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1968-1969 CATALOG

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Galveston, Texas 77550

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Approved by

Coordinating Board, Texas College and University System
Texas Education Agency

Member of

American Association of Junior Colleges
Texas Association of Junior Colleges
Texas Association of Public Junior Colleges

NUMBER 2

SPRING, 1968

FOREWORD

In its first year of operation, Galveston Community College was able to offer its students a full university parallel curriculum and a limited number of programs in the technical and occupational areas. The College goal of providing maximum educational opportunity is reflected in the expanded curricula listed in this catalog.

The College believes that maximum service to the community is rendered by offering programs designed to meet the higher education needs of the people of the district. We trust that this catalog and announcement of courses represents a significant step in the direction of greater service to the community.

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COLLEGE CALENDAR

REGULAR SESSION, 1968-1969

FALL SEMESTER

Pre-registration Counseling	June 1-August 30
Faculty Workshop	September 3-6
Testing	September 9-10
Registration	September 11-13
Classes Begin	September 16
Last Day for Schedule Change	September 27
Mid-Semester	November 15
Thanksgiving Holidays	November 28-December 1
Christmas Holidays	December 21-January 5
Final Examinations	January 13-17

SPRING SEMESTER

Registration	January 22-24
Classes Begin	January 27
Last Day for Schedule Change	February 7
Mid-Semester	March 28
Spring Holidays	April 4-7
Final Examinations	May 26-30

SUMMER SESSION, 1969

FIRST SUMMER TERM

Registration	June 9
Classes Begin	June 10
Last Day for Schedule Change	June 13
Independence Day	July 4
Final Examinations	July 18

SECOND SUMMER TERM

Registration	July 21
Classes Begin	July 22
Last Day for Schedule Change	July 25
Final Examinations	August 29

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DEPT.	YEAR	SEM.	COURSE	CR.	PR.
BIOL	1	F	BIOL 101	3	
BIOL	1	S	BIOL 102	3	
BIOL	2	F	BIOL 201	3	
BIOL	2	S	BIOL 202	3	
CHEM	1	F	CHEM 101	3	
CHEM	1	S	CHEM 102	3	
CHEM	2	F	CHEM 201	3	
CHEM	2	S	CHEM 202	3	
MATH	1	F	MATH 101	3	
MATH	1	S	MATH 102	3	
MATH	2	F	MATH 201	3	
MATH	2	S	MATH 202	3	
PHYS	1	F	PHYS 101	3	
PHYS	1	S	PHYS 102	3	
PHYS	2	F	PHYS 201	3	
PHYS	2	S	PHYS 202	3	
ADN	1	F	ADN 101	3	
ADN	1	S	ADN 102	3	
ADN	2	F	ADN 201	3	
ADN	2	S	ADN 202	3	
OE	1	F	OE 101	3	
OE	1	S	OE 102	3	
OE	2	F	OE 201	3	
OE	2	S	OE 202	3	
PE	1	F	PE 101	3	
PE	1	S	PE 102	3	
PE	2	F	PE 201	3	
PE	2	S	PE 202	3	
SS	1	F	SS 101	3	
SS	1	S	SS 102	3	
SS	2	F	SS 201	3	
SS	2	S	SS 202	3	

CALENDARS FOR 1968 AND 1969

1968

JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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7	8	9	10	11	12	13	4	5	6	7	8	9	10	10	11	12	13	14	15	16	7	8	9	10	11	12	13
14	15	16	17	18	19	20	11	12	13	14	15	16	17	17	18	19	20	21	22	23	14	15	16	17	18	19	20
21	22	23	24	25	26	27	18	19	20	21	22	23	24	24	25	26	27	28	29	30	21	22	23	24	25	26	27
28	29	30	31				25	26	27	28	29			31							28	29	30				

MAY							JUNE							JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1		1	2	3	4	5	6					1	2	3	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
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19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER								
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8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14		
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21		
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28		
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31						

1969

JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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19	20	21	22	23	24	25	16	17	18	19	20	21	22	23	24	25	26	27	28	29	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	30	31						27	28	29	30			

MAY							JUNE							JULY							AUGUST							
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			1	2	3	4	1	2	3	4	5	6	7				1	2	3	4	5					1	2	3
5	6	7	8	9	10	11	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
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26	27	28	29	30	31		29	30						27	28	29	30	31			24	25	26	27	28	29	30	

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER							
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29	30						26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				

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R.N., State of Texas

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GENERAL INFORMATION

HISTORY OF THE COLLEGE

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

On December 3, 1966, an election was held to establish a maintenance tax for the operation of the College. An annual *ad valorem* tax was authorized at a rate not to exceed \$0.27 per each \$100 valuation of taxable property within the College District. The present tax rate is set at \$0.165 per \$100 valuation.

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

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

In February, 1967, the President of the College was elected and took office on March 1, 1967.

The College opened for its first semester of operation on September 18, 1967.

PHILOSOPHY OF THE COLLEGE

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

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

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

SPECIFIC OBJECTIVES OF THE COLLEGE

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

Specific objectives of the College are:

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

ADMINISTRATIVE POLICY

The Administration of Galveston Community College reserves the right to make changes in and act as final interpreter of this catalog.

ADMISSIONS POLICIES AND PROCEDURES

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

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

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

STEP 1. Obtain application forms from Registrar.

STEP 2. Present completed forms and application fee to Registrar.

STEP 3. Arrange for previous school records to be sent direct to the Registrar. Records brought by students in person are not acceptable. Transfer students must provide transcripts of all prior college work.

STEP 4. Arrange to take the American College Test (ACT) and have results sent direct to Registrar.

STEP 5. Arrange counseling interview prior to formal registration.

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

1. Students may audit college credit lecture courses by special application to the Registrar.
2. Admission to non-college credit instructional programs will be governed by the nature of the specific program.

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

STEP 1. Contact Registrar for specific procedures.

STEP 2. Register as directed.

COUNSELING AND GUIDANCE SERVICES

Full-time professional counselors are available at Galveston Community College to assist all enrolled or potential students in their educational and vocational planning. These services are offered to help students make decisions in regard to their educational and vocational goals and plans. Once these goals have been determined, the proper division of study can be identified, specific courses selected and long-range plans developed and formulated with the students as they progress through the initial phases of course work. Educational programs should be planned in detail with the counselors before the end of the first year of attendance. Students must select major field of study before the completion of 30 semester hours.

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

Many students will find that their initial goals change as they "try out courses for size." Counseling services are available and urged for those students who decide to change their plans. Vocational choice is a developmental process and change of vocational and/or educational planning can be equated with growth and development on the part of the student. It is, perhaps, with this continuing type of planning that counseling services can best benefit many students.

Those entering students who plan to receive an associate degree and/or transfer to another institution are required to have American College Test (ACT) scores on record. These scores, together with other background information, are used in initial counseling interviews to help students make tentative decisions as to programs of study as well as to help determine placement within specific courses. More extensive testing and self-evaluation services may be needed and can be utilized on an individual basis as needs arise.

In summary, counseling services are viewed as continuing for all students. The only limitation is that which the student imposes by failing to avail himself of the services offered.

FINANCIAL AID

The financial aid program at Galveston Community College is designed to function as a multi-purpose financial assistance service for the students. One important purpose of the program is to reward outstanding students for past academic accomplishments and those who seem to have outstanding potential. Another purpose is to provide assistance to students who, without such aid, would be unable to attend college. No student will be denied admission to Galveston Community College for lack of financial resources.

Financial need is *not* a term synonymous with poverty. It is related to college expenses as well as to family financial strength. While maintaining its objectively measured standard of living, a family that would need substantial financial aid to send a student to one college might need much less to meet that student's expenses at another institution. Two elements must always be considered:

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

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

Financial assistance consists of grants, loans, scholarships, and part-time employment which may be offered to students singly or in various combinations, depending on the degree of need.

All applicants for financial assistance must present the college financial aid officer with a copy of the American College Testing Program "Family Financial Statement." This statement is confidential and is used as a criterion in determining awards. The form may be obtained from the office of the Dean of Student Affairs. A fee of \$1.50 to \$2.00 is charged for processing this form and must be submitted with the statement.

The following classifications of students are considered in determining financial need:

1. Single students living at home and receiving parental support and for whom the family is claiming dependency benefits.
2. Single students *not* living at home but who are receiving parental support and for whom the family is claiming dependency benefits.
3. Single students *not* living at home and *not* receiving parental support and for whom the family is *not* claiming dependency benefits.
4. Married students who are receiving parental support even though not claimed by family for dependency.
5. Married students who are not receiving parental support.

Applicants for financial assistance should contact the Dean of Student Affairs for further information.

SCHOLARSHIPS AND GRANTS

Galveston Community College will award twenty scholarships to students exhibiting academic ability, financial need, or both, during the 1968-1969 school year.

Scholarships usually provide for full or partial payment of tuition, fees and books.

EDUCATIONAL OPPORTUNITY GRANTS

Eligibility for the Educational Opportunity Grant Program is limited to students of "exceptional financial needs" as measured on the schedule of parental contribution.

In general, the award consists of an outright grant of money as part of a complete student financial aid "package." The student must qualify for additional financial assistance such as a scholarship, Texas Opportunity Plan loan, etc., before becoming eligible for this grant. The applicant must also register as a full-time student (a course load of at least twelve semester credit hours).

Grants are usually made for each of the semesters of a full academic year, and in some cases grants may also be made for summer sessions.

Evidence of better than average academic success may increase the amount of the grant.

LOANS

Galveston Community College has several types of loans available to registered students.

Short-term Loan. The College provides some short-term loans up to ninety days in amounts not to exceed \$50. The student pays a

service charge of \$0.50 per month and no interest. This type of loan is designed for students who have an anticipated income from part-time employment.

Long-term Loan. The Moody National Bank provides long-term loans to students evidencing need for support in college and/or living expenses. The amount and repayment terms are arranged between the student and the bank, and a 5% annual interest rate is charged.

Texas Opportunity Plan. The State of Texas provides long-term loans to qualified students under the Texas Opportunity Plan.

Loans under this plan may be as much as \$1,000 per year with repayment deferred until completion of the educational program and interest may be waived until repayment commences.

PART-TIME EMPLOYMENT

College Work-Study Program. Through cooperative financing between the Department of Health, Education and Welfare, the Galveston Community College and other non-profit organizations, the College is able to provide employment for students on and off campus.

During the school year, part-time employment, not to exceed an average of fifteen hours per week, is offered to students who evidence financial need in order to progress with their education. When classes are not in session, qualified students may work up to forty hours per week.

To qualify for such employment, students must be enrolled as a full-time student (twelve or more semester hours) or must be accepted for enrollment in the following semester, must evidence academic good standing and must show evidence of financial need.

