



Catalog

2015-2016

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Academic Calendar, Fall 2015 - Fall 2016

FALL SEMESTER - 2015

Aug.	17-21	Monday-Friday	Professional Development Week
	19	Wednesday	Open House
	24	Monday	Classes Begin
Sept.	7	Monday	Labor Day Holiday (college closed)
	9	Wednesday	Day of Record (16-week classes)
Nov.	13	Friday	Last Day for Student Drops (16-week classes)
	25-29	Wednesday-Sunday	Thanksgiving Holidays (college closed)
Dec.	7-10	Monday-Thursday	Final Exams
	11	Friday	Grades Due
			Fall Commencement Ceremonies
	14	Monday	Holiday College Begins
			(December 14-17, 21-22, 28-29, January 4-7)
	18	Friday	Last Day Offices Open

Winter Break (college offices closed December 19 through January 3)

SPRING SEMESTER - 2016

Jan.	4	Monday	Offices Open
	11-15	Monday-Friday	Professional Development Week
	13		Open House
	18	Monday	Martin Luther King Holiday (college closed)
	19	Tuesday	Classes Begin
Feb.	3	Wednesday	Day of Record (16-week classes)
March	11		First 8-week Session Ends
	14-20	Monday-Sunday	Spring Break (college closed)
	21	Monday	Second 8-week Session Begins
	25	Friday	Good Friday Holiday
April	8	Friday	Last Day for Student Drops (16-week classes)
May	9-12	Monday-Thursday	Final exams
	13	Friday	Grades Due/Spring Diploma Date
	14	Saturday	Spring Commencement Ceremonies

SUMMER SESSIONS - 2016

May	16	Monday	May Mini Session Begins (May 16-June 3)
			Cosmetology Begins (May 16-August 12)
	30	Monday	Memorial Day Holiday (college closed)
June	6	Monday	Summer I Classes Begin
July	4	Monday	Independence Day Holiday (college closed)
	7	Thursday	Final Exams for Summer I (5-week classes)
	11	Monday	Summer I Grades Due
	11	Monday	Summer II Classes Begin
Aug.	11	Thursday	Final Exams (5-week and 10-week)
	12	Friday	Grades Due/Summer Diploma Date

FALL SEMESTER - 2016

Aug.	22-26		Professional Development Week
	24	Wednesday	Open House
	29	Monday	Classes Begin
Sept.	5	Monday	Labor Day Holiday (college closed)
	14	Wednesday	Day of Record (16-week classes)

Nov.	18	Friday	Last Day for Student Drops (16-week classes)
	23-27	Wednesday-Sunday	Thanksgiving Holidays (college closed)
Dec.	12-15	Monday-Thursday	Final Exams
	16	Friday	Grades Due
	16	Friday	Fall Graduation
	19	Monday	Holiday College Begins (Dec, 19-22, 27-30, Jan.2-5)
	21	Wednesday	Last Day Offices Open
Winter Break (college offices closed December 22 through January 3)			

TEMPORARY CLOSING/CANCELLATIONS

Students are automatically signed up for text notifications of Lee College's closings or cancellations which include weather cancellations or delays or other emergency conditions. Students may opt out of the text notifications by responding to the text. It's important that we have the correct mobile number. You can update your mobile number through your myLC account or by visiting the Admissions Office in Rundell Hall.

Any class day missed as a result of bad weather or emergency conditions will be rescheduled as appropriate.

Dates and times are subject to change. Please refer to the appropriate class schedule or log on to www.lee.edu for the current information.

Admission, Registration, and Enrollment

GENERAL ADMISSION

General Admission policy

Lee College is an open admission two-year lower-division undergraduate institution. All persons who have at least one of the qualifications listed below are welcome to enroll. Lee College does not discriminate on the basis of gender, disability, race, color, age, religion, national origin, or veteran status in its admission policies or practices.

1. Persons with diplomas from accredited high schools.
2. Persons with General Education Development (GED) certificates.
3. Transfer students with college-level hours earned at other accredited colleges or universities.
4. International students who meet college and state requirements.

Those who do not meet the qualifications listed above (including persons currently enrolled in accredited high schools) may apply for admission on an Individual Approval (IA) basis (see Individual Approval Admission, below).

Admission to the College does not imply admission to programs such as the Nursing or Honors Programs, which employ special admission requirements (see Enrollment into Special Programs, below). Lee College reserves the right to restrict or limit the enrollment of any instructional program.

The specific provisions and conditions under which students may enroll at Lee College are set forth below:

First-Time-In-College (FTIC) Freshmen

Students may enroll as FTIC freshmen if they have graduated from an accredited high school or earned a General Education Development (GED) certificate. In either case, prospective students must produce high school transcripts or GED certificates no later than mid-term of their first semester (see Documents Needed for Admission to the College, below, and Texas Success Initiatives (TSI) Plan, below).

Transfer/Transient Students

Students who transfer to Lee College from other institutions must have official copies of their transcripts on file in the Office of Admissions and Records. Transcripts used to establish credits for prerequisites may be required prior to registration for classes.

Students who claim to be exempt from Texas Success Initiative (TSI) testing or claim to have met the TSI College Readiness standard in one or more areas, either because of scores earned on TSI approved tests or courses taken at other colleges or universities, must produce transcripts or other documentation no later than the Day of Record (see Texas Success Initiatives (TSI) Plan, below).

Transfer students occasionally enroll with the intent of applying the credits they earn at Lee College to degree plans at other schools. Transfer students with this intent may declare themselves Transient Students when they

apply for admission. This will simplify the enrollment process, prevent their transcripts from being evaluated for Lee College programs, and may excuse them from some TSI requirements.

Students Enrolled in Accredited High Schools

Persons who are enrolled in accredited high schools and want to start college classes before high school graduation may apply for admission to the College under the Individual Approval (IA) admissions policies and, if admitted, may earn credits which can be applied toward Lee College degrees or transferred to other institutions (see Individual Approval Admission, below).

In addition, some school districts give high school credit to students who complete certain pre-approved college courses. The authority to grant high school credit for college courses resides in the school districts, not in the College. Therefore, students who wish to receive high school credit in addition to college credit for courses taken at the College must receive permission from their high school.

In general, students who are enrolled in high school and who wish to take college courses are subject to TSIA policies regarding testing and must satisfy the prerequisites for the courses. These students are limited to two college level courses per semester or term. The policies regarding persons who are enrolled in accredited high schools apply to students who take Lee College courses on their high school campuses for dual credit as well as those who take courses at Lee College sites for college credit only (course prerequisites are a part of the course descriptions included in Course Descriptions).

Impact Early College High School Students should meet with their high school advisor to determine the number of college classes taken each semester and may earn up to 60 semester credit hours prior to their high school graduation. More information on the Goose Creek Consolidated Independent School District's Impact Early College High School can be found at www.gccisd.net.

Students Enrolled in "Home Schooling"

Persons who have completed the equivalent of an approved high school curriculum through home schooling may apply for admission to the College under the Individual Approval (IA) admission policies (see Individual Approval Admission, below).

International Students

Applicants for admission to the College who are not U.S. citizens or permanent residents seeking to study under a student visa must show that they have completed a course of study equivalent to that of an accredited U.S. high school. If the applicant completed high school outside the U.S., an approved evaluation of the high school transcript must be submitted (see item 5, below). In addition, they must meet the following requirements:

1. All admission materials must be received at least 45 days before the first class day of a given semester.
2. All applications must be accompanied by payment of a \$50 non-refundable fee.
3. Students must provide evidence of proficiency in the English language; students may satisfy this requirement by submitting results from the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). Students need a minimum aggregate (TOEFL) score of 530 on the Paper-Based Test (PBT), 197 on the Computer-Based Test (CBT), or 71 on the Internet based version (IBT). On the (IELTS), a score of 5.5 or higher is required.
4. If the applicant has completed high school outside the U.S., an official evaluation from a National Association of Credential Evaluation Services-approved agency must be sent by the agency directly to Lee

College. Original copies of transcripts submitted to the College by the student will not be returned to the student.

5. Students wishing to transfer college-level work to Lee College from foreign institutions must have their transcripts evaluated by an evaluation service approved by the College. Credit for courses taken at foreign institutions will be awarded according to the policies outlined for transfer students.
6. Students must provide proof of financial support. A bank statement showing funds on deposit to cover expenses for at least one year of studies (including tuition, fees, books, supplies, and living expenses as calculated by the College) as well as a letter pledging support from the sponsor (if the statement is not in the student's name) are required. The international student advisor will provide the dollar amount needed at time of admission appointment.

Individual Approval Admission

Individual Approval (IA) admission status is available to college applicants who have not graduated from accredited high schools, do not have GED certificates, and do not have transferable credits from institutions of higher education. The IA admission policies also provide for students who are (or were) home schooled.

The College's IA admission policies are described below:

1. Persons less than 18 years of age who have not graduated from an accredited high school, have no transferable credits from institutions of higher education, attended a non-accredited public or private high school, or were schooled in non-traditional settings:

Prospective students who meet the criteria listed above and have not completed the equivalent of the junior year of high school may be admitted to the College.

Prospective students who meet the criteria listed above and have completed the equivalent of the junior year of high school (16 high school units) will be admitted to the College.

Students who enter the College under these provisions may be restricted to certain classes and/or sections and are advised to take no more than two college-level courses per semester.

Prospective students who meet the criteria listed above, attended private high schools or were home schooled, and can demonstrate that they have completed a course of study equivalent to that of an accredited high school may be admitted.

The decision to admit an applicant under these provisions may be based on written examinations approved by the College and/or the recommendation of the principal or superintendent of the last high school the applicant attended.

Students who enter the College under these provisions may be restricted to certain classes and/or sections.

2. Persons who are 18 years of age or older:

Prospective students who meet IA criteria will be admitted and may enroll. Adult students who enter the College under the IA admission procedure are encouraged to consider obtaining a General Equivalency Diploma prior to study at Lee College. Students who enter the College under these provisions may also be restricted to certain courses and/or sections.

Enrollment for Personal Enrichment

Students who are not pursuing certificates or degrees and are not earning credits for transfer to other institutions may enroll at the college for "personal enrichment." Students who do so may avoid some placement testing but are not eligible for state or federal aid (see Personal-Enrichment/Recreation & Fitness).

DOCUMENTS NEEDED FOR ADMISSION TO THE COLLEGE

Application for Admission

To be admitted to Lee College, new students must complete an Application for Admission and provide the residency information cited below. Returning and former students who were not enrolled for one or more semesters/terms during the previous year must also update their Application for Admission and residency information. Applications for Admission may be submitted at www.applytexas.org or obtained in the Office of Admissions and Records.

Establishing Residency Status

Under state law, students who move to the state solely for educational pursuits are not entitled to receive Texas residency tuition rates. Students who claim "Texas residency" must be prepared to show residence in the state for the immediate 12 months prior to the census date of the first term of enrollment. Accepted forms of documentation include records of gainful employment with a Texas address, deed to property in the state, registration to vote, and/or Texas vehicle registration documents. Other documents supporting a residency petition, including commercial apartment leases and utility billing documents, and driver's licenses, may also be considered. Dependents of Texas residents may also need to present their parent's tax returns. See the Admissions and Records Office for more information on residency classification. See also "Tuition, Fees, and Financial Aid".

Official Transcripts

High school graduates who have not attended other colleges must provide an official (sealed) high school transcript (showing date of graduation). Transfer students must provide official transcripts from all colleges previously attended as well as an official (sealed) high school transcript. GEDs earned in Texas will be verified by Lee College; students who earned GEDs in other states must request that official GED transcripts be mailed to Lee College. Registration may be blocked until official transcripts are received, particularly for transfer students. Students must request and pay any fees to obtain these documents. Transcripts submitted to the College will not be returned to the student.

Immunization Requirements

The College reserves the right to request immunization records from all students and to place these records in the students' files, should the State of Texas mandate such a requirement. The College website contains updates on these requirements.

The college is currently enforcing a meningitis vaccine requirement (required by state law). Restricted programs of the college (such as nursing) may also have additional immunization requirements.

At the time this catalog was printed, the meningitis vaccination requirement affects most students under age 22, but there are some exceptions, and there are exemption options. Students are directed to the Admissions page of the Lee College website, www.lee.edu, for information. Students can also contact the Admissions office at 281.425.6393 with questions.

REGISTERING FOR CREDIT

Steps to register:

- Complete the application process (in person or online at www.applytexas.org).
- Determine the need for testing in the Information Center.
- If required, make an appointment to complete testing in the Testing Center.
- First-time-in-college (FTIC) students must meet with a counselor or advisor to discuss their degree plan, course options, and review test results. After this meeting, the counselor/advisor will register the student for the New Student Orientation. At orientation, new students will have the opportunity to complete their registration. All first-time-in-college students must complete New Student Orientation before registration. This includes students who have completed high school dual credit classes. For more information about the FTIC process, please contact our Information Center at 281.427.5611
- Once registered, payment deadlines must be met either in full, an approved payment plan, or approved financial aid awards.
- Any holds for documents or information needed to complete an admission file or for any funds or items owed to the College must be cleared prior to registration.

Adding classes:

Students can add additional classes after initial registration during the registration period. After classes start, registration is limited to schedule changes (add/drops) for those already registered. See limits on class load, Student Life Opportunities, Services, and Policies.

Dropping classes:

Students are responsible for dropping classes. State- mandated refund policies, as well as drop deadline appear in schedules, and on the college website.

Special Registration

Special registrations are noted in class schedules. Special times and locations are available to industrial contract students. For additional information, contact the Office of Industrial Liaison 281.425.6460 or 281.425.6478

Online Registration

Returning students and new transfers who have established their testing status may register online during valid registration periods at www.lee.edu (via the student portal named "MyLC Campus"). New students who have completed orientation may also register online. The class schedules contain additional information regarding the registration process and applicable dates.

Course Prerequisites

All courses have prerequisites, which may include a reading, writing, or math level or a specific course. Students are advised to take courses in recommended sequences. (See Course Descriptions listed in this catalog for course prerequisites in Course Descriptions.)

TEXAS SUCCESS INITIATIVE (TSI) PLAN

Each public institution of higher education in Texas is required to assess basic skills of admitted degree seeking students in three components: reading, writing, and mathematics. Developmental courses and support are available to those students who test below college level.

- All first time in college students entering Lee College, unless exempt, must have assessment scores in all components from an approved test to determine readiness to meet course prerequisites and/or to enroll in college-level academic coursework.
- A student who has a deficiency in one or more areas will be given an individualized plan that lists the developmental coursework that is required for that student to become college ready.
- Students have completed the Texas Success Initiative (TSI) in each component if they have completed the developmental sequence of courses in reading, writing, and math, or have elected to retake and have passed TSIA.
- Enrollment in and completion of development coursework is mandatory and continuous until the student has completed the required level of developmental coursework to complete the degree plan chosen.
- Once developmental coursework is completed, students are required to enroll in the degree specific college level English and Mathematics courses the subsequent 16 week semester.

New TSI Assessment

Starting on the first day of the fall 2013 semester, all public colleges and universities in Texas changed to a new assessment to measure college readiness for Texas Success Initiative Assessment (TSIA) purposes. Affecting only students enrolling in sessions after this date the new TSIA replaces previously approved tests, which include Accuplacer, THEA, Compass, and Asset.

Who needs to take the TSIA?

With the implementation of the TSIA, students who test as college ready will be allowed to enter entry level college coursework. All Texas public colleges and universities must abide by the passing scores as set by the state. Information on cut scores and college ready standards are found in the Counseling Center.

Exemptions are outlined below and includes exemptions based on TAKS scores, ACT or SAT scores, Veteran status, and the completion of a degree. Students who are exempt based on these standards will be deemed college ready and eligible for entry-level coursework. For information on the TSIA, cut scores, and other information related to testing, contact the Counseling Center.

TSIA scores in the developmental range are good for one academic year. After a year students will be required to test again.

Exemptions

A student may be exempt from the requirements of the Texas Success Initiative based on state approved exemptions.

The following students are exempt from the provisions of the Texas Success Initiative Assessment:

- Students are exempt who have met the qualifying standards on the ACT, SAT, or the TAKS as follows:
 - ACT - composite score of 23 or higher with a minimum of 19 on the English and mathematics test. Partial exemption (either reading/writing or math) is granted with a composite score of 23 and a minimum of 19 on either the English test or mathematics test. The score is good for 5 years from the date of the test.
 - SAT - results on critical reading and math scores added together which equal or exceed 1070 (with a minimum of 500 on each test). Partial exemption is granted for writing/reading or math with a combined score of 1070 and a minimum of 500 on either critical reading or math. Scores are good for 5 years from the date of the test.
 - TAKS (exit-level test only): minimum scale score of 2200 on the math section and a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3. Partial exemptions are allowed for math or reading/ writing. The scores are good for 5 years from the date of the test.
- Students who have graduated with an associate or baccalaureate degree from a regionally accredited institution of higher education.
- A student who is non-degree seeking or non-certificate seeking (see Non-Degree Seeking Students, below).
- A student who is on active duty serving as a member in the United States armed forces, National Guard, or as a member of the reserve component of the armed forces of the US and has been serving for at least three years preceding enrollment.
- A student who on or after August 1, 1990 was honorably discharged, retired, or released from active duty as a member of the armed forces of the US or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.
- A student who is enrolled in a certificate program (level-one, 42 or fewer semester credit hours or the equivalent). Lee College requires that students enrolling in Level-one Certificate Programs take placement testing as required by coursework within the certificate.

Transfer Students

A student who transfers college-level courses from a regionally accredited private or public institution may use transferred courses that are equivalent to the following to demonstrate college readiness in the given area. Students must have earned a "C" or better in a course for exemption in each respective area.

"C" Rule Courses:

Writing: ENGL 1301 (English Composition I)

ENGL 1302 (English Composition II)

Reading: ENGL 1301 (English Composition I)

ENGL 1302 (English Composition II)

ENGL 1301, ENGL 1302 (U.S. History)

ENGL 2322, ENGL 2323 (British Literature)

ENGL 2326, ENGL 2328 (American Literature)

PSYC 2301 (General Psychology)

GOVT 2305, GOVT 2306 (State, Local, and U.S. Government)

SOCI 1301 (Introduction to Sociology)

Mathematics: MATH 1332 (Contemporary Mathematics I)

MATH 1314 (College Algebra)

MATH 1342 (Elementary Statistics)

Any advanced mathematics course for which the above are prerequisites

Students who have completed the highest level of developmental coursework from a Texas public institution of higher education in reading and writing or math will also be considered college ready. Any student transferring to Lee College from another Texas public institution of higher education, who is noted on the incoming transcript as "complete" or "satisfied" for all or part of TSIA will continue in that status at Lee College.

Transfer students who cannot satisfy all or any part of TSIA through prior coursework must be tested prior to enrollment, just as with first time in college students.

LEARNING STRATEGIES/LEARNING PATHWAYS COURSE REQUIREMENT BASED ON PLACEMENT SCORES

TSI responsible students who are first-time in college and place into developmental coursework must take either LSSS 300 - Learning Strategies for Success, or EDUC 1200 - Learning Pathways, as noted below.

LSSS 300 - Student tests into developmental coursework in reading and/or writing.

EDUC 1200 - Student tests into developmental coursework in math only.

Students failing to successfully complete the course will be required to re-enroll in LSSS 300 or EDUC 1200 each semester until the course is successfully completed. Students who begin their Lee College enrollment in a summer semester will be given the option to delay the LSSS 300 or EDUC 1200 classes until the fall semester.

Registering for Non-Credit (NC)

While students are urged to register for credit, they may elect to audit a course for non-credit. Students choosing to register in this manner pay full tuition and fees, are not expected to take examinations, and receive a grade of NC for the course. The grade "NC" has no grade point value and cannot be changed at a later date.

Students who wish to register for non-credit may not do so before the first meeting of the class or classes which they wish to audit. Audit enrollment may not be allowed in certain classes. To register for non-credit, students must obtain a non-credit registration form from the Admissions and Records Office and return it to that office with the instructor's signature.

