment communications. Emphasis is given to planning, organizing, and developing business messages; to using appropriate tone; and to preparing attractive business messages. Also included are listening and nonverbal skills, a short oral presentation and a review of English grammar. (520401) (Proficiency Levels: Math 0, Language 2)

### **BUSI 2303 RECORDS MANAGEMENT** (3-0) Credit: 3

Prerequisite: OFAD 2304 and OFAD 2316 or BUSI 1402.

This course will provide an introduction to the administration and control of records systems. Fundamental rules of alphabetic,

numeric geographical and subject system will be introduced using the Association of Records Managers and Administrators, Inc. (ARMA) regulations. This course includes the creation, maintenance, protection, and disposition of records stored in a variety of media forms. Also a database software will be used as a records management tool. (520401) (Proficiency Levels: Math 1, Language 2)

**BUSI 2401 INTERMEDIATE INFORMATION PROCESSING APPLICATIONS**  
(3-2) Credit: 4

Prerequisite: BUSI 1402.

Information processing applications in a networked environment. Students will learn to use advanced word processing applications in addition to practical office applications of spreadsheets, database management, desktop management, and electronic mail. (520401) (Proficiency Levels: Math I, Language 2)

**BUSI 2402 ADVANCED INFORMATION PROCESSING APPLICATIONS**  
(3-2) Credit: 4

Prerequisite: BUSI 2401.

This is a capstone course in which students apply their information processing skills in a simulated office environment. (520401) (Proficiency Levels: Math I, Language 3)

**CARDIOVASCULAR INTERVENTIONAL TECHNOLOGY**

Prerequisite for all SPPT Cardiovascular Intervention Technology courses: Certification in a Radiologic Health Sciences Program and enrollment in the Cardiovascular Interventional Technology Program

**SPPT 3601 RESEARCH PROCEDURES**  
(5-15) Credit: 6

Introduction to special procedures imaging, basic research methods and practice, and nursing practices required of the special procedure technologist. Students will be assigned and expected to complete one major research project in this course as well as mastery of essential elements of special imaging equipment, advanced life support prac-

tices, and fundamental principles of special procedures technology. (510907) (Proficiency Levels: Math 3, Language 3)

**SPPT 3602 INTERVENTIONAL RADIOLOGY**  
(5-15) Credit: 6

Exploration of anatomy and physiology of the peripheral vasculature and viscera, clinical application of theory of special imaging techniques and the practice of interventional radiologic procedures. The course includes a detailed program of instruction in anatomy, physiology and pathology and utilizes a preceptor to guide and direct the student toward attaining technical proficiency in the area of interventional radiology. (510907) (Proficiency Levels: Math 3, Language 3)

**SPPT 3603 VASCULAR IMAGING**  
(5-15) Credit: 6

Instruction and practice in vascular imaging methods. The course consists of instruction in vascular anatomy, physiology and clinical applications of various imaging techniques. Emphasis is placed on acquired pathologic conditions. A preceptor is used and students are assigned to numerous case study projects. (510907) (Proficiency Levels: Math 3, Language 3)

**SPPT 3604 NEURORADIOLOGY**  
(5-15) Credit: 6

Theoretical instruction and clinical practice in various imaging modalities used in diagnosis and treatment of the central nervous system. In addition to an in-depth study of the required anatomy, physiology and pathology of the central nervous system, this course includes study and application of advanced imaging techniques commonly used to diagnose disorders of the central nervous system. Modalities studied are Computerized Tomography, Magnetic Resonance, and Digital Radiology. (510907) (Proficiency Levels: Math 3, Language 3)

**CHEMISTRY**

**CHEM 0301 MATHEMATICAL APPLICATIONS IN PHYSICAL SCIENCES**  
(3-0) Credit: 3

Prerequisite: None.

An introductory course to acquaint students with the basic concepts of arithmetic and

## COURSE DESCRIPTIONS

introductory algebra with the purpose of showing their application to problem solving in the physical sciences. Topics include scientific notation, conversion of units, density, atoms, molecules, compounds, percent composition, calculations involving empirical and molecular formulas, chemical equations, calculations involving excess and limiting reagent, solutions and pH. (3201015139) (Proficiency Levels: Math 1, Language 1)

### **CHEM 1405 FUNDAMENTALS OF CHEMISTRY** (3-3) Credit: 4

Prerequisite: High School chemistry, CHEM 0301.

A comprehensive study of the principles and laws of chemistry, with emphasis on structure of matter, the periodic table, and the behavior of solutions; introductions to equilibrium and colloids. Designed primarily for students in health occupations. (4005015139) (Proficiency Levels: Math 1, Language 2)

### **CHEM 1407 INTRODUCTION TO ORGANIC AND BIOLOGICAL CHEMISTRY** (3-3) Credit: 4

Prerequisite: CHEM 1405 or CHEM 1411. Credit may not be earned for both CHEM 1407 and CHEM 1412.

Elementary organic chemistry, both aliphatic and aromatic; introduction to the chemistry of carbohydrates, proteins, fats, blood, urine, vitamins, hormones, metabolism, and nuclear chemistry. A continuation of CHEM 1405, designed primarily for students in health occupations. (4005015139) (Proficiency Levels: Math 1, Language 2)

### **+CHEM 1411 GENERAL CHEMISTRY I** (3-3) Credit: 4

Prerequisite: High School chemistry, CHEM 0301.

Principles and methods of inorganic chemistry; nature of matter; description and structure of atoms, molecules, and chemical bonds; laws governing the gaseous, liquid and solid states and changes of state; properties of solutions and dispersions; and a study of acids and bases. (4005015239) (Proficiency Levels: Math 2, Language 3)

### **+CHEM 1412 GENERAL CHEMISTRY II** (3-3) Credit: 4

Prerequisite: CHEM 1411.

Kinetics and equilibria of reactions; electrochemistry; thermochemistry; application of principles and methods of inorganic chemistry to the elements and the compounds; elements of Groups I, II, III, IV, V, VI, VII, transition, and rare-earth elements; and radioactivity. (4005015239) (Proficiency Levels: Math 2, Language 3)

### **CHEM 2423 ORGANIC CHEMISTRY I** (3-3) Credit: 4

Prerequisite: CHEM 1412.

Principles of organic chemistry. Structure, nomenclature, occurrence and physical properties of organic compounds. Chemical bonds and stereo-chemistry in organic compounds. Introduction to organic reactions. (4005045239) (Proficiency Levels: Math 2, Language 3)

### **CHEM 2425 ORGANIC CHEMISTRY II** (3-3) Credit: 4

Prerequisite: CHEM 2423.

Organic reactions; elaboration of fundamentals presented in CHEM 2423 through treatment of chemistry of natural and biological products, petroleum, polymers and other important materials. (4005045239) (Proficiency Levels: Math 2, Language 3)

## COMPUTER SCIENCE

### **+COSC 1101 COMPUTER LITERACY** (0-3) Credit: 1

Prerequisite: None.

This course is an introduction to the use of computers including: terminology, basic hardware installation; fundamental keyboarding skills; operating systems like Windows and popular applications software like word processing; global electronic communications like the Internet and E-mail; and computer ethics. This course will not substitute for any computer science or computer science technology course, and is designed to meet our computer literacy requirement. Students who have successfully completed any other computer science or computer science technology course will not need to take this course. Exemption is acquired by passing each section



of the departmental test. (1101015127) (Proficiency Levels: Math 1, Language 2)

**+COSC 1301 INTRODUCTORY COMPUTING**  
(3-0) Credit: 3

Prerequisite: None.

This course teaches the basic principles of computing. Topics include: input/output media, computer software, internet use, numbering systems, flowcharting, logic gates, programming and applications of computers in business and industry. (1101015127) (Proficiency Levels: Math 1, Language 2)

**+COSC 1309 LOGIC AND THEORY**  
(3-0) Credit: 3

Prerequisite: COSC 1301.

This course covers the classic, programming logic and its relationship to computers and data processing logic and theory. Emphasis is placed on logic development through program flowcharts, pseudocode and structure charts. (1102015127) (Proficiency Levels: Math 3, Language 3)

**+COSC 1315 FUNDAMENTALS OF COMPUTER SCIENCE**  
(3-0) Credit: 3

Prerequisite: MATH 0304.

This introductory course is designed for majors in computer-related fields. Topics include: Computer Systems and operations, development of flowcharting and algorithms, number systems and data representations, boolean algebra, simple data structures and programming in a structured language. (1102015227) (Proficiency Levels: Math 3, Language 3)

**+COSC 1401 MICROCOMPUTER APPLICATIONS I**  
(3-3) Credit: 4

Prerequisite: None.

This course is an interactive hands-on approach to the study of microcomputer systems and their uses. Emphasis is placed on the use of a common operating system, application software (word processing, spreadsheets, databases and presentation graphics), and electronic communications (internet browsers and e-mail). (1101015227) (Proficiency Levels: Math 1, Language 2)

**+COSC 1418 PASCAL PROGRAMMING**  
(3-3) Credit: 4

Prerequisite: MATH 0304.

This course is an introduction to PASCAL programming, with applications and problem solving. The course will emphasize structured programming and basic object oriented techniques. (1102015227) (Proficiency Levels: Math 3, Language 3)

**+COSC 1420 PROGRAMMING IN "C" LANGUAGE**  
(3-3) Credit: 4

Prerequisite: COSC 1301.

This is an introductory course in C Programming with applications. This course will emphasize top down problem solving techniques with several programming assignments including basic object oriented techniques. (1102015227) (Proficiency Levels: Math 2, Language 2)

**BCIS 1431 PROGRAMMING IN BASIC LANGUAGE**  
(3-3) Credit: 4

Prerequisite: MATH 0304.

This course is an introduction to a digital computer, fundamental programming concepts using the BASIC programming language with applications and problem solving. (5212025227) (Proficiency Levels: Math 3, Language 3)

**BCIS 1432 COBOL PROGRAMMING**  
(3-3) Credit: 4

Prerequisite: COSC 1301.

This is a course in the basic concepts of Common Business Oriented Language (COBOL) programming with projects for business-oriented problems. (5212025227) (Proficiency Levels: Math 2, Language 3)

**COMPUTER SCIENCE TECHNOLOGY**

**CSCI 2305 SPECIAL TOPICS IN COMPUTER TECHNOLOGY**  
(2-2) Credit: 3

Prerequisite: Consent of the Dean.

This course is designed to provide students with the latest developments in computer technology. Topics will be chosen from recent advances or special subject matter that is

## COURSE DESCRIPTIONS

generally not covered in traditional computer courses. The course may be repeated with the approval of the Dean. (521204) (Proficiency Levels: Math 1, Language 2)

### **CSCI 2402    ADVANCED BASIC** (3-2) Credit: 4

Prerequisite: BCIS 1431.

This course provides advanced skills in programming techniques using the BASIC language. Topics included are creating and maintaining files, (both sequential and random), tables, lists, advanced search and sort techniques, and both internal and external subroutine handling. (110201) (Proficiency Levels: Math 3, Language 3)

### **CSCI 2403    PC HARDWARE AND NETWORKING COMPONENTS** (3-3) Credit: 4

Prerequisite: COSC 1418.

This course is an introduction to hardware fundamentals with special emphasis on local area network (LAN) components. Students begin with the basics of digital circuits, peripheral linkage and interfaces (installing cable, connectors, hard disks, RAM, graphic adapters, multi-function cards, auxiliary storage, bridges, gateways, routers, UPSs and alternative I/O devices). Emphasis is placed on LAN operation characteristics, equipment planning, and cost evaluation. (110101) (Proficiency Levels: Math 3, Language 3)

### **CSCI 2404    ADVANCED PASCAL** (3-2) Credit: 4

Prerequisite: COSC 1418.

The course provides advanced skills in programming using the PASCAL language. Topics included are file handling units, linked lists, stacks and queues, advanced search and sort techniques, and both internal and external subroutine handling. (110201) (Proficiency Levels: Math 3, Language 3)

### **CSCI 2405    MICROCOMPUTER APPLICATIONS II** (3-3) Credit: 4

Prerequisite: COSC 1401.

This course is a continuation of Microcomputer Applications I. The course will focus on advanced concepts, techniques, and applications of commercially available software pack-

ages. Special emphasis will be placed on the problem solving aspects of system and application software (e.g. Windows, Databases and Spreadsheets). Topics include: file and data management, batch files, macros, programs, queries, sorting, joining, data manipulation, and complex reporting techniques. (110401) (Proficiency Levels: Math 1, Language 2)

### **CSCI 2408    NETWORKING ESSENTIALS** (3-3) Credit: 4

Prerequisite: CSCI 2403

This course involves a comprehensive look at the fundamentals of networking computers. Emphasis is placed on selecting, installing and maintaining a local area network (LAN) environment, administration and technical support. Students will begin by examining operating systems (single user, multiprogramming, and multi-processing). They continue with a broad exposure to the national and international networking standards and LAN protocols. (521204) (Proficiency Levels: Math 3, Language 3)

### **CSCI 2410    NETWORKING TECHNICAL SUPPORT** (3-3) Credit: 4

Prerequisite: CSCI 2403, CSCI 2408.

This course is a continuation of the design, administration and technical support issues in networking. It provides an in-depth study of network operating systems administration, design, configuration, installation, management, security, directory services, network performance analysis, troubleshooting resources and migration technologies. (521204) (Proficiency Levels: Math 3, Language 3)

### **CSCI 2450,2451 COOPERATIVE EDUCATION IN COMPUTERS I, II** (1-21) Credit: 4

Prerequisite: CSCI 2450 requires COSC 1301 and COSC 1401. CSCI 2451 requires CSCI 2403 and credit or concurrent enrollment in CSCI 2408.

This course is a comprehensive treatment of internship-related activities with individualized learning objectives structured to relate the student's major field of study with the internship position. Students will learn how concepts taught in the classroom are applied

at work. All work will be performed under the supervision of the College and the employer. (110701) (Proficiency Levels: CSCI 2450–Math 1, Language 2, CSCI 2451–Math 3, Language 3)

**CSCI 3403    ADVANCED  
NETWORKING I**  
(3-3) Credit: 4

Prerequisite: CSCI 2410

This course is a continuation of the Networking Technical Support course. It provides an in-depth study of multi domain networking environments. Connectivity concerns with dissimilar networks, hardware considerations, software issues and domain management throughout the environment will be emphasized. (521204) (Proficiency Levels: Math 3, Language 3)

**CSCI 3405    ADVANCED  
NETWORKING II**  
(3-3) Credit: 4

Prerequisite: CSCI 2410

This course is a continuation of the Networking Technical Support course. It provides an in-depth study of networking architecture environments. An overview of the current networking architectural standards organizations and protocols is studied, followed by an in-depth study of IP addressing and routing, NetBIOS, WINS, DNS, SNMP, troubleshooting, TCP/IP environments, and the latest architectural advancements. (521204) (Proficiency Levels: Math 3, Language 3)

**CSCI 3408    ADVANCED  
NETWORKING III**  
(3-3) Credit: 4

Prerequisite: CSCI 2410

This course is a continuation of the Networking Technical Support course. It provides an in-depth study of microcomputer database management environments. The knowledge and skills needed to install, configure, administer and troubleshoot server-based database management environments such as SQL is studied. Special consideration is given to database-related device management, login security, permissions, backup scheduling, file corruption prevention and restoration, importing and exporting of information, distributing data and monitoring systems. (521204) (Proficiency Levels: Math 3, Language 3)

## COMPUTERIZED TOMOGRAPHY TECHNOLOGY

**COTT 3301    CTT INSTRUMENTATION  
AND METHODOLOGY**  
(3-0) Credit: 3

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

This course is designed to familiarize the student with the theory and application of computerized tomographic equipment and the basic principles of patient imaging techniques performed at a facility utilizing this equipment. (510907) (Proficiency Levels: Math 2, Language 3)

**COTT 3501    CTT CLINICAL  
APPLICATIONS I**  
(0-16) Credit: 5

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

This course is designed to provide the student specialized instruction and experience in the performance of the various procedures normally found in a computerized tomography facility. Students are expected to become proficient in the performance of routine CT procedures. (510907) (Proficiency Levels: Math 2, Language 3)

**COTT 3502    CTT CLINICAL  
APPLICATIONS II**  
(0-16) Credit: 5

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

A continuation of COTT 3501–CTT Clinical Applications I. (510907) (Proficiency Levels: Math 2, Language 3)

**CRIMINAL JUSTICE**

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

Prerequisite: None.

History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; prosecution and defense; trial process; corrections. (4301045142) (Formerly: CRIJ 1302) (Proficiency Levels: Math 0, Language 3)

**CRIJ 1306 COURT SYSTEMS AND PRACTICES (3-0) Credit: 3**

Prerequisite: None.

The judiciary in the criminal justice system; right to counsel; pre-trial release; grand juries; adjudication process; types and rules of evidence; sentencing. (2201015442) (Formerly: CRIJ 1305) (Proficiency Levels: Math 0, Language 3)

**CRIJ 1307 CRIME IN AMERICA (3-0) Credit: 3**

Prerequisite: None.

American crime problems in historical perspective; social and public factors affecting crime; impact and crime trends; social characteristics of specific crimes; prevention of crime. (Usually taught concurrently with SOCI 2306. Credit can only be earned for one of these courses. See a counselor for registration information.) (4504015242) (Formerly: CRIJ 1301) (Proficiency Levels: Math 0, Language 3)

**CRIJ 1310 FUNDAMENTALS OF CRIMINAL LAW (3-0) Credit: 3**

Prerequisite: None.

A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties using Texas statutes as illustrations; criminal responsibility. (2201015342) (Formerly: CRIJ 1303) (Proficiency Levels: Math 0, Language 3)

**CRIJ 1320 POLICE ROLE IN CRIME AND DELINQUENCY (3-0) Credit: 3**

Prerequisite: None.

This course of study of deviant behavior and current criminological theories, with emphasis on police application; crime prevention and the phenomena of crime as it relates to juveniles. (7021) (Formerly CRIJ 2337) (Proficiency Levels: Math 0, Language 3)

**CRIJ 2301 COMMUNITY RESOURCES IN CORRECTIONS (3-0) Credit: 3**

Prerequisite: None.

An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment. (7021) (Formerly: CRIJ 2306) (Proficiency Levels: Math 0, Language 3)

**CRIJ 2313 CORRECTIONAL SYSTEMS AND PRACTICES (3-0) Credit: 3**

Prerequisite: None.

Corrections in the criminal justice system; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues. (7021) (Formerly: CRIJ 2305) (Proficiency Levels: Math 0, Language 3)

**CRIJ 2314 CRIMINAL INVESTIGATION (3-0) Credit: 3**

Prerequisite: None.

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. (7021) (Formerly: CRIJ 2302) (Proficiency Levels: Math 0, Language 3)

**CRIJ 2316 DEFENSIVE MEASURES (3-0) Credit: 3**

Prerequisite: None.

This course is designed to provide the student with defensive and protective philosophies to better protect the public and Criminal Justice Personnel against illegal force. Techniques of Self Defense, Safe Arrest Procedures, Citizen Contact, and Proper Prisoner Transportation

Techniques, along with Humane Methods of Handling Disturbed persons, will be presented. The Legal and Humane use of limited force will be stressed at all times. (7021) (Formerly CRIJ 1306) (Proficiency Levels: Math 0, Language 3)

**CRIJ 2323 LEGAL ASPECTS OF LAW ENFORCEMENT**  
(3-0) Credit: 3

Prerequisite: None.

Police authority; responsibilities; constitutional restraints; laws of arrest, search and seizure; police liability. (7021) (Formerly: CRIJ 2304) (Proficiency Levels: Math 0, Language 3)

**CRIJ 2328 POLICE SYSTEMS AND PRACTICES**  
(3-0) Credit: 3

Prerequisite: None.

The police profession; organization of law enforcement systems; the police role; police discretion, ethics; police-community interaction; current and future issues. (7021) (Formerly: CRIJ 2301) (Proficiency Levels: Math 0, Language 3)

**CRIJ 2331 TRAFFIC CONTROL AND MANAGEMENT**  
(3-0) Credit: 3

Prerequisite: None.