Students accepted for employment under this program may be assigned some activity under the College's jurisdiction. Types of jobs offered include typist, library assistant, registrar's assistant, laboratory assistant, audio-visual assistant, custodial assistant, and grounds keeper. Various other positions are also available through arrangements with non-profit organizations, such as the city government, YMCA, etc.

Off-Campus Employment (Not College Work-Study Program). The College maintains a file of part-time employment opportunities available to students in the Galveston area. Information concerning such job openings may be secured from the Financial Aid Office.

Notices of jobs available will be posted from time to time on student bulletin boards.

TUITION AND FEES PER LONG-TERM SEMESTER

The tuition charged per long-term semester is set forth in the itemized schedule below.

Semester Hours	Texas Resident	Out-of-State Resident
1-3	\$18.00	\$ 60.00
4	24.00	80.00
5	30.00	100.00
6	36.00	120.00
7	42.00	140.00
8	48.00	160.00
9	50.00	180.00
10 or more	50.00	200.00

Refunds of tuition will be governed during the long-term semesters according to the following schedule:

Time Elapsed	Percentage Refundable
Through 3rd class day	100% of tuition
Through 5th class day	50% of tuition
Through 12th class day	10% of tuition
Thereafter	NO TUITION REFUNDS

FEES ARE NOT REFUNDABLE.

Laboratory fees will be assessed each semester according to the following itemized schedule:

Type of Laboratory Course	Amount of Fee
Accounting	\$2.00
Biology	8.00
Chemistry	8.00
Drafting	2.00
Foreign Language	5.00
Office Machines	5.00
Physical Education Activity	5.00
Shorthand	5.00
Typing	5.00

Special fees and expenses are listed and described below:

Type of Fee or Expense	Amount
Student activity fee:	
For students who enroll for at least 9 sch* per long-term semester	\$15.00 required
For students who enroll for less than 9 sch* per long-term semester	15.00 optional
Student identification card	1.00

Fee for changing schedule of classes (when change is for the convenience of the student)	2.00 per change
Application for admission deposit:	
For Texas residents	5.00
For out-of-state residents	10.00
(NOTE: This fee will be applied to tuition charged for those students who are admitted and who subsequently register for classes within two semes- ters.)	
Estimated cost of textbooks and supplies per long-term semester:	
For full-time students	35.00 to 50.00
For part-time students (per course)	6.00 to 10.00
*sch = semester credit hours.	

RESIDENCE CLASSIFICATION STUDENT RESPONSIBILITIES

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

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

REGISTRATION

The formal registration of students is held prior to the beginning of classes each semester. The registration procedure is simplified if students complete their counseling and planning before the formal registration begins. Details of registration procedures and course offerings are published each semester.

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

BOOKSTORE

Galveston Community College owns and operates a bookstore for the convenience of the student body. Required textbooks and other

instructional materials are available, as well as appropriate college type variety items and gifts. All transactions are on a cash basis.

COLLEGE PUBLICATIONS

The College publishes, from time to time, other documents of interest to students. Two publications of major importance to students are the student handbook and the college newspaper. The college newspaper is published periodically under the direction of a student editor and student staff and is distributed without charge to its readers. The newspaper publishes announcements of timely interest to students and reports the news of the college.

An annual is published by the college under the auspices of a student staff.

LIBRARY

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

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

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

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

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

STUDENT ACTIVITIES

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

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

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

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

Other Letter Descriptions

- I = Incomplete work.*
- W = Official withdrawal before the end of the first 9 weeks in a long term or before the end of 3 weeks of a summer term.
- WP = Withdrawal or dropping, while passing, after the 9- or 3-weeks' period. (Not computed in grade point average.)
- WF = Withdrawing or dropping after the 9- or 3-weeks' period with failing grades. (Computed in grade point average.)

ACADEMIC STANDARDS

Students must meet the grade-point averages listed in Table I or be placed on academic probation for the succeeding long-term semester or the combined summer terms. Transfer students must meet the grade-point average corresponding to the number of semester hours for which they have received transfer credit.

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

Students who have been suspended for academic reasons from other colleges and have been out of college for at least one long-term semester or the combined summer terms will be placed on academic probation upon admission to Galveston Community College.

A student who has been twice suspended from college must seek special permission in order to enter the College.

*NOTE: (1) Courses may not be dropped during the last two weeks of a regular semester or the last week of a summer term. (2) Incomplete work may be completed through arrangements with the College Dean. Incomplete work must be completed within three months from the end of the term in which the student was registered.

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

To be removed from academic probation, a student must have a cumulative number of grade points equal to the number of semester hours completed multiplied by the required grade point average for that number of completed hours (see Table I).

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

TABLE I
CUMULATIVE GRADE POINT AVERAGES
REQUIRED FOR GOOD STANDING

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

CLASSIFICATION OF STUDENTS

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

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

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

Full-Time Student

1. During the Regular Semester:
 - a. A student registered for twelve (12) or more semester hours is defined as a full-time student by Galveston Community College, the Texas Opportunity Plan, and the Selective Service.

*NOTE: Grade point average is obtained by dividing the total number of grade points by the total number of semester hours earned.

A = 4 grade points per semester hour.

B = 3 grade points per semester hour.

C = 2 grade points per semester hour.

D = 1 grade point per semester hour.

No grade points are earned by any other grade.

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

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

ADVANCED PLACEMENT

Galveston Community College will grant advanced placement with credit in a number of courses to academically qualified entering students. Such credit may be obtained by participating in one of two different examination programs:

1. College Entrance Examination Board Advanced Placement Examination (CEEBAP); or

2. Galveston Community College Advanced Placement Examination (GCCAP).

Information may be obtained from the offices of the counselors concerning courses for which advanced placement examinations are offered. Application forms, fee schedules, testing dates and additional information may be received from the counselors.

HONOR STUDENTS

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

WITHDRAWAL FROM COLLEGE

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

STUDENT DISCIPLINARY PROCEDURES

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

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

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

Each student accused of an infraction of the rules or policies of the College shall have the right to be heard by the Dean of Student Affairs or by the Faculty Committee on Student Discipline in the presence of his accusers.

When the Faculty Committee on Student Discipline has recommended, and the Dean of Student Affairs has determined upon an appropriate course of action, an accused student shall be informed

of the proposed course of action and his right to appeal the decision of the Dean of Student Affairs to the President of the College.

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

DEGREES

Galveston Community College offers three degree plans: (1) Associate in Arts; (2) Associate in Science; and (3) Associate in Applied Science.

REQUIREMENTS FOR GRADUATION

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

Associate in Arts

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

English—12 semester hours.

American History—6 semester hours.

Government—6 semester hours.

Foreign Language and Natural Science—Four courses in a foreign language; or two courses in a foreign language and two courses in a natural science; or two courses in a foreign language and two courses in college level mathematics; for a total of 14-16 semester hours.

Physical Education Activities—2 semester hours.*

Free Electives—22 semester hours.

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

The last 18 semester hours prior to graduation must be completed, in residence, at Galveston Community College.

Associate in Science

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

English—12 semester hours.

American History—6 semester hours.

Government—6 semester hours.

Mathematics—6 semester hours.

Natural Science—8 semester hours.

Physical Education Activities—2 semester hours.*

Free Electives—22 semester hours.

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

The last 18 semester hours prior to graduation must be completed, in residence, at Galveston Community College.

Associate in Applied Science

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

Communications—6 semester hours.

Mathematics and/or Science—12 semester hours.

Related course work as required by the program.

Specialized course work as required by the program.

Electives as indicated.

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

The last 18 semester hours prior to graduation must be completed, in residence, at Galveston Community College.

***NOTE REGARDING PHYSICAL EDUCATION REQUIREMENTS:**

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

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

TRANSFER OF CREDIT

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

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

Galveston Community College will accept for transfer credit all work for which the student has received a passing grade and which is applicable to the student's educational program.

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

TRANSCRIPTS

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

CHANGE OF ADDRESS

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

GRADUATION PROCEDURES

The procedures for graduation are enumerated below:

1. File an application for graduation form with the Registrar.
2. The application for graduation must be filed at least one month before graduation.
3. Students may apply for graduation under existing catalog requirements or under the catalog requirements in effect when entering Galveston Community College.
4. All graduating students must attend graduation exercises unless specifically excused by the Dean of the College.
5. A graduation fee of \$15 will be charged, covering cap and gown rental and degree expenses. This fee must be paid upon application for graduation.

EDUCATIONAL PROGRAMS

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

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

THE UNIVERSITY PARALLEL PROGRAM

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

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

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

THE OCCUPATIONAL EDUCATION PROGRAM

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

THE CONTINUING EDUCATION PROGRAM

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

CURRICULA

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

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

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

TABLE II
CORE CURRICULA

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

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

Department of Business Administration

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

FIRST YEAR

First Semester	Semester Hours
ENGL 131—Composition and Grammar	3
HIST 131—United States History	3
MATH 134—Finite Mathematics	3
BIOL 141—General Biology	4
B A 131—Introduction to Business	3
PHYSICAL EDUCATION ACTIVITY (Student's choice)	1
	—
Total Semester Hours	17

Second Semester	Semester Hours
ENGL 132—Composition and Rhetoric	3
HIST 132—United States History	3
MATH 135—Mathematical Analysis	3
BIOL 142—General Biology	4
PSYC 131—Introduction to Psychology	3
PHYSICAL EDUCATION ACTIVITY (Student's choice)	1
	—
Total Semester Hours	17

SECOND YEAR

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

Second Semester	Semester Hours
ENGL 232—Survey of English Literature	3
GOVT 232—State and Local Government	3
B A 231—Business Law	3
ACCT 242—Principles of Accounting II	4
ECON 232—Principles of Economics II	3
	—
Total Semester Hours	16

TOTAL SEMESTER HOURS IN PROGRAM = 66.

DEPARTMENT OF BUSINESS ADMINISTRATION

ACCOUNTING 241—Principles of Accounting I.

(3-3) Credit: 4.

Prerequisite: None.

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

ACCOUNTING 242—Principles of Accounting II.

(3-3) Credit: 4.

Prerequisite: Accounting 241.

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

BUSINESS ADMINISTRATION 131—Introduction to Business.

(3-0) Credit: 3.

Prerequisite: None.

Designed to acquaint the student with the modern business world and the career opportunities it offers. Provides an overview of business operation. Includes analysis of specialized fields within business organization, including organization, methods of operation, forms of ownership, business functions, and problems of management. Check with a counselor before enrollment.

(030301)

BUSINESS ADMINISTRATION 231—Business Law.

(3-0) Credit: 3.