Non-Degree Seeking Students

Casual Students - A student who, upon enrollment, is not seeking a degree or certificate and will not be required to take a test for TSI purposes if he/she enrolls in specific enrichment courses. The college maintains a list of "personal enrichment" courses that require no prerequisite (testing or course). These students will be exempt from the requirements of the Texas Success Initiative only while enrolled in these courses.

Transient Students - A student who is enrolled in a private or out-of-state institution of higher education and is attending Lee College on a temporary basis is not required to take a test for TSIA purposes if he/she meets the prerequisites and/or placement requirements for the course to be taken. Transient status is only applicable for one long term or the two summer sessions. A student may not remain transient in a subsequent term to the initial term in this status.

Advisement

Students who have not completed the Texas Success Initiative are encouraged to see their assigned advisor each semester prior to registration. The developmental education counselor will monitor their progress toward completing required developmental coursework and will assist with course scheduling.

Students with Disabilities

A student who has a documented disability must contact the Counselor for Students with Disabilities prior to testing to make arrangements for any necessary accommodations on the TSIA. Documentation of the disability is required.

CREDIT BY EXAMINATION AND PLACEMENT INTO ADVANCED CLASSES

Opportunities to Earn Credit for Prior Learning Including Credit by Examinations

To recognize and award credit for prior learning, Lee College may approve a variety of alternatives to traditional credit by exam, including portfolio development and alternative forms of assessment. See the Counseling Center for details regarding these opportunities.

Examination Availability

Lee College awards credit specific credit by exams as outlined below. The table on the following pages provides more details.

Credit for Advanced Placement (AP)

High School Students may take Advanced Placement (AP) examinations at area high schools after they complete the appropriate courses. Scores will be accepted up to three years after the test was taken. Refer to the table at the end of this section for accepted tests.

Credit for the International Baccalaureate (IB) Credential

The International Baccalaureate (IB) Program is a two-year curriculum for high school juniors and seniors offered at select high schools. In Compliance with the Texas Higher Education Coordinating Board regulations, the College awards 24 semester hours or equivalent course credit in appropriate subject areas to those students who have completed the IB diploma program and who have achieved the minimum required score on each examination administered as part of the program.

CLEP and DSST Exams

Lee College accepts credit from the College Level Examination Program (CLEP) and the Dantes Subject Standardized Test (DSST). Both offer standardized tests that measure a person's knowledge of the material covered in introductory college courses. Students who score the established minimum score can receive college credit for the specific test area. More information on the CLEP exam can be found at its website:

www.collegeboard.com/student/testing/clep/exams.html. More information on the DSST exam can be found on its website: www.getcollegecredit.com.

Departmental Exams

Departmental examinations are established by the departments within Lee College and are available for specific classes as outlined in the table on the following pages. Students may obtain the application form for these examinations from the Admissions and Records Office and schedule the examinations through the appropriate department. The fee for departmental examinations must be paid in advance. A list of available examinations is found on the chart on the following pages.

Credit Limitations

1. Students may receive a maximum of 30 SCH through credit by examination. Other restrictions apply to the posting of AP credits, the application of transfer credits to degree plans, and eligibility to graduate with honors (see Awarding Credits below, General Graduation Requirements, and Graduation with Honors, below).
2. Students must meet course prerequisites to take examinations. Examinations may not be taken for courses in which students are currently registered or for courses in which students have received grades, including grades of "I," "W," and "F" Examinations may not be taken for any course for which the examination is a course prerequisite or for courses in which a student is currently enrolled or has already received credit. Prerequisites are found under "Course Descriptions".
3. A year must lapse between attempts to receive credit for the same course by examination. Also, students may not attempt an examination more than twice for the same course.

Awarding Credits

To receive credit (i.e., Semester Credit Hours or SCH), students must meet the following criteria:

1. Generally, students must be enrolled in Lee College at the time credit is awarded. However, with the approval of the Registrar and the Instructional Deans or Vice President of Learning, former Lee College students may be awarded credit by examination. Former students who wish to receive credit by examination must meet all other requirements regarding the awarding of these credits.
2. For students to receive credit by examination, whether AP, CLEP, or departmental examination, they must complete an equal number of SCHs in residence at Lee College. For example, students who receive 6 SCHs through examination must earn 6 SCHs in residence before the credits earned by examination can be posted (see Credit Limitations on this page).
3. Before credit will be posted on student transcripts, official copies of AP and CLEP scores must be sent directly to and received by Lee College, Office of Admissions and Records, P.O. Box 818, Baytown, TX 77522-0818.
4. Credit by examination through departmental examinations, AP or CLEP will be recorded on students' transcripts with grades of "P" and, as a consequence, will not be a part of the calculation of their cumulative GPAs. The cost for taking a departmental examination is \$10 per credit hour.
5. The credit students receive by examination does not apply toward either their earned or attempted hours for purposes of determining full-time status.
6. A maximum of 15 SCHs may be awarded to students pursuing an Associate of Applied Science Degree in Professional Administrative Technology who have successfully passed all parts of the Certified Professional Secretary (CPS) or Certified Administrative Professional (CAP) Examination. Students who wish to receive this credit must submit an application to the lead instructor of the Professional

Administrative Technology Program or to the Chair of the Business Technology Division. If granted, the credits apply to ACNT 1303, POFT 1309, POFT 1349, POFT 2312, and POFT 2331. Students will be charged a fee of \$10 per credit hour when the credit is posted to their transcripts.

ENROLLMENT INTO SPECIAL PROGRAMS

Allied Health and Nursing Student Admission

Admission to the Associate Degree Nursing Program and the Vocational Nursing Program is by application and is based on each candidate's personal and academic records. The application processes for these programs are explained in Degrees and Certificates, Nursing. Contact the Nursing Office for the most recent admission requirements.

No application will be accepted without documentation of required immunizations.

Students in institutions of higher education enrolled in health-related courses (nursing), which involve direct patient contact, must meet the following immunization requirements.

1. One dose of Tetanus/Diphtheria toxoid Acellular/Pertussis (TDAP) within the past 10 years.
2. Students who were born on or after January 1, 1957 must show acceptable evidence of vaccination of two doses of measles containing vaccine administered since January 1, 1968.
3. Students must show, acceptable evidence of vaccination of one dose of rubella vaccine.
4. Students born on or after January 1, 1957 must show acceptable evidence of vaccination of one dose of mumps vaccine.
5. Acceptable documentation of varicella (chicken pox) vaccination is serologic testing for the presence of varicella antibodies or acceptable evidence of vaccination of two doses of varicella vaccine.
6. Students must receive a series of 3 Hepatitis B vaccines or show serologic confirmation of immunity to Hepatitis B virus.

Note: The Texas Department of Health and CDC defines "acceptable evidence" as official documentation from a health care provider of serologic confirmation (a blood test) or serologic evidence of infection (actually having the three diseases). Self-report or confirmation from parents or other persons will not be accepted.

Note: Uninsured and underinsured adults (age 19 and older) may now get some of their state health services mandated vaccines at state-affiliated health departments for an administrative fee. Check the website: <http://www.dshs.state.tx.us/immunize/adult/>.

A physical examination, inclusive of laboratory work (CBC, RPR, U/A), is required in the Nursing Programs and Health and Medical Administrative Services Programs. Physicals are valid for 2 years unless the student has major illness, surgery, or pregnancy.

Students in the Nursing Programs must submit clinic or physician validated results of tuberculosis skin test (Mantoux) administered within three months of beginning the first clinical rotation and yearly thereafter. A student's TB test cannot expire during clinical rotation. Updates will be required before the semester begins.

A current CPR card for the Professional Rescuer or Healthcare Provider is required prior to clinical for nursing students and must be renewed as required thereafter. A student's CPR certification cannot expire during clinical rotation. Updates will be required before the semester begins.

Students who have been admitted to the ADN and VN Nursing Programs should consult the Nursing Office prior to registration. Students will not be allowed to attend clinical until proof of current immunizations, physical examination, paperwork, and CPR cards are provided.

Titer results indicating immunity for Rubeola, Rubella, Mumps and Varicella are required upon invitation into the nursing program. Results must state immune or a scale must be provided to read the numeric result. A result of POS or positive will not be accepted unless a notation of "Positive Equal Immune" is included. Documentation of current flu immunization is also required between September 15th and September 30th of each year.

Criminal background screenings will be obtained before the student can register for classes.

Students must submit Texas Board of Nursing Clearance in the form of BON Blue Card or BON Declaratory Order Outcome letter to be eligible to enter nursing programs.

In addition, students must meet hospital contract requirements to attend clinicals. Hospital contract requirements may include proof of Social Security number; current Texas Drivers' License; personal health insurance; and disease titers, drug testing, and/or clean background of at least seven years.

The Honors Program

The Honors Program is designed to provide students with an enriched intellectual experience, the opportunity to explore subject areas in depth, more individual attention from instructors. New courses or components within existing courses may be added in the future.

Students successfully mastering a minimum of 15 hours in Honors with a grade of "B" or better in each honors class or honors course by contract and who attain a cumulative grade point average of 3.25 will have completed the Lee College Honors Program. Students who have completed the program will receive a medallion and a certificate.

General Honors Scholarships and American Studies Honors Scholarships are available through the Lee College Foundation. Please contact the Honors Office or the Financial Aid Office for details.

Honors Guidelines

Students who wish to enroll in the Honors Program must have completed the TSIA or other approved test and must be considered College Ready in reading and writing. Students may be admitted into the program on a conditional basis with approval of the Honors Program Coordinator and recommendation(s) from previous instructor(s). Students who wish to pursue an Honors contract must also have the approval of the course instructor.

In addition to the above, students desiring to enroll in Honors must meet one of the following criteria:

1. Minimum ACT score of 26.
2. SAT scores of 1100 and above (verbal score of >500).
3. Nine or more hours of college level work with a GPA of 3.5 or better.
4. Top 10% of the high school class rank.
5. Interview with and approval of the Honors instructor teaching course and recommendation(s) from previous instructor(s).

Honors Courses

Honors courses will be designated with the letter "H" in their section numbers in the Lee College Schedule. Please contact a counselor or the Honors Program Coordinator for permission to register.

American Studies is an interdisciplinary team-taught approach to the study of American History and American Literature. The courses provide insight into the American dream, individuals and groups and their relationships to American society, and America's relationship to the world. Students may enroll in the six-hour block of courses during the fall and spring semesters.

Fall courses include American Literature to 1860 (ENGL 2327) and History of the United States to 1877 (HIST 1301). Spring courses include American Literature: 1860 to the Present (ENGL 2328) and History of the United States Since 1877 (HIST 1301).

The Human Condition: Interdisciplinary Humanities and English Composition (HUMA 1301 or HUMA 1302 and ENGL 1301 or ENGL 1302) offers students the opportunity to become accomplished writers and critical thinkers through reading, analysis, and discussion of major ideas and concepts of philosophy, religion, literature, art history, and politics as revealed in writing of classical and contemporary humanists.

History and Development of Motion Pictures, DRAM 2366 a survey of the history and development of motion pictures with emphasis on analysis and understanding of significant movements and schools of filmmaking, critical approaches, sociological impact, and visual aesthetics of motion pictures.

Principles of Public Speaking (SPCH 1315) will include the research, preparation, and delivery of various types of speeches. The aesthetics of oratory will be examined through personal experience, as well as focused observation and analysis of American political rhetoric, both historic and current. Particular attention will be paid in alternating two year cycles to the Presidential and Texas Gubernatorial election seasons.

Federal Government (GOVT 2305) is a course that explores fundamental issues in American democracy. The class will explore American political culture, the Constitution, the Bill of Rights, institutions of government, and political behavior.

Courses with Optional Honors Contracts

In addition to honors courses, students may also fulfill honors requirements through honors contracts in selected courses. Contact the Honors Office or the instructors for individual contract requirements.

Courses

- ACCT 2402Ω - Principles of Accounting II - Managerial Credits: 4
- ARCE 2444 - Statics and Strength of Material Credits: 4
- ARTS 1301Ω - Art Appreciation Credits: 3
- ARTS 1303Ω - Art History I (Prehistoric to the 14th century) Credits: 3
- ARTS 1304Ω - Art History II (14th Century to the present) Credits: 3
- ARTS 1312Ω - Design II Credits: 3
- ARTS 1316Ω - Drawing I Credits: 3

- ARTS 1317Ω - Drawing II Credits: 3
- ARTS 2314Ω - Design Communications II Credits: 3
- ARTS 2317Ω - Painting II Credits: 3
- ARTS 2323Ω - Life Drawing I Credits: 3
- ARTS 2324Ω - Life Drawing II Credits: 3
- ARTS 2326Ω - Sculpture I Credits: 3
- ARTS 2327Ω - Sculpture II Credits: 3
- ARTS 2333Ω - Printmaking I Credits: 3
- ARTS 2334Ω - Printmaking II Credits: 3
- ARTS 2346Ω - Ceramics I Credits: 3
- ARTS 2347Ω - Ceramics II Credits: 3
- ARTS 2348Ω - Digital Art I Credits: 3
- ARTS 2349Ω - Digital Art II Credits: 3
- ARTS 2356Ω - Introduction to Photography Credits: 3
- ARTS 2357Ω - Advanced Photographic Practices Credits: 3
- BIOL 1406Ω - General Biology I Credits: 4
- BIOL 1407Ω - General Biology II Credits: 4
- BIOL 1408Ω - Biology I for Non-Science Majors Credits: 4
- BIOL 1409Ω - Biology II for Non-Science Majors Credits: 4
- BIOL 1411Ω - General Botany Credits: 4
- BIOL 2389Ω - Academic Cooperative Credits: 3
- BIOL 2421Ω - Microbiology Credits: 4
- BUSI 2301Ω - Business Law Credits: 3
- CHEM 1405Ω - Introductory Inorganic Chemistry Credits: 4
- CHEM 1411Ω - General Chemistry I Credits: 4
- CHEM 1419Ω - Introductory Organic Chemistry Credits: 4
- COSC 1301Ω - Introduction to Computing Credits: 3
- COSC 1436Ω - Programming Fundamentals I Credits: 4
- COSC 1437Ω - Programming Fundamentals II Credits: 4
- COSC 2425Ω - Computer Organization Credits: 4
- COSC 2436Ω - Programming Fundamentals III Credits: 4
- DAAC 1319Ω - Introduction to Alcohol and Other Drug Addictions Credits: 3
- DAAC 2280Ω - Cooperative Education: Substance Abuse/Addiction Counseling Credits: 2
- DAAC 2281Ω - Cooperative Education: Substance Abuse/Addiction Counseling Credits: 2
- DAAC 2343Ω - Current Issues Credits: 3
- DFTG 2407Ω - Electrical Drafting Credits: 4
- DFTG 2408Ω - Instrumentation Drafting Credits: 4
- DFTG 2438Ω - Final Project-Advanced Drafting Credits: 4
- DFTG 2445Ω - Advanced Pipe Drafting Credits: 4
- DRAM 2120Ω - Theatre practicum III Credits: 1
- EDUC 1200 - Learning Pathways Credits: 2
- EDUC 1301Ω - Introduction to the Teaching Profession Credits: 3
- EDUC 2301Ω - Introduction to Special Populations Credits: 3
- ENGL 1301Ω - English Composition I Credits: 3
- ENGL 1302Ω - English Composition II Credits: 3
- ENGL 2351Ω - Mexican-American Literature Credits: 3

- ENGL 23-- Sophomore Level English Courses
- ENVR 1401Ω - Environmental Science I Credits: 4
- GAME 2332Ω - Project Development I Credits: 3
- GAME 2334Ω - Project Development II Credits: 3
- GEOL 1403Ω - Physical Geology Credits: 4
- GEOL 1404Ω - Historical Geology Credits: 4
- GEOL 1405Ω - Environmental Geology Credits: 4
- GOVT 2305Ω - Federal Government Credits: 3
- GOVT 2306Ω - Texas Government Credits: 3
- HIST 1301Ω - History of the United States to 1877 Credits: 3
- HIST 1302Ω - History of the United States Since 1877 Credits: 3
- HIST 2301Ω - History of Texas Credits: 3
- HIST 2321Ω - History of World Civilization to 1500 Credits: 3
- HIST 2322Ω - History of World Civilization from 1500 to Present Credits: 3
- HUMA 1301ΩΣ - Introduction to the Humanities I Credits: 3
- HUMA 1302ΩΣ - Introduction to the Humanities II Credits: 3
- HUMA 1305Ω - Introduction to Mexican-American Studies Credits: 3
- IBUS 1305Ω - Introduction to International Business and Trade Credits: 3
- KINE 1301Ω - Foundation in Physical Education Credits: 3
- MUAP 2--- Applied Music (all sophomore major courses)
- MUSC 1331Ω - MIDI I Credits: 3
- MUSI 1306Ω - Music Appreciation Credits: 3
- MUSI 2311Ω - Music Theory III Credits: 3
- MUSI 2312Ω - Music Theory IV Credits: 3
- PHIL 1301Ω - Introduction to Philosophy Credits: 3
- PHIL 1304Ω - Introduction to World Religions Credits: 3
- PHYS 1401Ω - College Physics I: Mechanics and Heat Credits: 4
- PHYS 1402Ω - College Physics II: Sound, Electricity, Magnetism, Light, and Modern Physics Credits: 4
- PHYS 1403Ω - Stars and Galaxies Credits: 4
- PHYS 1404Ω - The Solar System Credits: 4
- PHYS 1405Ω - Conceptual Physics I Credits: 4
- PHYS 1407Ω - Conceptual Physics II Credits: 4
- PHYS 2425Ω - University Physics I Credits: 4
- PHYS 2426Ω - University Physics II Credits: 4
- RNSG 1343Ω - Complex Concepts of Adult health Credits: 3
- RNSG 2263Ω - Clinical- Nursing Registered Nurse Training Credits: 2
- SOCI 1301Ω - Introductory Sociology Credits: 3
- SOCI 2319Ω - Multi-Cultural Studies Credits: 3
- SPCH 1315Ω - Principles of Public Speaking Credits: 3

POLICIES REGARDING CREDIT, GRADES, AND STUDENT RECORDS

The Semester Credit Hour (SCH)

The unit of measure generally used in counting college credit is the Semester Credit Hour, or SCH. It represents the work done by a class which meets one hour a week for one semester (16-weeks). Classes which have a credit value of three SCH meet for three hours each week, or the equivalent over a shorter session. In shorter terms (summer terms, for example) three SCH courses usually meet more times per week and/or for longer periods of time.

Freshmen are defined as students who have successfully completed fewer than thirty (30) SCH of college level coursework at the beginning of a registration period. Sophomores are defined as having successfully completed thirty (30) or more SCHs.

Grades and Grade Points

Grades awarded in credit classes at Lee College, their grade point value, and their meanings are set forth below. Also, see "Grades for Repeated Courses," and "Developmental Courses".

Grade

Grade	Points/SCH	Interpretations
A	4	Excellent
B	3	Good
C	2	Average or Fair
D	1	Poor (barely passing)
F	0	Failure
P		Passing
I		Incomplete
NC		Non-Credit
W1		Student Initiated Drop*
W2		Instructor Initiated Drop* (Drop during drop period)
W3		Administrative Withdrawal
W4		Student Withdrawal
W5		Withdrawal (lapsed incomplete)*

*See drop explanations, below

Grade Point Average (GPA)

Grade Point Average (GPAs) are determined by dividing each student's total number of grade points by their total number of SCHs attempted. Grade points are determined by the grade awarded in a course and the value of that grade in terms of Grade Points and the number of Semester Credit Hours (SCH) associated with the course. The example demonstrates how the GPA is calculated. Grade Points are not awarded in developmental courses (e.g., MATH 310 and ENRD 402) and grades earned in these courses (whether letter grades or number grades) are not included in the computation of GPAs.

Transfer hours will be used to determine the number of hours attempted but will not be included in the computation of students' cumulative GPAs.