History, development, economics of modern transportation systems. Agencies involved in traffic administration and control; police traffic engineering, education and enforcement. (7021) (Formerly CRIJ 2338) (Proficiency Levels: Math 0, Language 3)

**CRIJ 2333 TEXAS PEACE OFFICER LAW**  
(3-0) Credit: 3

Prerequisite: None.

A study of laws that are directly related to police field work. Included are traffic, intoxicated driver, Penal Code, elements of crimes, the Family Code, Alcoholic Beverage Code and civil liability. (7021) (Proficiency Levels: Math 0, Language 3)

**CRIJ 2334 TEXAS PEACE OFFICER PROCEDURES**  
(3-0) Credit: 3

Prerequisite: None.

A study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control and jail operations. (7021) (Proficiency Levels: Math 0, Language 3)

**CRIJ 2335 TEXAS PEACE OFFICER SKILLS**  
(3-0) Credit: 3

Prerequisite: None.

Demonstration and practice of the skills expected of a police officer. Includes patrol, traffic stops, use of force, mechanics of arrest, firearms safety and emergency medical care. (7021) (Proficiency Levels: Math 0, Language 3)

**CRIJ 2336 JUVENILE AND FAMILY LAW**  
(3-0) Credit: 3

Prerequisite: None.

This course will enable the student to be familiar with all aspects of family law. This will include marriage relationship, parent-child relationships, children who commit delinquent acts, children in need of supervision and the law concerning "contributing to the delinquency of minors." Also covered will be the Texas Youth Commission system of treatment of juveniles and other states programs. (7021) (Proficiency Levels: Math 0, Language 3)

**CRIJ 2339 LAW ENFORCEMENT FIELD EXPERIENCE I**  
(1-20) Credit: 3

Prerequisites: Currently enrolled in law enforcement credit program.

The student works with a law enforcement agency for a minimum of 20 hours per week and attends a seminar for one hour each week. The student will be receiving on-the-job training related to classroom instruction under the supervision of employer and the college coordinator. (7021) (Proficiency Levels: Math 0, Language 3)

## COURSE DESCRIPTIONS

**CRIJ 2340 LAW ENFORCEMENT PROBLEMS I**  
(3-0) Credit: 3

Prerequisite: None.

Selected topics in law enforcement with a special emphasis placed on current practices from a major area of law enforcement. (7021) (Proficiency Levels: Math 0, Language 3)

### DRAMA

**+DRAM 1310 INTRODUCTION TO THEATRE**  
(3-0) Credit: 3

Prerequisite: None.

This course is designed for theatre majors and for students who are not theatre majors but who want to develop an appreciation and understanding of the theatre arts. Emphasis will be placed on exposing the student to the major forces that have shaped the Western (European) theatrical tradition, its literature and production. (5005015130) (Proficiency Levels: Math 0, Language 3)

**DRAM 1312 INTRODUCTION TO MOTION PICTURES**  
(3-0) Credit: 3

Prerequisite: None.

Analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films and historical growth of sociological effects of film as art. (5006025130) (Proficiency Levels: Math 0, Language 3)

### ECONOMICS

**+ECON 2301 PRINCIPLES OF ECONOMICS: MACROECONOMICS**  
(3-0) Credit: 3

Prerequisite: None.

A study of the principles of macroeconomics. The factors of production and the concepts of distribution as these factors and concepts are related to our highly industrial economy, wages, interest, rent, profit, consumption, saving, investment, the business cycle, national income, and fiscal policy. (4506015142) (Proficiency Levels: Math 0, Language 3)

**+ECON 2302 PRINCIPLES OF ECONOMICS: MICROECONOMICS**  
(3-0) Credit: 3

Prerequisite: ECON 2301.

A study of the principles of microeconomics, of production and of distribution; the fundamentals of supply and demand, labor, capital, natural resources, international trade, economic growth and current economic problems. (4506015142) (Proficiency Levels: Math 0, Language 3)

### EMERGENCY MEDICAL SERVICES

**EMTT 1145 BASIC TRAUMA LIFE SUPPORT**  
(0-2) Credit: 1

Prerequisite: Certified Basic EMT, LVN, RN or Physician.

The student will display a working knowledge of clinical information and related topics relevant to the practice of pre-hospital trauma; demonstrate the ability to completely perform all applicable skills; and exhibit attitudes and behaviors consistent with the ethics and professionalism expected in trauma specialties. (510904) (Proficiency Levels: Math 1, Language 2)

**EMTT 1147 PEDIATRIC ADVANCED LIFE SUPPORT**  
(1-0) Credit: 1

Prerequisite: EMTT 1145

A course in a system of protocols for management of the pediatric patient experiencing difficulties in medical and/or trauma related emergencies. (510904) (Proficiency Levels: Math 1, Language 2)

**EMTT 1209 EMERGENCY MEDICAL DISPATCHING**  
(1-2) Credit: 2

Prerequisite: None

Study the principles and procedures used in emergency medical dispatching. Emphasis on general principles of information exchange and communication theory including various types of emergency medical service communication systems and their operating principles and procedures. (510904) (Proficiency Levels: Math 1, Language 2)

- EMTT 1260 EMT BASIC CLINICAL**  
(1-3) **Credit: 2**  
Prerequisite: None  
Corequisite: EMTT 1501.  
A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experience is *unpaid external learning experience*. (510904) (Proficiency Levels: Math 1, Language 2)
- EMTT 1263 EMT INTERMEDIATE CLINICAL**  
(1-3) **Credit: 2**  
Prerequisite: None  
Corequisite: EMTT 1441.  
A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experience is *unpaid external learning experience*. (510904) (Proficiency Levels: Math 1, Language 2)
- EMTT 1441 EMT INTERMEDIATE**  
(2-6) **Credit: 4**  
Prerequisite: EMTT 1501.  
Corequisite: EMTT 1263.  
Introduction to the advanced life support program, Emphasis on the Department of Transportation Emergency Medical Technician (EMT)- Intermediate guidelines in selecting topics of pre-hospital emergency care. (510904) (Proficiency Levels: Math 1, Language 2)
- EMTT 1501 EMT BASIC**  
(4-4) **Credit: 5**  
Prerequisite: None  
Corequisite: EMTT 1260.  
Introduction to the level of Emergency Medical Technician (EMT)-Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services. (510904) (Proficiency Levels: Math 1, Language 2)
- EMTT 2135 ADVANCED CARDIAC LIFE SUPPORT**  
(0-2) **Credit: 1**  
Prerequisite: EMTT 1145.  
Skill development for professional personnel in critical care units, emergency departments and paramedic ambulances. Establishes a system of protocols for management of the patient experiencing cardiac difficulties. (510904) (Proficiency Levels: Math 1, Language 2)
- EMTT 2262 EMT PARAMEDIC I CLINICAL**  
(1-3) **Credit: 2**  
Prerequisite: None.  
Corequisite: EMTT 2439.  
A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experience is *unpaid external learning experience*. (510904) (Proficiency Levels: Math 1, Language 2)
- EMTT 2263 EMT PARAMEDIC II CLINICAL**  
(1-3) **Credit: 2**  
Prerequisite: None  
Corequisite: EMTT 2541.  
A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experience is *unpaid external learning experience*. (510904) (Proficiency Levels: Math 1, Language 2)
- EMTT 2439 EMT PARAMEDIC I**  
(2-6) **Credit: 4**  
Prerequisite: EMTT 1260, EMTT 1263, EMTT 1441, EMTT 1501 and currently certified as an EMT.  
Corequisite: EMTT 2262

## COURSE DESCRIPTIONS

Introduction to the advanced life support program. Emphasis on the Department of Transportation Emergency Medical Technician (EMT)-Paramedic guidelines in selecting topics of pre-hospital emergency care. (510904) (Proficiency Levels: Math 1, Language 2)

### **EMTT 2541 EMT PARAMEDIC II** (4-4) Credit: 5

Prerequisite: EMTT 2439

Corequisite: EMTT 2263

Completion to the advanced life support program. Emphasis on the Department of Transportation Emergency Medical Technician (EMT)-Paramedic guidelines in selecting topics of pre-hospital emergency care. (510904) (Proficiency Levels: Math 1, Language 2)

## ENGLISH

### **ENGL 0101 TASP REMEDIATION IN ENGLISH** (0-2) Credit: 1

Prerequisite: Credit for ENGL 0302 or ENGL 1301.

An individualized program designed to prepare students to retake the English portion of the TASP examination. (3201085335) (Proficiency Levels: Math 0, Language 3)

### **ENGL 0301 INTRODUCTION TO WRITING SKILLS** (3-2) Credit: 3

Prerequisite: None.

A pre-transfer level course designed to help students develop the basic skills in grammar and composition required in the next pre-transfer level English course (ENGL 0302). Students will be expected to compose a fully developed paragraph and to pass an exit examination. (3201085335) (Proficiency Levels: Math 0, Language 0)

### **ENGL 0302 BASIC WRITING SKILLS** (3-2) Credit: 3

Prerequisite: ENGL 0301 or appropriate score on English placement test.

A pre-transfer level course designed to help students develop basic skills in grammar and composition required in transfer-level college courses. Students will be expected to compose

a short essay and to pass an exit examination. (3201085335) (Proficiency Levels: Math 0, Language 1)

### **+ENGL 1301 COLLEGE COMPOSITION** (3-0) Credit: 3

Prerequisite: Meet placement requirement.

In this course students will learn how to generate and organize ideas, focus appropriately on a topic, develop support for points, revise for improved logic and clarity, and edit for Standard American English. Descriptive, narrative and expository techniques will be used to develop rhetorically effective essays. Some analysis of prose models. (2304015135) (Proficiency Levels: Math 0, Language 3)

### **+ENGL 1302 COMPOSITION AND RHETORIC** (3-0) Credit: 3

Prerequisite: ENGL 1301.

A continuation of ENGL 1301, with critical analysis of selected readings; writing analytical essays; learning to quote, summarize, paraphrase, and document; writing research projects. (2304015135) (Proficiency Levels: Math 0, Language 3)

**Sophomore literature courses do not have to be taken in a particular sequence. The second half of a survey course may be taken prior to the first half, or a student may choose to take any one course from a two-course survey.**

### **ENGL 2307 CREATIVE WRITING** (3-0) Credit: 3

Prerequisite: ENGL 1302.

Practical experience in the techniques of imaginative writing. May include fiction, non-fiction, poetry, or drama (2305015135) (Proficiency Levels: Math 0, Language 3)

### **ENGL 2311 TECHNICAL REPORT WRITING** (3-0) Credit: 3

Prerequisite: ENGL 1302.

Writing technical reports; basic techniques in technical writing; practical English for the technical writer; making oral presentations. (2311015135) (Proficiency Levels: Math 0, Language 3)



**+ENGL 2322 SURVEY OF BRITISH LITERATURE I****(3-0) Credit: 3**

Prerequisite: ENGL 1302.

A survey of English literature with selections from old English, Middle English, the Renaissance, the Seventeenth Century, and the Eighteenth Century; may include historical background for each period; literary terms; close reading of the text. (2308015135) (Proficiency Levels: Math 0, Language 3)

**+ENGL 2323 SURVEY OF BRITISH LITERATURE II****(3-0) Credit: 3**

Prerequisite: ENGL 1302.

A survey of British literature with selections from the Romantic Period, the Victorian Period, and the Modern Period; may include historical background for each period; literary terms; close reading of the text. (2308015135) (Proficiency Levels: Math 0, Language 3)

**+ENGL 2326 MASTERPIECES OF AMERICAN LITERATURE****(3-0) Credit: 3**

Prerequisite: ENGL 1302.

Selected masterpieces by American essayists, poets, fiction writers and dramatists from colonial to modern times. May include historical and critical background; will include close readings of the texts. (2307015135) (Proficiency Levels: Math 0, Language 3)

**+ENGL 2331 MASTERPIECES OF WORLD LITERATURE I****(3-0) Credit: 3**

Prerequisite: ENGL 1302.

A study of the masterpieces of world literature from both Western and Eastern traditions from ancient times to the Renaissance; selections from Homer, the Greek tragedians, Confucius, Plato, Virgil, Dante, Koran, The Bhagavad-Gita, and others with an emphasis on epic, tragedy, and narrative forms. (2303015235) (Proficiency Levels: Math 0, Language 3)

**+ENGL 2332 MASTERPIECES OF WORLD LITERATURE II****(3-0) Credit: 3**

Prerequisite: ENGL 1302.

A study of the masterpieces of both the Western and Eastern traditions; literary term selec-

tions from the Renaissance to the neo-classical and the modern age, including works by Shakespeare, Voltaire, Moliere, Rousseau, Blake, Borges, Mahfouz and others. (2303015235) (Proficiency Levels: Math 0, Language 3)

**+ENGL 2342 INTRODUCTION TO LITERATURE: THE SHORT STORY AND NOVEL****(3-0) Credit: 3**

Prerequisite: ENGL 1302.

A study of the short story, the novella, and the novel as literary forms. Readings, chiefly modern, to develop skills required to read literary materials and to understand literary terms. (2303015135) (Proficiency Levels: Math 0, Language 3)

**+ENGL 2343 INTRODUCTION TO LITERATURE: DRAMA AND POETRY****(3-0) Credit: 3**

Prerequisite: ENGL 1302.

A study of drama and poetry as literary forms. Readings, chiefly modern, to develop skills required to read literary materials and to understand literary terms. (2303015135) (Proficiency Levels: Math 0, Language 3)

**+ENGL 2352 SELECTED STUDIES IN LITERATURE (VARIOUS TOPICS)****(3-0) Credit: 3**

Prerequisite: ENGL 1302.

Intensive reading in single areas unified by period, genre, or theme to develop skills required to read literary materials and to understand literary terms. May be repeated for credit when topics change. (2303015335) (Proficiency Levels: Math 0, Language 3)

**ENGLISH AS A SECOND LANGUAGE****ESOL 0301 DEVELOPMENTAL ESOL: ORAL COMMUNICATION****(3-0) Credit: 3**

Prerequisite: None.

A developmental course designed to develop listening and speaking skills in speakers of languages other than English and prepare them to function in an English speaking society. Instruction provides exercises created for oral and written responses. Proper diction,

## COURSE DESCRIPTIONS

intonation, cadence, sentence structure and stress as used in American English is taught, as well as literal translation. To receive credit, students must pass an appropriate exit exam. (3201085535) (Proficiency Levels: Math 0, Language 0)

**ESOL 0302 DEVELOPMENTAL ESOL:  
READING AND  
VOCABULARY**  
(3-0) Credit: 3

Prerequisite: None.

A developmental course designed to develop reading fluency and vocabulary in speakers of languages other than English and prepare them to function in an English speaking society. Course provides instruction designed to increase reading comprehension, vocabulary and study skills. To receive credit, students must pass an appropriate exit exam. (3201085635) (Proficiency Levels: Math 0, Language 0).

### FOOD PREPARATION/ CULINARY ARTS

**FOOD 1600 FOOD PREPARATION I**  
(3-12) Credit 6

Prerequisite: None.

The course covers the fundamental skills, concepts and techniques included in basic cookery. Special emphasis is given to the study of ingredients, cooking theories and preparing stocks, broths, glazes, soups and thickening agents. Selecting equipment, sanitation, time management, nutrition and safety as well as interpersonal skills and job search and employment skills are covered. (120503) (Proficiency Levels: Math 1, Language 2)

**FOOD 1601 FOOD PREPARATION II**  
(3-12) Credit: 6

Prerequisite: None.

The course covers the essentials of baking. Emphasis is placed on preparation and the handling of various doughs in the making of breads, rolls, croissants, cookies, and pies. Classical desserts such as sponge cakes, custards, mousse, tarts, puff pastry and Danish are covered with emphasis on the proper handling of chocolate cream and flavorings. Selecting equipment, sanitation, safety and cost controls are also covered. (120503) (Proficiency Levels: Math 1, Language 2)

**FOOD 1602 FOOD PREPARATION III**  
(3-12) Credit: 6

Prerequisite: None.

The course covers fundamental concepts, skills and techniques for vegetable, starch, meat, fish, shellfish, poultry, grains and pat cookery. Basic cooking techniques such as sauteing, roasting, poaching, braising and frying are covered. Food purchasing, food and beverage operations, equipment selection, sanitation and safety are also covered. (120503) (Proficiency Levels: Math 1, Language 2)

**FOOD 1603 FOOD PREPARATION IV**  
(3-12) Credit: 6

Prerequisite: None.

The course covers pantry items such as various sandwiches, salads, breakfast, lunch items, fruit and cheese presentations and dressings. Emphasis is placed on garnishing, presentation mirrors for cold buffets, fruit and vegetable carving and cold hors d'oeuvres. Eye appeal, color, texture and flavor contrasts are given emphasis. An introduction to the proper techniques of presenting a successful convention meeting, banquet or catered affair including an analysis of proper operation, pricing techniques, menu planning and training of safety are emphasized. (120503) (Proficiency Levels: Math 1, Language 2)

### FRENCH

**FREN 1411 BEGINNER'S FRENCH I**  
(4-0) Credit: 4

Prerequisite: None.

Basic French grammar and pronunciation drills; emphasis on reading and conversation; introduction to French literature and culture. (1609015131) (Proficiency Levels: Math 0, Language 3)

**FREN 1412 BEGINNER'S FRENCH II**  
(4-0) Credit: 4

Prerequisite: FREN 1411.

Continued grammar drills with emphasis on written and oral composition; also a deeper study of French literature and culture. (1609015131) (Proficiency Levels: Math 0, Language 3)

**FREN 2311 INTERMEDIATE FRENCH I**  
(3-0) Credit: 3

Prerequisite: FREN 1412.

Review of grammar, emphasis on French literature and composition. (1609015231) (Proficiency Levels: Math 0, Language 3)

**FREN 2312 INTERMEDIATE FRENCH II**  
(3-0) Credit: 3

Prerequisite: FREN 2311.

Continued study of French grammar, literature and culture; oral and written composition. (1609015231) (Proficiency Levels: Math 0, Language 3)

**GEOGRAPHY****+GEOG 1303 GENERAL WORLD GEOGRAPHY**  
(3-0) Credit: 3

Prerequisite: None.

The development of geographical concepts; globes and maps, regional geography; place-name geography, relationship of human activities to the physical environment. (4507015342) (Proficiency Levels: Math 0, Language 3)

**GERMAN****GERM 1411 BEGINNER'S GERMAN I**  
(4-0) Credit: 4

Prerequisite: None.

Fundamentals of grammar, pronunciation; basic vocabulary; reading of elementary texts; written and oral exercises designed to develop conversational ability. (1605015131) (Proficiency Levels: Math 0, Language 3)

**GERM 1412 BEGINNER'S GERMAN II**  
(4-0) Credit: 4

Prerequisite: GERM 1411.

A continuation of GERM 1411. More advanced grammar, expanded vocabulary, more difficult readings, increased emphasis on conversational skills. (1605015131) (Proficiency Levels: Math 0, Language 3)

**GERM 2311 INTERMEDIATE GERMAN I**  
(3-0) Credit: 3

Prerequisite: GERM 1412.

Introduction to German readings of average difficulty, principally short stories and selections from longer works. Review of grammar, composition and practice in conversation. Some scientific selections included in class readings. (1605015231) (Proficiency Levels: Math 0, Language 3)

**GERM 2312 INTERMEDIATE GERMAN II**  
(3-0) Credit: 3

Prerequisite: GERM 2311.