Prerequisite: Sophomore standing. Not open to pre-law students.

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

ECONOMICS 231—Principles of Economics I.

(3-0) Credit: 3.

Prerequisite: Sophomore standing or consent of instructor.

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

ECONOMICS 232—Principles of Economics II.

(3-0) Credit: 3.

Prerequisite: Economics 231 or consent of instructor.

A continuation of a study of the principles of economics, of production and of distribution; the fundamentals of supply and demand; labor, capital, natural resources, international trade, economic growth and current economic problems. (180301)

Department of Communications

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

FIRST YEAR

First Semester	Semester Hours
ENGL 131—Composition and Grammar	3
HIST 131—United States History	3
FOREIGN LANGUAGE (Student's choice)	4
SOCIAL SCIENCE (Student's choice)	3
FINE ARTS (Student's choice)	3
PHYSICAL EDUCATION ACTIVITY (Student's choice)	1
	—
Total Semester Hours	17

Second Semester	Semester Hours
ENGL 132—Composition and Rhetoric	3
HIST 132—United States History	3
FOREIGN LANGUAGE (Same language, second course)	4
SOCIAL SCIENCE (Same field)	3
FINE ARTS (Same subject, second course)	3
PHYSICAL EDUCATION ACTIVITY (Student's choice)	1
	—
Total Semester Hours	17

SECOND YEAR

First Semester	Semester Hours
ENGL 231—Survey of English Literature	3
GOVT 231—Federal Government	3
FOREIGN LANGUAGE (Same language, third course)	3
FINE ARTS (Student's choice)	3
NATURAL SCIENCE (Student's choice)	4
	—
Total Semester Hours	16

Second Semester	Semester Hours
ENGL 232—Survey of English Literature	3
GOVT 232—State and Local Government	3
FOREIGN LANGUAGE (Same language, fourth course)	3
FINE ARTS (Student's choice)	3
NATURAL SCIENCE (Same subject, second course)	4
	—
Total Semester Hours	16

TOTAL SEMESTER HOURS IN PROGRAM = 66.

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

FIRST YEAR

First Semester	Semester Hours
ENGL 131—Composition and Grammar	3
HIST 131—United States History	3
FOREIGN LANGUAGE or NATURAL SCIENCE	4
PSYC 131—Introduction to Psychology	3
SPCH 131—Fundamentals of Speech	3
PHYSICAL EDUCATION ACTIVITY (Student's choice)	1
	<hr style="width: 100%;"/>
Total Semester Hours	17

Second Semester	Semester Hours
ENGL 132—Composition and Rhetoric	3
HIST 132—United States History	3
FOREIGN LANGUAGE or NATURAL SCIENCE (same subject, second course)	4
SOC 131—Introduction to Sociology	3
MATH 131—College Algebra	3
PHYSICAL EDUCATION ACTIVITY (Student's choice)	1
	<hr style="width: 100%;"/>
Total Semester Hours	17

SECOND YEAR

First Semester	Semester Hours
ENGL 231—Survey of English Literature	3
GOVT 231—Federal Government	3
MATH 136—Plane Trigonometry	3
FOREIGN LANGUAGE or NATURAL SCIENCE (If language, third course in sequence, if science, stu- dent's choice)	3 or 4
ELECTIVE	3
	<hr style="width: 100%;"/>
Total Semester Hours	15 or 16

Second Semester	Semester Hours
ENGL 232—Survey of English Literature	3
GOVT 232—State and Local Government	3
FOREIGN LANGUAGE or NATURAL SCIENCE (If language, fourth course in sequence; if science, sec- ond course in sequence)	3 or 4
ELECTIVE	3
ELECTIVE	3
	<hr style="width: 100%;"/>
Total Semester Hours	15 or 16

TOTAL SEMESTER HOURS IN PROGRAM = 64 or 66.

DEPARTMENT OF COMMUNICATIONS

ENGLISH

ENGLISH 031—Basic English. (3-0) Credit: 3.*

Prerequisite: None.

A preparatory, non-transferable credit course for students who have made unsatisfactory scores on the English placement tests; designed to overcome some of the obvious deficiencies (spelling, punctuation, sentence construction and paragraphing). (070101)

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

Prerequisite: None.

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

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

Prerequisite: English 131 or the equivalent.

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

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

Prerequisite: English 132 or the equivalent.

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

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

Prerequisite: English 132 or the equivalent.

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

ENGLISH 233—Technical Writing for Engineers.

(3-0) Credit: 3.

Prerequisite: English 132 or the equivalent.

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

*This course does not meet requirements for graduation.

FRENCH

FRENCH 141—Beginner's French. (3-2) Credit: 4.

Prerequisite: None.

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

FRENCH 142—Beginner's French. (3-2) Credit: 4.

Prerequisite: French 141 or two years of high school French.

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

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

Prerequisite: French 142.

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

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

Prerequisite: French 231.

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

FRENCH 233—Introduction to French Literature.

(3-0) Credit: 3.

Prerequisite: French 232.

Survey of French literature and history, with readings of selected dramas, novels and poems. (080403)

FRENCH 234—Intensive Practice in Spoken French.

(3-0) Credit: 3.

Prerequisite: French 233.

Conversational French, with more detailed study of linguistics, usage, and customs. (080404)

JOURNALISM

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

Prerequisite: None.

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

JOURNALISM 132—Introduction to Reporting. (3-0) Credit: 3.

Prerequisite: None.

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

JOURNALISM 231—Introduction to Advertising. (3-0) Credit: 3.

Prerequisite: Approval of instructor.

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

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

Prerequisite: Journalism 231 or approval of instructor.

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

SPANISH

SPANISH 141—Beginner's Spanish. (3-2) Credit: 4.

Prerequisite: None.

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

SPANISH 142—Beginner's Spanish. (3-2) Credit: 4.

Prerequisite: Spanish 141 or equivalent.

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

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

Prerequisite: Spanish 142 or equivalent.

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

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

Prerequisite: Spanish 231 or equivalent.

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

SPANISH 233—Survey of Spanish Literature. (3-0) Credit: 3.

Prerequisite: Spanish 232 or equivalent.

A study of representative masterpieces of Spanish literature, culture and history, with special attention on the Golden Age and modern authors. (081206)

SPANISH 234—Survey of Spanish Literature. (3-0) Credit: 3.

Prerequisite: Spanish 233 or equivalent.

Reading of outstanding works in Spanish and Spanish-American literature and culture. (081206)

SPEECH

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

Prerequisite: None.

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

Department of Fine Arts

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

FIRST YEAR

First Semester	Semester Hours
ART 131—Fundamentals of Graphic Arts	3
ART 135—Art History and Appreciation	3
BIOL 141—General Biology	4
ENGL 131—Composition and Grammar	3
HIST 131—United States History	3
PHYSICAL EDUCATION ACTIVITY (Student's choice)	1
	17
Total Semester Hours	17

Second Semester	Semester Hours
ART 132—Fundamentals of Painting	3
ART 136—Art History and Appreciation	3
BIOL 142—General Biology	4
ENGL 132—Composition and Rhetoric	3
HIST 132—United States History	3
PHYSICAL EDUCATION ACTIVITY (Student's choice)	1
	17
Total Semester Hours	17

SECOND YEAR

First Semester	Semester Hours
ART 135—Creative Design	3
ENGL 231—Survey of English Literature	3
GOVT 231—Federal Government	3
MUSIC 1301—Music Appreciation	3
FOREIGN LANGUAGE (Student's choice)	4
	16
Total Semester Hours	16

Second Semester	Semester Hours
ART 136—Creative Design	3
ENGL 232—Survey of English Literature	3
GOVT 232—State and Local Government	3
SPCH 131—Fundamentals of Speech	3
FOREIGN LANGUAGE (Same language, second course)	4
	16
Total Semester Hours	16

TOTAL SEMESTER HOURS IN PROGRAM = 66.

GOVT 232—State and Local Government	3
Total Semester Hours	16
TOTAL SEMESTER HOURS IN PROGRAM = 66 or 68.	

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

FIRST YEAR

First Semester	Semester Hours
MUSC 1101—Choir; or MUSC 1103—Concert Band; or MUSC 1105—Stage Band	1
MUSC 1241—Freshman Piano; or MUSC 1243—Fresh- man Voice	2
MUSC 1303—Music Literature	3
MUSC 1401—Freshman Theory	4
ENGL 131—Composition and Grammar	3
HIST 131—United States History	3
PHYSICAL EDUCATION ACTIVITY (Student's choice)	1
Total Semester Hours	17
Second Semester	Semester Hours
MUSC 1102—Choir; or MUSC 1104—Concert Band; or MUSC 1106—Stage Band	1
MUSC 1242—Freshman Piano; or MUSC 1244—Fresh- man Voice	2
MUSC 1304—Music Literature	3
MUSC 1402—Freshman Theory	4
ENGL 132—Composition and Rhetoric	3
HIST 132—United States History	3
PHYSICAL EDUCATION ACTIVITY (Student's choice)	1
Total Semester Hours	17

SECOND YEAR

First Semester	Semester Hours
MUSC 2101—Choir; or MUSC 2103—Concert Band; or MUSC 2105—Stage Band	1
MUSC 2201—Advanced Ear Training	2
MUSC 2241—Sophomore Piano or MUSC 2243—Sopho- more Voice	2
MUSC 2301—Advanced Theory	3
ENGL 231—Survey of English Literature	3
BIOL 141—General Biology; or FREN 141 Beginner's French	4
GOVT 231—Federal Government	3
Total Semester Hours	18

Second Semester	Semester Hours
MUSC 2101—Choir; or MUSC 2104—Concert Band; or MUSC 2106—Stage Band	1
MUSC 2202—Advanced Ear Training	2
MUSC 2243—Sophomore Piano; or MUSC 2244—Sopho- more Voice	2
MUSC 2302—Advanced Theory	3
ENGL 232—Survey of English Literature	3
BIOL 142—General Biology; or FREN 142—Beginner's French	4
GOVT 232—State and Local Government	3
	18
Total Semester Hours	18
TOTAL SEMESTER HOURS IN PROGRAM = 70.	

NOTE: Voice majors should add one semester hour of Secondary Piano, depending upon skill level, from MUSC 0141, 0142, 1141 or 1142. These are to be taken until barrier proficiency is attained.

DEPARTMENT OF FINE ARTS

ART

ART 131—Fundamentals of Graphic Arts. (2-4) Credit: 3.
Prerequisite: None.

Drawing of various subject matter in media of charcoal, pencil, pastel, crayon, pen. (020702)

ART 132—Fundamentals of Painting. (2-4) Credit: 3.
Prerequisite: Art 131.

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

ART 133—Creative Design I. (2-4) Credit: 3.
Prerequisite: None.