Course	Grade	SCHs x GPs = GPA
BIOL 1406	B	4 x 3 = 12
ENGL 1302	A	3 x 4 = 12
KINE 1101	A	1 x 4 = 4
ENRD 401	0	0 x 0 = 0
HIST 1301	Withdrawal	W x 0 = 0
Totals		8 28 GPA = 28/8=3.5

Grades for Repeated Courses

When a student repeats a course, the total attempted SCH remains unchanged and the grade earned in the most recent attempt is used in the computation of the GPA. The original grade will remain on the student's permanent record. Students who withdraw from a course during a repeat attempt do not lose the original grade or credit from the first prior attempt.

Evaluation of Transfer Credit

Credit for college level work completed at regionally accredited institutions listed in the Higher Education Directory will be awarded according to the following conditions:

1. The Office of Admissions and Records determines the total number of SCH that students may transfer to Lee College from other institutions. Students who are pursuing associate degrees and have earned at least 15 SCH at the College should request that their transfer work be evaluated. Transcript evaluation request forms are available in the Admissions and Records Office. Students seeking certificates of completion who have transfer work in the same program of study should request that their transcripts be evaluated. Official transcripts will not be returned to students.
2. Credit for courses equivalent to those listed in the catalog will be given for credit earned at regionally accredited institutions of higher education.
3. A minimum of 25 percent of total coursework required by the student's degree program or 50 percent of the coursework required by the student's certificate of completion program must be taken in residence at Lee College for the student to become eligible to receive a certificate of completion or an associate degree from Lee College. Transfer students should consult with a counselor regarding their transfer hours

and degree programs. In addition, 25 percent of the student's major field of study semester credit hours must be taken in residence at Lee College.

4. Students may enroll for as many as 18 SCH (semester credit hours) each long semester or 7 SCH each summer session without special permission. Because of state laws, students may enroll in a maximum of 3 SCH during a holiday or mini session.
Students who wish to enroll for more than 18 SCH during the long semester or more than 7 SCH each summer session must have approval of an instructional official. These credit hours include simultaneous enrollment at other institutions for a part or all of a term. If the simultaneous enrollment includes online learning classes, proctored exams must be taken in the Lee College Counseling Center unless another location and proctor are approved in advance by the Instructional Deans or Vice President of Learning. External credits resulting in overloads may not be applied to a student's degree plan if the overload was not pre-approved.
5. Students may be required to obtain official course descriptions from colleges previously attended before transfer credit can be awarded.
6. Courses in which students earned grades of "D," "F," and "incomplete" will not be accepted as transfer credit by Lee College. Religion classes are generally not transferable.
7. Grade points earned at other institutions are not transferred to Lee College. All Lee College students' cumulative grade point averages which are based solely on grades earned at the College are used to determine their eligibility to graduate and their eligibility to receive honors at graduation.
8. Kinesiology credit may be granted to students who have served at least one year of active duty in the military. Required documentation includes the student's DD214 (see Awarding Credits, above).
9. Credit will be evaluated for military training based upon the evaluation recommendations outlined in the American Council on Education Guide to the Evaluation of Educational Experiences.
10. For information regarding credit by examination (for example, CLEP, AP, and departmental examinations), see the section regarding Credit by Examination and Placement into Advanced Classes, above.
11. The college has a process to consider coursework not completed at regionally-accredited institutions as well as clock-hour training. See the office of Admissions and Records for more information.

Academic Fresh Start

Under state law, students may petition their college or university to have all records of courses attempted 10 or more years earlier disregarded in the determination of their cumulative GPAs. The policy is designed to give students who had "false starts" as undergraduates a better chance of entering graduate and/or professional schools. Invoking the policy will not affect a student's TSIA status. Students requesting a Fresh Start should be aware that this action does not remove any grades from the student's transcript.

Students who wish to invoke this policy must indicate their desire to do so by completing an Academic Fresh Start request in the Office of Admissions and Records. The Registrar must sign this form confirming that the student is eligible for Fresh Start. The policy has some restrictions and it may only be invoked one time per student. Therefore, students are urged to meet with a counselor prior to initiating requests.

Academic Warning and Probation

Certificate and degree seeking students will receive a warning before going into probation. Students who have attempted semester credit hours and have a GPA below 2.0 will be placed on academic probation and are required to receive academic advising before registering. Students who have attempted 18 SCH and have a GPA below 2.0 will be placed on academic probation and may be denied enrollment for a minimum of one term (one long semester or 10-week summer session). Students are returned to good standing when a GPA of 2.0 or higher is achieved.

Grade Reports

Grade reports are available to students online via students' MyLC account shortly after the end of each semester or session. A password is required; students can obtain this information online or from the Admissions Office. Students who do not have access to the Internet can request a grade report or transcript by contacting the Admissions Office.

Transcripts may not be released by the College if any of the following conditions exist:

1. Unpaid tuition and fees.
2. Unpaid student loan.
3. Unpaid library fine.
4. Unpaid parking fine.
5. Returned check.
6. Unpaid nursing insurance.
7. Problem with financial aid.
8. Transcripts not received.
9. Proof of Texas residence not received.
10. Immunization records of students taking clinical courses through the Allied Health Department not received.
11. College-owned musical instruments or equipment not returned.

Class Attendance

Students who have been absent from class for three hours or three sessions may be dropped by the instructor for nonattendance. Instructors may, however, develop individual policies regarding absences (see Absences, Student Life Opportunities, Services, and Policies, for additional policies).

Posting Grades

Lee College policy prevents instructors from publicly posting students' grades by their names, initials, social security numbers, or other information that might allow any person to link a grade to a particular student.

Incomplete

A grade of "I" indicates incomplete work resulting from illness or other unavoidable circumstances. To be eligible to receive an "I" students must have completed at least 75 percent of the work required for the course in question during the original term of enrollment. To receive an "I," a student must enter into a contract with the instructor of the course regarding the work that is to be completed and the grade the student will receive in the event that the work is not completed. The remaining work must be completed within one semester unless extenuating circumstances require a longer period for completion. Instructors have the right to submit any grade at any time to replace an "I" grade, with a grade of "F."

Students who receive "I" grades should not re-enroll for the class unless they are terminating the incomplete agreement and wish to start over with a new section of the class. In this case, the student is urged to contact the original instructor to request release from the incomplete agreement.

After the next long semester has lapsed, if the "I" grade has not been changed to another grade by the instructor, the "I" grade will be replaced with an "F".

Considerations When Dropping Courses

Legislative actions currently in affect can add additional charges for repeated courses and may limit the number of courses the student can drop at any Texas public institution of higher education.

Surcharges for Certain Repeated Classes

Lee College applies a tuition surcharge when students repeat a class for the third or greater time (since Fall 2002). This action was taken because the state legislation eliminated the funding match the College previously received for these enrollments.

The surcharge is assessed at the non-resident tuition rate in addition to the regular tuition rate based on the student's residency.

Students are strongly encouraged to keep the surcharge in mind when considering whether to drop a required course. If the drop will result in a grade of "W," the course will be counted as an attempt. Students should see a counselor or the registrar if they have questions.

Six Drop Policy

The Texas Legislature passed a law designed to limit the total number of course drops to six for undergraduate students at state public institutions of higher education. This legislation affects only students entering any Texas public college Fall 2007 or later. Students who have attended any college prior to Fall 2007 are generally not affected.

Lee College is responsible for tracking and possibly denying drop requests of students affected by the law. Affected students may be asked to give a reason when making a drop request. Drops may be reviewed for compliance with this law. An appeal process will be available for students. The law also requires Lee College to report unexcused drops on an affected student's transcript. Updates on the College's six drop policy will be published on the Lee College website and will be available at the Counseling Center.

Drops During Drop Period

During the first 75% of any class term (specifically the end of the 12th week of a 16 week session, 7th week of a 10 week session, 6th week of an 8 week session, or 3rd week of a 5 week session), students may drop any class(es) for any reason. These deadlines are printed in the college calendar found in schedules or can be obtained from the Admissions and Records Office. Students are urged, but not required, to notify their instructors when they drop classes.

Instructors may drop students during any point in the semester prior to finals week if student fails to attend class on a regular basis or if they fail to meet other requirements.

Drops during the drop period result in a grade of W1.

See specific section syllabi for instructor rules and regulations. Once final exam week begins, students will earn a grade.

Instructor initiated of approved drops after the drop period result in a grade of W2.

Administrative Withdrawal

Students who violate college policies, including TSI policies and the policies outlined in this catalog, may be withdrawn from the College. Students who are withdrawn for policy violation will receive grades of "W3." There is no grade point value for a "W3."

Resignation (Complete Withdrawal)

Students may resign from all of their classes in any semester up until the end of the semester. These students are required to sign a statement indicating they understand impacts of the resignation and are encouraged to visit with an advisor if they have concerns. When graded, a resignation results in grades of W4.

Non-Credit (Audit) Grade

Auditing students will receive grades of "NC." For more on audit status, see above.

Developmental Courses Policy Regarding Grades and Student Records

Lee College offers sequences of developmental courses in reading, mathematics, writing, and a college study skills course. Developmental courses, all of which have three digit course numbers, do not apply toward Lee College degrees or certificates and are not transferable to other colleges or universities.

Effective Fall 2012, students who attempt developmental courses will receive grades of A, B, C, D, or F. The meanings of these grades are as follows:

Grades Interpretations

- A Excellent Work*
- B Good work*
- C Average work*

*Student moves on the next level of developmental math, reading, or writing class or exits the developmental sequence in MATH 330, or ENRD 402.

- D Not Passing - student must repeat course
- F Failure - student must repeat course

Students in developmental math or reading/writing may also exit the developmental sequence by re-taking and passing TSIA in the subject area.

Incompletes (noted by the grade "I") are not issued in developmental courses. College credit is not awarded for the completion of developmental courses and grades in developmental courses are not included in the computation of grade point averages. The hours attempted in developmental courses are considered a part of students' course loads and are used to determine their full-time/part-time status and their eligibility to receive scholarships and/or financial aid. Grades received in developmental courses are recorded on students' transcripts.

Grade Change Policy

A student who wishes to protest a grade follows the guidelines for academic grievance, which starts by contacting the instructor within 30 instructional days of the incident. Students are responsible for viewing the grades recorded at the end of each term; grades are not mailed. In the event that the original instructor is not available to review a grade, the student should contact the Division Chair.

An instructor may make a change to any grade recorded within the previous 12 months, for any reason. The instructor will deliver a completed grade change card to Admissions and Records and a correction to the student's record will be made.

Grade changes for classes which ended more than one year prior to the change date shall be approved by both the instructor or, in event the instructor is unavailable, the Division Chair, as well as the appropriate Instructional Dean or the Vice President of Learning.

Transcripts

Once a student completes at least one credit course at Lee College, an official college transcript may be obtained from the Admissions and Records Office at no charge. A signed request is required. Students may download the transcript request form from the College's web page at www.lee.edu/admissions.

Official credit transcripts consist of the following: identification of the student, TSI status and method of satisfying TSI components (math, reading, and writing), record of courses taken and course test credit during all semesters where graded classes were recorded, cumulative statistics including credit hours attempted, earned, and related grade points, along with GPA, as well as degrees or certificates and core curriculum completions earned by the student at Lee College. Certain honors and awards are only listed on the paper transcript; by default, Lee College will disseminate an electronic transcript when requests are made to send transcripts to those colleges capable of receiving EDI electronic transcripts.

Definition of Students' Records

The Office of Admissions and Records retains in each student's permanent file the following student records: application for admission, high school and/or college transcripts, and proof of residence. Other records retained include: copies of degree audits, registration documentation, vaccination records, and official test score reports.

Articulation Agreements

University

Articulation agreements have been made with several four year universities. Students should contact their assigned advisor for details.

High Schools

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

GRADUATION

Graduation Requirements - Associate Degrees

To be considered candidates for degrees, students must submit applications for graduation. These applications may be obtained from and must be returned to the Admissions and Records Office.

Information regarding eligibility to graduate with honors is set forth in the section titled "Graduation with Honors" (on this page). Graduates who meet certain requirements are guaranteed that their job skills will be current (see Guarantee of Job Competency Program).

Course Waivers and Substitutions for Graduation

Division Chairs and the Instructional Deans or Vice President of Learning may, in certain circumstances, approve course substitutions or waive courses listed in degree plans. Course substitutions must be of similar content and difficulty. Students who have requested substitutions should ensure that these have been received by the Admissions and Records Office and are reflected on the student's graduation checklist prepared by the Admissions and Records Office. Substitution forms are available in the Admissions and Records Office.

Commencement

Lee College holds commencement ceremonies in May and December. Persons who complete the requirements for certifications and/or associate degrees during Summer and Fall terms are encouraged to participate in the December ceremony. Spring candidates are encouraged to participate in the May ceremony. The approved cap and gown may be purchased in the bookstore.

Generally, commencement is a celebration reserved for students who have completed all of the requirements for certificates and degrees. However, students in associate degree programs who are very close to the completion of their program may petition for permission to participate in a commencement ceremony as "future graduates." To

be eligible to participate, future graduates must (1) be within 3-9 SCHs of completion of the requirements for an associate degree, and (2) have an overall GPA of 2.5 or higher. Contact the Office of Admissions and Records for more information.

The names of future graduates will not be included in the commencement program. However, they will be included in the program for the commencement immediately following the completion of the credits required for graduation. Graduates who cannot attend the commencement in which they are formally recognized may request keepsake programs, while supplies last, from the Admissions and Records Office.

Graduation Under a Particular Catalog

Catalog degree plan requirements change as state regulators, transfer schools, and employers change their expectations.

1. Most students follow the catalog in effect at the time of their first enrollment. They have five years to complete those requirements. Unless they have been continuously enrolled (see item 2), students who do not complete requirements by the fifth year after initial enrollment must follow a newer catalog (enrollment during the chosen catalog year is required).
2. Continuously enrolled students may follow any catalog in effect since their first enrollment. Continuously enrolled means completion of at least two terms of enrollment per year, including at least one long term, earning at least 12 credit hours each of those years.
3. Students who have not been enrolled in the last 5-9 years may apply for graduation under the catalog in effect at the time of their application for graduation.
4. Students who have not been enrolled for more than nine years must use a current catalog and must successfully complete at least one new course in that catalog year.

Students planning to transfer need to review articulation agreements with their transfer institutions. Some schools specify fewer than five years for acceptance of transfer credit and may require that the students make no changes in their choice of major.

If a program of study or degree is eliminated, students will be advised regarding degree completion options.

Graduation with Honors

Students in associate degree programs may graduate from the College with honors if they complete, at Lee College, fifty percent or more of the coursework required by their degrees with an overall GPA of 3.5 or better. The following designations for honors graduates will be announced at the commencement ceremony: Summa Cum Laude - 3.86 to 4.00; Magna Cum Laude - 3.75 to 3.85; Cum Laude - 3.5 to 3.74.

Second Associate Degree

Students may receive a second associate degree upon successful completion of the requirements for the additional degree.

Graduation Requirements - Certificates

Students who wish to receive certificates of completion should apply through admissions. All students in technical programs are required to successfully complete a capstone experience to demonstrate their ability to transfer classroom knowledge to a job situation. This requirement must be completed prior to the award of an applied science degree or certificate.

Students in certificate programs that are not TSIA-required must establish their reading levels when admitted to the college. To graduate, students must test beyond the READ 300 level or complete the READ 300 class.

Certificates require completion of the minimum semester hours of college credit required for the certificate with a cumulative grade point average of 2.0 or higher. At least fifty percent of the required semester hours of college credit must be earned at Lee College. Enrollment in certificate programs begins when students register for the first course in the program for which they wish to obtain a certificate.

Tuition, Fees, and Financial Aid

STUDENT FINANCIAL AID

In addition to the catalog, financial aid information is available through the Lee College website, campus workshops, the Financial Aid Office, and the Educational Opportunity Center (EOC). Policies regarding financial aid are subject to change based on government regulations.

Financial Aid Application

Students needing financial assistance are encouraged to examine every source of student aid. Assistance and counseling are available in the Financial Aid Office and Educational Opportunity Center, and literature is available in the library on scholarships, loans, and other financial aid.

Lee College is committed to assisting students who require financial assistance to attend college. The Financial Aid Office administers three broad program areas: grants, employment, and loans. The Free Application for Federal Student Aid (FAFSA) is required for all need based financial aid programs.

Students requesting information about the financial aid programs should ask for a brochure and a list of financial aid opportunities. Information is available in the Financial Aid Office.

When To Apply

Many financial aid programs are based on priority of need. In order to establish priority, completed applications must be received in the Financial Aid Office by the following deadlines: Fall semester, April 15; Spring only, November 1; Summer only, March 1; scholarship deadlines vary. Applications received after the deadlines will be awarded only if funds are available.

Loans

Lee College participates in the Federal Direct Loan Programs, which include the Stafford and PLUS loans. All students interested in applying for a student loan must complete the FAFSA to qualify. The Financial Aid Office and EOC provide workshops and individual help for students who must complete the FAFSA. Students who have received loans must notify the Financial Aid Office each year to recertify their loans. A student interested in private loans must request certification of a private loan.

Financial Aid Eligibility

To qualify for financial aid at Lee College, applicants must:

- a. Be accepted for admission to the College and be enrolled in a degree program or an eligible certificate program.
- b. Not be in default on any loan.
- c. Not owe a refund on a loan, grant, or scholarship.

- d. Be in good academic standing.
- e. Maintain satisfactory academic progress (SAP).
- f. Transfer students must provide the Financial Aid Office with a list of other colleges or universities attended, even if they did not receive aid while attending those institutions.
- g. Meet College Readiness standards including graduated from a valid high school, have a GED, or other equivalents.

Federal Pell Grant

Pell Grants are federally funded grants based on students' financial needs as determined by government regulations and the cost of attending the college of their choice. Students seeking Pell Grants and/or other federal student aid must apply each year by completing the FAFSA. To be eligible to receive student aid, students must be pursuing certificates or degrees in an approved program. Students in new certificate programs (programs that have been offered for less than a year) and/or certificate programs which have low completion rates may not be eligible to receive federal aid. A list of certificate programs and their status regarding federal aid is available from the Financial Aid Office.

Federal Supplemental Education Opportunity Grant (SEOG)

The SEOG is a federally funded grant based upon financial need as determined by government regulations and cost of attendance. Students must apply each year for the grant by completing the FAFSA. The restrictions that apply to Pell Grants apply to SEOG (see Federal Pell Grant above).

Texas Public Education Grant (TPEG)

TPEG is based on financial need and is designed to assist students in enrolling and remaining in college. The FAFSA serves as the main application for TPEGs and priority consideration is given to applicants who are at least part-time students. Some funds are available for non-residents, community education, and dual enrollment students. Non-residents and dual enrollment students should complete a TASFA.

Texas Educational Opportunity Grant

Texas residents who show some financial need by completing the FAFSA may be eligible for Texas Grant funds if they:

- Have not been convicted of a felony or a crime involving a controlled substance and registered with Selective Service if required.
- Have an EFC (Estimated Family Contribution) below the cap set by the Texas Higher Education Coordinating Board.
- Enroll at least half-time (6 semester hours).
- Do not have an Associate Degree.
- Awards will be made based on these requirements and the school's funding level in the Fall Semester. These awards will not be available for registration.

Toward Excellence, Access, and Success (Texas)

The Toward Excellence, Access, and Success (TEXAS) Grant Program makes funds available to Texas residents who have graduated from accredited Texas high schools no earlier than Fall 1998. Students must have completed the recommended or advanced high school curriculum and be able to demonstrate financial need. This program will only fund renewed awards beginning in 2014-2015.

Top Ten Scholarship

State scholarship awarded to certain students who graduate in the top 10% of their high school class. FAFSA deadline is March 15.

Scholarship

Lee College Foundation, founded in 1968, provides scholarships to Lee College students each year. The online application is administered by Institutional Advancement, which establishes the procedures and deadlines.

Institutional/Departmental Scholarship are available in various areas of the College including athletics, academic studies, technical and applied science, and fine arts. Students interested in such scholarship should contact their instructors.

Scholarship recipients will be required to take a certain number of semester credit hours (SCH), determined by the criteria for the award.