A continuation of GERM 2311. More German readings of average difficulty, principally short stories and selections from longer works. Further review of grammar, composition and practice in conversation. More difficult conversational material. (1605015231) (Proficiency Levels: Math 0, Language 3)

**GOVERNMENT****+GOVT 2301 AMERICAN NATIONAL AND STATE GOVERNMENT I**  
(3-0) Credit: 3

Prerequisite: None

A survey of national, state and local government. Topics include U.S. and Texas constitutions, democratic theory, federalism, political culture and political socialization, the media and public opinion, political participation and electoral behavioral, political parties and interest groups. This course satisfies state requirements for teacher certification. (4510025142) (Proficiency Levels: Math 0, Language 3)

**+GOVT 2302 AMERICAN NATIONAL AND STATE GOVERNMENT II**  
(3-0) Credit: 3

Prerequisite: None

A continuation of national, state and local government. Topics include political systems with an emphasis on political concepts, civil liberties and civil rights, institutions of government (executive, legislative and judicial) and the policy process at the national,

## COURSE DESCRIPTIONS

state and local level. (4510025142) (Proficiency Levels: Math 0, Language 3)

**Students may meet the statutory requirement by taking government courses in the following sequence: GOVT 2301 and GOVT 2302, GOVT 2305 and GOVT 2306, GOVT 2301 and GOVT 2305 or GOVT 2306.**

### **+GOVT 2305 FEDERAL GOVERNMENT (3-0) Credit: 3**

Prerequisite: None.

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. (4510025142) (Formerly: GOVT 2301) (Proficiency Levels: Math 0, Language 3)

### **+GOVT 2306 TEXAS GOVERNMENT (3-0) Credit: 3**

Prerequisite: None.

Study of the institutions of government and their functions from the local level to the national with particular emphasis on the city, county, and state governments. Examines in detail and on a comparative basis the United States and Texas Constitutions. (4510025142) (Formerly: GOVT 2302) (Proficiency Levels: Math 0, Language 3)

## HISTORY

### **+HIST 1301 UNITED STATES HISTORY TO 1877 (3-0) Credit: 3**

Prerequisite: None.

A survey of the political, economic, military, social and intellectual history of the United States from the discovery of America to the end of Reconstruction. (4508025142) (Proficiency Levels: Math 0, Language 3)

### **+HIST 1302 UNITED STATES HISTORY FROM 1877 (3-0) Credit: 3**

Prerequisite: None.

A survey of the political, economic, military, social and intellectual history of the United States from Reconstruction to the present day. (4508025142) (Proficiency Levels: Math 0, Language 3)

### **+HIST 2303 HISTORY OF TEXAS (3-0) Credit: 3**

Prerequisite: None.

A survey of Texas history from Colonization to the present day. Exploration of rivalry, Anglo-American Colonization, relations with Mexico, the Texas Revolution, Texas as a republic, annexation, statehood, Civil War and Reconstruction, and the political, social, and economic developments to the modern period. (4508025242) (Proficiency Levels: Math 0, Language 3)

### **+HIST 2311 WESTERN CIVILIZATION I (3-0) Credit: 3**

Prerequisite: None.

The political, economic, social and intellectual, development of ancient, medieval and early modern civilizations; the ancient East, the contributions of Greece and Rome, the Church, feudalism, the commercial revolution, the Reformation and the early colonial movements. (4508015442) (Proficiency Levels: Math 0, Language 3)

### **+HIST 2312 WESTERN CIVILIZATION II (3-0) Credit: 3**

Prerequisite: None.

The political, economic, social and intellectual developments of modern Western civilization through the changes resulting from expansion and conflict with culture and civilizations native to Asia, Africa, and the New World; the development of nationalism, the industrial revolution, imperialism, democracy, socialism and the conflicts of the twentieth century. (4508015442) (Proficiency Levels: Math 0, Language 3)

### **HIST 2317 SELECTED TOPICS IN HISTORICAL ANALYSIS (VARIOUS TOPICS) (3-0) Credit: 3**

Prerequisite: None.

An intense reading course focused on a specific historical theme. May be repeated for credit when topics vary. (4508015642) (Proficiency Levels: Math 0, Language 3)

## HEALTH SCIENCES

### **HSCI 1301 PERSONAL/COMMUNITY HEALTH SERVICES (3-0) Credit: 3**

Prerequisite: PSYC 2301, SOCI 1301 and SOCI 2331 or consent of instructor.

Investigation of the human services field including programs available to special populations (the aged, chemical dependent, abused and neglected, mentally retarded, AIDS clients, and others) competencies including procedures and documentation necessary for services to the client, ethical training for practitioners in human services, and acquired immune deficiency (AIDS) education. (5103015128) (Proficiency Levels: Math 0, Language 3)

**HSCI 1302 PREVENTION FOR  
COMMUNITY HEALTH**  
(3-0) Credit: 3

Prerequisites: PSYC 2301, SOCI 1301 and SOCI 2331 or consent of instructor.

The study of use, abuse and misuse of drugs in today's society emphasizing the physiological, sociological and psychological factors the human service professional needs to understand. Competencies specifically focusing on: curriculum critique and design, policy development and achievement, life skills strategies for dealing with at-risk youth and other high risk populations (i.e., eating disorders, gambling, teen-pregnancy, violence, etc.), networking and resource use. (5103015228) (Proficiency Levels: Math 1, Language 3)

## HUMANITIES

**+HUMA 1301 INTRODUCTION TO THE  
HUMANITIES**  
(3-0) Credit: 3

Prerequisite: None.

An overview of the major artists, works and discourse of the fine arts, including art, music, literature, and theatre; to acquaint students with the cultural heritage of Western Civilization and provide limited exposure to non-western traditions. (2401035135) (Proficiency Levels: Math 0, Language 3)

**+HUMA 1302 THE INDIVIDUAL AND  
THE COMMUNITY (MULTI-  
CULTURAL/CROSS  
CULTURAL)**  
(3-0) Credit: 3

Prerequisite: ENGL 1301.

A multi-cultural/cross-cultural course. By critically evaluating humanities texts representing a variety of cultural and ethnic perspectives, students will explore the issues confronting men, women and families, the role of education as a bridge to community,

and conflicts between individual rights and community rights. The primary goal of the course will be to seek an ethical balance between the needs of the individual and the needs of the global community. Public and private attitudes toward community will be further analyzed through literary works, art, music and film. During the course, students and instructor will treat the classroom as a community to which the individual owes responsibility, respect, and participation in keeping with group norms. (2401035135) (Proficiency Levels: Math 0, Language 3)

## BREAST IMAGING/ MAMMOGRAPHY

**MAMO 3101 ANATOMY/POSITIONING  
& PATIENT  
EDUCATION/ASSESSMENT**  
(1-0) Credit: 1

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

This course is designed to provide the student specialized instruction in breast imaging. Emphasis will be placed on breast anatomy, physiology, positioning, patient education and assessment. Anatomy instruction will include surface anatomy as well as deep anatomy. Special emphasis will be placed on standard projections as well as additional projections/positions and positioning modifications. The importance of patient education and patient assessment will also be addressed. (510907) (Proficiency Levels: Math 2, Language 3.)

**MAMO 3102 INSTRUMENTATION /  
MODALITIES**  
(1-0) Credit: 1

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

This course is designed to familiarize the student with the concepts, theories, and equipment employed in breast imaging. Mammographic technique will include breast compression, magnification, selection of technical factors, and specimen radiography. Interventional procedures, special examinations and special modalities will be included in this course. Procedures will include: needle localization, breast MRI, breast ultrasound, stereotactic procedures, breast

## COURSE DESCRIPTIONS

implant imaging, ductography, pneumocystography and diagnostic work-up studies. (510907) (Proficiency Levels: Math 2, Language 3.)

### **MAMO 3103 QUALITY ASSURANCE** (1-0) Credit: 1

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

This course is designed to provide the student specialized instruction in Quality Control and Quality Assurance procedures. The student will participate in the performance, evaluation and recording of QC tests as described in the Mammography Quality Control Manual (1994) published by the American College of Radiology. Quality Control topics covered will include: darkroom cleanliness, processor QC, screen cleanliness, phantom images, darkroom fog, screen-film contrast, compression, repeat analysis, viewboxes and viewing conditions, analysis of fixer retention in film and visual checklists. This course will also familiarize the student with the frequency, performance criteria and corrective actions necessary when conducting quality control tests. (510907) (Proficiency Levels: Math 2, Language 3)

### **MAMO 3201 MAMMOGRAPHIC CLINICAL APPLICATIONS I** (0-96) Credit: 2

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

This course is designed to provide the student experience in the performance of routine and specialized imaging studies performed in a breast imaging facility. Students will be expected to become proficient in the performance of routine and specialty breast imaging studies. Emphasis will be placed on patient education and necessary interpersonal skills required in a Breast Imaging Department. (510907) (Proficiency Levels: Math 2, Language 3.)

### **MAMO 3202 MAMMOGRAPHIC CLINICAL APPLICATIONS II** (0-96) Credit: 2

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

This course is a continuation of MAMO

3201: Mammographic Clinical Applications I. (510907) (Proficiency Levels: Math 2, Language 3.)

## **MAGNETIC RESONANCE IMAGING**

### **MARI 3303 MRI PHYSICS** (3-0) Credit: 3

Prerequisite: Enrollment in the Post-Associate Magnetic Resonance Imaging program.

This course is designed to familiarize the student with the concepts, theories, and equipment employed in Nuclear Magnetic Resonance (NMR). These principles will be expanded to describe NMR spectroscopy and Magnetic Resonance Imaging (MRI). Magnetism and the interaction of chemical elements of living matter in magnetic fields will also be emphasized. (510907) (Formerly: MARI 3201) (Proficiency Levels: Math 2, Language 3)

### **MARI 3304 MRI METHODOLOGY AND INSTRUMENTATION** (3-0) Credit: 3

Prerequisite: Enrollment in the Post-Associate Magnetic Resonance Imaging program.

This course is designed to familiarize the student with the operation and instrumentation of magnetic resonance imaging equipment and procedure protocols used in patient imaging techniques. (510907) (Formerly: MARI 3302) (Proficiency Levels: Math 2, Language 3)

### **MARI 3305 ADVANCED MRI PHYSICS** (3-0) Credit: 3

Prerequisite: Enrollment in the Post-Associate Magnetic Resonance Imaging program.

An in-depth study of MRI physics that will include advanced electrostatics, pulse sequences, sequence parameters and options, spin echo techniques, as well as gradient echo techniques. Concepts of modern algebra will be used to solve complex MRI physics electrostatics. (510907) (Proficiency Levels: Math 2, Language 3)

### **MARI 3603 MRI CLINICAL APPLICATIONS I** (1-16) Credit: 6

Prerequisite: Certification in a Radiologic Health Sciences Program and enrollment in the Post-Associate Magnetic Resonance Imaging program.

This course is designed to provide the student specialized instruction and experience in the performance of procedures normally found in a magnetic resonance imaging facility. Students will be expected to become proficient in the performance of routine MARI procedures. (510907) (Formerly: MARI 3501) (Proficiency Levels: Math 2, Language 3)

**MARI 3604 MRI CLINICAL APPLICATIONS II**  
(1-16) Credit: 6

Prerequisite: Certification in a Radiologic Health Sciences Program and enrollment in the Post-Associate Magnetic Resonance Imaging program.

A continuation of MARI 3501-MARI Clinical Applications I.(510907) (Formerly: MARI 3502) (Proficiency Levels: Math 2, Language 3)

**MANAGEMENT DEVELOPMENT**

**BMGT 1301 SUPERVISION**  
(3-0) Credit: 3

Prerequisite: None.

A study of the role of a supervisor. Managerial functions as applied to leadership, counseling, motivation and human skills are examined. (520201) (Proficiency Levels: Math 1, Language 2)

**BMGT 1303 PRINCIPLES OF MANAGEMENT**  
(3-0) Credit: 3

Prerequisite: None.

Concepts, terminology, principles, theory and issues that are the substance of the practice of management. Planning, organizing, leading and controlling will receive extensive treatment. (520201) (Formerly MGMT 1301)(Proficiency Levels: Math 1, Language 2)

**BMGT 1305 COMMUNICATIONS IN MANAGEMENT**  
(3-0) Credit: 3

Prerequisite: None.

Basic theory and processes of communication skills necessary for the management of an organization's workforce. Special emphasis will be placed on techniques of communication, especially oral communication and group process. (520201) (Formerly MGMT 2302) (Proficiency Levels: Math 1, Language 2)

**BMGT 1382 COOPERATIVE EDUCATION-BUSINESS ADMINISTRATION AND MANAGEMENT I**  
(1-20) Credit: 3

Prerequisite: BMGT 1303.

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (520201) (Formerly: MGMT 2318) (Proficiency Levels: Math 1, Language 2)

**BMGT 1383 COOPERATIVE EDUCATION-BUSINESS ADMINISTRATION AND MANAGEMENT II**  
(1-20) Credit: 3

Prerequisite: BMGT 1303.

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (520201) (Formerly: MGMT 2319) (Proficiency Levels: Math 1, Language 2)

**BMGT 2303 PROBLEM SOLVING AND DECISION MAKING**  
(3-0) Credit: 3

Prerequisite: BMGT 1303.

Decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application theory is provided by experiential activities such as small group discussions, case studies and the use of other managerial decision aids. (520201) (Proficiency Levels: Math 1, Language 2)

**BMGT 2309 LEADERSHIP**  
(3-0) Credit: 3

Prerequisite: None.

Concepts of leadership and its relationship to management. Prepares the student with lead-

## COURSE DESCRIPTIONS

ership and oral communication skills needed to inspire and influence. (520201) (Formerly: MGMT 2314) (Proficiency Levels: Math 1, Language 2)

**BMGT 2331 TOTAL QUALITY MANAGEMENT**  
(3-0) Credit: 3

Prerequisite: BMGT 1303 or permission of instructor.

Quality of productivity in organizations. Includes planning for quality throughout the organization, analysis of costs of quality and employee empowerment. (520201) (Proficiency Levels: Math 1, Language 2)

**BMGT 2341 STRATEGIC MANAGEMENT**  
(3-0) Credit: 3

Prerequisite: BMGT 1303.

Strategic management process involving analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment. (520201) (Formerly: MGMT 2310) (Proficiency Levels: Math 1, Language 2)

**BMGT 2382 COOPERATIVE EDUCATION-BUSINESS ADMINISTRATION AND MANAGEMENT III**  
(1-20) Credit: 3

Prerequisite: BMGT 1303.

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (520201) (Formerly: MGMT 2320) (Proficiency Levels: Math 1, Language 2)

### HUMAN RESOURCES / PERSONNEL MANAGEMENT

**HRPO 2301 HUMAN RESOURCES MANAGEMENT**  
(3-0) Credit: 3

Prerequisite: None

Behavioral and legal approaches to the management of human resources in organiza-

tions. (521001) (Formerly: MGMT 1302) (Proficiency Levels: Math 1, Language 2)

**HRPO 2307 ORGANIZATIONAL BEHAVIOR**  
(3-0) Credit: 3

Prerequisite: None

The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, oral communications and the integration of interdisciplinary concepts from the behavioral sciences. (521003) (Formerly: MGMT 2301) (Proficiency Level: Math 1, Language 2)

### MANAGEMENT/ HOSPITALITY MANAGEMENT

**HAMG 1313 FRONT OFFICE PROCEDURES**  
(3-0) Credit: 3

Prerequisite: None.

A study of the flow of activities and functions in today's lodging operation. Topics include a comparison of manual, machine assisted and computer based methods for each front file function. The student will discuss the lodging industry, markets, service levels and ownership; describe hotel organization, mission and operation; and list and explain front office responsibilities. The student will explain and discuss front office accounting procedures, checkout and settlement procedures, night audit functions and verification. (520901) (Proficiency Levels: Math 1, Language 2)

**HAMG 1317 RECREATIONAL SERVICES**  
(3-0) Credit: 3

Prerequisite: None.

The study of guest recreation and entertainment including available space requirements, cost of operation and maintenance, layout and design and direct and indirect benefits. The student will discuss factors of guest recreation and entertainment; and explain and define space availability, cost of operation, maintenance, and layout and design. (520901) (Proficiency Levels: Math 1, Language 2)



**HAMG 1321 INTRODUCTION TO THE HOSPITALITY INDUSTRY**  
(3-0) Credit: 3

Prerequisite: None.

Introduction to the elements of the hospitality industry. The student will explain the elements of the hospitality industry; discuss current issues facing food service; discuss current guest needs; and explain general hotel/motel operations. The student will explain and discuss the role of service in the hospitality industry. (520901) (Proficiency Levels: Math 1, Language 2)

**HAMG 1340 HOSPITALITY LEGAL ISSUES**  
(3-0) Credit: 3

Prerequisite: None.

A course in legal and regulatory requirements that impact the hospitality industry. Topics include Occupational Safety and Health Administration (OSHA), labor regulations, tax laws, tip reporting, franchise regulations and product liability laws. The student will explain the basic legal principles governing the hospitality industry; describe guest relationship; list and explain the various laws governing the hospitality industry; and explain the legal environment in which hotels and restaurants must exist. (520901) (Proficiency Levels: Math 1, Language 2)

**HAMG 1342 GUEST ROOM MAINTENANCE**  
(3-0) Credit: 3

Prerequisite: None.

Demonstrates the working relationship in the lodging industry between housekeeping and maintenance. The student will discuss and explain planning, organizing and staffing in guest room operations; explain how housekeeping operations are directed and controlled; determine budgeting requirements, inventory of guest and cleaning supplies and laundry needs. (520901) (Proficiency Levels: Math 1, Language 2)

**HAMG 2301 PRINCIPLES OF FOOD AND BEVERAGE OPERATIONS**  
(3-0) Credit: 3

Prerequisite: None.

An introduction to food, beverage and labor cost controls with an overview of the forecast-

ing, menu planning and pricing, logistical support, production, purchasing and quality assurance. The student will devise methods for incorporating control techniques; compare an operating budget to a static budget; identify areas of waste and excessive costs. (520901) (Proficiency Levels: Math 1, Language 2)

**HAMG 2307 HOSPITALITY MARKETING AND SALES**  
(3-0) Credit: 3

Prerequisite: None.

Identification of the core principles of marketing and their impact on the hospitality industry. The student will identify and discuss the eight principles of marketing; create or critique a marketing plan as it relates to an organizational mission statement and strategy plan; and demonstrate successful approaches and techniques to sales. (520901) (Proficiency Levels: Math 1, Language 2)

**HAMG 2330 CONVENTION AND GROUP MANAGEMENT AND SERVICES**  
(3-0) Credit: 3

Prerequisite: None.

A course in the scope of the various segments of the convention market. Exploration of individual needs, and the methods and techniques to provide better service to conventions and groups. The student will explain the importance of conventions in terms of income and economic life of the hotel. The student will recognize, review and describe convention and meeting planning. The student will describe facility types, cost factors, product analysis, marketing tools and pre-planning strategy. (520901) (Proficiency Levels: Math 1, Language 2)

**HAMG 2332 HOSPITALITY FINANCIAL MANAGEMENT**  
(3-0) Credit: 3

Prerequisite: None.

*Methods and application of financial management within the hospitality. Primary emphasis on sales accountability, internal controls and report analysis. The student will perform various calculations; list, define and discuss management reports; and explain the importance of cost, volume, profit relationships and cost controls. (520901) (Proficiency Levels: Math 1, Language 2)*

## COURSE DESCRIPTIONS

**HAMG 2337 HOSPITALITY FACILITIES  
MANAGEMENT**  
(3-0) Credit: 3

Prerequisite: None.

Identification of building systems, facilities management, security and safety procedures. The student will describe the role and function of the engineering and maintenance department of lodging and food service establishments; identify and explain the purpose of security procedures that deal with guest protection and internal control; identify the selection factors for waste removal, grounds keeping, pest control, vending machines, linen supplies and cleaning services. (520901) (Proficiency Levels: Math 1, Language 2)

### **CULINARY/HOSPITALITY MANAGEMENT**

**MGMT 2333 MANAGING FOODSERVICE  
FACILITIES AND  
EQUIPMENT**  
(3-0) Credit: 3

Prerequisite: None.

An excellent course on the fundamentals of facilities and equipment design and maintenance. Presents a step-by-step look at facilities development, beginning with the initial concept and planning of the project. Emphasizes the financial implication of functional layout and design. Visually depicts clear, precise drawings and photographs to illustrate important concepts. (190502) (Proficiency Levels: Math 1, Language 2)

**MGMT 2334 APPLIED FOODSERVICE  
SANITATION**  
(3-0) Credit: 3

Prerequisite: None.