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

ART 134—Creative Design. (2-4) Credit: 3.
Prerequisite: Art 133

Application of above principles of media of woodblock, brush and ink, basic print-making, collage. (020302)

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

Prerequisite: None.

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

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

Prerequisite: None.

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

DRAMA

DRAMA 111, 112, 211, 212—Rehearsal and Performance (0-3) Credit: 1-4.

Prerequisite: None.

For the student who participates extensively in college dramatic production. Crew, house, costume, wardrobe, properties, lighting experience, as well as leads, bits, walk-ons. Credit to be granted on a point system. (040208)

DRAMA 131—Drama History and Appreciation I. (3-0) Credit: 3.

Prerequisite: None.

Chronological survey of drama literature from ancient times to the seventeenth century. (040202)

DRAMA 132—Drama History and Appreciation II. (3-0) Credit: 3.

Prerequisite: None.

Chronological survey of drama literature from seventeenth century to present. (040202)

DRAMA 133—Stagecraft I. (2-4) Credit: 3.

Prerequisite: None.

Stage nomenclature, proper use of stage facilities. Set materials and construction. Lighting. (040204)

DRAMA 134—Stagecraft II. (2-4) Credit: 3.

Prerequisite: Drama 133

Make-up, costuming, elementary stage design, crew organization. (040204)

DRAMA 231—Acting I. (2-2) Credit: 3.

Prerequisite: Drama 134.

Principles of body and voice usage. Stage movement. Character analysis and development. Interpretation. (040211)

DRAMA 232—Acting II. (2-2) Credit: 3.

Prerequisite: Drama 231.

Continuation of basic skill and technique development. Application to scenes from drama of all periods. (040211)

DRAMA 233—Voice and Diction I. (2-2) Credit: 3.

Prerequisite: Drama 134.

Antaomy and mechanics of vocal production. Diction drill. Vocal interpretation. (040303)

DRAMA 234—Voice and Diction II. (2-2) Credit: 3.

Prerequisite: Drama 233.

Continuation of drills, study of phonetics, study of dialects. (040304)

MUSIC

MUSIC THEORY COURSES

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

Prerequisite: None.

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

MUSIC 1402—Music Theory II. (3-3) Credit: 4.

Prerequisite: Music 1401.

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

MUSIC 2201—Advanced Ear Training I (to be taken concurrently with Music 2301). (3-0) Credit: 2.

Prerequisite: Music 1402.

Advanced rhythmic and melodic dictation, sight-singing, harmonic dictation, including all seventh chords, some altered chords. Non-harmonic tones. (150106)

MUSIC 2202—Advanced Ear Training II (to be taken concurrently with Music 2302). (3-0) Credit: 2.

Prerequisite: Music 2201.

More complex aural material, including harmonic and melodic dictation involving ninths, elevenths, altered chords, chromatic and altered chord modulations. (150106)

MUSIC 2301—Advanced Music Theory I. (3-0) Credit: 3.

Prerequisite: Music 1402.

All seventh chords; part-writing technique of the eighteenth and nineteenth centuries. Harmonization of simple melodies and basses. Harmonic analysis. Playing from figured bass. Modulation, altered chords. (150108)

MUSIC 2302—Advanced Music Theory II. (3-0) Credit: 3.

Prerequisite: Music 2301.

Continuation of altered chord study. Harmonization of more difficult melodies and basses. Bach-style counterpoint. Original creative work in the eighteenth and nineteenth century styles. Continuation of harmonic analysis, figured bass at the keyboard, part-writing. Chromatic, altered chord modulations to extraneous keys. (150108)

OTHER ACADEMIC COURSES IN MUSIC

MUSIC 1301—Music Appreciation. (3-0) Credit: 3.

Prerequisite: None.

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

MUSIC 1303—Music Literature I. (3-0) Credit: 3.

Prerequisite: None.

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

MUSIC 1304—Music Literature II. (3-0) Credit: 3.

Prerequisite: None.

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

MUSIC 2305—Acoustics of Music. (3-0) Credit: 3.

Prerequisite: Sophomore music major standing.

Sound, as related to singing and instruments. Physical principles of sound production, transmission, interference, hearing, resonance, pitch, quality; properties of instruments, acoustical background of tuning, scales; acoustics of rooms. (160306)

APPLIED MUSIC COURSES (CONCENTRATION)

MUSIC 1241—Freshman Piano I. (1-12) Credit: 2.

Prerequisite: Skill and background equal to completion of Music 1142.

For the music major with piano as primary instrument.

Bach: Four Two-Part Inventions.

Sonatas: Two pages per week of easier Haydn, Mozart.

Technic: All major and minor scales and arpeggios. Four octaves, M.M. 90.

Other: Standard Czerny or other etudes. Piano literature from Romantic and Modern Periods.

Examination to include memory rendition of at least one of each category above. (150305)

MUSIC 1242—Freshman Piano II. (1-12) Credit: 2.

Prerequisite: Music 1241.

For the music major with piano as primary instrument.

Bach: Four additional Two-Part Inventions or Two Little Preludes and Fugues.

Sonatas: Two pages per week of easier Mozart, Beethoven.

Technic: All major and minor scales and arpeggios, four octaves, M.M. 120.

Other: Standard Czerny or other etudes. Piano literature from Romantic and Modern periods.

Examination will include at least one of each category above, from memory. (150305)

MUSIC 2241—Sophomore Piano. (1-12) Credit: 2.

Prerequisite: Music 1242.

For the music major with piano as primary instrument.

Bach: Four Three-Part Inventions.

Sonatas: Three pages per week of standard classical literature. Concertos may be substituted.

Technic: All major and minor scales, arpeggios, four octaves in 3rds, 6ths, 10ths, M.M. 90. Dominant seventh, diminished seventh arpeggios, four octaves, M.M. 90.

Other: Pischna or other standard etudes. Romantic and Modern period literature.

Examination will include at least one of each category above, from memory. (150305)

MUSIC 2242—Sophomore Piano. (1-12) Credit: 2.

Prerequisite: Music 2241.

For the music major with piano as primary instrument.

Bach: Four additional Three-Part Inventions or two Preludes and Fugues from W.T.C.

Sonatas: Three pages per week of standard literature. Concertos may be substituted.

Technic: All scales and arpeggios in 3rds, 6ths, 10ths, M.M. 120. Seventh arpeggios, M.M. 120.

Examination will include at least one of each category above, from memory. (150305)

MUSIC 1243—Freshman Voice I. (1-9) Credit: 2.

Prerequisite: None.

For the music major with voice as primary concentration. Basic voice production exercises for breath control, mental and vocal coordination, tone. Scales and arpeggios. Song repertoire selected from English and American voice literature. Concone or similar studies. Examination to include memory performance of above. (150306)

MUSIC 1244—Freshman Voice II. (1-9) Credit: 2.

Prerequisite: Music 1243.

For the music major with voice as primary concentration. Continuation of voice production exercises. Panofka studies or equivalent vocalises. Songs in Italian added to English and American vocal literature. Additional work in Concone or similar vocalises. Examination to include memory performance of above. (150306)

MUSIC 2243—Sophomore Voice I. (1-9) Credit: 2.

Prerequisite: Music 1244

For the music major with voice as primary concentration. Continuation of exercises. Panofka or equivalent vocalises. Arias in Italian from works of Scarlatti, Handel, Gluck, etc. Recitatives. Examination to include memory performance of above. (150306)

MUSIC 2244—Sophomore Voice II. (1-9) Credit: 2.

Prerequisite: Music 2243.

Continuation of exercises and vocalises. Art songs and arias in German, French, English. Arias and recitatives in Italian from the works of Gluck, Mozart, Verdi, Puccini, etc. Examination to include memory performance of above. (150306)

APPLIED MUSIC COURSES

NOTE: MUSIC 0141, 0142, 1141, 1142 are designed to satisfy music major "piano barrier" requirements stipulated for junior standing in most senior colleges.

MUSIC 0141—Secondary Piano I. (½-6) Credit: 1.

Prerequisite: None.

Major and minor scales, one octave (-1 = 92). Major and minor arpeggios, two octaves (-1 = 60). Basic first and second grade piano literature including selections from Anna Magdalena Bach Notebook or equivalent. (150305)

MUSIC 0142—Secondary Piano II. (½-6) Credit: 1.

Prerequisite: Music 0141 or equivalent skill.

Major and minor scales, two octaves (-1 = 120). Major and minor arpeggios, two octaves (-1 = 92). Basic second and third grade piano literature, including Anna Magdalena Bach Notebook or equivalent, easier sonatinas. (150305)

MUSIC 1141—Secondary Piano III. (½-6) Credit: 1.

Prerequisite: Music 0142 or equivalent skill.

Major and minor scales, four octaves, M.M. 52. Major, minor arpeggios, dominant and diminished sevenths, two octaves, M.M. 40. One sonatina movement memorized, two pages of Romantic or Modern literature memorized. "America" memorized. (150305)

MUSIC 1142—Secondary Piano IV. (½-6) Credit: 1.

Prerequisite: Music 1141 or equivalent skill.

Major and minor scales, four octaves, M.M. 72. Arpeggios, dominant, diminished sevenths, M.M. 60. One Bach Two-Part Invention. One sonata movement memorized. Three pages of Romantic, Modern literature memorized. "Star-Spangled Banner" memorized. Sight reading. (150305)

APPLIED MUSIC COURSES (SECONDARY COURSES)

MUSIC 0143—Secondary Voice I. (½-6) Credit: 1.

Prerequisite: None.

Basic voice production exercises. Technic: Concone or Vaccai scales. Memorization of at least six songs, English or American. (150306)

MUSIC 0144—Secondary Voice II. (½-6) Credit: 1.

Prerequisite: Music 0143 or equivalent skill.

Continuation of voice production exercises. Technic: Continuation of Concone or Vaccai, scales, arpeggios. Memorization of at least six songs, three of which must be in Italian. (150306)

MUSIC 1143—Secondary Voice III. (½-6) Credit: 1.

Prerequisite: Music 0144 or equivalent skill.

Continuation of voice production exercises. Technic: Panofka or equivalent vocalises. Memorization of at least six songs. Easier songs in French added to Italian songs. (150306)

MUSIC 1144—Secondary Voice IV. (½-6) Credit: 1.

Prerequisite: Music 1143 or equivalent skill.

Continuation of voice production exercises and vocalises. Memorization of at least six songs. Oratorio and operatic literature. (150306)

MUSIC (ENSEMBLE COURSES)

MUSIC 1101, 1102, 2101, 2102—Choir. (0-4) Credit: 1.

Prerequisite: None. Required of music majors. Others: by audition.