Student Assistants and Work-Study Students

There are two categories of Lee College students who can be offered part-time on campus employment.

Student assistants must be enrolled in 6 credit hours or more; a minimum GPA of 2.0 is required of students who have been previously enrolled. Students interested in this type of work should see the Student Career and Employment Office to complete an application.

Work-study assistants are students who have filed a FAFSA and have been determined to have financial need. They may be full-or-part-time students. Students interested in an assignment under the work-study program should go to the Student Career and Employment Office to complete an application.

For either category, once an application is submitted, various offices of the College may contact these students and may offer employment. These assistants may only work during semester periods when the student is enrolled. These assistants may be authorized to work up to but not more than 19.5 hours per week.

Course Enrollment for Financial Aid

Students must attempt 12 or more semester credit hours (SCH) from their degree plan in long semesters to qualify for the maximum amount of federal or state financial aid such as the Pell Grant Program. Students who enroll in fewer than 12 credits are awarded aid on a prorated basis. For example, students taking six to eight credits will receive 50 percent of pell grant. In summer, the number of required SCH for full aid is reduced; however, students may not have enough aid remaining to cover summer classes.

Financial Aid Satisfactory Progress Statement

Colleges that administer federal student financial aid programs are required to develop Satisfactory Academic Progress (SAP) policies and monitor students who receive aid to see that they meet the provisions of their policies. Copies of the College's SAP policy are included in the packets provided to students who receive state and/or federal student aid. Additional copies are available in the Financial Aid Office. The policy is summarized below.

Financial Aid Warning

The records of all students who received state or federal financial aid are reviewed by the Financial Aid Office at least annually. Those students whose overall course completion rates and/or overall GPAs fall below the standards established in the SAP Policy are placed on Financial Aid Warning. Students who are on Financial Aid Warning and have not met the SAP standards at the end of the following term are placed on Financial Aid Suspension.

Financial Aid Suspension

Students who fail to meet the SAP standards after a semester of Financial Aid Warning, as well as students who have dropped or failed all of the courses that they attempted in a semester/term, allowed their cumulative GPAs to drop below the level set in the SAP, and/or exceeded the maximum number of credits allowed for their programs are placed on Financial Aid Suspension. Students on Financial Aid Suspension are ineligible to receive state or federal financial aid. They may, however, use the financial aid appeal process to seek restoration of their financial aid eligibility.

Financial Aid Appeals

Students on Financial Aid Suspension may appeal for reinstatement of their financial aid eligibility. This process is meant for students whose grades and/or coursework suffered because of extenuating circumstances such as illness, injury, or death in the family and students who have exceeded the maximum number of credits allowed for their programs because they changed majors and/or pursued multiple degrees. The appeal process, including the number of appeals allowed, is included in the SAP Policy.

Financial Aid: Probation

Students whose financial aid appeals have been granted are placed on Probation. Students in this status are eligible to receive state and federal financial aid provided that they comply with the restrictions outlined in the SAP Policy. Students are removed from this status when their overall course completion rates and GPAs meet the SAP standards.

Repayment of Federal Funds

Students receiving federal financial assistance (Pell Grants, Direct Loans, Academic Competitiveness, and/or SEOG) who withdraw from classes prior to the completion of 60 percent of the semester or term, are required to repay a portion of the funds that they received that semester or term. Repayment of federal funds is determined on a prorated basis according to the number of days elapsed between the beginning of the semester and the date of withdrawal.

Students who earn all F's in a term or are graded as W's at the end of the term may be considered unofficial withdrawals. If a student in this situation cannot show academic activity in the last 40 percent of the semester on at least one class, 50 percent of federal funds may need to be returned to the Department of Education.

Tuition and Fees

Tuition and other charges, along with related regulations and requirements are subject to change as necessitated by college and/or state legislative action. Students should refer to the class schedule to determine tuition and fees for the current semester.

Residency Requirements

The legal residence of students enrolling at Lee College will be determined by the Admissions and Records Office. The documentation required to establish residency is discussed under Documents Needed for Admission of this catalog. For tuition purposes, the student will be classified as follows:

Out-of-District Residency

Students classified as Texas residents are entitled to out-of- district tuition rates unless they live in the College's tax district.

In-District Residency

In-state residents of the Lee College tax district qualify for in-district tuition. Geographically, the tax district is found in those portions of Harris and Chambers counties served by the Goose Creek Consolidated Independent School District.

Ad Valorem - For Tax District Property Owners Residing Elsewhere in Texas

Texas residents who own property in the tax district, but live in Texas outside the district, can qualify for reduction of tuition in the in-district rates. The property owner will be classified as out-of-district but upon receipt of a paid tax bill for the prior year, tuition will be recalculated at the in-district rate. Dependents of property owners may also qualify upon receipt of income tax records showing dependent status in addition to paid tax bill. Status must be renewed annually. Inquire at the Business Office for more details.

Non-Resident

Non-resident students are citizens, national, or permanent residents of the United States, or citizens of another country, who have not met the state requirements for establishing residency for tuition purposes. International students on F visas are also non-residents.

Texas Tuition Residency for Undocumented Students

Texas law makes Texas residency available to undocumented students for college tuition purposes. In order to qualify, students must meet the following criteria:

- a. Must have graduated from a Texas high school or have received a GED in Texas.
- b. Must have lived in Texas a minimum of three years immediately prior to receipt of the above credential.

Also, persons who have approved applications for permanent residency on file with the authorized federal immigration office may be able to claim Texas residency.

Students who feel that they meet these requirements are encouraged to see the registrar and complete the necessary affidavit. Students who are entitled to Texas residency under this law may also be eligible for in-district residency. Citizens of countries other than the U.S. who do not meet all conditions for Texas residency under this law will need to seek admission as international students (Admission, Registration, and Enrollment). They are subject to the non-resident rate for tuition unless or until they obtain legal permission to stay in the U.S. under an immigration status that allows them to establish Texas residency. See the registrar or the international student advisor for details.

Books and Other Materials/Services

Tuition and fees do not include the cost and other materials required by college instructors.

BUSINESS OFFICE POLICIES

Payments

All fees must be paid by cash, check, money order, Master Card, Discover, Visa, or American Express to complete registration. A valid driver's license is required ID for checks. Foreign students must pay cash, money order, or credit card.

Full payments can be made in the Business Office or we also offer full payment and various payment plan options online through MyLC campus with a third-party company. These payment plans do not cover the cost of books. Payment plans are available during all registration periods. A student must set up a payment plan through MyLC campus prior to the payment deadline.

The third-party company will charge a \$25.00 payment plan enrollment fee per semester or a \$2.00 fee for each full payment. Failure to make all payments on the payment plan may result in denial of credit for the work done that semester. Any classes added or dropped after the initial payment plan is set up will be added to or deleted from the payment plan automatically and the monthly payment amounts will be increased or decreased accordingly.

Students Enrolled in Other Texas Colleges

Texas law permits an adjustment of fees for students who register at two or more public institutions of higher learning in the same semester. Students who plan to attend more than one institution and plan to take less than 6 credit hours at one or both institutions should register first at the institution where they will be taking the most credit hours and then present their receipts when they register at the second. The tuition charged at the second institution will be adjusted downward so that the total will approximate what the student would have paid if they had 6 credit hours or more at one institution. The registration receipt from the first institution must be submitted no later than the time of registration to receive this waiver.

Returned Checks

Checks returned to the College for any reason will be assessed a \$30 return charge. Accounts not cleared within the specified time allowed will be turned over to the courts for collection.

A student may be withdrawn from classes for failure to clear an account.

Accounts Not Paid and Clear

All forms of indebtedness to the College, including tuition, fees, fines, returned checks, property loss, and property damage must be paid before a student may re-enroll or have a transcript request honored.

Failure to pay an outstanding account can result in a student being withdrawn from classes. Outstanding balances from non-credit students must be paid with cash, credit card, or cashier's check only. Checks from non-current students will not be accepted to pay prior balances. Students who are administratively withdrawn from classes have 14 days from the date of their notification letter to pay all outstanding indebtedness to the College and be reinstated in their classes.

REFUND POLICY

Lee College is governed by the tuition and mandatory fee refund policy of the Texas Higher Education Coordinating Board. For purposes of the refund policy, a class day is defined as a day during which the College conducts classes. The count begins with the first day of classes each semester and includes each day thereafter. The count is not just of the days that a particular class meets.

The College will refund tuition and fees to students except in the case of a scholarship and other funds paid directly to the College which are returned to the original source. Credit card refunds are credited to the credit card holder. Refund amounts for other than semester-length courses will depend on the particular course length.

Course reduction and/or resignation must originate with the student. The College will use the received date, stamped in the Admissions and Records Office or the Counseling Center, to calculate the refund. With the exception of cancelled classes, all refunds are exclusive of the registration fee.

The College will mail refund checks after mid-semester to the address on the registration form. Students who paid their tuition and fees by credit card will have their account credited.

Students who drop a course or officially withdraw from the institution will have their tuition and mandatory fees refunded according to the schedule set forth below. Students who, for reasons beyond their control, fail to meet these deadlines for refunds may appeal in writing to the Vice President of Student Affairs.

Refund Schedules

Sixteen-Week (or longer)

Prior to the 1st class day	100%*
During the 1st - 15th class days	70%*
During 16th - 20th class days	25%*
Thereafter	No Refund

Fourteen-Week (14W)

Prior to the 1st class day	100%*
During 1st - 13th class days	70%*
During 14th - 17th class days	25%*
Thereafter	No Refund

Thirteen-Week (13W)

Prior to the 1st class day	100%*
During 1st - 13th class days	70%*
During 14th - 16th class days	25%*
Thereafter	No Refund

Twelve-Week Classes (12W)

Prior to the 1st class day	100%*
During 1st - 12th class days	70%*
During 13th - 15th class days	25%*
Thereafter	No Refund

Twelve-Week Classes (12A)

Prior to the 1st class day	100%*
During the 1st - 12th class days	70%*
During 13th - 15th class days	25%*
Thereafter	No Refund

Twelve-Week Classes (12B)	
Prior to the 1st class day	100%*
During the 1st - 12th class days	70%*
During 13th - 15th class days	25%*
Thereafter	No Refund

Twelve-Week Classes (12C)	
Prior to the 1st class day	100%*
During the 1st - 12th class days	70%*
During 13th - 15th class days	25%*
Thereafter	No Refund

Eight-Week Classes (8W1)	
Prior to the 1st class day	100%*
During the 1st - 8th class days	70%*
During the 9th - 10th class days	25%*
Thereafter	No Refund

Eight-Week Classes (8W2)	
Prior to the 1st class day	100%*
During the 1st - 8th class days	70%*
During the 9th - 10th class days	25%*
Thereafter	No Refund

Seven-Week Classes (7WA)	
Prior to the 1st class day	100%*
During the 1st - 7th class days	70%*
During the 8th - 9th class days	25%*
Thereafter	No Refund

Seven-Week Classes (7WB)	
Prior to the 1st class day	100%*
During the 1st - 7th class days	70%*
During the 8th - 9th class days	25%*
Thereafter	No Refund

Five-Week Classes (5W1)	
Prior to the 1st class day	100%*
During the 1st - 5th class days	70%*
During the 6th class day	25%*
Thereafter	No Refund

Five-Week Classes (5W2)	
Prior to the 1st class day	100%*
During the 1st - 5th class days	70%*
During the 6th class day	25%*
Thereafter	No Refund

Three-Week Mini (MIN)	
Prior to the 1st class day	100%*
During the 1st - 3rd class days	70%*
During the 4th class days	25%*
Thereafter	No Refund

Two-Week (2W)	
Prior to the 1st class day	100%*
During the 1st - 2nd class day	70%*
Thereafter	No Refund

*less non-refundable fees

All refunds percentages are based on full payments of tuition and fees. If partial payment was made through a payment plan, the remaining payment(s) will be deducted from the refund.

Reduction in Semester Credit hour Load

Fall and Spring semester length course during 1st - 12th class days:

- Six-week course during 1st - 4th class days.
- Twelve week course during 1st - 9th class days.

If dropping and adding the same number of classes regard- less of the number of hours on one drop/add slip = 100% refund on dropped classes and full charge for added class.

Fall and Spring semester length course during the 13th -15th class days:

- Six-week course during 5th class day.
- Twelve-week course during 10th - 12th class days.
- 70% refund on dropped credit hour.

Fall and Spring semester length course during 16th - 20th class days:

Six-week course during 6th - 7th class days.

Twelve-week course during 13th - 15th class days.

25% refund on dropped credit hour. Thereafter, no refund.

Vocational Rehabilitation for Adults with Disabilities

The Department of Assistive and Rehabilitation Services (DARS) offers assistance to adults with disabilities and support for job readiness, which often includes college training. Application for services should be made at the student's local Department of Assistive and Rehabilitation Office. Please note that vouchers for qualified students must be submitted to the Lee College Business Office by the payment deadline in order to hold classes. For services in the Baytown area, or for more information, contact the Baytown Field Office at 281.420.3690.

Student Life Opportunities, Services, and Policies

STUDENT LIFE

Advising and Counseling

The Lee College Advising/Counseling Center professionals introduce students to college requirements and expectations. Through assessment, orientation, and academic counseling and advising, they will evaluate students' skill levels, help them become familiar with programs and services, and teach them how to utilize degree plans, catalogs, and schedules to select appropriate courses. Using the information provided, students will be able to:

1. Apply what they know about their likes, interests, and dreams to plan an educational course of action.
2. Select classes for a certificate, associate degree, and/or transfer programs.
3. Better understand the terminology associated with college programs.
4. Discuss options and consequences when considering dropping a course or courses.

Check the website at www.lee.edu for operating hours and holiday closings.

If you have questions or would like to make an appointment, please call 281.427.5611 or email: counselor@lee.edu.

Counselors are also available in Bonner Hall and the Science Building to provide day-to-day assistance to students enrolled in developmental coursework or those majoring in math, science, or engineering with curriculum and individual concerns. Students may also drop by the Student Success Center in Rundell Hall for advising and assistance with myLC accounts.

Students with Disabilities

The Disability Service Office at Lee College is available to assist individuals with a disability with accommodations and services that will improve their access and integration into college and college related activities. The Counselor for Students with Disabilities works with faculty, staff, and students to ensure equal access to all programs.

Individuals needing services should meet with the Counselor for Students with Disabilities in the Counseling Center in Rundell Hall to request any assistance or accommodations. For more information or to set up a meeting, students can call 281.425.6384.

Military Veterans and Dependents

A Veterans Center is available to assist veterans with their educational benefits. The Veterans Center provides a one-stop shop for services such as advising and counseling assistance in applying for VA educational benefits, registration assistance, certification, Hazelwood exemption, and much more. The Veterans Center is available to assist veterans with educational benefits. Students can e-mail the center at va@lee.edu or find information online at www.gibill.va.gov. Questions or comments regarding VA benefits can be directed to va@lee.edu.

Students must observe the following college policies:

1. Notify the Veterans Center of all enrollment transactions (registration, add/drop, resignation).
2. Enroll in courses listed on their degree plan outlined in this catalog.
3. Complete the "Request for Certification" form each semester and submit the completed form to the Veterans Center via e-mail (va@lee.edu), fax (832.556.4004), or in person.
4. Submit transcripts from colleges or universities previously attended.
5. Submit military transcripts (SMART or ART).

Lee College does not determine students' eligibility to receive VA benefits. The College's role in the VA benefit process is to certify the enrollment status of students who have served in the U.S. military forces.

Transfer of Courses to Senior Colleges

The credits earned at Lee College in academic courses are generally accepted by other accredited colleges and universities to satisfy specific course requirements or count as electives. Students are responsible for knowing the requirements associated with the degrees they seek for enrolling in courses that fit into degree programs and for taking courses in proper sequence to ensure orderly progression of work.

Students planning to transfer to four year schools should be aware that each senior college determines its own list of courses required for each degree it offers, and different colleges require different courses for the same degree. Therefore, students who plan to transfer to other institutions should use the degree plan requirements at that institution to guide their choice of courses at Lee College. The best source of information regarding degree plan requirements is the official catalog of the institution. Catalogs are available on the institution's website.

Student Class Load

Lee College defines full-time students as those who enroll for 12 or more SCHs (semester credit hours) and/or take courses which require 16 or more hours of lecture and laboratory work per week in long semesters (e.g., certain nursing and cosmetology courses). In 10-week sessions, full-time students are those who attempt 8 or more SCHs, in 5-week terms those who attempt 4 or more SCHs. The total course loads of students who attempt courses offered in different sessions (e.g., 5-week and 10-week) will be determined by combining the loads attempted in each. Questions about course loads and/or enrollment verification may be addressed to the Admissions and Records Office.

Maximum load: Students may enroll for as many as 18 SCHs each long semester or 7 SCHs each summer session. Students may only enroll in a 3 SCHs during a holiday or mini session.

Approval to exceed maximum load: Students who wish to enroll for more than 18 SCHs during the long semester or more than 7 SCHs each (5-week) summer session must have approval of the Instructional Deans or Vice President of Learning. These credit hours include simultaneous enrollment at other institutions for a part or all of a term. If the simultaneous enrollment includes online learning classes, proctored examinations must be taken in the Lee College Counseling Center unless another location and proctor are approved in advance by either the Instructional Deans, the Vice President of Learning, or the Vice President of Student Affairs. External credits resulting in overloads may not be applied to a student's degree plan if the overload was not pre-approved.

International students: Most international students must enroll in and complete at least 12 SCHs each long semester to remain in status on their student visas. Failure to do so may require the student to seek reinstatement of their student visas. Such students may be denied enrollment at the College until their visas have been reinstated.

Scholarship: The class load requirements for students who receive scholarships are based on the award criteria.

Student activities: Students who attempt fewer than 6 SCHs in long semesters may be barred from participation in some activities sponsored by the Student Congress and/or student organizations.

Student Identification

Students should keep a form of identification with them when they are on campus. Students should request a Lee College ID card, which may be obtained from the bookstore with a photo ID. IDs are required for library services, testing services and to use the game room.

Student Identification - Allied Health, Nursing, Education, and Cosmetology

Specialized IDs are required for students in the areas of allied health, nursing, education, and cosmetology and may be purchased through the Lee College Bookstore. Picture identification is required.

Parking Permits and Incidents

Students who plan to park a vehicle (or vehicles) on campus must obtain a parking permit. These permits are available during regular on-campus registration and may be obtained at the Security Office in the Student Center. There is no charge for the first permit; a dollar charge is made for subsequent permits. A valid driver's license and Lee College ID are required.

Students who park motorcycles on campus need not obtain permits but should contact the security office for a list of approved parking areas. Motorcycles parked on grass or sidewalks will be ticketed.

Traffic accidents, thefts, or damage to vehicles should be reported to the Campus Security Office.

STUDENT SERVICES

Student Participation in Decision Making at Lee College

Students are encouraged to participate in decision making at Lee College, both in college governance and in student organizations. The College recognizes the Student Congress as the principal voice of the student body in matters related to college policy. Student Congress representatives meet with the President, Instructional Deans or Vice President of Learning, Vice President of Student Affairs, and other campus leaders as members of the College Council. Student Congress representatives serve on the Lee College Planning Committee. Students, along with faculty and administrators, are also selected to serve on the Appeals Committee, which is part of the formal student appeal process for disciplinary actions and academic issues.

The Student Congress also plays a major role in the allocation of funds generated by the student services fee. These funds are used to support the activities of student organizations recognized by the College, student oriented cultural activities, and other non-instructional activities.

Student Congress and Student Clubs

The Lee College Student Congress is comprised of elected representatives from recognized clubs, organizations, and members-at-large. Student Congress meetings are open and all students are encouraged to attend. However, the right to cast votes at Student Congress meetings or in the election of Student Congress Officers is limited to representatives of recognized organizations and members-at-large. The voting conventions used by Student Congress are summarized below; however, students with an interest in Student Congress are encouraged to obtain a copy of its bylaws.

Recognized campus clubs/organizations may designate a voting representative and that representative may cast votes at Student Congress meetings regardless of his/her attendance at previous meetings.