The applied foodservice sanitation course addresses the most current sanitation issues in foodservice. It provides students with comprehensive knowledge of food safety that they will be able to directly apply in their positions as foodservice managers. (200401) (Proficiency Levels: Math 1, Language 2)

**MGMT 2335 NUTRITION FOR THE  
FOODSERVICE MANAGER**  
(3-0) Credit: 3

Prerequisite: None.

A nutrition course designed to address fundamental nutritional concepts for the foodservice professional. Uses non-technical language. Demonstrates how to apply nutritional information to foodservice operations. Offers excellent examples of marketing and implementing nutritional programs to a broad spectrum of customers. A nutrition course designed for the foodservice industry. (190502) (Proficiency Levels: Math 1, Language 2)

**MGMT 2336 PURCHASING FOR  
FOODSERVICE MANAGERS**  
(3-0) Credit: 3

Prerequisite: None.

Examines, in a step-by-step fashion, the function of purchasing from a management viewpoint. Illustrates the procurement of non-food expense items such as furniture, fixtures, and equipment. Since purchasing goes beyond selection, the course relates the principles of receiving, storage, and security. Demonstrates to the future manager how to get the most from money and resources. (120504) (Proficiency Levels: Math 1, Language 2)

**MGMT 2338 CONTROLLING COSTS IN  
FOODSERVICE**  
(3-0) Credit: 3

Prerequisite: None.

Presents practical techniques for protecting foodservice profits. Illustrates all concepts in a clear, concise manner. Builds a sound foundation of concepts and applications of management cost control procedures. (120504) (Proficiency Levels: Math 1, Language 2)

**MGMT 2340 FOODSERVICE  
SUPERVISION**  
(3-0) Credit: 3

Prerequisite: None.

A comprehensive foodservice supervision course in hospitality education. Presents daily responsibilities in a realistic, practical format. Based on the classic text that goes beyond theories of management to detailing proven ideas for supervision. (120504) (Proficiency Levels: Math 1, Language 2)

**MGMT 2341 EFFECTIVE FOODSERVICE  
MARKETING****(3-0) Credit: 3**

Prerequisite: None.

Addresses key marketing strategies necessary to compete for consumers in an increasingly tight market. Examines interrelationships between marketing, sales, and advertising, and their effects on consumers. (120504) (Proficiency Levels: Math 1, Language 2)

**MARKETING****MRKG 1311 PRINCIPLES OF  
MARKETING****(3-0) Credit: 3**

Prerequisite: None

Introduction to basic marketing functions; *identification of consumer and organizational* needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research. (521401) (Proficiency Levels: Math 1, Language 2)

**MATHEMATICS****MATH 0100 REVIEW OF  
MATHEMATICAL SKILLS  
FOR TASP****(0-2) Credit: 1**

Prerequisite: Completion of MATH 0300 and MATH 0303 or MATH 0304.

A remedial course designed for students who have completed MATH 0300 and MATH 0303 or MATH 0304 but who have failed the mathematics portion of the TASP exam. The course will include as needed: Applications of arithmetic including percents, ratio and proportion; estimating solutions to problems; scientific notation; interpretation of data from tables, charts, and graphs; graphs of functions; polynomial operations and factoring; first and second degree equations; systems of equations in two variables; calculations involving geometric figures; and reasoning skills. (3201045137) (Proficiency Levels: Math 2, Language 2)

**MATH 0300 BASIC MATHEMATICS****(4-2) Credit: 3**

Prerequisite: None.

A one semester course designed for students who need to develop or review basic mathematics skills. Topics covered include operations with fractions and decimals, percent, ratio and proportion and their applications, conversion of units, basic geometry and working with formulas; construction and interpretation of graphs; scientific notation and selected topics from algebra and study skills for mathematics. (3201045137) (Proficiency Levels: Math 0, Language 0)

**MATH 0303 INTRODUCTORY ALGEBRA****(3-2) Credit: 3**

Prerequisite: MATH 0300 or a score of 20 on ASSET mathematics subtest.

A one semester course covering the topics of high school algebra for the student who did not take algebra in high school or needs a review of basic algebraic concepts. Topics include signed numbers, laws of exponents, operations with polynomials, factoring and simple first degree equations, inequalities and study skills for mathematics. Throughout the course emphasis will be placed on building operational skills and math study skills. (3201045137) (Proficiency Levels: Math 1, Language 1)

**MATH 0304 INTERMEDIATE ALGEBRA****(4-2) Credit: 3**

Prerequisite: Two years of high school algebra, MATH 0303 or a passing score on the divisional placement test.

A one semester course covering the topics of high school algebra for the student who needs to review algebra before continuing college level mathematics. Topics are taken from exponents and radicals, factoring, fractions, linear equations, functions, quadratic equations, complex numbers, inequalities and study skills for mathematics. (3201045137) (Proficiency Levels: Math 1, Language 2)

**+MATH 1314 COLLEGE ALGEBRA****(4-0) Credit: 3**

Prerequisite: A grade of "C" or better in MATH 0304 or a passing score on the divisional placement test.

An introduction to the basic concepts of modern algebra. Topics are taken from rela-

## COURSE DESCRIPTIONS

tions, functions, equations, inequalities, determinants, matrices, progressions, sequences and series. (2701015437) (Proficiency Levels: Math 3, Language 3)

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

Prerequisite: A grade of "C" or better in MATH 1314.

Trigonometric functions and their applications, trigonometric equations and identities, solving right and oblique triangles, radian measure. (2701015337) (Proficiency Levels: Math 3, Language 3)

### **+MATH 1324 FINITE BUSINESS MATHEMATICS** (3-0) Credit: 3

Prerequisite: A grade of "C" or better in MATH 0304.

An introduction to topics from college algebra from the finite point of view with applications to business. Topics include sets, inequalities, functions, linear programming, statistics, probability theory, elementary decision theory and matrices. (2703015237) (Proficiency Levels: Math 3, Language 3)

### **+MATH 1325 ANALYSIS FOR BUSINESS DECISIONS** (3-0) Credit: 3

Prerequisite: MATH 1324.

An introduction to topics from analytic geometry and calculus as applied to business and economics. Topics include maxima and minima of functions, non-linear curves, and difference equations. (2703015237) (Proficiency Levels: Math 3, Language 3)

### **+MATH 2303 FOUNDATIONS OF MATHEMATICS** (3-0) Credit: 3

Prerequisite: MATH 1314.

An introduction to sets, logic, numeration systems, whole numbers, integers, rational numbers, real numbers, ratio and proportion, elementary number theory, relations and functions, probability and statistics, and selected topics from informal geometry. (2701015137) (Proficiency Levels: Math 3, Language 3)

### **+MATH 2412 PRECALCULUS MATHEMATICS** (4-0) Credit: 4

Prerequisite: MATH 1314 and High School Trigonometry.

A concise integrated treatment of the mathematical concepts necessary for calculus. Intended for students with good ability in mathematics. Elementary functions and their graphs, including polynomials, rational algebraic functions, exponential and logarithmic concepts, geometric and trigonometric functions, systems of equations and inequalities and topics from analytic geometry. (2701015837) (Proficiency Levels: Math 3, Language 3)

### **+MATH 2413 CALCULUS WITH ANALYTIC GEOMETRY I** (5-0) Credit: 4

Prerequisite: A grade of "C" or better in MATH 1316 or MATH 2412.

Inequalities, introductory topics from analytic geometry, limits and definition of the derivative; derivative of algebraic and trigonometric functions, differentials, curve sketching, applications of derivatives, maxima and minima, the mean value theorem, introduction to integration, definite and indefinite integrals, basic applications of integration. (2701015937) (Proficiency Levels: Math 3, Language 3)

### **+MATH 2414 CALCULUS WITH ANALYTIC GEOMETRY II** (5-0) Credit: 4

Prerequisite: MATH 2413.

Differentiation and integration of transcendental functions, methods of integration for more complex functions, indeterminate forms and improper integrals, applications of integration, conics, polar coordinates and parametric equations, Taylor series, infinite series, and power series. (2701015937) (Proficiency Levels: Math 3, Language 3)

### **+MATH 2415 CALCULUS WITH ANALYTIC GEOMETRY III** (5-0) Credit: 4

Prerequisite: MATH 2414.

Vectors in the plane and in space, vector functions, vector differentiation and integration, differentiation of functions of several variables, and multiple integrals. (2701015937) (Proficiency Levels: Math 3, Language 3)

## MEDICAL RECORD MANAGEMENT TECHNOLOGY

### MRMT 1101 COMPUTERS IN HEALTH CARE (1-2) Credit: 1

Prerequisite: None

Introduction to a computerized method for the management and operation of a health care delivery system. (510708) (Proficiency Levels: Math 0, Language 1)

## MEDICAL TRANSCRIPTION

### MDRT 1301 MEDICAL TERMINOLOGY (3-0) Credit: 3

Prerequisite: None.

This course is designed to be a study of the basic word elements as they relate to medical language. Emphasis is on the analysis, correct usage, spelling, and pronunciation of medical terms. (510707) (Proficiency Levels: Math 1, Language 3)

### MDRT 1305 MEDICAL TERMINOLOGY FOR CLERICAL PROFESSIONALS (3-0) Credit: 3

Prerequisite: None.

This course is designed to be a study of the basic word elements as they relate to the medical record. Emphasis is on the analysis, correct usage, spelling, and pronunciation of medical terms. (510707) (Proficiency Levels: Math 1, Language 2)

### MDRT 1401 FUNDAMENTALS OF MEDICAL TRANSCRIPTION (3-2) Credit: 4

Prerequisite: MDRT 1305 and OFAD 1401.

This course includes transcription of medical reports and correspondence with emphasis on accurate medical terminology, proper formatting and application of editing procedures in the transcribing of medical documents. (510708) (Proficiency Levels: Math 1, Language 3)

### MDRT 2302 FUNDAMENTALS OF MEDICAL INSURANCE AND CODING (3-0) Credit: 3

Prerequisite: MDRT 1305.

An overview to the preparation of universal medical insurance and coding procedures including disability compensation and worker's compensation programs. Basic diagnosis and procedural coding is included. (510707) (Proficiency Levels: Math 1, Language 2)

### MDRT 2401 ADVANCED MEDICAL TRANSCRIPTION (3-2) Credit: 4

Prerequisite: MDRT 1401.

Continuation of MDRT 1401 with emphasis on increased levels of production. (510708) (Proficiency Levels: Math 1, Language 2)

## MUSIC

### MUSI 1211 MUSIC THEORY I (2-1) Credit: 2

Prerequisite: None.

Analysis and writing of elementary melodic and rhythmic patterns, notations, simple triads in all keys, and simple cadences. Written and keyboard exercises. (5009045130) (Proficiency Levels: Math 1, Language 3)

### MUSI 1212 MUSIC THEORY II (2-1) Credit: 2

Prerequisite: MUSI 1211.

Intermediate written and keyboard instructions to include completion of triads and dominant seventh chords and their inversions. (5009045130) (Proficiency Levels: Math 1, Language 3)

### MUSI 1216 SIGHT SINGING AND EAR TRAINING I (1-2) Credit: 2

Prerequisite: None.

Elementary singing in tonal music in treble, bass, alto, and tenor clefs. Aural study (including dictation) of rhythm, melody and diatonic harmony. (5009045630) (Proficiency Levels: Math 0, Language 3)

## COURSE DESCRIPTIONS

### **MUSI 1217 SIGHT SINGING AND EAR TRAINING II**

(1-2) Credit: 2

Prerequisite: MUSI 1216.

Intermediate singing in tonal music in treble, bass, and tenor clefs. Aural study (including dictation) of rhythm, melody, and diatonic harmony. A continuation of MUSI 1216. (5009045630) (Proficiency Levels: Math 0, Language 3)

### **MUSI 1301 FUNDAMENTALS OF MUSIC**

(3-0) Credit: 3

Prerequisite: None.

An introduction to the elements of music, including a study of the staff, clefs, key signatures, scales, time signatures, notation, rhythm and meter, major and minor chords, intervals, introduction to the keyboard, rhythmic, melodic and harmonic ear-training. Recommended for students desiring a basic course in musical skills; not applicable to a music degree. (5009045530) (Proficiency Levels: Math 1, Language 3)

### **+MUSI 1306 MUSIC APPRECIATION**

(3-0) Credit: 3

Prerequisite: None.

Understanding music through the study of cultural periods, major composers, and musical elements; illustrated with audio recordings and/or live performances. (5009025130) (Proficiency Levels: Math 0, Language 3)

### **MUSI 1308 MUSIC LITERATURE I**

(3-1) Credit: 3

Prerequisite: None.

A chronological study of musical styles from antiquity through the sixteenth century. Classes include listening to recorded examples and examining printed scores. (5009025230) (Proficiency Levels: Math 0, Language 3)

### **MUSI 1309 MUSIC LITERATURE II**

(3-1) Credit: 3

Prerequisite: None.

A chronological study of musical styles from the seventeenth century to the present. Classes include listening to recorded examples and examining printed scores. (5009025230) (Proficiency Levels: Math 0, Language 3)

**ENSEMBLES:** Each course listed below may be repeated once for credit.

### **MUSI 1310 AMERICAN MUSIC (SPECIFIC TOPICS)**

(3-0) Credit: 3

Prerequisite: None

General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music. (5009025330) (Proficiency Levels: Math 0, Language 3).

### **MUSI 1131, INSTRUMENTAL ENSEMBLE 2131**

(0-3) Credit: 1

Prerequisite: None for MUSI 1131; MUSI 1131 for MUSI 2131.

Open to all instrumentalists. Literature will be determined by the variety of the instruments. (5009035630) (Proficiency Levels: Math 0, Language 0)

### **MUSI 1141 CHOIR 2141**

(0-3) Credit: 1

Prerequisite: None for MUSI 1141; MUSI 1141 for MUS 2141.

Open to all singers. Choral literature of a variety of periods and styles will be rehearsed and performed. (5009035730) (Proficiency Levels: Math 0, Language 0)

### **MUSI 1159, MUSICAL THEATER 2159**

(0-3) Credit: 1

Prerequisite: None for MUSI 1159; MUSI 1159 for MUSI 2159.

The study and performance of works from the musical theater repertoire. (5009036130) (Proficiency Levels: Math 0, Language 0)

### **MUSI 2211 MUSIC THEORY III**

(2-1) Credit: 2

Prerequisite: MUSI 1212.

Harmony part writing and keyboard analysis and writing of more advanced tonal harmony. More emphasis on creative composition. (5009045230) (Proficiency Levels: Math 1, Language 3)

**MUSI 2212 MUSIC THEORY IV**  
(2-1) Credit: 2

Prerequisite: MUSI 2211.

A continuation of MUSI 2211. Advanced instruction in part writing and keyboard skills. Includes an introduction to twentieth-century techniques. (5009045230) (Proficiency Levels: Math 1, Language 3)

**MUSI 2216 SIGHT SINGING AND EAR TRAINING III**  
(1-2) Credit: 2

Prerequisite: MUSI 1217.

Advanced sight singing and ear training. Singing tonal music including modal, ethnic, and twentieth-century materials. Aural study (including dictation) of rhythm, melody, chromatic harmony and extended tertian structures. (5009045730) (Proficiency Levels: Math 1, Language 3)

**MUSI 2217 SIGHT SINGING AND EAR TRAINING IV**  
(1-2) Credit: 2

Prerequisite: MUSI 2216.

Advanced sight singing and ear training. A continuation of MUSI 2216. Singing more difficult tonal music including modal, ethnic, and twentieth-century materials. Aural study (including dictation) of more complex rhythm, melody, chromatic harmony, and extended tertian structures. (5009045730) (Proficiency Levels: Math 0, Language 3)

**PRIVATE INSTRUCTION (5009035430):**  
Private instruction is offered in the following fields:

- Brass Instruments
- Flute Viola
- Guitar Violin
- Organ Voice
- Piano

Each course requires memorization of literature, participation in student recitals and an oral examination at the end of the semester.

**FIRST YEAR**

- MUAP 1165 *Organ* (0-1) Credit: 1
- MUAP 1169 *Piano* (0-1) Credit: 1
- MUAP 1181 *Voice* (0-1) Credit: 1
- MUAP 1101 *Strings\** (0-1) Credit: 1

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

**MUAP 1137 Brass\* (0-1) Credit: 1**  
(Proficiency Levels for above MUAP courses: Math 0, Language 0)

Any of the courses listed above may be repeated once for credit. Prerequisite: None (Except for Organ—Prior keyboard experience is necessary.) The student will receive 30 minutes of private instruction each week, a total of 7 1/2 hours for the semester. Each course has a practice requirement of one-half hour daily.

**MUAP 1201 Strings\* (0-2) Credit: 2**

**MUAP 1217 Woodwinds (0-2) Credit: 2**

**MUAP 1237 Brass\* (0-2) Credit: 2**

**MUAP 1265 Organ (0-2) Credit: 2**

**MUAP 1269 Piano (0-2) Credit: 2**

**MUAP 1281 Voice (0-2) Credit: 2**  
(Proficiency Levels for above MUAP courses: Math 0, Language 0)

Any of the courses listed above may be repeated once for credit. Prerequisite: None. (Except for Organ—prior keyboard experience is necessary.) The student will receive one hour, or two 30 minute private instructions each week, a total of 15 hours for the semester.) Each course has a practice requirement of one hour daily.

**SECOND YEAR**

**MUAP 2101 Strings\* (0-1) Credit: 1**

**MUAP 2117 Woodwinds\* (0-1) Credit: 1**

**MUAP 2137 Brass\* (0-1) Credit: 1**

**MUAP 2165 Organ (0-1) Credit: 1**

**MUAP 2169 Piano (0-1) Credit: 1**

**MUAP 2181 Voice (0-1) Credit: 1**

(Proficiency Levels for above MUAP courses: Math 0, Language 0)

Any of the courses listed above may be repeated once for credit. Prerequisite: A passing grade in two first year courses in the same field. A student will receive 30 minutes of private instruction each week (7 1/2 hours for the semester.) Each course has a practice requirement of one-half hour daily.

## COURSE DESCRIPTIONS

- MUAP 2201 Strings\* (0-2) Credit: 2  
MUAP 2217 Woodwinds\* (0-2) Credit: 2  
MUAP 2237 Brass\* (0-2) Credit: 2  
MUAP 2265 Organ (0-2) Credit: 2  
MUAP 2269 Piano (0-2) Credit: 2  
MUAP 2281 Voice (0-2) Credit: 2  
(Proficiency Levels for above MUAP courses:  
Math 0, Language 0)

Any of the courses listed above may be repeated once for credit. Prerequisite: A passing grade in two first year courses in the same field. The student will receive one hour of private instruction each week (15 hours for the semester). Each course has a practice requirement of one hour daily. \*THE STUDENT MUST SUPPLY HIS/HER OWN INSTRUMENT.

### NUCLEAR MEDICINE TECHNOLOGY

- NUMT 1101 NUCLEAR MEDICINE  
CLINICAL PRACTICUM I  
(0-6) Credit: 1

Prerequisite: Enrollment in the Nuclear Medicine Technology Program.

This laboratory course is designed to introduce the beginning nuclear medicine technology student to the clinical practice of nuclear medicine. Students will rotate within a clinical nuclear medicine facility and are expected to become proficient in the handling of radioisotopes and instrument calibration. (510905) (Proficiency Levels: Math 2, Language 3)

- NUMT 1301 NUCLEAR MEDICINE  
METHODOLOGY I  
(3-0) Credit: 3

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and successful completion of the 1st semester courses.

This course will concentrate on the basic principles involved in all diagnostic and therapeutic tests and procedures normally found in a nuclear medicine facility. Each nuclear medicine test and procedure will be studied relative to anatomy, physiology, pathology, radiopharmaceuticals, instrumentation, data analysis and diagnostic value. (510905) (Proficiency Levels: Math 2, Language 3)

- NUMT 1302 NUCLEAR MEDICINE  
INSTRUMENTATION  
(3-2) Credit: 3

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and successful completion of the 1st semester courses.