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

MUSIC 1103, 1104, 2103, 2104—Concert Band.

(0-4) Credit: 1.

Prerequisite: None. Required of music majors. Others: by audition.

Concert band literature and transcriptions of all periods and styles rehearsed and performed in concert. Also performs for on- and off-campus functions. (150401)

MUSIC 1105, 1106, 2105, 2106—Stage Band. (0-4) Credit: 1.

Prerequisite: None.

Open to students with dance band experience or desire to direct instrumental skill toward this field. Utilization as a college dance band is intended. Also as an off-campus public relations group. (150402)

MUSIC 1107, 1108, 2107, 2108—Madrigal Singers. (0-3) Credit: 1.

Prerequisite: Membership in College Choir.

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

Department of Mathematics and Natural Sciences

SUGGESTED TWO-YEAR PROGRAM IN BIOLOGICAL SCIENCES (Meets Associate in Science Degree Requirements)

FIRST YEAR

First Semester	Semester Hours
ENGL 131—Composition and Grammar	3
HIST 131—United States History	3
MATHEMATICS (As recommended by counselor)	3
BIOL 141—General Biology	4
CHEM 141—General Chemistry	4
PHYSICAL EDUCATION ACTIVITY (Student's choice)	1
Total Semester Hours	18

Second Semester	Semester Hours
ENGL 132—Composition and Rhetoric	3
HIST 132—United States History	3
MATHEMATICS (next course in sequence).....	3
BIOL 142—General Biology	4
CHEM 142—General Chemistry	4
PHYSICAL EDUCATION ACTIVITY (Student's choice)	1
Total Semester Hours	18

SECOND YEAR

First Semester	Semester Hours
ENGL 231—Survey of English Literature	3
GOVT 231—Federal Government	3
ELECTIVES	6
FOREIGN LANGUAGE (Student's choice)	4
Total Semester Hours	16

Second Semester	Semester Hours
ENGL 232—Survey of English Literature	3
GOVT 232—State and Local Government	3
ELECTIVES	6
FOREIGN LANGUAGE (Same language, second course)	4
Total Semester Hours	16

TOTAL SEMESTER HOURS IN PROGRAM = 68.

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

FIRST YEAR

First Semester	Semester Hours
ENGL 131—Composition and Grammar	3
HIST 131—United States History	3
MATHEMATICS (As recommended by counselor)	3
ENGR 131—Engineering Graphics	3
CHEM 141—General Chemistry	4
PHYSICAL EDUCATION ACTIVITY (Student's choice)	1
	—
Total Semester Hours	17

Second Semester	Semester Hours
ENGL 132—Composition and Rhetoric	3
HIST 132—United States History	3
MATHEMATICS (Next course in sequence)	3
ENGR 132—Engineering Mechanics	3
CHEM 142—General Chemistry	4
PHYSICAL EDUCATION ACTIVITY (Student's choice)	1
	—
Total Semester Hours	17

SECOND YEAR

First Semester	Semester Hours
ENGL 231—Survey of English Literature	3
GOVT 231—Federal Government	3
MATHEMATICS (Next course in sequence)	3
PHYSICS 243—Mechanics	4
PSYC 131—Introduction to Psychology	3
	—
Total Semester Hours	16

Second Semester	Semester Hours
ENGL 233—Technical Writing	3
GOVT 232—State and Local Government	3
MATHEMATICS (Next course in sequence)	3
PHYSICS 244—Electricity and Magnetism	4
SOC 131—Introduction to Sociology	3
	—
Total Semester Hours	16

TOTAL SEMESTER HOURS IN PROGRAM = 66.

SUGGESTED TWO-YEAR PROGRAM IN THE
PHYSICAL SCIENCES OR MATHEMATICS
(Meets Associate in Science Degree Requirements)

FIRST YEAR

First Semester	Semester Hours
ENGL 131—Composition and Grammar	3
HIST 131—United States History	3
MATHEMATICS (As recommended by counselor)	3
CHEM 141—General Chemistry	4
FOREIGN LANGUAGE (Student's choice)	4
PHYSICAL EDUCATION ACTIVITY (Student's choice)	1
	—
Total Semester Hours	18

Second Semester	Semester Hours
ENGL 132—Composition and Rhetoric	3
HIST 132—United States History	3
MATHEMATICS (Next course in sequence)	3
CHEM 142—General Chemistry	4
FOREIGN LANGUAGE (Same language, second choice)	4
PHYSICAL EDUCATION ACTIVITY (Student's choice)	1
	—
Total Semester Hours	18

SECOND YEAR

First Semester	Semester Hours
ENGL 231—Survey of English Literature	3
GOVT 231—Federal Government	3
MATHEMATICS (Next course in sequence)	3
ELECTIVE (May be in major)	3
PHYSICS 243—Mechanics	4
	—
Total Semester Hours	16

Second Semester	Semester Hours
ENGL 232—Survey of English Literature	3
GOVT 232—State and Local Government	3
MATHEMATICS (Next course in sequence)	3
ELECTIVE (May be in major)	3
PHYSICS 244—Electricity and Magnetism	4
	—
Total Semester Hours	16

TOTAL SEMESTER HOURS IN PROGRAM = 68.

DEPARTMENT OF MATHEMATICS AND
NATURAL SCIENCES

BIOLOGY

BIOLOGY 131—Microbiology. (3-0) Credit 3.

Prerequisite: Registration in ADN Program.

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

BIOLOGY 141—General Biology. (3-3) Credit 4.

Prerequisite: None.

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

BIOLOGY 142—General Biology. (3-3) Credit 4.

Prerequisite: None.

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

BIOLOGY 143—Anatomy and Physiology. (3-3) Credit: 4.

Prerequisite: Registration in ADN Program.

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

CHEMISTRY

CHEMISTRY 141—General Chemistry. (3-3) Credit: 4.

Prerequisite: Two years of high school algebra or concurrent enrollment in Mathematics 032.

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; kinetics and equilibria of reactions. (160202)

CHEMISTRY 142—General Chemistry. (3-3) Credit: 4.

Prerequisite: Chemistry 141.

Application of the principles and methods of inorganic chem-

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

CHEMISTRY 243—Organic Chemistry. (3-3) Credit: 4.

Prerequisite: Chemistry 142.

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

CHEMISTRY 244—Organic Chemistry. (3-3) Credit: 4.

Prerequisite: Chemistry 243.

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

MATHEMATICS

MATHEMATICS 031—Basic Mathematics. (3-0) Credit: 3.

Prerequisite: None.

NON-TRANSFERABLE AND WILL NOT APPLY TOWARD DEGREE REQUIREMENTS.

An arithmetic course for those who need review of the very basic skills. Topics include number bases, sets, prime numbers, factors, fractions, positive and negative numbers, and linear equations. (140101)

MATHEMATICS 032—Basic Algebra. (3-0) Credit 3.

Prerequisite: None.

NON-TRANSFERABLE AND WILL NOT APPLY TOWARD DEGREE REQUIREMENTS.

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

MATHEMATICS 131—College Algebra. (3-0) Credit: 3.

Prerequisite: Mathematics 032 or two years high school algebra or grades of "A" or "B" in Mathematics 031.

An introduction to the basic concepts of modern algebra for

the student who needs to satisfy a mathematics requirement. Topics are taken from logic and set theory, the development of the number systems, relations, functions, equations, inequalities, determinants and matrices, probability and mathematical induction. (140201)

MATHEMATICS 133—Advanced College Algebra.

(3-0) Credit: 3.

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

FOR SCIENCE, ENGINEERING OR MATHEMATICS MAJORS ONLY.

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

MATHEMATICS 134—Finite Business Mathematics.

(3-0) Credit: 3.

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

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

MATHEMATICS 135—Analysis for Business Decisions.

(3-0) Credit: 3.

Prerequisite: Mathematics 134 or consent of instructor.

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

MATHEMATICS 136—Plane Trigonometry. (3-0) Credit: 3.

Prerequisite: Mathematics 032 or two years high school algebra.

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

MATHEMATICS 138—Analytic Geometry. (3-0) Credit: 3.

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

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

MATHEMATICS 139—Calculus I. (3-0) Credit: 3.

Prerequisite: Mathematics 138.

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

MATHEMATICS 231—Calculus II. (3-0) Credit: 3.

Prerequisite: Mathematics 139.

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

MATHEMATICS 232—Calculus III. (3-0) Credit: 3.

Prerequisite: Mathematics 231.

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

PHYSICS

PHYSICS 241—General Physics I. (3-3) Credit: 4.

Prerequisite: Mathematics 131 or equivalent.

Force and motion, work, energy and power, circular motion, momentum, vibratory motion, aerospace physics, properties of solids and liquids, fluid mechanics, heat, sound and molecular theory of matter. This course is designed primarily for students whose program does not require a technical physics course. (160301)

PHYSICS 242—General Physics II. (3-3) Credit: 4.

Prerequisite: Physics 241.

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

PHYSICS 243—Mechanics. (3-3) Credit: 4.

Prerequisite: Credit for, or registration in Calculus I.

Vectors, motion in one dimension, motion in a plane, rotational motion, oscillatory motion, work energy, power and momentum, conservation laws and applications—fluid mechanics—gravitation, heat. This course is designed primarily for students of science and engineering. (160304)

PHYSICS 244—Electricity and Magnetism. (3-3) Credit: 4.

Prerequisite: Physics 243.

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

PHYSICS 245—Oscillations, Waves and Modern Physics. (3-3) Credit: 4.

Prerequisite: Physics 243.

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

Department of Associate Degree Nursing

TEMPORARY ACCREDITATION BY THE TEXAS STATE
BOARD OF NURSE EXAMINERS

(Meets Associate in Applied Science Degree Requirements)

FIRST YEAR

First Semester	Semester Hours
BIOL 143—Anatomy and Physiology	4
CHEM 141—General Chemistry	4
ENGL 131—Composition and Grammar	3
NURS 141—Introduction to Nursing	4
PSYCH 131—Introduction to Psychology	3
	—
Total Semester Hours	18

Second Semester	Semester Hours
BIOL 131—Microbiology	3
ENGL 132—Composition and Rhetoric	3
NURS 133-134—Medical and Surgical Nursing	3
NURS 162—Psychiatric Nursing	6
	—
Total Semester Hours	15

Summer Session (Second Six Weeks)	Semester Hours
NURS 133-134—Medical and Surgical Nursing	3
SOC 131—Introduction to Sociology	3
	—
Total Semester Hours	6

SECOND YEAR

First Semester	Semester Hours
GOVT 231—Federal Government	3
HIST 131—United States History	3
NURS 261—Medical and Surgical Nursing	6
PSYCH 231—Child Growth and Development	3
	—
Total Semester Hours	15

Second Semester	Semester Hours
GOVT 232—State and Local Government	3
HIST 132—United States History	3
NURS 262—Medical and Surgical Nursing and/or	6
NURS 264—Child Health Nursing	6
	—
Total Semester Hours	18

Summer Session (Second Six Weeks)	Semester Hours
NURS 263—Maternal Health Nursing	6
Total Semester Hours	6
TOTAL SEMESTER HOURS IN PROGRAM = 78.	