Lee College students, including members and officers of recognized clubs, may become members-at-large by attending Student Congress meetings. The number of meetings required to become a member-at-large is set by the Student Congress. Students need not be club representatives or members-at-large to qualify as candidates for Student Congress offices.

How to Join a Club or Form a New Club

A list of clubs recognized by the College, their officers, and their sponsors is available from the Student Activities Coordinator whose office is located in the Student Center. Students interested in joining clubs should obtain this list. Notices regarding club meetings and activities are posted on the bulletin boards of most college buildings, including the Student Center and Moler Hall.

Any group of seven or more students may form a club or organization, provided they meet the stipulations set forth in the Lee College Handbook for Clubs and Organizations. Copies of this handbook are available from the Student Activities Coordinator or online at www.lee.edu.

Art Association

The Lee College Art Association provides support to visual arts activities such as the student/faculty art show and sale each long semester and to individuals participating in gallery shows on campus and entering competitive shows in the area. Officers are elected from the group. Students who want to sell work in the campus exhibitions contribute a percentage of sales to the Visual Arts Scholarship Fund.

Debate

The Lee College Debate Team is open to all Lee College students, regardless of major or area of concentration, who have an interest in competitive public speaking, argumentation, logic, and other applied academic areas. This extracurricular activity allows students to compete in a structured environment against students from colleges and universities from around the nation. Membership in intercollegiate debate programs is a desirable activity on applications for transfer to competitive institutions, as well as those who have an interest pursuing graduate education in Speech, Business, Political Science, or law school. The Lee College Debate Team is a national competitive member of the International Public Debate Association (IPDA), providing opportunities for both individual and team debate.

No debate experience is necessary to join and newcomers will be prepared to compete against students of similar readiness in Novice competition, while those who may possess a debate background at the high school level may compete against more seasoned competition in the Varsity division. Membership in the Debate Team is also open

to those students who do not wish to compete but to simply refine their delivery and argumentation skills. Students will receive hands-on training in both debate and public speaking and are able to attend 8-10 tournaments throughout the academic year, culminating in the IPDA National Championship Tournament in the late Spring semester.

Scholarships are available by application. Lee College Debate also offers assistance in applying for debate transfer scholarships to a network of four-year institutions throughout the nation. For more information, please contact the Director of Forensics at 281.425.6502.

Drama

Lee College theatre students participate in all phases of theatre production: set design, set construction, lighting, make-up, acting, sound, publicity, and box office. Students are exposed to a wide variety of theatrical experiences through field trips to see productions by local theatres, both amateur and professional. Lee College maintains a chapter of Delta Psi Omega, the national theatre honor society for community colleges.

Students present major productions each year. Plays may be entered into competition at the Annual Texas Junior College Play Festival and the Kennedy Center American College Theater Festival.

The Lee College Theatre Arts Program encourages the participation of all Lee College students and the Baytown community. Auditions are open to anyone interested in performing or working on a crew. Community involvement by students includes support of Baytown Little Theater and other area little theatres.

A number of drama scholarships are available through the Drama Department.

Gulf Coast Intercollegiate Conference (GCIC)

As a member of the Gulf Coast Intercollegiate Conference, Lee College can offer its music students opportunities to perform in the Fall and Spring GCIC student recitals, to participate in voice, piano, and instrumental master classes, and to take part in the GCIC Choral Festival and the GCIC Jazz Festival. The GCIC holds student art shows every other year and provides speakers, programs, and demonstrations for visual arts students. GCIC also offers Fall and Spring sports days with a variety of sports activities.

Campus Activities Board

The Campus Activities Board (CAB) brings programs to the campus that are informative, interesting, entertaining, and intellectually stimulating for students. See their bulletin board in the student center for upcoming CAB-sponsored activities.

Music Activities

Numerous solo and ensemble performance opportunities are available to Lee College students. The Chamber Choir, Lee College Concert Choir, Baytown Community Choir, Lee College Jazz Ensemble, Baytown Concert Band, and Baytown Symphony Orchestra fulfill instructional goals with concerts on campus and in the community, and offer travel and social enrichment through participation in festivals and tours. Solo opportunities for students enrolled in private lessons (available on all band and orchestral instruments, piano, organ, guitar, and voice) are provided through departmental recitals, by competition in various auditions, and by being featured with one of the

Lee College ensembles. Interested students should contact the Office of Visual and Performing Arts Division at 281.425.6821 for additional information. Financial assistance is available to qualified Lee College students.

SPORTS

Collegiate Athletics

The Lee College Intercollegiate Athletics Program is an integral part of the institution. Through its programs in men's basketball and women's volleyball, student athletes are given the opportunity to pursue excellence in both academics and athletics by participating in intercollegiate sports while following educational programs leading to degrees, certificates, and advancement to senior institutions. The Athletic Program promotes a spirit of pride, cooperation, and unity throughout the campus and community.

As a member of the National Junior College Athletic Association, the Texas Junior College Athletic Association, and the Texas Eastern Athletic Conference, Lee College conducts its program within the guidelines of these organizations.

Club Sports

Club Sports offers competitive league play with other colleges in the Baytown and Houston area, including flag football, soccer, basketball, tennis, and baseball. Students must be enrolled in a minimum of six SCH and maintain a 2.0 GPA. Men's and women's teams are available. For season play and requirements, see the Recreation Coordinator, located in the gym.

Intramural Competitions

Intramural competitions are offered each semester at Lee College. Information regarding participation in table tennis, 8-ball, chess, basketball, racquetball, flag football, softball, and volleyball is available from the Recreation coordinator, located in the gym.

Student Ambassador Program

Lee College Student Ambassadors represent Lee College both on and off campus. Through their diversity and passion, Ambassadors promote the benefits of education. The Ambassadors provide high schools and the surrounding community with resources and information about Lee College Programs and Recruitment Activities. The organization is always looking for people from diverse backgrounds and programs who demonstrate excellent communication skills, and leadership potential. A scholarship of \$500 is awarded to each Ambassador who completes 45 hours of service per semester.

For more information on this program or to apply, contact the recruitment office at 281.425.6260.

CAMPUS SERVICES

Books and Bookstore

All textbooks and other supplies needed by Lee College students are available in the College Bookstore, which is located in Moler Hall. Books may be purchased online at: www.leecollegebooks.com. In addition, the bookstore stocks a variety of stationery, clothing, and personal items. The class schedule contains bookstore policies. For more information on services provided by the bookstore, please call 281.425.6360.

Based on federal and state action: "A student of this institution is not under any obligation to purchase a textbook from a university affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer." Information about ISBN numbers for textbooks may be accessed through the Lee College Bookstore web page at www.leecollegebooks.com.

Campus Security

Lee College provides a Campus Security Office as a service to students. Security officers are on duty twenty-four hours a day, seven days a week. They are available to escort persons to and from parking lots, to assist in starting stalled vehicles, and to open vehicles which were inadvertently locked. Incidents involving crime, theft, vandalism, automobile accidents, or damage to vehicles should be reported to the Campus Security Office. The office may be contacted by dialing 281.425.6888 (off-campus), by using campus extension 6888, or by picking up one of the red emergency telephones that are located around campus.

Childcare Services

Childcare services are offered to students, employees, and the community at the Diana Gray Childcare Center. Church Women United operates the childcare and offers a creative learning curriculum designed to meet the needs of infants, toddlers, and preschoolers. Flexible scheduling allows day students to secure childcare that is compatible with their class schedules and study time. For more information, contact the Diana Gray Center at 281.427.2507.

Childcare assistance is offered to eligible technical students through the Special Populations Office who might not otherwise be able to afford childcare while in day classes. Childcare assistance is generally available for children through sixth grade at most licensed childcares in the Lee College service area while parents are in day classes. This service is available pending continuation of funding. For more information, contact the Special Population Office at 281.425.6492 or 281.425.6559.

Food Services

The Rebel Roost (snack bar) in Moler Hall serves the College family in comfortable and attractive surroundings. The Rebel Roost offers a full menu of choices for breakfast, lunch, and dinner. In addition to the regular menu, a self-serve salad bar with alternating soup options and a home-cooked meal is available from 10:30 am - 2:00 pm on the steam table. A food service meal card is available to students who wish to purchase meals for the entire semester. For more information on dining options, please call the Rebel Roost at 281.425.6402.

Books and Beans in the Cyber Café is a student operated snack bar, located in the Student Center. It features coffee, ice cream, and fast food lunches from off-campus vendors. Operating hours are posted each semester.

Student Career and Employment Office

The Student Career and Employment Office functions as an equal opportunity employer referral service for Lee College students and alumni. The objective of the office is to assist students and graduates in obtaining part-time and full-time employment on and off campus.

Students can schedule an appointment with the Employment Specialist to receive assistance writing and/or updating their résumés, as well as preparing for upcoming job interviews. In addition, students can register with the Student Career and Employment Office to receive access to the Lee College Rebel Job Link, a computerized job data base listing current employment opportunities available to students and alumni.

The office also hosts annual job fairs which bring employers on campus. Job fairs are an excellent opportunity for students to fill out applications for hire, present their résumé to interested employers, and research employment opportunities. For more information contact the Student Career and Employment Office at 281.425.6572 or online at: www.lee.edu/hirearebel.

Project LeeWay

Project LeeWay is a program designed for economically disadvantaged adult learners with a GED or high school diploma. Most of these students have never been to college and have been out of school for a period of time. Most have a family and realize their need for a results-oriented technical education to support themselves. Students receive college credit to attend a six-week class, four days per week. They learn college expectations, decision making, goal setting, time management and study strategies, career exploration, conflict resolution, and more. Eligible students may qualify to receive childcare assistance during Project LeeWay, as well as when they enroll in technical programs. Pending continuation of funding by the federal government, Project LeeWay is offered twice each year, preceding fall and spring semesters.

Special Populations Office

The Special Populations Office serves students with economic barriers to success. Pending continuation of federal funding, the office assists eligible technical students with childcare assistance, a small lending library of technical textbooks, emergency transportation assistance, a small food bank, referrals to community resources, and Project LeeWay.

Student Health

Lee College does not provide a health center or campus based medical care for its students. Students are strongly encouraged to obtain their own health insurance coverage.

The College does provide emergency (red) telephones and instructions in the hallways of each campus building and first aid boxes in the instructional laboratories where there are chemicals, tools, or equipment that increase the risk of injury to students and faculty.

In addition, campus security officers carry first aid kits, are equipped with radios, and have an established procedure for contacting an emergency medical service in the event of a serious injury, accident, or illness.

Student Housing

Lee College does not provide on-campus student housing. Many reasonably priced apartments are available in the area.

LIBRARY

The Lee College Library extends its facilities and resources to students, faculty, staff, and community members. Located on the first floor of the Advanced Technology Center (ATC), the library continually updates its print and electronic materials, giving patrons a variety of resources that can be accessed in the library or remotely. It holds over 70,000 print books and more than 130,000 electronic and print periodical titles. In addition, it provides over 80,000 electronic books and government documents, and access to over 100 article, art, and video databases. The library also provides access to approximately 1,800 DVDs/VHS tapes, and over 18,000 streaming video titles.

Research assistance is available whenever the library is open. Patrons can come to the Reference Desk, use the Ask a Librarian email service, chat, or phone. Library computer workstations are intended for academic pursuits and are available to all patrons. The library's Acceptable Use Policy can be found at www.lee.edu/library/about/policies/laup and applies to all users. Study rooms may be used by individuals or small groups. Some are available on a first come, first served basis; others have time and group size limitations.

For students taking online learning courses, the library is here for you as well. In addition to thousands of e-books and e-journals, we also offer online tutorials as well as phone, email, and chat services. Take a look in your course list in WebCT or Blackboard and you will see a Library Resources "course" built with you in mind. For more information, go to the "Online Learners" webpage at www.lee.edu/library/services/dist-ed/

Library hours are posted on the front door and on the library's website www.lee.edu/library/. For more information call the library at 281.425.6584.

INSTRUCTIONAL LABS

Learning Resource Center for Allied Health and Nursing

In addition to the Allied Health and Nursing materials contained in the Library, other materials are housed in the Learning Resource Center for Allied Health and Nursing. This Center is located in the east wing of the McNulty Haddick Complex. A full-time lab manager and student assistants are available to assist students with learning resources. Hours are posted according to semester class schedules.

Mathematics Lab

The Mathematics Lab, located in Bonner Hall 113, is open to all students whether they need a math question answered, access to a personal computer, or are completing assignments for computer assisted math courses. Staffed by math professionals and peer tutors, the lab also provides audio/ videotapes, players, and a mathematics library. Hours are posted each term.

Reading Lab/Writing Center

The Reading Lab/Writing Center, located in Bonner Hall 225, is open to all students with priority given to those who have required lab assignments. On a space-available basis, personal computers are available for word processing. Programmed instruction/tutorials include vocabulary, comprehensive reading speed, study skills, and word processing. Staffed by instructors, paraprofessionals, and students, the Reading Lab/Writing Center offers individual tutoring and provides writing and grammar materials. Hours are posted each term.

Tutors are available in the Writing Center to help students during any stage of the writing process. Help is available for online learning students through the Writing Center's online tutoring program via e-mail at wconline@lee.edu.

Open Computer Labs

The Lee College Open Lab, located in the Advanced Technology Center, Room 208, is available to all students. A full-time lab manager and student assistants are available during open hours. Hours are posted each semester.

The Student Success Center (SSC) offers a casual place to study with computers and small conference tables available to all students. The SSC also provides assistance with advising, online, registration and other services via students' MyLC account. Limited tutoring, financial aid, and Higher One reimbursement site.

Lee College Simulation Center

The Lee College Simulation Center is located in the McNulty-Haddick Complex. The Simulation Center replicates a clinical setting much like a hospital in which students in health career programs such as nursing can engage in high fidelity simulation scenarios as an adjunct to hands on patient care. The simulated experience offers a safe environment for students to practice clinical skills, therapeutic communication, patient interventions, team collaboration and clinical reasoning. All simulations involve a period of debriefing for the students and faculty participating in the scenarios to have an opportunity to reflect on the scenario. Students participate in the activities in the Simulation Center when assigned by the program faculty and additional Simulation Center times are available by appointment.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights

Students are responsible for:

- Knowing the requirements for the degree they seek.
- Enrolling in courses that fit into degree programs.
- Taking courses in proper sequence to ensure orderly progression of work.
- Knowing and abiding by college regulations regarding the standard of work required to continue in the College, as well as those dealing with scholastic probation, academic integrity, and enforced withdrawal.

In addition to the rights enjoyed by all citizens and residents, the rights accorded students by Lee College include the following:

- The right to privacy for their college records;
- The right to see their records and, if necessary, challenge their accuracy;
- The right to know the graduation rates for full-time certificate and degree seeking students;
- The right to know the rates of students on athletic scholarships;
- The right to know the number of criminal offenses (if any) that occurred on Lee College campus and were reported to campus officials or a police agency in the past year;
- The right to know the number of arrests, if any, for liquor law violations, drug abuse violations, and weapons violations committed on campus during the past year;
- The right to pursue grievances against instructors, administrators, or fellow students;
- The right to place letters in their files regarding disciplinary action or grievances. The College policies pertaining to these rights follow.

Note that students may also file grievances and appeal decisions made by instructors and administrators. The student appeals process is outlined at the end of this chapter.

Student Records and Right to Privacy

Students' right to privacy is assured in part by federal law. The Family Education Rights and Privacy Act of 1974 (FERPA) and its amendments specify the types of student information that can be released to the public without the student's expressed consent and specifies the persons and agencies who may receive other information regarding students.

According to FERPA the students' information a college may release to the public without students' permission is referred to as "directory information." The information included in the FERPA definition of directory information is listed below.

Directory Information

1. Name
2. Address
3. Telephone
4. Date and place of birth
5. Degree(s) earned and date
6. Major and field of study
7. Academic classification
8. Dates of attendance
9. Number of semester hours in progress and attained to date
10. Previous high schools and colleges attended
11. Weight and height of members of athletic teams

Students may request that the College withhold their directory information from the general public. To do so, students must file a request with the Office of Admissions and Records during the first twelve class days of long semesters or the first four class days of a summer session.

Students' Right to Review Their Records

Students who wish to review their college records may do so by filing a request with the office responsible for the records in question. These offices are listed in a subsequent section. Students who wish to review their records may be required to complete a "Request for Review of Student Record" form. Students may obtain copies of documents in their files at a charge not to exceed \$1.00 for the first page and 25 cents per additional page obtained at the same time.

Under the Family Education Rights and Privacy Act (FERPA), students may be denied access to some college records. These include the following records.

1. Financial information submitted by the students' parents.
2. Confidential letters and recommendations associated with admissions, employment, job placement, or honors to which they have waived their right of inspection and review.
3. Educational records containing the information above for more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student.
4. Confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Challenging the Accuracy of College Records

Students who desire to challenge the accuracy of the information in their records may do so by following the procedures outlined below.

Informal Review

The custodian of the record will summarize action taken on "Request for Review of Student Record" form and will sign and date the form.

Formal Review

If the informal review does not clarify the question of accuracy or record keeping, the student may request a formal review. The Instructional Deans or Vice President of Learning will appoint and chair committees to hear challenges concerning academic records. The Vice President of Student Affairs will appoint and chair committees that hear the challenges concerning non-academic records.

Student Records and Transcripts

The offices in which student records are maintained are listed below:

Academic Records

Office of Admissions and Records

Student Affairs Records

Vice President of Student Affairs

Counseling Office - Associate Dean, Student Affairs

Financial Records

Business Office - Vice President of Financial Services

Office of Financial Aid - Financial Aid Director

Applications to nursing programs

Allied Health Division Office

Community Education programs

Community Education Office - Director of Community Education

Offices and Individuals with Access to Student Records

Federal law allows the following individuals and agencies access to student records without the prior consent of students.

1. Officials, faculty, and staff of Lee College who have a legitimate educational interest in the student's record.
2. Officials of other schools in which the student seeks admission or intends to enroll. Students may have copies of their records forwarded to other institutions by filing a request with the Admissions and Records Office.
3. Individuals who need the information in connection with a student's application or receipt of financial aid.
4. State or local officials to which educational data must be reported.
5. Legitimate organizations (ACT, CEEB, ETS) developing, validating, or administering predictive test or student aid programs. Such data is not to be released in any identifiable form and will be destroyed by the organization after the research has been completed.
6. Accrediting agencies.
7. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.
8. In compliance with judicial order or pursuant to any lawfully issued subpoena (Lee College will attempt to inform students in this instance).
9. Representatives of the Comptroller General of the United States, Secretary of Health and Human Services, Administrative Heads of Educational Agencies, or State Education Authorities.

Students' Right to Know: Graduation Rates and Crime Statistics

Federal law also requires colleges to publish graduation and/or persistence rates for all full-time students pursuing certificates and degrees, the same information for students on athletic scholarship, statistics regarding the incidence of crime on the campus, and the number of arrests for certain crimes committed on the campus. This information is compiled each year and is available online.

INFORMATION REGARDING CLASSES

Times and Frequency

A copy of the schedule of classes offered during each semester or term will be available in advance of the opening day of registration at www.lee.edu.

Size of Classes

The College Administration reserves the right to discontinue any class for which the enrollment is too small to justify its continuation during a particular semester. Class cancellations will be posted in buildings and/or at www.lee.edu.

GRADUATE GUARANTEE PROGRAM

Transfer Credit

Lee College guarantees to its Associate of Arts and Associate of Science graduates that course credits will transfer to other public supported Texas colleges or universities provided the following conditions are met:

1. Transferability means acceptance of credit toward a specific major and degree at a specific institution. These three components must be identified by the student during the application for admission process prior to the first semester of enrollment at Lee College.
2. As stated in the general undergraduate catalog of the receiving institution, limitations apply to the total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability.
3. Transferability refers to courses in a written transfer degree plan filed in a student's file at Lee College.
4. Only college-level courses with Lower Division Academic Course Guide Manual approved numbers are included in this guarantee.