This course covers theory and application of electronic instrumentation used in the direction and analysis of ionizing radiations. Special emphasis will be placed on gamma spectrometry and quality assurance relevant to nuclear medicine instruments. A two hour per week associated laboratory will provide students with an opportunity to learn how to use radiation detection instruments relative to calibration, spectrometry and data acquisition. (510905) (Proficiency Levels: Math 2, Language 3)

- NUMT 1303 NUCLEAR MEDICINE DATA  
PROCESSING  
(3-5) Credit: 3

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and successful completion of the 1st and 2nd semester courses.

This introductory course emphasizes the hands-on application of computer software and the processing of various nuclear medicine procedures. Topics include: computer systems and operations, languages, software and uses of nuclear medicine computer systems. (510905) (Proficiency Levels: Math 2, Language 3)

- NUMT 1311 INTRODUCTION TO  
NUCLEAR MEDICINE  
(1-4) Credit: 3

Prerequisite: Enrollment in the Nuclear Medicine Technology Program.

An introduction to the foundations, facilities, and skills required for a Nuclear Medicine Technologist. Students will learn the history, current practices and future trends in the field of Nuclear Medicine. The laboratory section of this course is designed to introduce the beginning nuclear medicine technology student to the clinical practice of nuclear medicine. Students will rotate within a clinical nuclear medicine facility and observe all related patient procedures. (510905) (Proficiency Levels: Math 2, Language 3)



**NUMT 1411 RADIOCHEMISTRY AND  
RADIOPHARMACY**  
(3-3) Credit: 4

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and successful completion of the 1st semester courses.

This course covers concepts of radiochemistry, radiopharmaceutical production and quality assurance. Special emphasis will be placed on radiopharmaceutical biorouting. Application of radiation safety relevant to radiopharmaceutical production, use and disposal in a nuclear medicine pharmacy will be covered. (400506) (Proficiency Levels: Math 2, Language 3)

**NUMT 2301 NUCLEAR MEDICINE  
METHODOLOGY II**  
(3-0) Credit: 3

Prerequisite: Enrollment in the Nuclear Medicine Technology Program, permission of the NUMT Program Director and successful completion of the 1st, 2nd, and 3rd semester courses.

A continuation of NUMT 1301, Nuclear Medicine Methodology I. (510905) (Proficiency Levels: Math 2, Language 3)

**NUMT 2302 NUCLEAR MEDICINE  
METHODOLOGY III**  
(3-0) Credit: 3

Prerequisite: Enrollment in the Nuclear Medicine Technology Program successful completion of the 1st, 2nd, 3rd, and 4th semester courses.

This course is a continuation of NUMT 2301, Nuclear Medicine Methodology II. (510905) (Proficiency Levels: Math 2, Language 3)

**NUMT 2303 NUCLEAR MEDICINE  
SEMINAR**  
(3-0) Credit: 3

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and the 1st, 2nd, 3rd, and 4th semester courses.

This course is designed to allow graduating students to explore methods of Nuclear Medicine in their future. Emphasis is placed on emerging trends including technical advances, changes in legislation, licensing requirements, and employment options. (510905) (Proficiency Levels: Math 2, Language 3)

**NUMT 2401 NUCLEAR MEDICINE  
CLINICAL PRACTICUM IV**  
(0-34) Credit: 4

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and successful completion of the 1st, 2nd, 3rd, 4th and 5th semester courses.

This laboratory course is a continuation of the Clinical Practicum. Students should build their clinical skills during this course. (510905) (Proficiency Levels: Math 2, Language 3)

**NUMT 2601 NUCLEAR MEDICINE  
CLINICAL PRACTICUM II**  
(0-30) Credit: 6

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and successful completion of the 1st, 2nd and 3rd semester courses.

This laboratory course will provide nuclear medicine students with highly specialized instruction and experiences in the performance of the various tests and procedures normally found in a clinical nuclear medicine facility. Students are expected to become proficient in the performance of the most routine nuclear medicine tests and procedures. (510905) (Proficiency Levels: Math 2, Language 3)

**NUMT 2602 NUCLEAR MEDICINE  
CLINICAL PRACTICUM III**  
(0-30) Credit: 6

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and successful completion of the 1st, 2nd, 3rd and 4th semester courses.

This course is a continuation of NUMT 2601, Nuclear Medicine Clinical Practicum II. (510905) (Proficiency Levels: Math 2, Language 3)

## NURSING

**NURS 1101 INTRODUCTION TO  
NURSING PROCESS**  
(1-0) Credit: 1

Prerequisite: Acceptance in the Galveston College Associate Degree Nursing Program.

This course is designed to acquaint the student with fundamental concepts related to the nursing process, a systematic problem-

## COURSE DESCRIPTIONS

solving, critical thinking methodology used by nurses to provide competent, individualized care. Emphasis is placed on the Five Step Process: Assessment, Diagnosis, Planning, Implementation and Evaluation. (511601) (Proficiency Levels: Math 2, Language 3)

### **NURS 1102 LABORATORY SKILLS COURSE (PM)**

**(0-2) Credit: 1**

Prerequisite: Enrollment in the PMT to ADN Role Transition Option.

Corequisite: NURS 1101-Introduction to Nursing Process and NURS 1705-Role Transition

This course is designed to assist the PMT to gain proficiency in the performance of skills specific to nursing practice. Included is demonstration, opportunity for practice and satisfactory performance of skills according to designated criteria. (511601) (Proficiency Levels: Math 2, Language 3)

### **NURS 1704 ROLE TRANSITION (VN) (LVN TO ADN)**

**(7-10) Credit: 7**

Prerequisite: Enrollment in the VN to ADN Role Transition Option.

This course had been designed to allow the matriculation of qualified LVN's into the generic Associate Degree Nursing program at Galveston College. This course will introduce role development, physical assessment, the five (5) step nursing process, selected human behaviors and a clinical component to assess the individual's ability to apply theory in the clinical situation. Upon successful completion of NURS 1704, the student will receive 17 credit hours for education and experience. (511601) (Proficiency Levels: Math 2, Language 3)

### **NURS 1705 ROLE TRANSITION (PMT TO ADN)**

**(5-10) Credit: 7**

Prerequisite: Enrollment in the PMT to ADN Role Transition Option.

Corequisite: NURS 1101-Introduction to Nursing Process and NURS 1102-Nursing Laboratory Skills

This course has been designed to allow the matriculation of qualified PMT's into the generic associate degree nursing program at Galveston College. This course will introduce

role development, physical assessment, the five (5) step nursing process, selected human behaviors, and a clinical component to assess the individual's ability to apply theory in the clinical situation. Upon successful completion of NURS 1705, NURS 1101 and NURS 1102, the student will receive 17 credit hours for education and experience. (511601) (Proficiency Levels: Math 2, Language 3)

### **NURS 1801 NURSING PROCESS I**

**(4-12) Credit: 8**

Prerequisites: Admission into the Associate Degree Nursing Programs. Successful completion of BIOL 2401, CHEM 0301, MATH 0303, MDRT 1301 and PSYC 2301.

This course introduces the nursing student to the principles and techniques of the nursing process within a caring environment. The classroom, college laboratory, and various clinical settings within the community are utilized to assist the student to develop fundamental nursing and therapeutic communication skills. (511601) (Proficiency Levels: Math 2, Language 3)

### **NURS 1902 NURSING PROCESS II**

**(6-18) Credit: 9**

Prerequisites: Successful completion of NURS 1801, BIOL 2401 and 2402, CHEM 0301, ENGL 1301, MATH 0303 and MDRT 1301. A grade of "C" or higher or concurrent enrollment in BIOL 2420 and PSYC 2308.

This course focuses on providing care for adults experiencing a variety of physical and behavioral health problems. Different settings, from the community to the hospital, are utilized to broaden the students' experience and enable them to build on the principles and techniques learned in NURS 1801. The nursing process is the basis for the provision of care. (511601) (Proficiency Levels: Math 2, Language 3)

### **NURS 2501 NURSING PROCESS III**

**(3-9) Credit: 5**

Prerequisites: Successful completion of NURS 1801, 1902 or NURS 1603, BIOL 2401, 2402, 2420, CHEM 0301, ENGL 1302, GOVT 2306, MATH 0303, MDRT 1301, PSYC 2301 and PSYC 2308 or PSYC 2314, with a grade of "C" or higher or concurrent enrollment in SOCI 1301.

This course applies the nursing process to explore and meet the needs of children and

families during the child-rearing period. Emphasis is placed on health promotion and maintenance as well as provision of nursing care for the ill child and his family. (511601) (Proficiency Levels: Math 2, Language 3)

**NURS 2502 NURSING PROCESS IV**  
(3-9) Credit: 5

Prerequisites: Successful completion of NURS 1801, NURS 1902, or NURS 1603, BIOL 2402, 2420, CHEM 0301, ENGL 1301, ENGL 1302, GOVT 2306, MATH 0303, MDRT 1301, PSYC 2301, PSYC 2308 or PSYC 2314 with a grade of "C" or higher or concurrent enrollment in SOCI 1301.

This course focuses on providing competent, holistic care for prenatal, intra-partal and post-partal women, infants and families. Emphasis is placed on critical social and cultural issues that pertain to women. (511601) (Proficiency Levels: Math 2, Language 3)

**NURS 2902 NURSING PROCESS V**  
(6-18) Credit: 9

Prerequisite: Successful completion of NURS 1801, 1902 or 1603, 2501, 2502, BIOL 2401, 2402, 2420, CHEM 0301, ENGL 1301, 1302 MATH 0303, MDRT 1301, PSCY 2301, 2308 or 2314, SOCI 1301 with a "C" or higher or concurrent enrollment in GOVT 2306.

This course expands nursing principles and techniques to provide comprehensive competent nursing care for acute and chronically ill adults and their families. Emphasis is placed on critical thinking, prioritizing, accountability, and refinement of problem solving skills. Time management and beginning leadership skills are introduced. Learning experiences are designed to assist the student to make the transition to beginning level graduate nursing. (511601) (Proficiency Levels: Math 2, Language 3)

**NURS 3301 GERONTOLOGIC HEALTH CARE LEADERSHIP SKILLS: COMMUNITY SETTINGS**

(A Tech-Prep Advanced Option Course)  
(3-0) Credit: 3

Prerequisite: Graduation from an accredited nursing program or programs in other disciplines with the permission of the Dean of Health Occupations.

This course affords the student with advanced

skills and concepts of leadership to enable the provision of health care for older citizens in diverse community settings. The course emphasizes the prevention of health problems of senior citizens by enabling them to remain as independent as possible and to receive individualized care in the community. (511699) (Proficiency Levels: Math 2, Language 3)

**NURS 3302 GERONTOLOGIC HEALTH CARE LEADERSHIP SKILLS: HOSPITAL AND NURSING HOME**

(A Tech-Prep Advanced Option Course)  
(3-0) Credit: 3

Prerequisite: Graduation from an accredited nursing program or programs in other disciplines with the permission of the Dean of Health Occupations.

This course provides the learner with advanced skills and concepts of care related to the geriatric client. A broad range of issues is presented for a comprehensive knowledge base of the needs of the elderly who are experiencing a hospital admission or nursing home placement. (511699) (Proficiency Levels: Math 2, Language 3)

**NURS 3601 INTRODUCTION TO PERIOPERATIVE NURSING**

(A Tech Prep Advanced Option Course)  
(12-4) Credit 6

Prerequisites: Graduation from an accredited program in nursing or permission of the Dean of Health Occupations.

This course provides a theoretical foundation for the practice of perioperative nursing, and introduces work-based competencies essential to the operating room circulating nurse. These competencies include patient preparation, creation and maintenance of the sterile field, and provision of a safe environment. Simulated laboratory experiences allow opportunities for application of concepts presented. (511601) (Proficiency Levels: Math 2, Language 3)

**NURS 3602 PERIOPERATIVE NURSING PRACTICUM**

(A Tech Prep Advanced Option Course)  
(4-12) Credit: 6

Prerequisite: NURS 3601.

This course provides students opportunities to

## COURSE DESCRIPTIONS

apply theory and interpersonal and technical skills introduced in NURS 3601 to practice in the perioperative arena. Entry-level competencies in direct patient care including patient preparation, creation and maintenance of the sterile field, and provision of a safe perioperative environment will be developed. Through application of the nursing process, students will implement plans of care for patients during the perioperative period. (511601) (Proficiency Levels: Math 2, Language 3)

### OFFICE ADMINISTRATION

**OFAD 1101 PERSONAL COMPUTER  
KEYBOARDING I**  
(0-2) Credit: 1

Prerequisite: None.

This course is an introduction to the keyboard with development of basic machine operation skills fundamental techniques and beginning speed. (520401) (Proficiency Levels: Math 0, Language 0)

**OFAD 1102 PERSONAL COMPUTER  
KEYBOARDING II**  
(0-2) Credit: 1

Prerequisite: OFAD 1101.

Emphasis is placed on the development of greater speed and practical techniques for centering, tabulations, memorandums, personal and business letters. (520401) (Proficiency Levels: Math 0, Language 0)

**OFAD 1103 PERSONAL COMPUTER  
KEYBOARDING III**  
(0-2) Credit: 1

Prerequisites: OFAD 1102.

This course is a refinement of skills in producing outlines, manuscripts, tables and business letters. Further speed development is emphasized. (520401) (Proficiency Levels: Math 0, Language 0)

**OFAD 1104 COMPUTER  
KEYBOARDING FOR NON-  
DEGREE SEEKERS**  
(0-2) Credit: 1

Prerequisite: None.

Speed and accuracy is the primary objective of this course (520401) (Proficiency Levels: (Math 0, Language 0)

**OFAD 1105 INTRODUCTION TO  
OPERATING SYSTEMS**  
(0-2) Credit: 1

Prerequisite: OFAD 1106 or concurrent enrollment in OFAD 1106.

This course will provide a general overview of various operating systems such as MS-DOS and PC-DOS and window operating systems such as Windows 95 with hands-on exercises where applicable. Topics covered will include how to install software on hard disk, upgrading hard disk, the operating system command structure, establish and maintain directories, create batch files, purge files, and related utilities on networking. (110101) (Proficiency Levels: Math 1, Language 2)

**OFAD 1106 INTRODUCTION TO  
HARDWARE AND  
SOFTWARE**  
(0-2) Credit: 1

Prerequisite: None

This course provides the knowledge needed to purchase a computer. Other topics covered will include the major components of a computer system, terminology, explain the ethics and licensure regulations, difference between software programs, how to use reference manuals and types of questions to ask a support vendor. (110101) (Proficiency Levels: Math 1, Language 2)

**OFAD 1300 PERSONAL AND  
PROFESSIONAL  
DEVELOPMENT**  
(3-0) Credit: 3

Prerequisite: None.

Students will develop skills to assist in growing professionally and personally. These skills include self-examination and assessment, development of effective interpersonal skills, problem solving, critical thinking, communication, team work, and diversity awareness. (520401) (Proficiency Levels: Math 0, Language 0)

**OFAD 1400 BEGINNING  
KEYBOARDING**  
(3-2) Credit: 4

Prerequisite: None.

Touch typewriting is taught. Emphasis is placed on learning basic skills involved in organizing and typing material centered both vertically and horizontally, typing business

letters, tables, reports, rough drafts and short manuscripts. (520401) (Proficiency Levels: Math 1, Language 2)

**OFAD 1401 INTERMEDIATE KEYBOARDING**  
(3-2), Credit: 4

Prerequisite: OFAD 1400.

This course emphasizes improvement of basic skills, typing of tabulations with special features, business forms, business letters in various styles and with special features, technical and statistical reports and employment communications. (520401) (Proficiency Levels: Math 1, Language 2)

**OFAD 1403 BUSINESS MATHEMATICS**  
(3-2) Credit: 4

Prerequisite: MATH 0300.

This course will cover concepts of business mathematical computations emphasizing such areas as bank reconciliations, discounts, mark up/mark down, payroll, insurance, interest, loans, installments, depreciation and inventory. The computer keypad and the electronic calculator will be taught using the touch system. Basic spreadsheet functions will be taught. (520401) (Proficiency Levels: Math 1, Language 2)

**OFAD 2105 SPECIAL TOPICS IN OFFICE ADMINISTRATION I**  
(1-0) Credit: 1

Prerequisite: Consent of the Dean.

This course's content will be selected topics in office automation with emphasis on integrated office technologies. (520401) (Proficiency Levels: Math 1, Language 2)

**OFAD 2300 TELECOMMUNICATIONS**  
(3-0) Credit: 3

Prerequisite: None.

This course is an overview of integrated office communication systems. Areas to be studied include hardware and software, as well as the codes, formats, protocols, used by private and public information utilities, on-line databases, facsimile and fax boards, electronic bulletin boards, electronic mail, and exploring the Internet will be integrated throughout the course. (520401) (Proficiency Levels: Math 1, Language 2)

**OFAD 2301 BEGINNING DESKTOP PUBLISHING**  
(2-2) Credit: 3

Prerequisite: OFAD 2304.

This course is designed to teach the student how to select, use, construct, implement, and integrate text, business graphics, data, line art, and photographs to produce quality business publications electronically. Topics will include corporate publications, DTP hardware and software requirements, text editing, graphics design, page layout, front selection, and laser printers. (520401) (Proficiency Levels: Math 1, Language 3)

**OFAD 2304 WORD PROCESSING**  
(3-0) Credit: 3

Prerequisite: Typing speed of 25 wpm

This course is hands-on instruction in the basic functions of a word processing system. Emphasis will be placed on creating, revising, and printing documents. (520401) (Proficiency Levels: Math 1, Language 2)

**OFAD 2305 SPECIAL TOPICS IN OFFICE ADMINISTRATION II**  
(3-0) Credit: 3

Prerequisite: Consent of the Dean.

This course will cover additional selected topics in office automation with emphasis on integrated office technologies. (520401) (Proficiency Levels: Math 1, Language 2)

**OFAD 2307 INTERMEDIATE DESKTOP PUBLISHING**  
(2-2) Credit: 3

Prerequisite: OFAD 2301.

Builds on design and typography skills reamed in Beginning Desktop. It prepares the student to confidently create basic business documents that incorporate graphics and color in the final design and the processes required to produce final printed form. (520401) (Proficiency Levels: Math 1, Language 3)

**OFAD 2308 ADVANCED DESKTOP PUBLISHING**  
(2-2) Credit: 3

Prerequisite: OFAD 2307.

It is a combination of all skills reamed in Beginning and Intermediate Desktop in order to create complete business packages from

## COURSE DESCRIPTIONS

concept to final destination for a variety of industries. Students will also recreate to exact specifications existing business documents and file management and manipulation to assure continuity and ease of access to all projects created on the job. (520401) (Proficiency Levels: Math 1, Language 3)

### **OFAD 2311 SPREADSHEET** (2-2) Credit: 3

Prerequisites: None.

Topics in this course will cover spreadsheet definition, creating and editing data in a worksheet, entering formulas, working with large text and number entries, printing-deleting and saving worksheets, formatting cells, changing column widths and margins, creating and editing charts, working with borders and lines, creating headers and footers and copying and moving data from one worksheet to another (520401) (Proficiency Levels: Math 1, Language 2)

### **OFAD 2313 DATABASE** (2-2) Credit: 3

Prerequisite: None.

Topics included in this course will be database definition, describe the features of a database management system, creating and editing database reports and forms, querying and linking databases, producing mailing labels, macros, enhancing databases with graphics, and file management. (520401) (Proficiency Levels: Math 1, Language 2)

### **OFAD 2316 BEGINNING DESIGN, CONCEPTS AND APPLICATIONS** (2-2) Credit: 3

Prerequisites: OFAD 2301 and/or concurrent enrollment in OFAD 2307.