DEPARTMENT OF ASSOCIATE DEGREE NURSING

NURSING

NURSING 133-134—Medical and Surgical Nursing. (6-16) Credit: 6.

Prerequisite: Nursing 141.

Application of principles and practices in planning, effecting and evaluating nursing care of patients manifesting cardiovascular difficulties; nursing care of patients with blood dyscrasias; nursing care of patients with peripheral vessel problems; nursing care of patients with pulmonary disorders; nursing care of patients with eye complications; pharmacology; nutrition; and mental health concepts.

NURSING 141—Introduction to Nursing. (4-9) Credit: 4.

Prerequisite: Admission into Associate Degree Nursing Program.

Definition of nursing; responsibilities in nursing; history of nursing; legal aspects of nursing; the spiritual aspects of nursing; nurse's role in the community; the patient as a person; the patient-centered therapeutic environment; the establishment of a therapeutic relationship and the early nursing care of a newly admitted patient; preparation, daily nursing care and support of the patient undergoing diagnostic procedures; basic nursing support for the psychological and physical needs of the pre- and post-operative patient; the patient's return to optimum health; the nurse's role in the care of the terminally ill patient if the return to health is impossible; protecting the patient from injuries or illness—nursing actions in emergencies; pharmacology; nutrition and mental health concepts.

NURSING 162—Psychiatric Nursing. (6-24) Credit: 6.

Prerequisite: Psychology 131 and Nursing 141.

Application of principles and practices in planning, effecting and evaluating nursing care for the autistic patient; the suspicious patient, the depressed and/or elated patient, the anxious patient, the anti-social patient, the retarded patient, the hallucinating patient, the confused patient, the negativistic patient, the delirious patient; pharmacology; diet therapy.

NURSING 261—Medical and Surgical Nursing. (6-16) Credit: 6.

Prerequisite: Nursing 133-134.

Application of principles and practices in planning, effecting and evaluating nursing care of patients with renal disorders; nursing care of patients with gastrointestinal disturbances; nursing care of patients undergoing reproductive investigations; nursing care of patients with endocrinological disturbances; pharmacology; diet therapy; mental health concepts.

NURSING 262—Medical and Surgical Nursing. (6-16) Credit: 6.

Prerequisite: Nursing 261.

Application of principles and practices in planning, effecting and evaluating nursing care of patients manifesting orthopedic limitations; nursing care of patients with neurological disorders; nursing care of patients undergoing reconstructive surgery; nursing care of patients with dermatological problems; nursing care of patients with ear, nose and throat complications; pharmacology; diet therapy; mental health concepts.

NURSING 263—Maternal Health Nursing. (6-24) Credit: 6.

Prerequisite: Nursing 133-134

Application of principles and practices in planning, effecting and evaluating nursing for the obstetrical patient; human reproduction; nursing in pregnancy; nursing during labor and delivery; nursing in the normal puerperium; nursing the normal newborn; operative procedures in obstetrics; maternal disorders associated with the childbearing cycle; abnormalities of the fetus and the newborn; related information; pharmacology; diet therapy; mental health concepts.

NURSING 264—Child Health Nursing. (6-24) Credit: 6.

Prerequisite: Psychology 231.

Application of principles and practices in planning, effecting and evaluating nursing for the child through the ages; the newborn and his care in the nursery and at home; the premature infant and the postmature infant; the importance of heredity and environment in diseases of children; conditions of the newborn requiring immediate or short-term care and long-term care; the normal infant; growth, development and care during the first year; the toddler; the preschool child; the school child; the pubescent and the adolescent; pharmacology; diet therapy; and mental health concepts.

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Division of Occupational Education

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

Both college credit and non-college credit instruction is provided through this division.

Students are advised that specialized courses offered in this division are designed to prepare them for occupational entry and are not designed for transfer to a senior college or university and will not necessarily count toward any baccalaureate degree.

Certificates of Completion, as well as the Associate in Applied Science degree, are awarded to successful students of these specialized programs at Galveston Community College.

ENGINEERING DRAFTING TECHNOLOGY (Meets Associate in Applied Science Degree Requirements)

FIRST YEAR

First Semester	Semester Hours
ENGL 131—Composition and Grammar	3
HIST 131—United States History	3
MATH 131—College Algebra	3
PSYC 131—Introduction to Psychology	3
ENGR 131—Engineering Graphics	3
PHYSICAL EDUCATION ACTIVITY (Student's choice)	1
	—
Total Semester Hours	16

Second Semester	Semester Hours
ENGL 132—Composition and Rhetoric	3
HIST 132—United States History	3
MATH 136—Plane Trigonometry	3
ENGR 133—Manufacturing Processes	3
DRFT 132—Machine Drafting	3
PHYSICAL EDUCATION ACTIVITY (Student's choice)	1
	—
Total Semester Hours	16

SECOND YEAR

First Semester	Semester Hours
ENGL 233—Technical Writing	3
GOVT 231—Federal Government	3

PHYSICS 241—General Physics	4
DRFT 231—Structural Drafting	3
ELECTIVE	3
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Total Semester Hours	16

Second Semester	Semester Hours
GOVT 232—State and Local Government	3
PHYSICS 242—General Physics	4
DRFT 232—Pipe Drafting	3
DRFT 233—Electrical Drafting	3
ELECTIVE	3
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Total Semester Hours	16
TOTAL SEMESTER HOURS IN PROGRAM = 64.	

ENGINEER DRAFTING TECHNOLOGY

DRAFTING

DRAFTING 132—Machine Drafting. (3-3) Credit: 3.

Prerequisite: Engineering 131.

Theory and practice in the preparation of detail and assembly drawings of industrial machinery. Includes a study of fasteners, gears and cam and other design characteristics.

DRAFTING 231—Structural Drafting. (3-3) Credit: 3.

Prerequisite: Engineering 131.

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

DRAFTING 232—Pipe Drafting. (3-3) Credit: 3.

Prerequisite: Engineering 131.

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

DRAFTING 233—Electrical Drafting. (3-3) Credit: 3.

Prerequisite: Engineering 131.

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

ENGINEERING

ENGINEERING 131—Engineering Graphics. (3-3) Credit: 3.
Prerequisite: None.

A basic course in the principles of technical drawing as required to express ideas graphically. Instruction in sketching and the proper use of drafting equipment to produce neat and accurate mechanical drawings. (190110)

ENGINEERING 133—Manufacturing Processes. (3-0) Credit: 3.
Prerequisite: None.

A study of methods, materials, and machines used in industrial production as they relate to drafting. Emphasis on fabricating techniques in engineering shops.

GENERAL OFFICE OCCUPATIONS (Meets Associate in Applied Science Degree Requirements)

FIRST YEAR

First Semester	Semester Hours
ENGL 131—Composition and Grammar	3
TYP 131—Beginning Typewriting	3
B A 133—Business Mathematics	3
O M 133—Office Machines	3
B A 131—Introduction to Business	3
	15
Total Semester Hours	15

Second Semester	Semester Hours
B COM 131—Business English	3
TYP 132—Intermediate Typewriting	3
SPCH 131—Fundamentals of Speech	3
O P 131—Clerical Office Procedures	3
*S ACCT 231—Secretarial Accounting	3
	15
Total Semester Hours	15

SECOND YEAR

First Semester	Semester Hours
B COM 231—Business Correspondence	3
B A 231—Business Law	3
GOVT 131—Survey of Government	3
TYP 231—Advanced Typewriting	3
ELECTIVE	3
	15
Total Semester Hours	15

Second Semester	Semester Hours
†O P 132—Clerical Office Procedures	3
ECON 231—Principles of Economics	3
D P 231—Introduction to Data Processing	3
B PSY 231—Practical Business Psychology	3
ELECTIVE	3
Total Semester Hours	15
TOTAL SEMESTER HOURS IN PROGRAM = 60.	

*Students may choose ACCT 241.

†Students may choose ACCT 242.

SECRETARIAL PROGRAM

(Meets Associate in Applied Science Degree Requirements)

FIRST YEAR

First Semester	Semester Hours
B A 133—Business Mathematics	3
ENGL 131—Composition and Grammar	3
O M 131—Office Machines	3
STHD 131—Beginning Shorthand	3
TYP 131—Beginning Typewriting	3
Total Semester Hours	15

Second Semester	Semester Hours
B A 131—Introduction to Business	3
B COM 131—Business English	3
SPCH 131—Fundamentals of Speech	3
STHD 132—Intermediate Shorthand	3
TYP 132—Intermediate Typewriting	3
Total Semester Hours	15

SECOND YEAR

First Semester	Semester Hours
B COM 231—Business Correspondence	3
GOVT 131—Survey of Government	3
S P 231—Secretarial Procedures	3
STHD 232—Advanced Shorthand	3
TYP 231—Advanced Typewriting	3
Total Semester Hours	15

Second Semester	Semester Hours
B A 231—Business Law	3
S ACCT 231—Secretarial Accounting	3

B PSY 231—Practical Business Psychology	3
D P 231—Introduction to Data Processing	3
S P 232—Secretarial Procedures	3
	—
Total Semester Hours	15
TOTAL SEMESTER HOURS IN PROGRAM = 60.	

OFFICE OCCUPATIONS

BUSINESS COMMUNICATIONS 131—Business English.
(3-0) Credit: 3.

Prerequisite: None.

Fundamentals of grammar, punctuation and sentence structure as related to spoken and written business communications.

BUSINESS COMMUNICATIONS 231—Business Correspondence
(3-0) Credit: 3.

Prerequisite: Business Communications 131 and Typewriting 132

Writing business letters and reports; organizing and composing acceptable business correspondence in accordance with current business writing practices.

BUSINESS MATHEMATICS 133—Business Mathematics.
(3-0) Credit: 3.

Prerequisite: None.

Designed for terminal students as a basis for secretarial accounting and business machines. A study is made of fundamental processes, fractions and decimals, percentages, merchandising procedures, payroll preparation, depreciation, interest and discount, and tax computation.

BUSINESS PSYCHOLOGY 231—Practical Business Psychology.
(3-0) Credits: 3.

Prerequisite: Sophomore standing recommended.

Understanding human relationships in business and industry; personal efficiency; human relations and morale; personality and emotional health; personal leadership and group cooperation.