If all the above conditions are met, and a course or courses are not accepted by a receiving institution in transfer, the student must notify the appropriate instructional dean at Lee College within 10 days of notice of transfer credit denial so the "Transfer Dispute Resolution" process can be initiated.

If course denial is not resolved, Lee College will allow the student to take tuition free alternate courses, semester hour for semester hour, that are acceptable to the receiving institution within a one year period from granting of a degree at Lee College. The graduate is responsible for payment of any fees, books, or other course-related expenses associated with the alternate course or courses.

Transfer Limitation Notice

Texas public universities may limit the transfer of lower- division credit hours earned by a student. All coursework at Lee College is considered lower division coursework, with the exception of developmental courses (see Developmental Coursework).

A Texas public university may elect to limit lower division transfer credit to 66 hours maximum. However, exceptions are sometimes made at some institutions. All students intending to transfer should work carefully with Lee College advisors and advisors at each desired transfer institution to assist them in making wise enrollment choices.

Further, courses designed for workforce education may have limited transfer value toward a bachelor's degree. These courses are taken from the Workforce Education Course Manual published by the state and are used in certificate and AAS plans; WECM courses are not required in degree plans intended for transfer (all AA, AS, and AAT plans). Degree programs designed to streamline the acquisition of a bachelor's degree for earners of AAS degrees have been initiated at some Texas universities.

Students should contact the Counseling Center for more information about any issue related to transfer.

Transfer Dispute Resolution

The Texas Higher Education Coordinating Board provides a formal procedure for resolution of transfer disputes for lower-division courses offered by Texas public colleges and universities. Students have the right to appeal denial of credit under this policy. The policy can be viewed at the Coordinating Board's website, www.theccb.state.tx.us.

Students who would like to question transcript evaluations done by Lee College should first contact the Registrar. If still dissatisfied, the student should see the Vice President of Student Affairs.

Guarantee of Job Competency

If a recipient of an associate of applied science degree or certificate of completion is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree program, the graduate will be provided up to 12 tuition-free credit hours of additional skill training by Lee College under the condition of the guarantee policy. Special conditions that apply to the guarantee include the following:

1. The graduate must have earned the associate of applied science degree or certificate of completion beginning May, 1993 or thereafter in a technical, vocational, or occupational program identified in the College's general catalog as of Fall 1992 or later.
2. The graduate must have completed requirements of the associate of applied science degree or certificate of completion with Lee College, with a minimum of 80 percent of credits earned at Lee College and must have completed the degree or certificate within a five-year time span.
3. Graduates must be employed full-time in an occupation directly related to the area of program concentration as certified by the Instructional Deans or Vice President of Learning.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by Lee College as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, Instructional Deans or Vice President of Learning, Director of Counseling, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to 12 credit hours related to the identified skill deficiency and to those classes regularly scheduled during the periods covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

A student's sole remedy against Lee College and its employees for skill deficiencies shall be limited to 12 credit hours of tuition fee education under the conditions described. Activation of the "Graduate Guarantee Program" may be initiated by the graduate by contacting the Instructional Deans or Vice President of Learning within 90 days of the graduate's initial employment.

STUDENT CONDUCT

Student Behavior

Attendance at Lee College is a privilege based on students meeting certain academic requirements and conforming to college regulations concerning student behavior on campus and at off-campus activities sponsored by the College or student organizations.

Any of the following actions will subject a student to disciplinary action:

- Violation of federal, state, local law or College policy (see categories that follow) renders the student subject to disciplinary action by the College.
- Students who pose a danger to persons or property or who constitute a threat of disrupting the academic process are subject to disciplinary action, including summary suspension from the College.
- Students who create an abusive, threatening, hostile, offensive, or intimidating educational environment are subject to disciplinary action.
- Students who deface or damage school property shall be required to pay the full cost of the damages.

Student organizations are expected to take reasonable precautions to prevent violations of College regulations and to assist the College in preventing them.

When information is received that a student has allegedly violated a College policy or administrative rule, the alleged violations shall be investigated and may result in dismissal of the allegation, summoning the student for a conference, or suspending the student pending an investigation.

Student Appeals

Students may appeal decisions regarding student conduct following the appeals procedures available at the end of this chapter.

Absences Due to School Functions

Occasionally, students may be absent from classes due to fulfilling commitments in another course or activity. It is the responsibility of the student to secure permission for any absence from individual course instructors. Some instructors may not agree that being absent is necessary.

Absences Due to Religious Holy Days

Students may be absent from classes for the observance of a religious holy day and will be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time as established by the instructor.

Alcohol and Other Drugs

Lee College policy prohibits the use of intoxicating beverages on all property owned, leased, or controlled by the College. The policy expressly prohibits the use of such beverages in buildings and campus areas open to the public. The policy also applies to vehicles owned, operated, leased, or controlled by the College. Exceptions to this policy are determined by the Board of Regents.

The policy further prohibits individuals who are under the influence of alcohol or other intoxicants from appearing on College premises or at College sponsored events, functions, or activities. By extension, the policy applies to off campus meeting rooms, convention facilities, hospitality suites, pavilions, hotel rooms, banquet facilities, etc., which are operated, leased, or controlled by College clubs or organizations.

Lee College does not permit or condone the use of alcoholic beverages and assumes no liability for such.

Lee College policy states that no student shall possess, use, transmit, or attempt to possess, use, or transmit or be under the influence of any of the following substances on school premises or at a College sponsored activity, functions, or event:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Any alcoholic beverage.
- Any glue, aerosol paint, or chemical substance for inhalation.
- Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances is also prohibited under this policy. Information regarding drug abuse and treatment options are available from the Lee College Counseling Center.

Counselors are available to help students find help and community resources for students needing help with alcohol and other drug issues.

Bullying

Bullying of other students is prohibited and is subject to disciplinary action since it creates an abusive, threatening, or intimidating educational environment. Examples of bullying include, but are not limited to, hazing, threats, taunting, teasing, confinement, demands for money, destruction of property, theft, name-calling, rumor spreading, ostracism, or physical harm.

Dating Violence

Dating violence occurs when one partner in a dating relationship, either past or present, uses physical, sexual, verbal or emotional abuse to harm, threaten, intimidate, or control the other partner to the point that it affects one's ability to participate in an educational program or creates an intimidating, threatening, hostile, or offensive educational environment. Examples of dating violence include, but are not limited to, physical or sexual assaults, stalking, name calling, threats to the partner or family members, isolating the partner from friends or family, destruction of property, or threats to commit suicide or homicide if the partner ends the relationship. Actions of

dating violence may be subject to disciplinary action under the sexual harassment policy, as well as disciplinary action regarding conduct and/or disruption of the educational process.

Disruption of Operations or Events

The College bears the responsibility for ensuring the safety of individuals, the protection of property, and the continuity of the educational process. Disorderly conduct that is violent, abusive, indecent, profane, boisterous, or unreasonably loud is prohibited if there is reason to believe that such conduct will cause or provoke a disturbance. Students who pose a danger to persons or property or who constitute a threat of disrupting the academic process are subject to disciplinary action, including summary suspension from the College.

Dress and Grooming

Students' dress or grooming may not materially and substantially interfere with normal school operations. Students with clothing that is considered lewd, offensive, or derogatory in the opinion of the Vice President of Student Affairs may be asked to change or leave the campus.

Firearms, Fireworks, and Explosives

With the exception of commissioned peace officers and security personnel licensed to carry weapons, the possession and/or use of firearms is prohibited on the Lee College campus. Fireworks and explosives are likewise prohibited on the campus.

Gambling

Gambling in any form is prohibited on college property.

Gangs

Gang activity is prohibited on College property and at College events on and off campus. It is a first degree felony for people 17 years of age and older if they knowingly initiate, organize, plan, finance, direct, manage, or supervise a criminal street gang or members of a criminal street gang with the intent to benefit, promote, or further the interests of the street gang.

Hazing

Hazing is a crime punishable under state law and is prohibited by Lee College policy. Hazing includes any intentional, knowing, or reckless act, occurring on or off the campus by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students of Lee College.

Hazing includes but is not limited to:

- Any type of physical brutality;

- Any type of physical activity, such as sleep deprivation, exposure to elements, confinement in a small space, calisthenics;
- Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the students to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student;
- Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation;
- Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.
- A person commits an offense if the person:
 - Engages in hazing;
 - Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
 - Intentionally, knowingly, or recklessly permits hazing to occur; or
 - Has firsthand knowledge of the planning of a specific hazing incident involving a student, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report the incident to the Vice President of Student Affairs.

Consent is not a defense against a charge of hazing. It makes no difference whether the person against whom the hazing was directed, consented to, or acquiesced in the hazing activity. Anyone associated with and/or involved in hazing activities will be subject to disciplinary action by the College and possible criminal charges.

Roller Skates, Roller Blades, and Skateboards

Lee College prohibits the use of roller skates, roller blades, and skate boards on its campus.

Smoking

Lee College prohibits smoking inside any building, classroom, restroom, hallway, elevator, and within 15 feet outside of the entrance to any building. Smoking areas are designated in outside areas.

Vandalism

Students who deface or damage school property are subject to disciplinary action and shall be required to pay in full the cost of the damages.

ACADEMIC HONESTY

Academic honesty is essential to the maintenance of an environment where teaching and learning take place. It is also the foundation upon which students build personal integrity and establish standards of personal behavior. Lee College expects and encourages all students to contribute to such an environment by observing the principles of academic honesty outlined in the College's Academic Honesty Code.

Student Responsibility: Students at Lee College are expected to maintain honesty and integrity in the academic work they attempt while enrolled at the College. Each student acknowledges by the act of turning in work for a grade, that he or she is in compliance with the code. Students are also responsible for informing the course instructor of any infractions that they may witness.

Faculty Responsibility: Faculty members are responsible for helping students comply with the Academic Honesty Code by directing students' attention to the policy in course outlines and/or by explaining its provisions in class. Instructors should help minimize student temptation to violate the code by enacting adequate security precautions in the preparation, handling, and administering of graded work.

Academic Honesty Code

Honesty Code Violations: Any conduct or activity by a student intended to earn or improve a grade or receive any form of credit by fraudulent or dishonest means is considered an Honesty Code violation. In addition, engaging in any conduct, including the following examples, which a reasonable person in the same or similar circumstances would recognize as academic dishonesty, is considered a violation. Examples of violations of the Honesty Code include, but are not limited to the following:

1. Acquiring Information
 - a. Acquiring information for any assigned work or examination from any source not authorized by the instructor.
 - b. Working with another person or persons on any assignment or examination when not specifically permitted by the instructor.
 - c. Observing the work of other students during any examination.
 - d. Using, buying, selling, stealing, soliciting, copying, or possessing, in whole or part, the contents of a un-administered examination.
 - e. Purchasing or otherwise acquiring and submitting as one's own work any research paper or other writing assignment prepared by others.
2. Providing Information
 - a. Providing answers for any assigned work or examination when not specifically authorized by the instructor to do so.
 - b. Informing any person or persons of the contents of any examination prior to the time the examination is given.
3. Plagiarism
 - a. Incorporating the work or idea of another person into one's own work, whether paraphrased or quoted with- out acknowledging the source of that work or idea.
 - b. Attempting to receive credit for work performed by another person, including papers obtained in whole or part from individuals or other sources.
 - c. Copying computer programs or data files belonging to someone else.
4. Conspiracy
 - a. Agreeing with one or more persons to commit any act of academic dishonesty.
5. Fabrication of Information
 - a. Falsifying the results obtained from research or a laboratory experiment.
 - b. Presenting results of research or laboratory experiments without the research or laboratory experiments having been performed.
 - c. Substituting for another student to take an examination or to do any academic work for which academic credit will be received.
 - d. Changing answers or grades after an academic work has been returned to the student and claiming instructor error.
 - e. Submitting work for credit or taking an examination and employing a technique specifically prohibited by the instructor in that course, even if such technique would be acceptable in other courses.
6. Abuse of Resource Materials
 - a. Mutilating, destroying, concealing, stealing, or altering any material provided to assist students in the completion of academic work, including library books, journals, computer files, microfilm

and microfiche files, materials placed on reserve by the instructor, or any such materials as the instructor may provide or assign.

- b. Copying without permission of the owner, or mutilating or destroying any media, printed or electronic (for example, film, video, music, graphics, art, photography, manuscript, Internet or World Wide Web sources, CD- ROM, or electronic databases).

Procedures

Students who witness a violation of the Academic Honesty code should report such violations to the instructor of the course in which the violation occurred.

Faculty members who suspect that a student may have violated a provision of the Academic Honesty Code are obligated to investigate the incident and discuss their findings with the student or students involved. Faculty members who conduct such investigations are encouraged to confer with their Division Chair, Instructional Deans or Vice President of Learning, and/or Vice President of Student Affairs regarding procedures, valid proof, and due process.

Faculty members who determine that a student violated the Academic Honesty Code must take action, both to prevent future violations and to preserve the academic integrity of their courses and the College community. Cases of academic dishonesty must be reported to the Vice President of Student Affairs, Instructional Deans, or Vice President of Learning.

The Vice President of Student Affairs maintains a file that contains a record of each Academic Honesty Code violation reported to that office. These records are not attached to nor do they become a part of the student's permanent records or transcript unless repeated violations result in the student's expulsion from the College.

The Vice President of Student Affairs will treat violations of the Academic Honesty Code in the manner described below:

Penalties: Violations of the Academic Honesty Code during a student's academic career are as follows:

- a. First Offense
The student will receive a zero on the assignment in question, which may result in subsequent academic or disciplinary penalties based on department/program policies.
- b. Second Offense
Student will receive an "F" for the course.

Additional Penalties: Violations of the Academic Honesty Code that threaten the College's learning environment may merit further penalties up to and including expulsion. Any additional penalties will be determined by the faculty member in conjunction with the Vice President of Student Affairs and/or Instructional Deans or Vice President of Learning.

Student Rights and Student Appeals

Students may appeal instructors' determination that they violated the Academic Honesty Code by following the appeals procedures on at the end of this chapter.

SEXUAL HARASSMENT

Lee College is committed to maintaining an academic environment in which students can learn and work without fear of sexual harassment. Every member of the college community must recognize that sexual harassment compromises the integrity of the College, its tradition of academic freedom, and the trust placed in its members. It is, therefore, the policy of the College to take all necessary actions to prevent, correct, and where indicated, discipline perpetrators of sexual harassment.

Disciplinary actions for sexual harassment committed by employees include, but are not limited to, written warning, demotion, transfer, suspension, or dismissal. Disciplinary actions for sexual harassment committed by students include, but are not limited to, written warning, removal from class, or expulsion.

For more information on the College's policy on sexual harassment, go to <http://www.lee.edu/hr/resources-for-employees/sexual-harassment/>.

Legal Authority: Sexual harassment is a form of sex discrimination which is prohibited by Title VII of the Civil Rights Act of 1964, by Title IX of the Education Amendments of 1972, and by the Texas Commission on Human Rights Act. Sexual harassment by a public servant is also a criminal offense under section 39.02 of the Texas Penal Code.

Definition: Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, and occurs when such behavior constitutes un- welcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic advancement;
2. Submission to or rejection of such conduct by a person is used as the basis for decisions affecting a person's employment or academic standing;
3. Such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive work, learning, or social environment.

Examples of Prohibited Behavior: Prohibited acts that constitute sexual harassment may take a variety of forms. Sometimes sexual harassment involves a single serious incident, whereas, at other times, multiple incidents are required to meet the standards of the definition. Examples of the kinds of conduct that may constitute sexual harassment under the definition above include, but are not limited to:

1. Threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom or work assignments, or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.
2. Unwelcome verbal expressions, sexual innuendoes and comments, including comments on a person's body, dress, appearance or sexual activities; humor or jokes about sex or females/males in general; pestering a person for dates, whether directly or indirectly by telephone, on or off campus.
3. Unwelcome sexually suggestive sounds or gestures, including throwing kisses or whistling.
4. Sexually suggestive objects, pictures, videotapes, electronic mail, audio recordings, or literature unrelated to educational purposes, placed in the work or study area that may embarrass or offend individuals.
5. Unwelcome or inappropriate touching, patting, or pinching including giving unrequested neck or shoulder massages.
6. Consensual sexual relationships where such relationships lead to favoritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees

Reporting Sexual Harassment: A recommended course of action for students who feel that they are being subjected to sexual harassment is for them to tell or otherwise inform the harasser that the conduct is unwelcome and must

stop. However, this is not required and, in some circumstances, this course of action may not be feasible, may be unsuccessful, or the individual may be uncomfortable dealing with the matter in this manner. Copies of the sexual harassment procedures are available in the Counseling Center and <http://www.lee.edu/hr/resources-for-employees/sexual-harassment/>.

These procedures call for students who feel that they have been subjected to sexual harassment to discuss their complaints with counselors, faculty members, college administrators, or others whom they trust. Students can contact the Associate Dean of Student Affairs for more information.

STUDENT APPEALS

Introduction

To maintain an environment that promotes teaching and learning, Lee College has developed policies that outline instructional and behavioral expectations in individual course syllabi/outlines and policy regarding student conduct, academic honesty, and sexual harassment.

Appeals procedures provide students with a means to challenge classroom activity, disciplinary action, and administrative policies and/or behaviors that they feel are arbitrary or unfair while protecting the academic freedom of instructors and the safety and security of the campus community.

To learn more about the appeals process, students may meet with an advisor, counselor, or instructional or student affairs administrator.

General Principles

The appeals process applies to both the informal and formal procedures. It can be waived or an addendum may be added to the formal appeal if all parties to the appeal and corresponding college personnel charged with resolving it agree to do so. All meetings called by college personnel to resolve appeals are confidential and closed to the public. Deadlines may be extended due to extenuating circumstances, illness, or College events such as registration or final exams.

Students who initiate appeals should not be subject to retaliation and should report any incidents immediately to a counselor or administrator.

Issues That Can Be Appealed

Instructional issues include the classroom, laboratories, and related activities supervised by instructors and/or instructional division. Examples include, but are not limited to, laboratory safety, classroom/field trip behavior, academic honesty, grades, absences, or withdrawals.

Non-instructional and disciplinary issues include, but are not limited to, student conduct, expulsion, threats, injury, trespassing, vandalism, theft of textbooks, or personal possessions, destruction of property, forgery of documents, and other actions that may threaten the safety and security of an individual and/or the campus community.

Resolution of Policy Governed By State and Federal Regulations

Policies and procedures based on state and federal laws are resolved within specific departments. Please see this page and Associate of Arts, Associate of Science, and Field of Study Transfer Program Plans of the Lee College Catalog for appeals regarding residence, financial aid, transfer credit, or sexual harassment.

Level 1 Informal Resolution

The informal resolution attempts to resolve issues regarding college policies, procedures, or personnel as they occur. Throughout the informal process, students should record dates and times of meetings with individuals, keep a brief account of the meetings, and collect any written documents that they may receive. Within 10 working days of an incident, student should meet with individuals with whom they have a concern or complaint to seek resolution. If the situation is unresolved, students should speak with relevant supervisors and/or administrators, who may investigate the incident further to seek information to resolve the concern.

Level 2 Formal Appeal

Students who are not satisfied with the outcome produced by informal resolution may initiate a formal appeal, which begins when a student submits a written statement outlining the event to the appropriate administrator. Students must file an appeal within 30 working days of the incident.

Written Statement

All issues related to a single incident should be included in one appeal. Students must include dates of meetings with college personnel that were held during the informal resolution process. Evidence and copies of supporting documentation should be submitted with the written statement. These may include, but are not limited to, e-mails, letters, syllabi, or grade sheets. In cases where absences are part of the consideration, written verification by medical personnel, peace officers, or others in authority should be included. Statements by witnesses may be submitted either in writing or on video. Students may suggest a resolution or remedy. Students should keep copies of all materials submitted for consideration.

Instructional Appeal:

1. Students will submit the written statement and supporting materials to the Division Chair. In the event that the instructor is a Division Chair, the process will begin with the appropriate instructional administrator.
2. Copies of the appeal will be forwarded by the Division Chair (if applicable, the appropriate instructional administrator) to those named in the appeal.