Beginning design exposes the student to basic industry accepted design principles formulated over the years by graphic design specialists throughout the world. From this exposure, the student is responsible for using this knowledge to recreate to exact specifications existing business documents. (520401) (Proficiency Levels: Math 1, Language 2)

### **OFAD 2317 ADVANCED DESIGN, CONCEPTS AND APPLICATIONS** (2-2) Credit: 3

Prerequisite: OFAD 2316.

Expands on the design principles learned in Beginning Design and Advanced Desktop courses. This course will encourage students to use their own creative talents to design business related documents that not only meet industry standards but also stretch those standards in the evolution of a professional design style that expresses the student's own creativity and the image of the business that employs them. (520401) (Proficiency Levels: Math 1, Language 2)

### **OFAD 2318 PRINT AND MEDIA PRESENTATIONS** (3-0) Credit: 3

Prerequisite: OFAD 2307 and OFAD 2316.

Students will acquire a working understanding of multimedia presentation software while utilizing design and desktop skills learned in previous courses. (520401) (Proficiency Levels: Math 1, Language 2)

### **OFAD 2350 OFFICE TECHNOLOGY COOPERATIVE EDUCATION I** (1-20) Credit: 3

Prerequisite: Sophomore level standing. Courses that must be successfully completed include OFAD 1402,1403, and approval of the Dean.

Cooperative Education I is a comprehensive treatment of internship-related activities with individualized learning objectives structured to relate the student's major field of study with the internship position. Regularly scheduled seminars concentrate on proper interviewing techniques, letters of application and resume writing, case study methods towards human relations and effective communications on the job, investigation of the career and work environment, and an analysis of the chosen career, which includes appropriate curriculum requirements (520401) (Proficiency Levels: Math 1, Language 2)

**OFAD 2400 ADMINISTRATIVE OFFICE PROCEDURES****(3-2) Credit: 4**

Prerequisite: OFAD 1401.

This course is a study of modern office procedures. The student will acquire skill in machine transcription using word processing software, telephone and office etiquette, reprographics techniques, report and itinerary preparation, handling mail, and filing procedures. Emphasis is placed on developing traits and characteristics necessary for success in current office practices. (520401) (Proficiency Levels: Math 1, Language 2)

**PHILOSOPHY****+PHIL 1301 INTRODUCTION TO PHILOSOPHY****(3-0) Credit: 3**

Prerequisite: None.

A survey course designed to acquaint the student with some of the fundamental problems in philosophy and with the methods used to deal with them. Some principle views, both ancient and modern, are examined as possible solutions. (3801015135) (Formerly: PHIL 1301) (Proficiency Levels: Math 0, Language 3)

**+PHIL 1316 HISTORY OF RELIGIONS****(3-0) Credit: 3**

Prerequisite: None.

An historical survey of major religions. Topics may vary and could include the Old Testament, the New Testament, and the study of other major religions of the world. (3802015135) (Proficiency Levels: Math: 0, Language: 3)

**PHIL 2306 INTRODUCTION TO ETHICS AND MORALITY****(3-0) Credit: 3**

Prerequisite: PHIL 1301.

An introduction and survey of classical and contemporary theories concerning the good life, human conduct in society, and moral ethical standards. The advantages of each major theory will be thoroughly explored as well as the disadvantages they engender. A brief survey of professional ethics will also be included. Critiques of all theories will be required. (3801015335) (Proficiency Levels: Math 0, Language: 3)

**PHLEBOTOMY TECHNOLOGY****PHLE 1201 LEGAL AND ETHICAL ISSUES****(2-0) Credit: 2**

Prerequisite: Acceptance into the Phlebotomy Program.

This course introduces a discussion of the legal, moral, ethical and social behaviors pertinent to the practice of health care. Basic principles of confidentiality, patient rights and informed decision-making will be explored. (511004) (Proficiency Levels: Math 0, Language 1)

**PHLE 1301 PHLEBOTOMY THEORY****(3-0) Credit: 3**

Prerequisite: Acceptance into the Phlebotomy Program.

Corequisites: PHLE 1302 and PHLE 1303

This course will include basic phlebotomy techniques and topics. Topics will include: skills necessary to obtain and handle blood specimens for clinical laboratory testing, techniques equipment and issues dealing with patient contact and pertinent anatomy and physiology concepts. (511004) (Proficiency Levels: Math 0, Language 1)

**PHLE 1302 PHLEBOTOMY CLINICAL****(0-2-6) Credit: 3**

Prerequisite: Acceptance into the Phlebotomy Program.

Corequisites: PHLE 1301 and PHLE 1303.

This course provides for the application of concepts and techniques learned in PHLE 1301 in the clinical setting. Instruction will be under the direct supervision of a phlebotomist. (511004) (Proficiency Levels: Math 0, Language 1)

**PHLE 1303 PHLEBOTOMY SEMINAR****(3-0) Credit: 3**

Prerequisite: Acceptance into the Phlebotomy Program.

Corequisites: PHLE 1301 and PHLE 1302.

This course presents an overview of techniques related to the practice of phlebotomy technology. Emphasis is placed on emerging trends, technologic advances, certification requirements and employment options. (511004) (Proficiency Levels: Math 0, Language 1)

**PHYSICAL EDUCATION AND RECREATION THEORY COURSES**

**PHED 1301 FOUNDATIONS OF KINESIOLOGY AND RECREATION**  
(3-0) Credit: 3

Prerequisite: None.

An orientation to the historical evolution of movement, the essential component of life. Emphasis is on the physical as well as the social and emotional growth of the individual. (3105015228) (Proficiency Levels: Math 0, Language 3)

**PHED 1304 PERSONAL/COMMUNITY HEALTH AND WELLNESS**  
(3-0) Credit: 3

Prerequisite: None.

This course is designed to increase student awareness of health concepts, fitness, and lifestyle modification. The class includes laboratories and practical activities which help students improve the quality of their lives, reduce risk for chronic disease, and achieve well being. (5103015128) (Proficiency Levels: Math 0, Language 0)

**PHED 1306 FIRST AID AND SAFETY**  
(3-0) Credit: 3

Prerequisite: None.

This course is a study of emergency first aid and safety procedures as established by the American Red Cross. Instruction includes Standard First Aid and Personal Safety, and Cardiopulmonary Resuscitation (CPR). Upon successful completion of the course, American Red Cross Certifications are awarded. (5103015328) (Proficiency Levels: Math 0, Language 3)

**PHED 1331 RHYTHMS, GAMES, AND ACTIVITIES FOR CHILDREN**  
(3-0) Credit: 3

Prerequisite: None.

This course is an introduction to motor skills, games, rhythms, sports, recreational activities, and their methods of presentation. Emphasis is on the development and interaction of chil-

dren in kinesiological activities. (3101015228) (Proficiency Levels: Math 0, Language 3)

**PHED 2302 SPORTS OFFICIATING**  
(3-0) Credit: 3

Prerequisite: None.

This course is designed to give students an insight into the rules of various sports with emphasis on the theory and practice in the techniques of officiating team sports. (1202045128) (Proficiency Levels: Math 0, Language 3)

**PHYSICAL EDUCATION AND RECREATION ACTIVITY COURSES**

(3601085128)

(Proficiency Levels for all activity courses: Math 0, Language 0)

The activity courses in Physical Education and Recreation are designed to: (1) promote vigorous mental, emotional, social, and physical health; (2) develop motor skills; and (3) prepare the student for vigorous leisure-time activities. Some senior colleges require at least two semesters of physical education for graduation.

It is recommended that students who will be enrolled in courses requiring vigorous physical activity have medical clearance.

**PHED 1100 AEROBICS I (1-2) Credit: 1**

**PHED 1101 GYMNASTICS (1-2) Credit: 1**

**PHED 1103 AEROBICS: FITNESS FOR LIFE I (1-2) Credit: 1**

**PHED 1104 AEROBICS: FITNESS FOR LIFE II (1-2) Credit: 1**

**PHED 1105 ARCHERY/BADMINTON (1-2) Credit: 1**

**PHED 1106 AEROBICS: CROSS TRAINING, STEP, PUMP, KICK BOXING, WEIGHT TRAINING (1-2) Credit: 1**

**PHED 1107 AEROBICS II (1-2) Credit: 1**



COURSE DESCRIPTIONS

PHED 1108	BACKPACKING AND CAMPING (1-2) Credit: 1	PHED 1170	SWIMMING (1-2) Credit: 1
PHED 1110	BOWLING (1-2) Credit: 1	PHED 1171	VARSITY VOLLEYBALL I (1-2) Credit: 1
PHED 1115	CANOEING (1-2) Credit: 1	PHED 1172	VARSITY VOLLEYBALL II (1-2) Credit: 1
PHED 1120	DIVEMASTER (1-2) Credit: 1	PHED 1175	TEAM SPORTS (1-2) Credit: 1
	Prerequisite: PHED 1160	PHED 1176	VARSITY BASEBALL I (1-2) Credit: 1
PHED 1125	FOUNDATIONS OF FITNESS (1-2) Credit: 1	PHED 1177	VARSITY BASEBALL II (1-2) Credit: 1
PHED 1130	GOLF I (1-2) Credit: 1	PHED 1180	TENNIS I (1-2) Credit: 1
PHED 1131	GOLF II (1-2) Credit: 1	PHED 1181	TENNIS II (1-2) Credit: 1
PHED 1135	AEROBIC-JOGGING (1-2) Credit: 1	PHED 1185	WALLYBALL (1-2) Credit: 1
PHED 1140	LEISURE TIME ACTIVITIES (1-2) Credit: 1	PHED 1190	WEIGHT TRAINING I (1-2) Credit: 1
DANC 1141	BEGINNING BALLET I (1-2) Credit: 1	PHED 1191	WEIGHT TRAINING II (1-2) Credit: 1
PHED 1145	LIFE SAVING (1-2) Credit: 1	PHED 1195	WIND SURFING (1-2) Credit: 1
	Prerequisite: Must be able to pass a swimming test.		Prerequisite: Must be able to pass a swimming test.
PHED 1150	RACQUETBALL (1-2) Credit: 1	PHED 2100	AEROBICS III (1-2) Credit: 1
PHED 1155	SAILING (1-2) Credit: 1	PHED 2101	AEROBICS IV (1-2) Credit: 1
	Prerequisite: Must be able to pass a swimming test.	PHED 2103	AEROBICS: FITNESS FOR LIFE III (1-2) Credit: 1
PHED 1160	SCUBA DIVING (1-2) Credit: 1	PHED 2104	AEROBICS: FITNESS FOR LIFE IV (1-2) Credit: 1
	Prerequisite: Must be able to pass a swimming test.	PHED 2130	GOLF III (1-2) Credit: 1
PHED 1161	VARSITY SOFTBALL I (1-2) Credit: 1	PHED 2131	GOLF IV (1-2) Credit: 1
PHED 1162	VARSITY SOFTBALL II (1-2) Credit: 1	PHED 2161	VARSITY SOFTBALL III (1-2) Credit: 1
PHED 1165	SOCIAL DANCE (1-2) Credit: 1		(Formerly: PHED 1163)
		PHED 2162	VARSITY SOFTBALL IV (1-2) Credit: 1
			(Formerly: PHED 1164)

## COURSE DESCRIPTIONS

**PHED 2171 VARSITY VOLLEYBALL III**  
(1-2) Credit: 1

(Formerly: PHED 1171)

**PHED 2172 VARSITY VOLLEYBALL IV**  
(1-2) Credit: 1

(Formerly: PHED 1172)

**PHED2176 VARSITY BASEBALL III**  
(1-2) Credit: 1

(Formerly: PHED 1178)

**PHED 2177 VARSITY BASEBALL IV**  
(1-2) Credit: 1

(Formerly: PHED 1179)

**PHED 2180 TENNIS III (1-2) Credit: 1**

**PHED 2181 TENNIS IV (1-2) Credit: 1**

**PHED 2190 WEIGHT TRAINING III**  
(1-2) Credit: 1

**PHED 2191 WEIGHT TRAINING IV**  
(1-2) Credit: 1

### PHYSICS

**+PHYS 1401 GENERAL PHYSICS I**  
(3-3) Credit: 4

Prerequisite: MATH 1314.

Force and motion, work, energy and power, circular motion, momentum, vibratory motion, properties of solids and liquids; fluid mechanics; heat, sound and molecular theory of matter. (4008015339) (Proficiency Levels: Math 3, Language 3)

**+PHYS 1402 GENERAL PHYSICS II**  
(3-3) Credit: 4

Prerequisite: PHYS 1401.

Continuation of PHYS 1401. Optics, reflection, refraction, interference, diffraction and polarization; electric charges and fields, potential, resistance, capacitance, electric currents and circuits, magnetic fields; selected topics in modern physics. (4008015339) (Proficiency Levels: Math 3, Language 3)

**+PHYS 2425 MECHANICS**

(3-3) Credit: 4

Prerequisite: Credit for or registration in MATH 2413.

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

Vectors, motion in one dimension, motion in a plane rotational motion, oscillatory motion, work, energy, power and momentum, conservation laws and applications; gravitation; fluid mechanics; heat and thermodynamics. (4008015439) (Proficiency Levels: Math 3, Language 3)

**+PHYS 2426 ELECTRICITY AND MAGNETISM**

(3-3) Credit: 4

Prerequisite: PHYS 2425.

Charge, electric field and potential, capacitance, dielectrics, resistance, electric circuits, magnetic field and induction, inductance, radiation. (4008015439) (Proficiency Levels: Math 3, Language 3)

### PSYCHOLOGY

**PSYC 0100 ORIENTATION TO COLLEGE**

(1-0) Credit: 1

Prerequisite: None.

Critical thinking, academic planning, and research skills which apply to all academic disciplines. Competencies in skills to acquaint students with the higher education system, including purpose and requirements, college and university catalogs, grading systems, programs, student rights and responsibilities, and the College's services and facilities. (2401025140) (Proficiency Levels: Math 0, Language 0)

**SSFC 0301 STUDY SKILLS FOR COLLEGE**

(3-0) Credit: 3

Prerequisite: None.

Techniques of study such as time management, listening, note-taking, text marking, library and research skills, preparing for examinations and using learning resources. Competencies are emphasized to improve the student's college potential and enhance life-

long learning. (3201015235) (Proficiency Levels: Math 0, Language 0)

**PSYC 0301 HUMAN DEVELOPMENT: COLLEGE, CAREER AND LIFE-LONG PLANNING**  
(3-0) Credit: 3

Prerequisite: None.

Principles of psychology designed to help the student identify personal strengths by exploration of values, interests, skills, and aptitudes through group and individual exercises will be emphasized. Also, educational and vocational planning strategies will be developed for college, career, and personal adjustment. (3201995140) (Proficiency Levels: Math 0, Language 0)

**PSYC 1302 PROBLEM SOLVING AND REASONING**  
(3-0) Credit: 3

Prerequisite: Concurrent enrollment in PSYC 2301—*Introduction to Psychology* and completion of READ 0302 or passed TASP reading section.

An in-depth inquiry to improve problem-solving and reasoning by developing critical thinking strategies about psychological ideas and concepts. Competencies with the critical thinking approach will be emphasized to develop inferential and interpretative comprehension skills and expansion of these skills into higher level analysis, synthesis, and evaluative processes. (3801015735) (Proficiency Levels: Math 0, Language 2)

**+PSYC 2301 INTRODUCTION TO PSYCHOLOGY**  
(3-0) Credit: 3

Prerequisite: None.

A survey of the major topics in psychology. Introduces the study of behavior and the factors that determine and effect behavior. Competencies with the scientific approach to the study of behavior will be emphasized to develop understanding of the biological basis, mental states, learning, memory, language, emotion, motivation, personality, development, psychological disorders, and therapy. (4201015140) (Proficiency Levels: Math 0, Language 3)

**PSYC 2302 APPLIED PSYCHOLOGY: COUNSELING METHODS**  
(3-0) Credit: 3

Prerequisite: PSYC 2301 and PSYC 2320 with grades of C or better in both courses.

A survey of the applications of psychological concepts and principles to counseling methods. Competencies of therapeutic treatment of psychological problems. Emphasis on behavioral, cognitive, client-centered, and psychoanalytic techniques of therapy. (4201015240) (Proficiency Levels: Math 1, Language 3)

**+PSYC 2306 HUMAN SEXUALITY**  
(3-0) Credit: 3

Prerequisite: None.

A study of the biological, sociological, and psychological aspects of human sexuality in an effort to increase the student's awareness of various sexual practices, to develop competencies in identifying certain diseases and dysfunction as well as the therapeutic means of dealing with them and to foster a healthy attitude and responsible approach to sexual behavior and sex education. (4201015342) (Proficiency Levels: Math 0, Language 3)

**PSYC 2308 CHILD GROWTH AND DEVELOPMENT**  
(3-0) Credit: 3

Prerequisite: PSYC 2301.

The study of the relationship of the physical, emotional, social, and mental factors of growth and development. Competencies with the scientific approach to the study of children will be emphasized to develop understanding of the major theoretical models in child psychology. (4207015140) (Proficiency Levels: Math 0, Language 3)

**PSYC 2311 ADULT DEVELOPMENT**  
(3-0) Credit: 3

Prerequisite: PSYC 2301 and PSYC 2308.

The study of the relationship of the physical, emotional, social, and mental factors of adulthood. Competencies with the scientific approach to the study of adults will be emphasized to develop understanding of the major theoretical models in adult psychology. (4207015140) (Proficiency Levels: Math 1, Language 3)

## COURSE DESCRIPTIONS

**PSYC 2314 LIFESPAN GROWTH AND DEVELOPMENT**  
(3-0) Credit: 3

Prerequisite: PSYC 2301.

The study of the relationship of the physical, emotional, social, and mental factors of growth and development of children and throughout the lifespan. Competencies with the scientific approach to the study of children, adolescents, and adults will be emphasized to develop understanding of the major theoretical models of developmental psychology. (4207015140) (Proficiency Levels: Math 0, Language 3)

**PSYC 2317 STATISTICAL METHODS IN PSYCHOLOGY**  
(3-0) Credit: 3

Prerequisite: PSYC 2301.

The study of the measures of central tendency and variability, statistical inference, correlation, and regression as these apply to psychology. Competencies with statistical concepts and computations will be emphasized to develop understanding of the empirical methods of research in psychology. (4201015240) (Proficiency Levels: Math 1, Language 3)

**PSYC 2320 BEHAVIOR MODIFICATION**  
(3-0) Credit: 3

Prerequisite: PSYC 2301.

A competency based course which aims to teach the student techniques of managing his/her own behavior in everyday situations. Subject matter and programming skills include the use of learning principles such as stimulus control, shaping, relaxation training, reinforcement scheduling and token economics. (4201015640) (Proficiency Levels: Math 0, Language 3)

**PSYC 2340 CURRENT ISSUES IN PSYCHOLOGY: BEHAVIORAL ASPECTS OF SUBSTANCE ABUSE**  
(3-0) Credit: 3

Prerequisite: PSYC 2301 and PSYC 2320 with grades of "C" or better in both courses.

An in-depth study of the behavioral aspects of alcoholism and substance abuse to familiarize the student with the latest theories and principles in behavioral science and develop competencies in the methods of modifying and

controlling behavior in clinical and personal settings, especially as related to chemical dependency counseling. (4201015540) (Proficiency Levels: Math 1, Language 3)

**PSYC 2341 CURRENT ISSUES IN PSYCHOLOGY: BEHAVIORAL ASPECTS OF AGING**  
(3-0) Credit: 3

Prerequisite: PSYC 2301 AND PSYC 2320 with a grade of C or better in both courses.

An in-depth study of the behavioral aspects of aging to familiarize the student with the latest theories and principles in behavioral science and to develop competencies in the methods of modifying and controlling behavior in clinical and personal settings, especially as related to aging. (4201015540) (Proficiency Levels: Math 1, Language 3)

**PSYC 2342 CURRENT ISSUES IN PSYCHOLOGY: INTERVENTION FOR EMPLOYEE ASSISTANCE SERVICES**  
(3-0) Credit: 3

Prerequisite: PSYC 2301, SOCI 1301, SOCI 2331 with a grade of "C" or better in the courses, or consent of the instructor.