DATA PROCESSING 231—Introduction to Data Processing.
(3-0) Credit: 3.

Prerequisite: Typewriting 132.

Fundamentals of data processing. Uses of data, applications of data processing, basic data processing cycle, input-output data representation, systems and equipment, training on Selectric typewriter in simulated key-punch, completing an automation practice set.

OFFICE MACHINES 131—Office Machines. (0-3) Credit: 3.

Prerequisite: Business Administration 133 or concurrent enrollment in Business Administration 133.

A working knowledge of the ten-key adding machine, the full-key adding machine, the printing calculator, and the rotary calculator.

OFFICE PROCEDURES 131—Clerical Office Procedures.

(3-3) Credit: 3.

Prerequisite: Typewriting 132 or concurrent enrollment in Typewriting 132.

Clerical skills for office work, orientation for the office worker, telephone procedures, meeting the public, handling the mail, uses of sources of information, duplicating processes, filing procedures, job finding, English skill-building review, typing drills for speed and accuracy.

OFFICE PROCEDURES 132—Clerical Office Procedures.

(3-3) Credit: 3.

Prerequisite: Typewriting 132 and Office Procedures 131.

Machine transcription; advanced filing procedures and duplicating processes; applied office typewriting practice.

SECRETARIAL ACCOUNTING 231—Secretarial Accounting.

(3-3) Credit: 3.

Prerequisite: Business Administration 133 or concurrent enrollment in Business Administration 133.

Principles of record keeping and bookkeeping; recording business transactions, preparation of trial balance, bookkeeping for merchandising firms, specialized recording techniques, cash procedures; special emphasis upon payroll records.

SECRETARIAL PROCEDURES 231—Secretarial Procedures.

(3-3) Credit: 3.

Prerequisite: Typewriting 132.

Functional duties of stenographers and secretaries. Orientation for the secretary, telephone procedures, meeting the public, uses of sources of information, use of equipment and supplies, handling the mail, working with the employer, duplicating processes, filing procedures, job finding.

SECRETARIAL PROCEDURES 232—Secretarial Procedures.

(3-3) Credit: 3.

Prerequisite: Typewriting 132 and Secretarial Procedures 231.

Machine transcription and dictation, advanced filing procedures, the functional and environmental aspects of secretarial work.

SHORTHAND 131—Beginning Shorthand. (3-3) Credit: 3.

Prerequisite: None.

Principles of Gregg Shorthand, Diamond Jubilee Series. Reading, writing and transcribing shorthand outlines; mechanics of English.

SHORTHAND 132—Intermediate Shorthand. (3-3) Credit: 3.

Prerequisite: Typewriting 131 and Shorthand 131.

Principles of Gregg Shorthand, Diamond Jubilee Series. Word-building, phrasing and transcription skill. New matter dictation with introduction of typewritten transcription and emphasis on spelling, punctuation and grammar.

SHORTHAND 231—Advanced Shorthand. (3-3) Credit: 3.

Prerequisite: Typewriting 132 and Shorthand 132.

Shorthand skills required for stenographic work. Speed building dictation and typewritten transcription of shorthand notes for mailable letters; specialized dictation.

TYPEWRITING 131—Beginning Typewriting. (3-3) Credit: 3.

Prerequisite: None.

Touch typewriting, building basic skills, placement and typing of personal letters, business letters, themes, tabulations and manuscripts.

TYPEWRITING 132—Intermediate Typewriting.

(3-3) Credit: 3.

Prerequisite: Typewriting 131 or placement test.

Improvement of basic skill; tabulations, business forms, letters and manuscripts.

TYPEWRITING 231—Advanced Typewriting. (3-3) Credit: 3.

Prerequisite: Typewriting 132 or equivalent.

Preparation of statistical reports, legal documents, manuscripts and other business reports.

POLICE SCIENCE
(Meets Associate in Applied Science Degree Requirements)

FIRST YEAR

First Semester	Semester Hours
ENGL 131—Composition and Grammar	3
HIST 131—United States History	3
P SC 131—Police Administration I	3
P SC 133—Elements of Police Supervision	3
FREE ELECTIVE	3
PHYSICAL EDUCATION ACTIVITY (Student's choice)	1
	16
Total Semester Hours	16

Second Semester	Semester Hours
ENGL 132—Composition and Rhetoric	3
HIST 132—United States History	3
P SC 132—Police Administration II	3
P SC 134—Criminal Law	3
FREE ELECTIVE	3
PHYSICAL EDUCATION ACTIVITY (Student's choice)	1
	16
Total Semester Hours	16

SECOND YEAR

First Semester	Semester Hours
ECON 231—Principles of Economics I	3
GOVT 231—Federal Government	3
P SC 231—Criminology	3
P SC 232—Criminalistics	3
PSYC 131—Introduction to Psychology	3
	15
Total Semester Hours	15

Second Semester	Semester Hours
ECON 232—Principles of Economics II	3
GOVT 232—State and Local Government	3
P SC 233—Penology	3
P SC 234—Special Problems	3
SOC 131—Introduction to Sociology	3
	15
Total Semester Hours	15

TOTAL SEMESTER HOURS IN PROGRAM = 62.

POLICE SCIENCE

POLICE SCIENCE 131—Police Administration I. (3-0) Credit: 3.

Prerequisite: None.

An analysis of the duties and responsibilities of police administrators. Application of administrative principles to problems of patrol duty. Police administration, past and present; police organization; police management; coordination; personnel management; training; the juvenile problem; and the patrol function.

POLICE SCIENCE 132—Police Administration II. (3-0) Credit: 3.

Prerequisite: None.

Crime investigation, traffic supervision, vice control, crime prevention, personnel practices and training, communication, records, the police and the public, police administration of the future.

POLICE SCIENCE 133—Elements of Police Supervision. (3-0) Credit: 3.

Prerequisite: None.

Duties and problems of the police supervisor; recruitment, training, promotion, discipline and morale, duty assignments and shift supervision, human relations and leadership problems, essentials of organization, types of organizations, planning the work of the department.

POLICE SCIENCE 134—Criminal Law. (3-0) Credit: 3.

Prerequisite: None.

Procedural aspects of Texas Criminal Law; analysis of United States Supreme Court Decisions as they relate to procedural and substantive law of Texas; practical application of statute law to procedure before trial and during trial.

POLICE SCIENCE 231—Criminology. (3-0) Credit: 3.

Prerequisite: None.

Appraisal of new trends in crime; development of syndicated crime and its influence over the political scene; overview of traditional crime and the impact of white-collar crime; emphasis on the changes in the administration of criminal justice.

POLICE SCIENCE 232—Criminalistics. (3-0) Credit: 3.

Prerequisite: None.

Application of scientific techniques and apparatus to collections,

preservation and identification of physical evidence. Facilities and methods of major crime laboratories are studied and evaluated.

POLICE SCIENCE 233—Penology. (3-0) Credit: 3.

Prerequisite: None.

Punishment, treatment and prevention of criminality. Sociological analysis of probation, parole and prison administration.

POLICE SCIENCE 234—Special Problems in Police Science. (3-0) Credit: 3.

Prerequisite: None.

A study of police-community relations and the sociological-psychological aspects of modern police administration.

VOCATIONAL NURSING PROGRAM

APPROVED BY THE STATE BOARD OF VOCATIONAL
NURSE EXAMINERS

(Meets Certificate of Completion Requirements)

The Vocational Nursing Program is a twelve-month course which prepares the mature person with skills of nursing that will enable her to function effectively in giving bedside nursing care. Upon successful completion of the program, the student will be awarded a certificate of graduation. The student will then be eligible to write the State Board Examination. After successfully passing the examination, the graduate receives her license as a Licensed Vocational Nurse of Texas.

CURRICULUM

Medical/Surgical Nursing I	19 weeks
Medical/Surgical Nursing II	19 weeks
Care of Children	7 weeks
Care of Mothers and Infants	7 weeks
Total	52 weeks

Classroom instruction and clinical experience is provided Monday through Friday of each week. Working weeks will not exceed forty hours.

MEDICAL/SURGICAL NURSING I

Fundamentals of patient care in various stages of illness; roles of practitioners in other health fields; nursing skills.

BODY STRUCTURE AND FUNCTION

Elements of anatomy and physiology for each body system; basic microbiology; control of disease.

INTRODUCTION TO PHARMACOLOGY

Arithmetic review; measurement systems for drugs; computations in drug administration; drug categories; safety factors.

NUTRITION

Normal nutritional needs; nutrients, sources and uses; planning diets for the family.

MENTAL HEALTH IN ADULTS

Elementary human behavior; psychological and social processes in aging; adjustments to the practice of nursing.

MEDICAL/SURGICAL NURSING II

Nursing skills, rehabilitative needs, medications, diet, and common diseases for each body system; introduction to psychiatric nursing; nursing care during day and evening hours. Standard Red Cross first aid.

PEDIATRIC NURSING

Physical and psychological growth through adolescence; basic needs of children; nursing problems during childhood; common diseases and illnesses.

MATERNITY NURSING

Normal process of pregnancy; nursing care of the pregnant woman and her baby; complications of pregnancy.

Department of Physical Education and Recreation

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

FIRST YEAR

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

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

SECOND YEAR

First Semester	Semester Hours
CHEM 141—General Chemistry	4
ENGL 231—Survey of English Literature	3
GOVT 231—Federal Government	3
MATHEMATICS (As recommended by counselor)	3
P E 231—Personal Health	3
PHYSICAL EDUCATION ACTIVITY (Student's choice)	1
	17
Total Semester Hours	17

Second Semester	Semester Hours
CHEM 142—General Chemistry	4
ENGL 232—Survey of English Literature	3
GOVT 232—State and Local Government	3
P E 232—First Aid and Safety	3

PHYSICAL EDUCATION ACTIVITY (Student's choice)	1
PHYSICAL EDUCATION ACTIVITY (Student's choice)	1
	15
Total Semester Hours	15
TOTAL SEMESTER HOURS IN PROGRAM = 66.	

**DEPARTMENT OF PHYSICAL EDUCATION
AND RECREATION**

THEORY COURSES

PHYSICAL EDUCATION 131—Foundations of Health Education and Recreation. (3-0) Credit: 3.

Prerequisite: None.

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

PHYSICAL EDUCATION 231—Personal Health. (3-0) Credit: 3.

Prerequisite: None.

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

PHYSICAL EDUCATION 232—First Aid and Safety. (3-0) Credit: 3.

Prerequisite: None.