If students are not satisfied with the decision made by the Division Chair, within 10 working days they need to contact the appropriate instructional administrator. All materials presented to the Division Chair, along with his/her decision and any additional information collected, should be forwarded. If an instructional administrator has served in place of the Division Chair and students are not satisfied with the decision, students may continue the process at Level 3.

Non-Instructional Appeal:

1. Students will submit the written statement and supporting materials to the appropriate student services administrator. In the event that this individual is named in the appeal, the president will appoint an administrator to hear the appeal.
2. Copies of the appeal will be forwarded by the administrator to those named in the appeal.

If students are not satisfied with the decision made by the administrator, within 10 working days, students may continue the process at Level 3.

Appeal Response and Decision

At the discretion of the appropriate administrator, further investigation may take place, meetings may be held, or a decision may be based on the written appeal and/or information acquired during the informal resolution. The administrator may request additional information in writing or documentation from the individuals involved. Instructional issues that are capricious or threaten to undermine the principles of academic freedom will be dismissed. Within 10 working days of receipt of the formal appeal, the appropriate administrator will respond in writing to the student and copy those named in the appeal.

An addendum may be made to an appeal with the approval of parties named in the appeal and the presiding administrator. If new witnesses or evidence is produced during the course of an appeal, an extension of up to 10 working days will be granted to allow individuals to respond.

Acceptance of Decision

Students have 10 working days to accept or reject in writing the presiding administrator's decision. Students will prepare a written memo/letter with their signature, as well as send an e-mail. If there is no response, it is assumed that the students have accepted the decision.

Level 3 Appeals Committee

The student services administrator will create an Appeals Committee consisting of two faculty members and two students who are not associated with the grievance. The administrator serves as chairperson of the Appeals Committee and votes only in the event of a tie. If the complaint is against the student services administrator, another administrator will serve as chairperson of the committee.

If a committee member is challenged, the chairperson of the Appeals Committee will consider the challenge and either dismiss it or appoint a new member to the committee.

Appeals Meetings

Appeals meetings are held the second week of the month.

Evidence: Students will have the opportunity to explain their position that was submitted in the written appeals statement that included supporting evidence and to respond to or ask questions. The burden of proof is on the student to show that a capricious, arbitrary, or prejudicial decision has been made.

Formal rules of evidence will not apply and the committee may request additional information or evidence.

Advisor: Students and Lee College employees may choose to have one advisor present who is not a witness. Although advisors may not participate in the proceeding, students and employees may confer with their advisors during the proceedings. If the student chooses an attorney for an advisor, both the employee and the College may elect to have an attorney present. Five working days prior to the appeals meeting, students must notify the Appeals Committee chairperson in writing by the end of the business day if an attorney will serve as an advisor to the student.

Transcription: If students or employees want to have the meeting videotaped or recorded and transcribed, it is their responsibility to make arrangements for such documentation. Five working days prior to the appeals meeting, the Appeals Committee chairperson must be notified in writing by the end of the business day if transcription will occur.

Absence from proceedings: Students or employees may waive their right to be present at the appeals meeting by notifying the Appeals Committee chairperson in writing. Without written notice, if students do not attend the appeals meeting, the appeal process will end and the last decision regarding the appeal will be in effect. If a Lee College employee does not attend, the appeals meeting will continue, using information presented in written statements.

Meeting protocol:

- The appeal meeting is not an open public meeting.
- The Appeal Committee chairperson is responsible for establishing the purpose of the meeting and maintaining order.
- The committee may set time limits for presentations.
- Students will present their appeal and corresponding evidence (oral, written, tape) to support the written appeal statement.
- Members of the committee may ask questions or seek clarification from students and/or Lee College employees.
- Students may ask questions or seek clarification from Lee College employees.
- Students may present an oral summary to the committee.
- Members of the committee may request additional information, documents, or witnesses during the meeting. They may seek additional information or request additional meetings with students and/or Lee College employees.

Response to the Appeal

Within 10 working days of the Appeals Committee's decision, the chairperson of the Appeals Committee will respond in writing to the student and copy those named in the appeal.

Degrees and Certificates

ASSOCIATE OF ARTS

American Studies - LA4H, AA

American Studies is an honors program that combines American literature and American history. Each long semester students take a 6 SCH block of courses that fulfill options within the core curriculum. Through an interdisciplinary approach students will study American culture and ideology and gain an understanding of how literature reflects historical events. The capstone for the sequence is a research paper about an event of literary or historical significance. Invitations to enter the programs are based on recommendations from instructors.

Core (42 SCH)

Core Curriculum Options

Core Recommendation

Communication

- ENGL 1301Ω - English Composition I Credits: 3 (Offered through The Human Condition)
- ENGL 1302Ω - English Composition II Credits: 3 (Offered through The Human Condition)

American History

- HIST 1301Ω - History of the United States to 1877 Credits: 3 (Offered through American Studies)
- HIST 1302Ω - History of the United States Since 1877 Credits: 3 (Offered through American Studies)

Language, Philosophy, and Culture

- HUMA 1301ΩΣ - Introduction to the Humanities I Credits: 3 (Offered through The Human Condition)

Area of Concentration (9 SCH)

- HUMA 1302ΩΣ - Introduction to the Humanities II Credits: 3 (Offered through The Human Condition)
- ENGL 2327Ω - American Literature to 1860 Credits: 3 (Offered through American Studies)
- ENGL 2328Ω - American Literature: 1860 to Present Credits: 3 (Offered through American Studies)

General Electives (9 SCH)

Total Semester Credit Hours for Degree = 60

Contact: Georgeann Ward at 281.425.6530, gward@lee.edu.

◆ Core curriculum course.

Creative Arts

Students will gain an understanding of the fine and creative arts through the study of foundations, history, critical analysis, and performance/exhibition. Learning opportunities include courses in theater/theatrical performance, choir, piano, instrumental ensemble, orchestra, ceramics/sculpture, drawing/painting, photography/digital imaging, and architecture.

Core (42 SCH)

Core Curriculum Options

Core Recommendation

- ARCH 1311 - Introduction to Architecture Credits: 3
- ARTS 1303Ω - Art History I (Prehistoric to the 14th century) Credits: 3
- ARTS 1304Ω - Art History II (14th Century to the present) Credits: 3
- DRAM 1310 - Introduction to the Theatre Credits: 3
- MUSI 1306Ω - Music Appreciation Credits: 3
- MUSI 1310 - American Music Credits: 3

Area of Concentration (12SCH)

Select courses from the following:

- ARCH 1307 - Architectural Graphics I Credits: 3 and
- ARCH 1308 - Architectural Graphics II Credits: 3
- or
- ARTS 1311 - Design I Credits: 3 and
- ARTS 1316Ω - Drawing I Credits: 3

Select courses from the following:

- ARTS 1304Ω - Art History II (14th Century to the present) Credits: 3
- or
- ARTS 1303Ω - Art History I (Prehistoric to the 14th century) Credits: 3

- ARTS 1311 - Design I Credits: 3

- ARTS 1312Ω - Design II Credits: 3
or
- ARTS 1317Ω - Drawing II Credits: 3
- ARTS 1316Ω - Drawing I Credits: 3

Select courses from the following:

- MUSI 1311 - Music Theory I Credits: 3
- MUSI 1312 - Music Theory II Credits: 3
- MUSI 1116 - Sight Singing and Ear Training I Credits: 1
- MUSI 1117 - Sight Singing and Ear Training II Credits: 1
- MUSI 1307 - Music Literature Credits: 3
- MUEN 11--

Select courses from the following:

- DRAM 1341 - Principles of Theatrical Makeup Credits: 3
- DRAM 1342 - Introduction to Costume Credits: 3
- DRAM 1351 - Introduction to Acting Credits: 3
- DRAM 1352 - Advanced Acting Credits: 3

General and Creative Arts Electives (6 SCH)

Select courses from following rubrics:

- ARCH
- ARTS
- DRAM
- MUSI/MUAP/MUEN

Total Semester Credit Hours = 60

Music- 1st semester music requires MUSI 1311, MUSI 1116, MUSI 1181, MUEN 11XX, and freshman level MUAP 12XX. See Recommended Music Courses (FOS). **Church Music-** Students must enroll in MUSI 1307 Church Music Emphasis offered in the Fall semester in addition to MUSI 1311, MUSI 1312, MUSI 1116, and MUSI 1117. Electives must include 2 semesters of both MUEN and freshman level MUAP as well as 1 SCH of either Piano Class or Applied Piano.

Contacts: Architecture: - Paul Lucke at 281.425.6465, plucke@lee.edu

Art/Photography & Digital Imaging- Jennifer Herzberg at 281.425.6484, jherzberg@lee.edu; Steve Neihaus at 281.425.6485, sneihaus@lee.edu

Music- Charlotte Mueller at 281.425.6858, cmueller@lee.edu, John Weinel at 281.425.6351, jweinel@lee.edu, or Ken

Booker at 281.425.6350, kbooker@lee.edu
Drama - Kim Martin at 281.425.6264, hmartin@lee.edu

◆ Core curriculum course.

English - EN4, AA

Students will expand their knowledge of composition, research, genres, and literacy criticism. Through their writing students will show their understanding of literacy principles and how literature reflects society.

Core (42 SCH)

Core Curriculum Options

Core Recommendation

Oral Communication

- SPCH 1315Ω - Principles of Public Speaking Credits: 3

Area of Concentration (14 SCH)

- SPAN 1411 - Beginning Spanish Credits: 4
- SPAN 1412 - Intermediate Spanish Credits: 4

Sophomore ENGL, choose two of the following

- ENGL 2307Ω - Creative Writing I Credits: 3
- ENGL 2308Ω - Creative Writing II Credits: 3
- ENGL 2311Ω - Technical Writing Credits: 3
- ENGL 2321 - British Literature Credits: 3
- ENGL 2322Ω - English Literature: Beowulf to Romantic Credits: 3
- ENGL 2323Ω - English Literature: Romantic to Present Credits: 3
- ENGL 2326Ω - American Literature Survey Credits: 3
- ENGL 2327Ω - American Literature to 1860 Credits: 3
- ENGL 2328Ω - American Literature: 1860 to Present Credits: 3
- ENGL 2331Ω - Cross-Cultural Literature Credits: 3
- ENGL 2341Ω - Forms of Literature Credits: 3
- ENGL 2351Ω - Mexican-American Literature Credits: 3

General Electives (4 SCH)

Total Semester Credit Hours for Degree = 60

Contact: Dr. Jeff Clayton at 281.425.6374, jclayton@lee.edu

◆ Core curriculum course.

General Studies - GS4, AA

The general studies area of concentration provides a broad range of academic discipline experiences. The semester credit hours listed are for coursework above and beyond courses required for core completion.

First Semester Enrollment and Completion of LSSS 300 or EDUC 1200 (0 or 2 SCH)

- Determined by college readiness in Reading, Writing, and Mathematics

Core (42 SCH)

Core Curriculum Options

Area of Concentration (12 SCH)

- Common Discipline
- Common Rubric

General Electives (4-6 SCH)

Total Semester Credit Hours for Degree = 60

Contact: Student Academic Advisor

◆ Core curriculum course.

Humanities - HU4, AA

Through an interdisciplinary approach, students will gain a broad understanding of humankind's cultural legacy

Core (42 SCH)

Core Curriculum Options

Area of Concentration (15 SCH)

- Sophomore Literature (6 SCH)
- Creative Arts/LPC Elective (3 - 6 SCH)
- SBS/HIST/GOVT PS (3 - 6 SCH)

General Electives (3 SCH)

Total Semester Credit Hours for Degree = 60

Contact: Dr. Jeff Clayton at 281.425.6374, jclayton@lee.edu

♦ Core curriculum course.

KINE Coaching and Sports - KIP4, AA

Students will prepare for careers in the wide ranging areas of physical education, coaching and sports.

Core (42 SCH)

Core Curriculum Options

Area of Concentration (15 SCH)

- KINE 1301Ω - Foundation in Physical Education Credits: 3
- KINE 1304 - The Healthy American Credits: 3
- KINE 1306 - First Aid Credits: 3
- KINE 1321 - Coaching Sports and Athletics Credits: 3
- KINE 1308 - Sports Officiating Credits: 3

KINE Electives (3 SCH)

- KINE 1101 - Bowling, Beginning Credits: 1
- KINE 1102 - Bowling, Experienced Credits: 1
- KINE 1103 - Exercise, Beginning Credits: 1
- KINE 1104 - Exercise, Experienced Credits: 1
- KINE 1109 - Pilates, Beginning Credits: 1
- KINE 1110 - Pilates, Experienced Credits: 1
- KINE 1111 - Aerobic Components, Beginning Credits: 1
- KINE 1112 - Aerobic Components, Experienced Credits: 1
- KINE 1115 - Swimming, Beginning Credits: 1
- KINE 1116 - Swimming, Experienced Credits: 1
- KINE 1119 - Volleyball, Beginning Credits: 1
- KINE 1120 - Volleyball, Experienced Credits: 1
- KINE 1121 - Water Aerobics, Beginning Credits: 1

- KINE 1122 - Water Aerobics, Experienced Credits: 1
- KINE 1123 - Weight Training, Beginning Credits: 1
- KINE 1124 - Weight Training, Experienced Credits: 1
- KINE 1127 - Yoga, Beginning Credits: 1
- KINE 1128 - Yoga, Experienced Credits: 1
- KINE 1129 - Basketball, Beginning Credits: 1
- KINE 1130 - Basketball, Experienced Credits: 1
- KINE 1141 - Self-Defense, Beginning Credits: 1
- KINE 1142 - Self-Defense, Experienced Credits: 1
- KINE 1143 - Walking/Jogging, Beginning Credits: 1
- KINE 1144 - Walking/Jogging, Experienced Credits: 1
- KINE 1149 - Conditioning for Athletics Credits: 1
- KINE 1150 - Conditioning for Athletics Credits: 1

Total Semester Credit Hours for Degree = 60

Contact: Graeme Cox at 281.425.6223, gcox@lee.edu

◆ Core curriculum course.

KINE Health - KIH4, AA

Students will prepare for careers in health and nutrition by understanding the relationships between nutrition, weight control, and physical activity.

Core (42 SCH)

Core Curriculum Options

Core Recommendation

Life and Physical Sciences

- BIOL 2401 - Human Anatomy and Physiology I Credits: 4
- BIOL 2402 - Human Anatomy and Physiology II Credits: 4

Area of Concentration (15 SCH)

- KINE 1301Ω - Foundation in Physical Education Credits: 3
- KINE 1304 - The Healthy American Credits: 3
- KINE 1306 - First Aid Credits: 3
- KINE 1338 - Concepts of Physical Fitness Credits: 3
- KINE 1346 - Drug Use and Abuse Credits: 3

KINE Electives (3 SCH)

- KINE 1101 - Bowling, Beginning Credits: 1
- KINE 1102 - Bowling, Experienced Credits: 1
- KINE 1103 - Exercise, Beginning Credits: 1
- KINE 1104 - Exercise, Experienced Credits: 1
- KINE 1109 - Pilates, Beginning Credits: 1
- KINE 1110 - Pilates, Experienced Credits: 1
- KINE 1111 - Aerobic Components, Beginning Credits: 1
- KINE 1112 - Aerobic Components, Experienced Credits: 1
- KINE 1115 - Swimming, Beginning Credits: 1
- KINE 1116 - Swimming, Experienced Credits: 1
- KINE 1119 - Volleyball, Beginning Credits: 1
- KINE 1120 - Volleyball, Experienced Credits: 1
- KINE 1121 - Water Aerobics, Beginning Credits: 1
- KINE 1122 - Water Aerobics, Experienced Credits: 1
- KINE 1123 - Weight Training, Beginning Credits: 1
- KINE 1124 - Weight Training, Experienced Credits: 1
- KINE 1127 - Yoga, Beginning Credits: 1
- KINE 1128 - Yoga, Experienced Credits: 1
- KINE 1129 - Basketball, Beginning Credits: 1
- KINE 1130 - Basketball, Experienced Credits: 1
- KINE 1141 - Self-Defense, Beginning Credits: 1
- KINE 1142 - Self-Defense, Experienced Credits: 1
- KINE 1143 - Walking/Jogging, Beginning Credits: 1
- KINE 1144 - Walking/Jogging, Experienced Credits: 1
- KINE 1149 - Conditioning for Athletics Credits: 1
- KINE 1150 - Conditioning for Athletics Credits: 1

Total Semester Credit Hours for Degree = 60

Contact: Graeme Cox at 281.425.6223, gcox@lee.edu

♦ Core curriculum course.

Literature - LI4, AA

Students will expand their knowledge of literature, genres, and literacy criticism. Students will demonstrate cultural and historical understanding of the literature as well as an understanding of how literature reflects society.

Core (42 SCH)

Core Curriculum Options

Area of Concentration (18 SCH)

One of the following sequences

- ENGL 2322Ω - English Literature: Beowulf to Romantic Credits: 3 and
- ENGL 2323Ω - English Literature: Romantic to Present Credits: 3

- ENGL 2327Ω - American Literature to 1860 Credits: 3 and
- ENGL 2328Ω - American Literature: 1860 to Present Credits: 3 (offered through American Studies only)

Two of the following

- ENGL 2307Ω - Creative Writing I Credits: 3
- ENGL 2308Ω - Creative Writing II Credits: 3
- ENGL 2321 - British Literature Credits: 3 (unless ENGL 2322 and ENGL 2323 are used above)
- ENGL 2322Ω - English Literature: Beowulf to Romantic Credits: 3
- ENGL 2323Ω - English Literature: Romantic to Present Credits: 3
- ENGL 2326Ω - American Literature Survey Credits: 3 (unless ENGL 2327 and ENGL 2328 are used above)
- ENGL 2327Ω - American Literature to 1860 Credits: 3
- ENGL 2328Ω - American Literature: 1860 to Present Credits: 3
- ENGL 2331Ω - Cross-Cultural Literature Credits: 3
- ENGL 2341Ω - Forms of Literature Credits: 3 (course may be taken more than once with different topic)
- ENGL 2351Ω - Mexican-American Literature Credits: 3

Two electives

Two electives, with a recommendation that at least one has one of the following rubrics without duplicating the Social Sciences Core requirement:

- PHIL
- PSYC
- SOCI

Total Semester Credit Hours for Degree = 60

Contact: Dr. Jeff Clayton, 281.425.6374, jclayton@lee.edu

♦ Core curriculum course.

Mexican American Studies - MAS4, AA

Students will expand their knowledge of composition, research, genres, and literacy criticism. Through their writing students will show their understanding of literacy principles and how literature reflects society.

Core (42 SCH)

Core Curriculum Options

Core Recommendation

Language, Philosophy, and Culture

- HUMA 1301ΩΣ - Introduction to the Humanities I Credits: 3

Area of Concentration (12 SCH)

- HUMA 1305Ω - Introduction to Mexican-American Studies Credits: 3
- HUMA 2319 - American Minority Studies Credits: 3
- ENGL 2351Ω - Mexican-American Literature Credits: 3

- ENGL 2331Ω - Cross-Cultural Literature Credits: 3
or
- ENGL 2341Ω - Forms of Literature Credits: 3

General Electives (6 SCH)

Total Semester Credit Hours for Degree = 60

Contact: Dr. Jeff Clayton, 281.425.6374, jclayton@lee.edu

♦ Core curriculum course.

Social Sciences - SS4, AA

Students will gain an understanding of society through the study of historical events, governing institutions, human behavior, and economic development.

Core (42 SCH)

Core Curriculum Options

Area of Concentration (9 SCH)

- ECON 2301 - Principles of Economic: Macroeconomics Credits: 3 *
- or
- ECON 2302 - Principles of Economic: Microeconomics Credits: 3 *

- PSYC 2301 - Introduction to Psychology Credits: 3 *
- SOCI 1301Ω - Introductory Sociology Credits: 3 *
- SOCI 2319Ω - Multi-Cultural Studies Credits: 3 *

Elective Courses (6 SCH)

- Social Sciences Elective
- Literature Elective

General Electives (3 SCH)

Total Semester Credit Hours for Degree = 60

* Students can count one of these courses for the SBS/HIST/GOVT PS core curriculum requirement.