An in-depth study of specific strategies which include: identification, intervention, referral, aftercare and support for children and youth. Focusing on at-risk factors for children and adolescents that can appear from preschool age through grade twelve. Competencies primarily applicable to middle and high schools, especially those students that have had serious school-related problems (i.e., alcohol or other drug usage) that interferes with a positive learning environment. (4201015540) (Proficiency Levels: Math 1, Language 3)

**PSYC 2369 ACADEMIC COOPERATIVE IN PSYCHOLOGY: GERONTOLOGY**  
(3-3) Credit: 3

Prerequisite: Completion of the Certificate in Gerontology or consent of instructor.

An instructional program designed to integrate on-campus study with practical hands-on work experience in psychology. In conjunction with class seminars, the individual student and the instructor will set specific

goals and objectives in the study of gerontology. Competencies for working with the aging will be emphasized. (4501015142) (Proficiency Levels: Math 1, Language 3)

**PSYC 2379 ACADEMIC COOPERATIVE  
IN PSYCHOLOGY:  
PREVENTION AND  
INTERVENTION**

(3-3) Credit: 3

Prerequisite: Completion of the Certificate in Prevention and Intervention or consent of instructor.

An instructional program designed to integrate on-campus study with practical hands-on work experience in psychology. In conjunction with class seminars, the individual student and the instructor will set specific goals and objectives in the study of prevention and intervention. Competencies in the core functions for prevention and intervention will be emphasized. (4501015142) (Proficiency Levels: Math 1, Language 3)

**PSYC 2389 ACADEMIC COOPERATIVE  
IN PSYCHOLOGY:  
CHEMICAL DEPENDENCY  
COUNSELING**

(3-3) Credit: 3

Prerequisite: Completion of the Certificate in Chemical Dependency Counseling or its equivalent of a Counselor In Training (CIT) status with the Texas Commission of Alcohol and Drug Abuse or consent of instructor.

An instructional program designed to integrate on-campus study with practical hands-on work experience in psychology. In conjunction with class seminars, the individual student and the instructor will set specific goals and objectives in the study of chemical dependency counseling. Competencies in the twelve core functions for the addictions counselor will be emphasized. (4501015142) (Proficiency Levels: Math 1, Language 3)

**PSYC 2399 ACADEMIC COOPERATIVE  
IN PSYCHOLOGY: SOCIAL  
WORK**

(3-3) Credit: 3

Prerequisite: Completion of the Certificate in General Social Work or consent of instructor.

An instructional program designed to integrate on-campus study with practical hands-on work experience in psychology. In conjunction with class seminars, the individ-

ual student and the instructor will set specific goals and objectives in the study of general psychology. Competencies in the core functions for general psychology will be emphasized (4502025142) (Proficiency Levels: Math 1, Language 3)

## RADIOGRAPHY

**RADT 1301 RADIOGRAPHIC  
POSITIONING I**

(2-3) Credit: 3

Prerequisite: Enrollment in the Radiography Program and Anatomy & Physiology I.

This course is designed for first year students to demonstrate and practice positioning of the extremities, pelvis, chest and abdominal cavity. Students are introduced to the terminology and anatomy used in radiographic positioning. (510907) (Proficiency Levels: Math 2, Language 3)

**RADT 1303 RADIOGRAPHIC  
TECHNIQUES AND  
EXPOSURE**

(1-2) Credit: 3

Prerequisite: Enrollment in the Radiography Program and successful completion of the 1st semester courses.

This course concentrates on the technical factors involved in the production of optimum quality radiographic images. Emphasis is placed on the various radiographic laws and conversion techniques. The student will research, document, and compare the produced outcomes under direct supervision of the instructor. (510907) (Proficiency Levels: Math 2, Language 3)

**RADT 1304 RADIOGRAPHIC  
POSITIONING II**

(2-3) Credit: 3

Prerequisite: Enrollment in the Radiography Program and successful completion of the 1st semester courses.

This course is designed for the first year of instruction and practice in the positioning of the spine, digestive, urinary and biliary systems. Positioning of the cranium, facial skeleton, paranasal sinuses and special interest views of the skull is also included. The student is introduced to the terminology and anatomy used in the procedures listed above. (510907) (Proficiency Levels: Math 2, Language 3)

## COURSE DESCRIPTIONS

### **RADT 1401 FUNDAMENTALS OF RADIOGRAPHY: CLINICAL I**

**(2-12) Credit: 4**

Prerequisite: Enrollment in the Radiography Program.

This course is divided into sections. The first section concentrates on the principles of radiographic image production needed prior to clinical instruction. Content includes analysis of radiographic equipment, accessories, processing techniques, exposure factors and introduction to computer literacy. The remainder of the course allows the student to apply the knowledge in the clinical setting under direct supervision of a registered technologist. (510907) (Proficiency Levels: Math 2, Language 3)

### **RADT 1402 CLINICAL II**

**(0-21) Credit: 4**

Prerequisite: Enrollment in the Radiography Program and successful completion of the 1st semester courses.

This course includes practice in positioning, radiographic exposure, patient care and film critique in the radiology department of cooperating hospitals. Instruction is under direct supervision of a radiologist and/or qualified registered technologist. (510907) (Proficiency Levels: Math 2, Language 3)

### **RADT 1405 CLINICAL III (12-week course)**

**(0-21) Credit: 4**

Prerequisite: Enrollment in the Radiography Program and successful completion of the 1st and 2nd semester courses.

This course continues the practice of radiography emphasizing mobilis, surgical and trauma radiography. Students will perform patient examination under the supervision of a registered radiology technologist. (510907) (Proficiency Levels: Math 2, Language 3)

### **RADT 2302 PATHOLOGY**

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

Prerequisite: Enrollment in the Radiography Program and successful completion of the 1st, 2nd and 3rd semester courses.

This course provides an introduction to the terminology, mechanism, and radiographic demonstration of diverse pathologic processes of various organ systems. Analysis and evalu-

ation of pathological processes on radiographs is presented. Technical factors related to specific pathology is emphasized. (510907) (Proficiency Levels: Math 2, Language 3)

### **RADT 2305 SPECIAL PROCEDURES**

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

Prerequisite: Enrollment in the Radiography Program and successful completion of the 1st, 2nd, 3rd and 4th semester courses.

This course is an introduction to angiography, venography, lymphography, tomograms, CT scans, various contrast studies, cystography, hystero-graphy, cineradiography and other special procedures. The course consists of lecture, and when possible, demonstration of the procedure with emphasis on principles and methods employed. (510907) (Proficiency Levels: Math 2, Language 3)

### **RADT 2306 RADIOGRAPHIC SEMINAR (6-week course)**

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

Prerequisite: Enrollment in the Radiography Program and successful completion of the 1st, 2nd, 3rd, 4th and 5th semester courses.

This course is designed to allow graduating students to explore methods of professional development in the field of radiography in their individual futures. Emphasis is placed on emerging trends in the field, including technological advances, changes in legislation, licensing requirements, and employment options. (510907) (Proficiency Levels: Math 2, Language 3)

### **RADT 2401 RADIOLOGIC PHYSICS AND QUALITY ASSURANCE**

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

Prerequisite: Enrollment in the Radiography Program and successful completion of the 1st, 2nd, and 3rd semester courses.

This course will emphasize radiologic physics for the radiographer. All radiographic components of the imaging chain will be covered. Quality assurance will be incorporated and tests and procedures to be evaluate the radiographic components will be discussed. State and Federal impacts will be described. The laboratory component will allow the student to perform various quality control/assurance tests and specialized trauma positioning techniques in the radiographic imaging room. (510907) (Proficiency Levels: Math 2, Language 3)

**RADT 2402 CLINICAL IV****(0-21) Credit: 4**

Prerequisite: Enrollment in the Radiography Program and successful completion of the 1st, 2nd, 3rd and 4th semester courses.

This course includes continued practice of radiography under the direct supervision of a registered radiologic technologist. Included in the course is a session of radiographic evaluations conducted by a senior radiographer or radiologist. (510907) (Proficiency Levels: Math 2, Language 3)

**RADT 2403 CLINICAL V****(0-21) Credit: 4**

Prerequisite: Enrollment in the Radiography Program and successful completion of the 1st, 2nd, 3rd and 4th semester courses.

This course includes the application of radiographic principles and patient care in the Radiology Department of cooperating hospitals. This clinical experience is under the direct supervision of a registered technologist and will introduce the student to a shift schedule of training, and includes sessions of radiographic evaluation. (510907) (Proficiency Levels: Math 2, Language 3)

### RADIOLOGIC HEALTH SCIENCES

**RAHS 1301 RADIATION BIOLOGY AND SAFETY****(3-0) Credit: 3**

Prerequisite: Enrollment in a Radiologic Health Sciences Program.

This core course presents principles of radiation biology and safety relevant to the radiologic health science student. Topics include the effects of ionizing radiation on biological systems, genetic and subcellular interactions and occupational exposure of radiologic personnel. (510907) (Proficiency Levels: Math 2, Language 3)

**RAHS 1302 PATIENT CARE AND ETHICS****(2-3) Credit: 3**

Prerequisite: Enrollment in a Radiologic Health Science Program and Medical Terminology.

This core course presents patient care procedures relevant to the radiologic health science

student. This course provides the student with specific knowledge and skills in professionalism, medical ethics and law, and specific nursing skills required of a practicing radiologic technologist. (510907) (Proficiency Levels: Math 2, Language 3)

**RAHS 1401 RADIOLOGICAL PHYSICS I****(3-3) Credit: 4**

Prerequisite: Enrollment in a Radiologic Health Sciences Program and successful completion of MATH 0304-Intermediate Algebra.

This core course is the first of a two semester sequence surveying the concepts of physics relevant to radiologic health sciences students. Topics include classical and atomic physics, basic electrical principles, the interaction of radiation with matter, and nuclear physics. (510907) (Proficiency Levels: Math 2, Language 3)

**RAHS 1402 RADIOLOGICAL PHYSICS II****(3-3) Credit: 4**

Prerequisite: Enrollment in a Radiologic Health Sciences Program and successful completion of MATH 0304-Intermediate Algebra.

This core course is the second of a two semester study of radiological physics as defined in RAHS 1401. (510907) (Proficiency Levels: Math 2, Language 3)

**RAHS 2206 SECTIONAL ANATOMY****(2-0) Credit: 2**

Prerequisite: Enrollment in a Radiologic Health Sciences Program.

This core course is designed to familiarize the student with anatomic relationships that are present under various sectional orientations as depicted by Computed Tomography (CT), Magnetic Resonance Imaging (MRI), Ultrasonography (US), and Nuclear Medicine (NMT) imaging devices. The significance of sectional anatomy in radiation therapy will also be provided. (510907) (Proficiency Levels: Math 2, Language 3)

**RAHS 3302 TOMOGRAPHIC ANATOMY AND PATHOLOGY****(3-0) Credit: 3**

Prerequisite: Enrollment in a Post-Associate Magnetic Resonance Imaging Program.

## COURSE DESCRIPTIONS

This core course is designed to familiarize students with the anatomic relationships that are present under various tomographic orientations as depicted by computerized tomography (CT) and magnetic resonance (MR) imaging devices. Pathology will be included so that the student will be able to identify normal as well as abnormal anatomy. (510907) (Proficiency Levels: Math 2, Language 3)

### RADIATION THERAPY TECHNOLOGY

#### RATT 1301 INSTRUMENTATION AND METHODOLOGY

(3-0) Credit: 3

Prerequisite: Enrollment in the Radiation Therapy Technology Program and successful completion of the first semester courses.

Provides the student with fundamentals of the technical and clinical radiation therapy aspects of radiation oncology. This includes principles of radiation therapy, oncologic pathology, introduction to Quality Management and concepts to Quality Assurance, and introduction to computer application and principles of operation. (510907) (Proficiency Levels: Math 2, Language 3)

#### RATT 1304 CLINICAL I

(0-16) Credit: 3

Prerequisite: Enrollment in the Radiation Therapy Technology Program and successful completion of the first semester courses.

Provides an opportunity for students to apply knowledge gained in first semester courses to the clinical setting. Supervised practice in affiliated hospitals. (510905) (Proficiency levels: Math 2, Language 3)

#### RATT 1306 INTRODUCTION TO RADIATION THERAPY

(3-0) Credit: 3

Prerequisite: Enrollment in the Radiation Therapy Program.

Provides an introduction to the foundations, facilities, and skills required for a radiation therapist. Content includes an orientation to hospital setting, policy and procedures, and the ethical principles of the profession. An introduction to history, current practices, radiation therapy techniques, equipment, accessories, and machine manipulation. Also, introduces

medical imaging of human structure as it relates to the discipline. Under supervision, the student will rotate within the radiation oncology and radiology facilities and observe all related patient procedures. (510905) (Proficiency Levels: Math 2, Language 3)

#### RATT 1307 CLINICAL II

(0-16) Credit: 3

Prerequisite: Enrollment in the Radiation Therapy Technology Program and successful completion of the first semester courses. Practicum I. Supervised clinical practice in an affiliated hospital. Practical application of basic principles of radiation therapy. (510905) (Proficiency Levels: Math 2, Language 3)

#### RATT 2201 RADIATION THERAPY TECHNOLOGY SEMINAR

(6-0) Credit: 2

Prerequisite: Enrollment in the Radiation Therapy Technology Program and successful completion of the first, second, third, fourth and fifth semester courses.

This course is designed to allow graduating students to explore methods of professional development in the field of radiation therapy in their individual futures. Emphasis is placed on emerging trends in the field, including technologic advances, changes in legislation, licensing requirements, and employment options. (510907) (Proficiency Levels: 2, Language 3)

#### RATT 2301 DOSIMETRY I

(2-4) Credit: 3

Prerequisite: Enrollment in the Radiation Therapy Technology Program and successful completion of the first, second and third semester courses.

The principles, aims and techniques of applying ionizing radiation to the human body are presented in this course. The course will include practical instruction in the treatment and planning rooms, and allow students the opportunity to demonstrate these principles and techniques. (510907) (Proficiency Levels: Math 2, Language 3)

#### RATT 2302 DOSIMETRY II

(2-4) Credit: 3

Prerequisite: Enrollment in the Radiation Therapy Technology Program and successful completion of the 1st, 2nd, 3rd and 4th semester courses.



Provides the student with a continuation of the basic principles of clinical dosimetry and treatment planning. Emphasis will be placed on computerized dosimetry. (510907) (Proficiency Levels: Math 2, Language 3)

**RATT 2303 ONCOLOGY I**

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

Prerequisite: Enrollment in the Radiation Therapy Technology Program and successful completion of the 1st, 2nd and 3rd semester courses.

This course is an introduction to the cancerous process in humans. Students will be presented with information regarding the presentation, diagnosis, treatment and progression of cancers, for specific sites and organ systems in the human body. (510907) (Proficiency Levels: Math 2, Language 3)

**RATT 2304 ONCOLOGY II**

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

Prerequisite: Enrollment in the Radiation Therapy Technology Program and successful completion of the 1st, 2nd, 3rd and 4th semester courses.

This course provides students with a continuation of the cancerous process in humans. An introduction of related treatment modalities will also be presented. (510907) (Proficiency Levels: Math 2, Language 3)

**RATT 2401 CLINICAL III**

**(0-24) Credit: 4**

Prerequisite: Enrollment in the Radiation Therapy Technology Program and successful completion of the 1st and 2nd semester courses.

A Continuation of RATT 1201-Clinical II. (510905) (Formerly: RATT 1303) (Proficiency Levels: Math 2, Language 3)

**RATT 2402 CLINICAL IV**

**(0-24) Credit: 4**

Prerequisite: Enrollment in the Radiation Therapy Technology Program and successful completion of the 1st, 2nd and 3rd semester courses.

Supervised clinical practice at an affiliated hospital. Practical application of advanced principles of radiation therapy. (510907) (Proficiency Levels: Math 2, Language 3)

## READING

**READ 0101 TASP REMEDIATION IN READING**

**(0-2) Credit: 1**

Prerequisite: Credit in READ 0302 or ENGL 1301.

A pre-transfer level college course designed for students who have received credit for READ 0302 or ENGL 1301 but who have failed the reading portion of TASP. The course may be repeated for credit. Students will continue to enroll in the course until they pass the TASP. Instructors will work cooperatively with each student to design an individualized education program which provides practice in areas failed on the TASP. The student will work in assigned areas until she/he achieves 85% accuracy. (3201085235) (Proficiency Levels: Math 0, Language 2)

**READ 0301 READING IMPROVEMENT**

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

A development course designed to increase reading comprehension, vocabulary and study skills. Because this course is tailored to lead into READ 0302, students must pass an appropriate exit exam. (3201085235) (Proficiency Levels: Math 0, Language 0)

**READ 0302 COLLEGE READING**

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

A balanced program designed to provide training in reading comprehension, vocabulary and study skills essential to success in college-level courses. To receive credit students must pass an exit exam. (3201085235) (Proficiency Levels: Math 0, Language 0)

## SOCIAL WORK

**SOCW 2361 SOCIAL WORK I: INTRODUCTION TO SOCIAL WORK**

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

Prerequisite: SOCI 1301 and/or PSYC 2301 with a grade of "C" or better.

Development of the philosophy and practice of social work in the United States, survey of the fields and techniques of social work. Competencies of the purpose and function of professional organizations, current issues confronting the social work profession, and knowledge of populations targeted for social

## COURSE DESCRIPTIONS

services will be emphasized. (4407015142)  
(Proficiency Levels: Math 0, Language 3)

### **SOCW 2362 SOCIAL WORK II: SOCIAL WELFARE AS A SOCIAL INSTITUTION**

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

Prerequisite: SOCW 2361 with a grade of "C" or better.

An introduction to the study of modern social work, the underlying philosophy and ethics of social work, and the major divisions and types of social work together with their methods and objectives. Competencies of the social welfare system, current Social Security Act provisions as well as other relevant social legislation with strategies for influencing legislation and social policy will be emphasized. (4407015242) (Proficiency Levels: Math 0, Language 3)

### **SOCW 2363 SOCIAL WORK FIELD EXPERIENCE: CHEMICAL DEPENDENCY COUNSELING**

**(1-4) Credit: 3**

Prerequisite: SOCW 2361 with a grade a "C" or better and completion of the Certificate in Chemical Dependency Counseling or consent of instructor.

Classroom lectures and discussion plus 64 hours of supervised observation, volunteer work, and service delivery in selected social service agencies. Competencies of basic analytical abilities, clinical practice skills, agency administration and organization, skills in observing and communicating individual, group, and community relationships and behavior, principles of ethical conduct and confidentiality, and the twelve core functions for chemical dependency counseling will be emphasized. (4407019142) (Proficiency Levels: Math 0, Language 3)

### **SOCW 2364 SOCIAL WORK FIELD EXPERIENCE: PREVENTION AND INTERVENTION**

**(1-4) Credit: 3**

Prerequisite: SOCW 2361 with a grade of "C" or better and completion of Certificate in Prevention and Intervention or consent of instructor.

Classroom lectures and discussion plus 64 hours of supervised observation, volunteer

work, and service delivery in selected social service agencies. Competencies of basic analytical abilities, clinical practice skills, agency administration and organization, skills in observing and communicating individual, group, and community relationships and behavior, principles of ethical conduct and confidentiality, for the prevention and intervention field will be emphasized. (4407019142) (Proficiency Levels: Math 0, Language 3)

### **SOCW 2365 SOCIAL WORK FIELD EXPERIENCE: GERONTOLOGY**

**(1-4) Credit: 3**

Prerequisite: SOCW 2361 with a grade of "C" or better and completion of Certificate in Gerontology or consent of instructor.

Classroom lectures and discussion plus 64 hours of supervised observation, volunteer work, and service delivery in selected social service agencies. Competencies of basic analytical abilities, clinical practice skills, agency administration and organization, skills in observing and communicating individual, group, and community relationships and behavior, principles of ethical conduct and confidentiality for the gerontology field will be emphasized. (4407019142) (Proficiency Levels: Math 0, Language 3)

### **SOCW 2366 SOCIAL WORK FIELD EXPERIENCE: SOCIAL WORK**

**(1-4) Credit: 3**

Prerequisite: SOCW 2361 with a grade of "C" or better and completion of the Certificate in General Social Work or consent of instructor.