This course is designed for men and women who wish to qualify to teach the junior and standard Red Cross courses in first aid to the injured. Course content will include safety procedures for daily living. Upon successful completion of the course the American National Red Cross First Aid Instructor's Certificate will be issued. (090203)

ACTIVITIES

PHYSICAL EDUCATION 1101—Beginning Archery and Badminton. (1-2) Credit: 1.

Prerequisite: None.

This course consists of badminton instruction followed by arch-

ery instruction. History, safety rules and game etiquette will be included. Archery instruction will include the stance, the draw, and the release. Badminton instruction will include the serve, clears, drives, smashes, and drops. There will be lecture, demonstration and supervised practice. (090301)

PHYSICAL EDUCATION 1102—Bowling. (1-2) Credit 1.

Prerequisite: None.

A course designed for both the beginner and the advanced bowler. After a four-week instruction period, including the approach and technique of bowling, a class league will be formed. Students will receive experience in league etiquette, procedure and scoring. (090301)

PHYSICAL EDUCATION 1103—Contemporary Dance. (1-2) Credit: 1.

Prerequisite: None.

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

PHYSICAL EDUCATION 1104—Beginning Golf. (1-2) Credit: 1.

Prerequisite: None.

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

PHYSICAL EDUCATION 1105—Intermediate Golf. (1-2) Credit: 1.

Prerequisite: Physical Education 1104 or approval of department chairman.

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

PHYSICAL EDUCATION 1106—Outdoor Education. (1-2) Credit: 1.

Prerequisite: None.

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

PHYSICAL EDUCATION 1107—Surfing. (1-2) Credit: 1.

Prerequisite: Must be able to pass a swimming test.

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

PHYSICAL EDUCATION 1110—Beginning Swimming. (1-2) Credit: 1.

Prerequisite: None.

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

PHYSICAL EDUCATION 1111—Intermediate Swimming. (1-2) Credit: 1.

Prerequisite: Physical Education 1110 or approval of department chairman.

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

PHYSICAL EDUCATION 1112—Team Sports. (1-2) Credit: 1.

Prerequisite: None.

Activities taught in this course for men will include touch football, basketball, softball, and soccer. Activities taught in this course for women will include volleyball, softball, soccer, and basketball. (090304)

PHYSICAL EDUCATION 1113—Beginning Tennis. (1-2) Credit: 1.

Prerequisite: None.

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

PHYSICAL EDUCATION 1115—Beginning Tumbling and Trampoline. (1-2) Credit: 1.

Prerequisite: None.

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

PHYSICAL EDUCATION 1116—Water Skiing.
(1-2) Credit: 1.

Prerequisite: Must be able to pass a swimming test.

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

PHYSICAL EDUCATION 1117—Weight Training.
(1-2) Credit: 1.

Prerequisite: None.

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

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

Prerequisite: None.

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

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

Prerequisite: Physical Education 1101 or approval of department chairman.

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

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

Prerequisite: Physical Education 1104 or approval of department chairman.

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

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

Prerequisite: Physical Education 2104 or approval of department chairman.

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

PHYSICAL EDUCATION 2107—Sailing. (1-2) Credit: 1.

Prerequisite: Must be able to pass a swimming test.

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

PHYSICAL EDUCATION 2108—Advanced Sailing. (1-2) Credit: 1.

Prerequisite: Physical Education 2107 or approval of department chairman.

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

PHYSICAL EDUCATION 2109—Advanced Surfing. (1-2) Credit: 1.

Prerequisite: Physical Education 1109 or approval of department chairman.

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

PHYSICAL EDUCATION 2110—Advanced Swimming I. (1-2) Credit: 1.

Prerequisite: Approval of department chairman.

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

PHYSICAL EDUCATION 2111—Advanced Swimming II. (1-2) Credit: 1.

Prerequisite: Approval of department chairman.

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

PHYSICAL EDUCATION 2112—Team Sports II. (1-2) Credit: 1.

Prerequisite: Physical Education 1112.

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

PHYSICAL EDUCATION 2113—Advanced Tennis. (1-2) Credit: 1.

Prerequisite: Physical Education 1113 or approval of department chairman.

This course is a continuation of Physical Education 1113. It is

designed for the students who have mastered the basic skills. Emphasis will be upon the refinement of the skills and techniques, game strategy, and tournament play. (090302)

PHYSICAL EDUCATION 2116—Advanced Water Skiing.
(1-2) Credit: 1.

Prerequisite: Physical Education 1116.

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

PHYSICAL EDUCATION 2117—Advanced Weight Training I.
(1-2) Credit: 1.

Prerequisite: Physical Education 1117 or approval of department chairman.

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

PHYSICAL EDUCATION 2118—Advanced Weight Training II.
(1-2) Credit: 1.

Prerequisite: Physical Education 2117 or approval of department chairman.

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

Department of Social Science

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

FIRST YEAR

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

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

SECOND YEAR

First Semester	Semester Hours
ENGL 231—Survey of English Literature	3
ECON 231—Principles of Economics I	3
FOREIGN LANGUAGE (Third course in sequence) ..	3
GOVT 231—Federal Government	3
HIST 231—Western Civilization	3
	15
Total Semester Hours	15

Second Semester	Semester Hours
ENGL 232—Survey of English Literature	3
ECON 232—Principles of Economics	3
FOREIGN LANGUAGE (Fourth course in sequence)...	3
ECON 232—Principles of Economics II	3
HIST 232—Western Civilization	3
	15
Total Semester Hours	15

TOTAL SEMESTER HOURS IN PROGRAM = 64.

DEPARTMENT OF SOCIAL SCIENCE

GOVERNMENT

GOVERNMENT 131—Survey of Government. (3-0) Credit: 3.
Prerequisite: None.

DESIGNED FOR STUDENTS REGISTERED IN VOCATIONAL-TECHNICAL PROGRAMS.

Constitution of the United States, American history, including American institutions and ideals, state and local governments established under the Texas constitution, present day applications and interpretations.

GOVERNMENT 231—Federal Government. (3-0) Credit: 3.
Prerequisite: None.

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

GOVERNMENT 232—State and Local Government. (3-0) Credit: 3.
Prerequisite: None.

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

HISTORY

HISTORY 131—United States History. (3-0) Credit: 3.
Prerequisite: None.

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

HISTORY 132—United States History. (3-0) Credit: 3.
Prerequisite: None.

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

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

Prerequisite: None.

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

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

Prerequisite: None.

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

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

Prerequisite: None.

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

PSYCHOLOGY

PSYCHOLOGY 131—Introduction to Psychology. (3-0) Credit: 3.

Prerequisite: None.

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

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

Prerequisite: Psychology 131.

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

PSYCHOLOGY 231—Child Growth and Development. (3-0) Credit: 3.

Prerequisite: Psychology 131.

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

SOCIOLOGY

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

Prerequisite: None.

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

Are you a high school graduate? Yes ___ No ___ Date of Graduation: (Year) _____

Name and Address of High School: _____
Name City County State

If you are not a high school graduate, do you have a G.E.D.? Yes ___ No ___

Date received: _____

Have you ever attended and other college? Yes ___ No ___

List all colleges attended:

Name	Location	Dates	Hours Earned	Graduate?

YOU MUST HAVE A TRANSCRIPT SENT TO GALVESTON COMMUNITY COLLEGE FROM EACH COLLEGE YOU HAVE ATTENDED. IT MUST COME TO US DIRECTLY FROM THE COLLEGE. IT MAY NOT COME FROM YOU.

Are you eligible to return to the last college you attended? Yes ___ No ___

If not, give reason _____

Are you on scholastic probation? Yes ___ No ___ Have you taken the ACT? Yes ___ No ___ Date taken: _____

Have you had the results sent to this college? Yes ___ No ___

When do you plan to enter Galveston Community College: Fall ___ Spring ___ 1st Summer Term ___ 2nd Summer Term ___ Year ___

What is your major field? _____

Do you desire a two-year degree from this college? Yes ___ No ___

What senior college do you plan to attend? _____

I certify that the information given on this form is complete and correct.

Date: _____ Signature: _____

DO NOT WRITE IN THIS SPACE

First Time College
Day, Evening, Both
Scholastic Probation
Local High School
Age
Full or Part Time
Transfer or Terminal

HEALTH CERTIFICATE

THIS FORM MUST BE COMPLETED BY ALL STUDENTS WHO ARE REQUIRED TO TAKE PHYSICAL EDUCATION.
THIS CERTIFICATE MUST BE COMPLETED AND SIGNED BY A PHYSICIAN.

This is to certify that _____
is in good health and free of communicable disease, except for the following: (The physician should note below any abnormalities, physical defects, or disease which might in any way interfere with the student's attendance and progress in school).

In my opinion this person (is) (is not) physically able to participate in normal physical activities. (Include statement of any known allergies, especially as to medications.)

Date _____

Signature of Examining Physician M.D.

Address

Galveston Community College District

CIVILIAN STUDENT'S

CERTIFICATE OF RESIDENCE

AS OF THE DATE OF EACH REGISTRATION
(Circle applicable information.)

CLASSIFICATION (LEAVE BLANK)

RESIDENT:

District

Military

NON-RESIDENT OF TEXAS

1.

LAST NAME (Print)		FIRST AND OTHER NAMES (Print)		AGE	DATE OF BIRTH	BIRTHPLACE—City & State or Nation
Sex M - F	Marital Status S - M - Other	Citizen of U. S.? Yes — No	Have you ever been classified as a Non-Resident in a tax-supported college or university in Texas? YES — NO		If classified non-resident, give name of institution	
Have you been in the Armed Forces? YES — NO		Entered Service from (State)		Date of Discharge (Mo.) (Day) (Yr.)		Travel pay received to: (City) (State)

2. Your Present Local Address: (If less than 24 months, complete No. 3 below)

Street or Route Address	City	State	From	Today's Date
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3. Addresses, other than No. 2, needed to complete a total of 24 months residence:

	FROM	TO

(OVER)

4. Information on Parents: (To be completed if you are 21 years of age or less)

Parent's Name		Address: Street or Route		City	State
Is he in the Armed Forces?		Military Station (if in service)			
YES — NO					
Other address during past 24 months:				FROM	TO

5. Information to be Filled Out by Married Women:

				YES — NO
Name of Husband		Husband's Address (if other than No. 2 above)		Now in the Armed Forces?
Where Stationed (if in service)	Date he entered service	Residence when he entered service		

6. Information to be Filled Out by Foreign-born Students:

Date Entered U. S.	Date Entered Texas	Student Visa? YES — NO	Naturalized? YES — NO	Date of Naturalization
Permanent U. S. Resident? YES — NO	U. S. Alien Registration No.	Name and address of relative or friend who is a U. S. citizen:		

7. I consider myself to be a resident of the state of

I certify that the above information is true and correct.

Date..... Signed.....

(Usual Signature)