Classroom lectures and discussion plus 64 hours of supervised observation, volunteer work, and service delivery in selected social service agencies. Competencies of basic analytical abilities, clinical practice skills, agency administration and organization, skills in observing and communicating individual, group, and community relationships and behavior, principles of ethical conduct and confidentiality for the general field of social work will be emphasized. (4407019142) (Proficiency Levels: Math 0, Language 3)

## SOCIOLOGY

**+SOCI 1301 INTRODUCTION TO SOCIOLOGY**  
(3-0) Credit: 3

Prerequisite: None.

The study of human society, human behavior and personality as a product of group life, human ecology and population, social organizations, socio-cultural change, and current social problems. (4511015142) (Proficiency Levels: Math 0, Language 3)

**SOCI 1306 SOCIAL PROBLEMS**  
(3-0) Credit: 3

Prerequisite: None

Identification and analysis of contemporary social problems. A study of the criteria for evaluating problems of social planning and a study of conventional solutions to these problems. (4511015242) (Proficiency Levels: Math 0, Language 3)

**SOCI 2301 MARRIAGE AND FAMILY**  
(3-0) Credit: 3

Prerequisite: None.

A study of the problems of courtship, mate selection, and marriage adjustments. (4511015442) (Proficiency Levels: Math 0, Language 3)

**SOCI 2331 CURRENT ISSUES IN SOCIOLOGY: INTRODUCTION TO ALCOHOLISM AND DRUG ABUSE**  
(3-0) Credit: 3

Prerequisite: None.

An in-depth study of specific contemporary topics in sociology such as sociobiology, urban society, gerontology, death and dying, or sex-roles. Specifically the course focuses on chemical dependency and the factors associated with the abusive use of chemicals. Competencies of the models associated with helping the *chemically dependent person including the history, definitions, study and treatment methods, patterns and prevalence of this social problem* will be emphasized. (4511015742) (Proficiency Levels: Math 0, Language 3)

**SOCI 2332 CURRENT ISSUES IN SOCIOLOGY: INTRODUCTION TO GERONTOLOGY**  
(3-0) Credit: 3

Prerequisite: None.

An in-depth study of specific contemporary topics in sociology such as sociobiology, urban society, gerontology, death and dying, or sex-roles. Specifically the course will focus on the study of aging and the problems of the elderly. Competencies of the scope, processes, and theories of the adult population including the psychological crisis and milestones of adulthood will be emphasized. (4511015742) (Proficiency Levels: Math 0, Language 3)

**SOCI 2333 CURRENT ISSUES IN SOCIOLOGY: INTERVENTION FOR CHILD AND ADOLESCENT ASSISTANCE SERVICES**  
(3-0) Credit: 3

Prerequisite: PSYC 2301, SOCI 1301 or SOCI 2331 with a grade of "C" or better or consent of instructor.

An in-depth study of specific strategies which *include: identification, intervention, referral, aftercare and support for children and youth.* Focusing on at-risk factors for children and adolescents that can appear from preschool age through grade twelve. Competencies primarily applicable to middle and high schools, especially those students that have had serious school-related problems (i.e., alcohol or other drug usage) that interferes with a positive learning environment. (4511015742) (Proficiency Levels: Math 1, Language 3)

**SOCI 2336 CRIMINOLOGY**  
(3-0) Credit: 3

Prerequisite: None.

Current theories and empirical research pertaining to crime and criminal behavior; its causes, methods of prevention, systems of punishment and rehabilitation. (Usually offered concurrently with Crime in America-CRIJ 1307. Credit can only be earned for one of these courses. See a counselor for registration information.) (4504015142) (Proficiency Levels: Math 0, Language 3)

## COURSE DESCRIPTIONS

**SOCI 2369 ACADEMIC COOPERATIVE  
IN SOCIOLOGY:  
GERONTOLOGY**  
(3-3) Credit: 3

Prerequisite: Completion of the Certificate in Gerontology and consent of instructor.

An instructional program designed to integrate on-campus study with practical hands-on work experience in sociology. In conjunction with class seminars, the individual student and instructor will set specific goals and objectives in the study of gerontology. Competencies in the functions of working with the aging will be emphasized. (4501015142) (Proficiency levels: Math 1, Language 3)

**SOCI 2379 ACADEMIC COOPERATIVE  
IN SOCIOLOGY:  
PREVENTION AND  
INTERVENTION**  
(3-3) Credit: 3

Prerequisite: Completion of the Certificate in Prevention and Intervention and consent of instructor.

An instructional program designed to integrate on-campus study with practical hands-on work experience in sociology. In conjunction with class seminars, the individual student and instructor will set specific goals and objectives in the study of prevention and intervention. Competencies in the core functions for the prevention and intervention will be emphasized. (4501015142) (Proficiency Levels: Math 1, Language 3)

**SOCI 2389 ACADEMIC COOPERATIVE  
IN SOCIOLOGY:  
CHEMICAL DEPENDENCY  
COUNSELING**  
(3-3) Credit: 3

Prerequisite: Completion of the Certificate in Chemical Dependency Counseling or its equivalent and Counselor In Training (CIT) status with the Texas Commission on Alcohol and Drug Abuse and consent of instructor.

An instructional program designed to integrate on-campus study with practical hands-on work experience in sociology. In conjunction with class seminars, the individual student and instructor will set specific goals and objectives in the study of chemical dependency counseling. Competencies in the twelve (12) core functions for the addictions

counselor will be emphasized. (4501015142) (Proficiency Levels: Math 1, Language 3)

**SOCI 2399 ACADEMIC COOPERATIVE  
IN SOCIOLOGY: SOCIAL  
WORK**  
(3-3) Credit: 3

Prerequisite: Certificate of completion in General Social Work and consent of instructor.

An instructional program designed to integrate on-campus study with practical hands-on work experience in sociology. In conjunction with class seminars, the individual student and instructor will set specific goals and objectives in the study of general sociology will be emphasized. (4501015142) (Proficiency Levels: Math 1, Language 3)

## SPANISH

**SPAN 1411 BEGINNER'S SPANISH I**  
(4-0) Credit: 4

Prerequisite: None.

Fundamentals of grammar, basic vocabulary, pronunciation, conversation, reading of elementary texts, emphasis on development of audiolingual skills. (1609055131) (Proficiency Levels: Math 0, Language 3)

**SPAN 1412 BEGINNER'S SPANISH II**  
(4-0) Credit: 4

Prerequisite: SPAN 1411.

A continuation of more advanced grammar; continued emphasis on the spoken language; acquisition of vocabulary and idioms; reading of short stories in Spanish; composition. (1609055131) (Proficiency Levels: Math 0, Language 3)

**SPAN 2311 INTERMEDIATE SPANISH I**  
(3-0) Credit: 3

Prerequisite: SPAN 1412.

Intensive review of grammar, reading of short stories and plays in Spanish; composition and oral reports based on a variety of topics. (1609055231) (Proficiency Levels: Math 0, Language 3)

**SPAN 2312 INTERMEDIATE SPANISH II**  
(3-0) Credit: 3

Prerequisite: SPAN 2311.

Continuation of reading in Hispanic culture and

civilization; completion of grammar review; composition and conversation. (1609055231) (Proficiency Levels: Math 0, Language 3)

## SPEECH

**+SPCH 1311 INTRODUCTION TO SPEECH COMMUNICATION**  
(3-0) Credit: 3

Prerequisite: None.

A broad-based introduction to the field of speech communication studies. The course explores basic speech principles, theories and practices in interpersonal, small group and public speaking contexts. (2310015135) (Proficiency Levels: Math 0, Language 3)

**+SPCH 1315 BEGINNING PUBLIC SPEAKING**  
(3-0) Credit: 3

Prerequisite: None.

This is an introductory course that focuses on the researching, composing, organizing, delivery and analysis of public speeches. Informative and persuasive speaking is emphasized. (2310015335) (Proficiency Levels: Math 0, Language 3)

**+SPCH 1318 INTERPERSONAL COMMUNICATION**  
(3-0) Credit: 3

Prerequisite: None.

An introductory course focusing on face-to-face communication and relational development. The principles of self-concept, perception, self-disclosure, language, verbal and non-verbal communication, listening and conflict management are practically applied in this course. (2310015435) (Proficiency Levels: Math 0, Language 3)

**+SPCH 1321 BUSINESS AND PROFESSIONAL SPEAKING**  
(3-0) Credit: 3

Prerequisite: None.

A course designed to prepare students for the workforce by exposing them to the fundamentals of speech as used in communication situations such as group processes, interviews and public speaking. (2310015235) (Proficiency Levels: Math 0, Language 3)

**SPCH 2333 SMALL GROUP COMMUNICATION**  
(3-0) Credit: 3

Prerequisite: SPCH 1311, SPCH 1315 or SPCH 1321.

This course is an introduction to group process and interaction. The course focuses on the principles of group dynamics, problem-solving, role-playing, group productivity, cohesion, norms, decision-making and leadership. Active participation in small groups will take place. (2310015635) (Proficiency Levels: Math 0, Language 3)

**SPCH 2341 ORAL INTERPRETATION**  
(3-0) Credit: 3

Prerequisite: SPCH 1311, SPCH 1315 or SPCH 1321.

A course that studies the theories and techniques used to analyze and interpret literature. The preparation and delivery of various literary forms such as poetry, reading and dramatic interpretation are taught. (2310015735) (Proficiency Levels: Math 0, Language 3)

## VOCATIONAL NURSING

**VOCN 1200 BASIC MICROBIOLOGY FOR VOCATIONAL NURSING**  
(2-0) Credit: 2

Prerequisite: Enrollment in the Vocational Nursing Program and successful completion of the first and second semester courses.

Introduces principles of microbiology including causative organisms, disease control and prevention, and community health resources. (260501) (Proficiency Levels: Math 1, Language 3)

**VOCN 1202 NUTRITION AND DIET THERAPY**  
(2-0) Credit: 2

Prerequisite: Acceptance in the Vocational Nursing Program.

Presents principles of basic nutrition across the life span, the relationship of nutrition to wellness and alterations necessary in illness. (190503) (Proficiency Levels: Math 1, Language 3)

## COURSE DESCRIPTIONS

**VOCN 1203 PROFESSIONAL/PERSONAL DEVELOPMENT IN VOCATIONAL NURSING**  
(2-0) **Credit: 2**

Prerequisite: Acceptance in the Vocational Nursing Program.

Course begins the socialization process into vocational nursing. Concepts included are the history of vocational nursing, role of the vocational nurse, ethical and legal responsibilities, therapeutic communication, group dynamics, mental health and an introduction to the nursing process. (511613) (Proficiency Levels: Math 1, Language 3)

**VOCN 1204 MENTAL HEALTH/MENTAL ILLNESS**  
(1-4) **Credit: 2**

Prerequisite: Enrollment in the Vocational Nursing Program and successful completion of the first semester courses.

This course is designed to define the basic concepts of positive mental health, coping mechanisms, various aspects of emotional behavior related to illness, common psychiatric clinical entities and aspects of various treatment modalities. Related pharmacology, nutritional and care planning aspects of patient care are interpreted. (511613) (Proficiency Levels: Math 1, Language 3)

**VOCN 1304 PHARMACOLOGY**  
(2-2) **Credit: 3**

Prerequisite: Acceptance in the Vocational Nursing Program.

Provides a review of basic mathematics required for medication administration. Drug classifications and actions as well as administration techniques will be introduced. Laboratory practice will focus on dosage calculation, individual and group tutoring, and identification of problem areas. (511613) (Proficiency Levels: Math 1, Language 3)

**VOCN 1305 CHILD HEALTH NURSING**  
(2-5) **Credit: 3**

Prerequisite: Enrollment in the Vocational Nursing Program and successful completion of the first semester courses.

This course applies selected theories of growth and development and the nursing process to the promotion and/or maintenance of optimal health for infants and children. Concepts

of prevention, advocacy and pharmacologic intervention and techniques are included. Laboratory practice will focus on techniques specific to the hospitalized child and clinical experience will include nursing care for all pediatric age groups. (511613) (Proficiency Levels: Math 1, Language 3)

**VOCN 1306 MATERNAL CHILD HEALTH NURSING**  
(2-6) **Credit: 3**

Prerequisite: Enrollment in the Vocational Nursing Program and successful completion of the first and second semester courses.

Introduces concepts specific to the family experiences of pregnancy, birth and the neonatal period. Current trends in family-centered maternity care, patient-teaching and pharmacologic intervention are explored. Laboratory practice will focus on techniques specific to the care of the mother and neonate and clinical experiences will include community and hospital settings. (511613) (Formerly: VOCN 1302) (Proficiency Levels: Math 1, Language 3)

**VOCN 1400 GENERAL ANATOMY AND PHYSIOLOGY FOR VOCATIONAL NURSING**  
(3-3) **Credit: 4**

Prerequisite: Enrollment in the Vocational Nursing Program and successful completion of the first semester courses.

Introduces the students to normal human anatomic and physiologic principles as a basis for understanding deviations which occur in disease processes. (260601) (Proficiency Levels: Math 1, Language 3)

**VOCN 1602 FUNDAMENTALS OF VOCATIONAL NURSING**  
(4-10) **Credit: 6**

Prerequisite: Acceptance in the Vocational Nursing Program.

Presents the basic techniques and concepts related to vocational nursing practice. Emphasis is placed on the assessment and planning phases of the nursing process. Laboratory practice and clinical experience will focus on the techniques necessary for the provision of beginning level nursing care. (511613) (Proficiency Levels: Math 1, Language 3)

**VOCN 1603 MEDICAL/SURGICAL  
NURSING I****(3-11) Credit: 6**

*Prerequisite:* Enrollment in the Vocational Nursing Program and successful completion of the first semester courses.

This course applies the nursing process, with *emphasis on planning, implementation, and evaluation* to patients with selected medical-surgical health deviations of the Integumentary, Musculo-skeletal, Gastrointestinal, Reproductive, Endocrine and Renal Systems. Concepts of aging, grief and grieving, cultural/spiritual nursing, patient teaching and pharmacologic intervention will be introduced. Laboratory practice will focus on advanced techniques and clinical experience will include responsibility for total patient care at the vocational nursing level. (511613) (Proficiency Levels: Math 1, Language 3)

**VOCN 1801 MEDICAL/SURGICAL  
NURSING II****(5-12) Credit: 8**

*Prerequisite:* Enrollment in the Vocational Nursing Program and successful completion of the first and second semester courses.

This course applies the total nursing process to patients with selected medical-surgical health deviations of the Sensory, Neurologic, Respiratory, Cardio-vascular and Immune Systems. Concepts introduced in Medical-Surgical I will be expanded and nursing in selected health care delivery systems will be explored. Laboratory practice with focus on complex techniques and clinical experience will include decision-making at the vocational nursing level. (511613) (Proficiency Levels: Math 1, Language 3)



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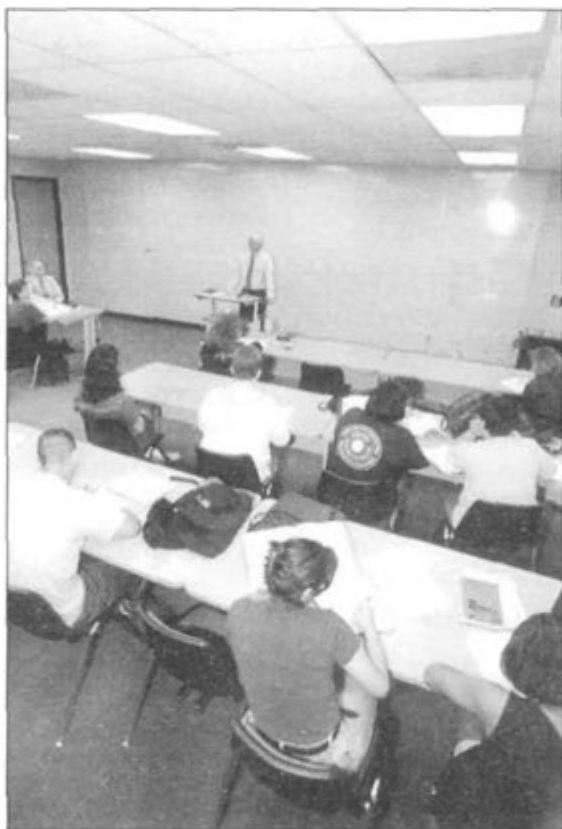
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## GLOSSARY OF TERMS



**Add:** To enroll in additional course(s) after regular registration.

**Admission:** Formal application and acceptance as a student.

**Academic advisor:** A member of the College staff who assists students in planning appropriate academic programs.

**Audit:** On a space available basis, permission to audit a course may be granted by a Dean. Such permission allows the audit student to listen and observe, but not complete assignments, enter into class discussions, or take part in laboratory work unless agreed to by the instructor.

*A student may not change from audit to credit status after the census date.* Full tuition and fees will be charged and these students will receive a grade of Audit. No college credit is granted.

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

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

**Core Courses:** Those courses common to each of the associate degrees.

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

any given semester.

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

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

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

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

**Dual Credit:** Simultaneous high school and college credit for pre-approved courses.

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

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

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

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

**General Education Courses:** Each degree plan for the associate degree includes 15 credit hours of general education courses with at least one course taken from each of the following areas: humanities / fine arts, behavioral / social sciences, and natural science / mathematics. In addition, evidence of computer literacy must be satisfied by completion of COSC 1101 or a higher level of computer science.

## COURSE DESCRIPTIONS

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**GPA:** Grade Point Average.

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

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

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

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

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

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

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

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

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

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

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

which vary in length.

**Technical/Occupational courses:**

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

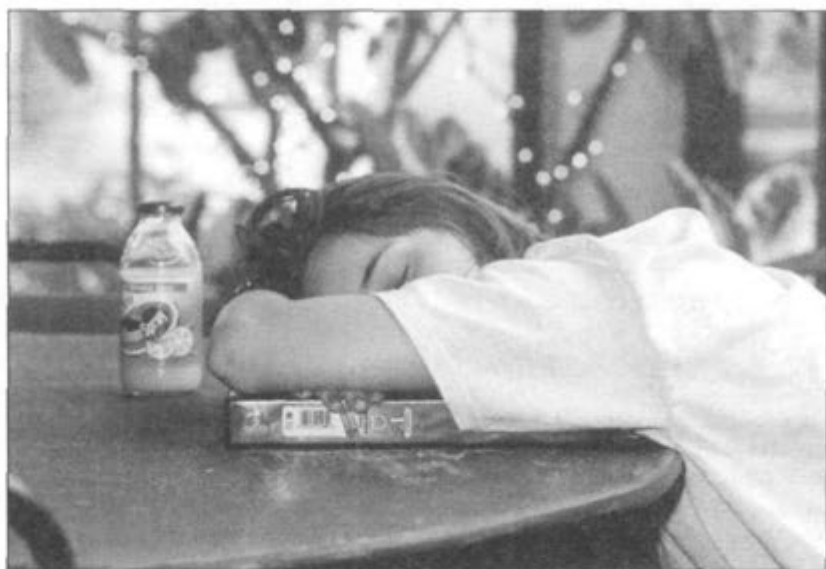
**Transcript:** An official copy of a student's academic record which can be obtained through the Admissions Office. An official transcript must have the seal of the College affixed and the signature of the registrar.

**Transfer courses:** Transfer courses are those that are designed to transfer to other colleges and universities. Students need to consult with an advisor or counselor about the transferability of specific courses. There is no guarantee, however, that a course which "transfers" will apply toward a specific major or degree at a four-year college or university.

*Transfer courses are identified by a four digit course number of 1000 or above. Developmental courses do not transfer and are identified with a four digit course number beginning with a 0. Example: Transfer course = ENGL 1301; Non-transfer course = MATH 0303.*

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

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