Contact: Cassandra Cookson at 281.425.6366, ccookson@lee.edu

♦ Core curriculum course.

Social Work - SW4, AA

Students will gain an understanding of the foundations and practices of social work, and prepare to transfer to a 4-year university program in social work.

Core (42 SCH)

Core Curriculum Options

Area of Concentration (18 SCH)

- PSYC 2301 - Introduction to Psychology Credits: 3 *
- PSYC 2314 - Life Span Growth and Development Credits: 3
- SOCI 1301Ω - Introductory Sociology Credits: 3 *
- SOCI 1306 - Social Problems Credits: 3
- SOCI 2319Ω - Multi-Cultural Studies Credits: 3
- SOCW 2361 - Introduction to Social Work Credits: 3
- SOCW 2362 - Social Welfare as a Social Institution Credits: 3

Total Semester Credit Hours for Degree = 60

* Students can count either SOCI 1301 or PSYC 2301 for the SBS/HIST/GOVT PS core curriculum requirement.

Contact: Cassandra Cookson at 281.425.6366, ccookson@lee.edu

◆ Core curriculum course.

Spanish - SP4, AA

This degree is designed for students majoring in Spanish who plan to seek a Bachelor of Arts degree. Students will gain a basic understanding of the Spanish language, identifying their skills through reading comprehension, conversation, and translation. Those beginning at a higher level of language proficiency may choose elective to complete their degree and choose core curriculum courses that are applicable to their major at their selected transfer university.

The admission requirement for a language course other than the beginning course can be fulfilled by satisfying the prerequisites. Two consecutive years of Spanish in high school may place students into an intermediate level based on instructor evaluation.

Many universities and senior colleges require a foreign language for a Bachelor of Arts degree. Today, due to the increasing demand for foreign language skills among the different peoples of the world, knowledge of the leading foreign languages has become an important part of the educated person's academic preparation.

Core (42 SCH)

Core Curriculum Options

Area of Concentration (14 SCH)

- SPAN 1411 - Beginning Spanish Credits: 4
- SPAN 1412 - Intermediate Spanish Credits: 4
- SPAN 2311 - Spanish: Reading, Conversation, Composition and Grammar Review Credits: 3
- SPAN 2312 - Spanish: Reading, Conversation, Composition, and Grammar Review Credits: 3

General Electives (4-5 SCH)

Total Semester Credit Hours for Degree = 60/61

Contact: Francisca Castillo at 281.425.6415, fcastill@lee.edu

◆ Core curriculum course.

Transfer in Allied Health Field - TAH4, AA

This area of concentration provides an Associate of Arts degree that allows for a focus in the Allied Health professions, with the intention to transfer to a BS in nursing or BA program in a related field.

Core (42 SCH)

Core Curriculum Options

Core Requirement

Life and Physical Sciences (8 SCH)

One of these two sequential course pairings (a mix will not be considered):

- BIOL 1406Ω - General Biology I Credits: 4 and
- BIOL 1407Ω - General Biology II Credits: 4
- or
- BIOL 2401 - Human Anatomy and Physiology I Credits: 4 and
- BIOL 2402 - Human Anatomy and Physiology II Credits: 4

Area of Concentration (7 - 8 SCH)

CHEM XXXX (4 SCH)

Science Elective (3 - 4 SCH)

- BIOL 2305 - Pathophysiology Credits: 3
- BIOL 1322 - Nutrition Credits: 3

General Electives (10 - 11 SCH)

- General electives should be planned after transfer institution requirements have been established.

Total Semester Credit Hours for Degree = 60

Contact: Counseling - Marissa Moreno, 281-425-6384

Nursing - Tracy Allen, 281-425-6541

Allied Health - Howard Bushart, 281-425-6308

♦ Core curriculum course.

Associate of Science

Biology - BI3, AS

Students will gain a basic understanding of nature, critical thinking, and problem solving appropriate for a profession in biology.

Core (42 SCH)

Core Curriculum Options

Core Requirement

Life and Physical Sciences

- BIOL 1406Ω - General Biology I Credits: 4
- BIOL 1407Ω - General Biology II Credits: 4

Mathematics

- MATH 2413 - Calculus I with Analytic Geometry Credits: 4

Oral Communication

- SPCH 1315Ω - Principles of Public Speaking Credits: 3

Area of Concentration (16 SCH)

- CHEM 1411Ω - General Chemistry I Credits: 4
- CHEM 1412 - General Chemistry II Credits: 4
- CHEM 2423 - Organic Chemistry I Credits: 4
- PHYS 1401Ω - College Physics I: Mechanics and Heat Credits: 4

General Electives (2-3)

Transfer comments: Students majoring in pre-professional fields - such as pre-medical, pre-dental, pre-physical therapy, and others - need to see one of the biology advisors.

Total Semester Credit Hours for Degree = 60/61

Contact: Yihfen Yen at 832.556.4510, yfen@lee.edu or Jim Dobberstine at 281.425.6354, jdobberstine@lee.edu

♦ Core curriculum course.

Chemistry - CH3, AS

Students will gain a basic understanding of nature, critical thinking, and problem solving appropriate for a profession in chemistry.

Core (42 SCH)

Core Curriculum Options

Core Requirement

Life and Physical Sciences

- CHEM 2423 - Organic Chemistry I Credits: 4
- CHEM 2425 - Organic Chemistry II Credits: 4

Mathematics

- MATH 2413 - Calculus I with Analytic Geometry Credits: 4

Social/Behavioral Science

- ECON 2301 - Principles of Economic: Macroeconomics Credits: 3

Oral Communication

- SPCH 1315Ω - Principles of Public Speaking Credits: 3

Area of Concentration (15 SCH)

- CHEM 1412 - General Chemistry II Credits: 4
- MATH 2414 - Calculus II with Analytic Geometry Credits: 4
- PHYS 2425Ω - University Physics I Credits: 4
- PHYS 2426Ω - University Physics II Credits: 4

General Electives (3 SCH)

Total Semester Credit Hours for Degree = 60

Contact: Harry Pang at 281.425.6343, hpang@lee.edu or Jim Dobberstine at 281.425.6354, jdobberstine@lee.edu

♦ Core curriculum course.

Environmental Science - EV3, AS

Students will gain the basic understanding of nature, critical thinking, and problem solving appropriate for a profession in environmental science.

Core (42 SCH)

Core Curriculum Options

Core Requirement

Life and Physical Sciences

- ENVR 1401Ω - Environmental Science I Credits: 4
or
- GEOL 1405Ω - Environmental Geology Credits: 4
- ENVR 1402 - Environmental Science I Credits: 4

Mathematics

- MATH 2413 - Calculus I with Analytic Geometry Credits: 4

Oral Communication

- SPCH 1315Ω - Principles of Public Speaking Credits: 3

Area of Concentration (8 SCH)

- CHEM 1411Ω - General Chemistry I Credits: 4
- CHEM 1412 - General Chemistry II Credits: 4

Science Electives (8 SCH)

General Electives (2-3 SCH)

Total Semester Credit Hours for Degree = 60/61

Contact: Tia Hall at 832.556.4509, thall@lee.edu or Jim Dobberstine at 281.425.6354, jdobberstine@lee.edu

◆ Core curriculum course.

Geology - GY3, AS

Students will gain the basic understanding of nature, critical thinking, and problem solving appropriate for a profession in geology.

Core (42 SCH)

Core Curriculum Options

Core Requirement

Life and Physical Sciences

- GEOL 1403Ω - Physical Geology Credits: 4
- GEOL 1404Ω - Historical Geology Credits: 4

Mathematics

- MATH 2413 - Calculus I with Analytic Geometry Credits: 4

Oral Communication

- SPCH 1315Ω - Principles of Public Speaking Credits: 3

Area of Concentration (16 SCH)

- GEOL 1405Ω - Environmental Geology Credits: 4
or
- GEOL 1447 - Meteorology Credits: 4
or
- ENVR 1401Ω - Environmental Science I Credits: 4

- CHEM 1411Ω - General Chemistry I Credits: 4
or
- CHEM 1412 - General Chemistry II Credits: 4

- PHYS 2425Ω - University Physics I Credits: 4

General Electives (2 SCH)

Total Semester Credit Hours for Degree = 60

Contact: Sharon Gabel at 281.425.6335, sgabel@lee.edu or Jim Dobberstine at 281.425.6354, jdobberstine@lee.edu

◆ Core curriculum course.

Mathematics - MAT3, AS

Students will gain a basic understanding of nature, critical thinking, and problem solving appropriate for a profession in mathematics.

Core (42 SCH)

Core Curriculum Options

Core Requirement

Life and Physical Sciences

- PHYS 2425Ω - University Physics I Credits: 4
- PHYS 2426Ω - University Physics II Credits: 4

Mathematics

- MATH 2413 - Calculus I with Analytic Geometry Credits: 4

Social/Behavioral Science

- ECON 2301 - Principles of Economic: Macroeconomics Credits: 3

Oral Communication

- SPCH 1315Ω - Principles of Public Speaking Credits: 3

Area of Concentration (14 SCH)

- MATH 2414 - Calculus II with Analytic Geometry Credits: 4
- MATH 2415 - Calculus III with Analytic Geometry Credits: 4
- MATH 2318 - Linear Algebra Credits: 3
- MATH 2320 - Differential Equations Credits: 3

General Electives (4-5 SCH)

Total Semester Credit Hours for Degree = 60/61

Contact: Sharon Graber at 281.425.6345, sgraber@lee.edu or Jim Dobberstine at 281.425.6354, jdobberstine@lee.edu

♦ Core curriculum course.

Physics - PS3, AS

Students will gain a basic understanding of nature, critical thinking, and problem solving appropriate for a profession in physics.

Core (42 SCH)

Core Curriculum Options

Core Requirement

Life and Physical Sciences

- PHYS 2425Ω - University Physics I Credits: 4
- PHYS 2426Ω - University Physics II Credits: 4

Mathematics

- MATH 2413 - Calculus I with Analytic Geometry Credits: 4

Social/Behavioral Science

- ECON 2301 - Principles of Economic: Macroeconomics Credits: 3

Oral Communication

- SPCH 1315Ω - Principles of Public Speaking Credits: 3

Area of Concentration (18 SCH)

- MATH 2318 - Linear Algebra Credits: 3
- CHEM 1412 - General Chemistry II Credits: 4
- MATH 2414 - Calculus II with Analytic Geometry Credits: 4
- MATH 2415 - Calculus III with Analytic Geometry Credits: 4
- MATH 2320 - Differential Equations Credits: 3

Total Semester Credit Hours for Degree = 60

Contact: Tom O'Kuma at 281.425.6522, tokuma@lee.edu or Evan Richards at 281.425.6310, erichards@lee.edu

◆ Core curriculum course.

Pre-Engineering- EGR3, AS

Students will gain the basic understanding of nature, critical thinking, and problem solving appropriate for a profession in engineering.

Core (42 SCH)

Core Curriculum Options

Core Requirement

Life and Physical Sciences

- PHYS 2425Ω - University Physics I Credits: 4
- PHYS 2426Ω - University Physics II Credits: 4

Mathematics

- MATH 2413 - Calculus I with Analytic Geometry Credits: 4

Social/Behavioral Science

- ECON 2301 - Principles of Economic: Macroeconomics Credits: 3

Oral Communication

- SPCH 1315Ω - Principles of Public Speaking Credits: 3

Area of Concentration (17 SCH)

- ENGR 1201 - Introduction to Engineering Credits: 2
- CHEM 1412 - General Chemistry II Credits: 4
- MATH 2414 - Calculus II with Analytic Geometry Credits: 4
- MATH 2415 - Calculus III with Analytic Geometry Credits: 4
- MATH 2320 - Differential Equations Credits: 3

General Electives (1-2 SCH)

Optional Engineering Electives*

- ENGR 1304 - Engineering Graphics I Credits: 3
- ENGR 2301 - Engineering Statics Credits: 3
- ENGR 2304 - Programming for Engineers Credits: 3

Note:

* Required by some, but not all engineering disciplines. Contact Evan Richards at 281.425.6310 or erichards@lee.edu for more information.

Transfer comments: Students majoring in a specific field of engineering need to see one of the engineering advisors.

Total Semester Credit Hours for Degree = 60/61

Contact: Evan Richards at 281.425.6310, erichards@lee.edu or Tom O'Kuma at 281.425.6522, tokuma@lee.edu or Jim Dobberstine at 281.425.6374, jdobberstine@lee.edu

Other: Mechanical Engineering majors also need to take ENGR 2302 and ENGR 2405 .

♦ Core curriculum course.

Associate of Applied Science

Accounting Technology - AT2, AAS

Accounting, which is often called the "language of business," provides essential information about the economic activities of a business to its owners, its creditors, and other groups. The two-year Accounting Technology Program is designed to prepare students for mid-level accounting positions, such as full-charge bookkeepers or clerical supervisors in business industry. Emphasis is placed on generally accepted accounting principles and internal accounting procedures, as well as computer applications.

Although the degree plan contains courses which may be applicable to a four-year accounting degree, it is primarily designed to prepare the student for immediate job placement. Students pursuing a bachelor's degree in accounting should refer to the Associate of Science in Business Administration section of this catalog and see a counselor prior to registration.

Students desiring a less comprehensive program that includes some accounting procedures and practices should consider the Accounting Technician Certificate or Advanced Accounting Technician Certificate.

Students who have not had high school accounting or who have not worked in accounting may wish to take ACNT 1303 - Introduction to Accounting I, before taking ACCT 2401 - Principles of Accounting I - Financial.

Students should plan to take a capstone course, as listed below, in their last semester and should speak with an accounting advisor prior to registering for the final semester.

First Semester

- ACCT 2401 - Principles of Accounting I - Financial Credits: 4
- ENGL 1301Ω - English Composition I Credits: 3 ♦
- POFI 1401 - Computer Applications I Credits: 4
- POFT 1325 - Business Math Using Technology Credits: 3
- ACNT 1331 - Federal Income Tax: Individual Credits: 3

Total: 17 SCH

Second Semester

- ACCT 2402Ω - Principles of Accounting II - Managerial Credits: 4
- ACNT 1311 - Introduction to Computerized Accounting Credits: 3
- ACNT 1329 - Payroll and Business Tax Accounting Credits: 3
- SBS/HIST/GOVT PS Credits: 3 ♦

Total: 13 SCH

Third Semester

- ACNT 2303 - Intermediate Accounting I Credits: 3
- ACNT 1313 - Computerized Accounting Applications Credits: 3
- BUSI 1301 - Business Principles Credits: 3

- SPCH 1315Ω - Principles of Public Speaking Credits: 3 ♦
or
- SPCH 1321 - Business and Professional Communication Credits: 3 ♦
- LP Sciences/Mathematics Credits 3/4 ♦

Total: 15/16 SCH

Fourth Semester

- ACNT 2304 - Intermediate Accounting II Credits: 3
- BUSI 2301Ω - Business Law Credits: 3
- ACNT 2309 - Cost Accounting Credits: 3
- Creative Arts/LPC Credits: 3 ♦

- ACNT 2389 - Internship: Accounting Credits: 3 *
- or
- ACNT 2302 - Accounting Capstone Credits: 3 *

Total: 15 SCH

Total Semester Credit Hours for Degree = 60/61

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Administrative Technology - OT2, AAS

The Administrative Technology Program prepares students for administrative support careers in today's businesses. Curriculum is designed to enhance and improve students' administrative skills and develop proficiency using various skills and software programs. Attention is also focused on helping students improve and gain confidence in essential verbal and written communications skills, problems solving skills, as well as business math.

First Semester

- POFI 1401 - Computer Applications I Credits: 4
- POFT 1309 - Administrative Office Procedures I Credits: 3
- POFT 1325 - Business Math Using Technology Credits: 3
- POFT 1227 - Introduction to Keyboarding Credits: 2
- or
- POFT 1232 - Workplace Diversity Credits: 2 *
- POFT 2203 - Speed and Accuracy Building Credits: 2
- Creative Arts/LPC Credits: 3 ♦

Total: 17 SCH

Second Semester

- ENGL 1301Ω - English Composition I Credits: 3 ♦
- POFT 2301 - Intermediate Keyboarding Credits: 3
- POFT 1349 - Administrative Office Procedures II Credits: 3
- or
- POFT 1366 - Practicum (or Field Experience): General Credits: 3

- POFT 1301 - Business English Credits: 3
- SBS/HIST/GOVT PS Credits: 3 ♦

Total: 15 SCH

Third Semester

- POFI 1441 - Computer Applications II Credits: 4
- POFI 2331 - Desktop Publishing Credits: 3
or
- POFT 2366 - Practicum (or Field Experience) - General Office Occupations and Clerical Services Credits: 3
- POFT 2312 - Business Correspondence and Communications Credits: 3
- SPCH - Oral Communication Credits: 3 ♦

Total: 13 SCH

Fourth Semester

- LP Sciences/Mathematics Credits: 3/4 ♦
- POFT 2331 - Administrative Systems Credits: 3 *
- POFI 1349 - Spreadsheets Credits: 3
- ACNT 1303 - Introduction to Accounting I Credits: 3
- POFI 2340 - Advanced Word Processing Credits: 3

Total: 15/16 SCH

Total Semester Credit Hours for Degree = 60/61

*Administrative Technology major should enroll in POFT 1232.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Alcohol and Drug Abuse Counseling - CA2, AAS

The degree program leads to an Associate of Applied Science Degree in Mental Health Services and prepares students for credentialing as Licensed Chemical Dependency Counselors (LCDCs) and to sit for that competency-

based exam. The Prevention Specialist Certificate exceeds state mandated education requirements for credentialing as a Certified Prevention Specialist (CPS) and prepares students to sit for a competency-based exam for that credential. Prerequisite for the programs is a 12th grade reading level. In order to sit for the LCDC exam, students must have a minimum of a two-year degree and at least 270 contact hours (6 courses in alcohol and drug abuse counseling or related courses of 3 credit hours each). In addition, candidates for licensure must have completed at least 300 hours of supervised field work in an approved cooperative education, clinical, or practicum course. The candidate for licensure must also have 4000 hours of experience in substance abuse counseling prior to sitting for the exam. The student is responsible for the 4000 hours of field work. The Certificate of Completion in Substance Abuse Prevention consists of 6 DAAC courses, 3 specifically prevention courses, plus a one hundred hour supervised cooperative education class. After the cooperative education class, the student is candidate for Certified Prevention Specialist credentialing exam.

First Semester

- DAAC 1319Ω - Introduction to Alcohol and Other Drug Addictions Credits: 3
- DAAC 1304 - Pharmacology of Addiction Credits: 3
- ENGL 1301Ω - English Composition I Credits: 3 ♦
- PSYC 2301 - Introduction to Psychology Credits: 3
- SOCI 1301Ω - Introductory Sociology Credits: 3

Total: 15 SCH

Second Semester

- DAAC 1311 - Counseling Theories Credits: 3
- DAAC 1317 - Basic Counseling Skills Credits: 3
- SBS/HIST/GOVT PS Credits: 3 ♦

Total: 9 SCH

Third Semester

- DAAC 1309 - Assessment Skill of Alcohol and Other Drug Addictions Credits: 3
- LP Sciences/Mathematics Credits: 3/4 ♦
- SPCH - Oral Communication Credits: 3 ♦
- DAAC 2353 - Substance Abuse Prevention II Credits: 3

Total: 12/13 SCH

Fourth Semester

- DAAC 1280 - Cooperative Education: Credits: 2

- DAAC 2341 - Counseling Alcohol and Other Drug Addictions Credits: 3
- DAAC 2280Ω - Cooperative Education: Substance Abuse/Addiction Counseling Credits: 2
- SOCW 2361 - Introduction to Social Work Credits: 3
- Creative Arts/LPC Credits: 3 ♦

Total: 13 SCH

Fifth Semester

- DAAC 2343Ω - Current Issues Credits: 3
- DAAC 2307 - Addicted Family Intervention Credits: 3 *
- DAAC 2281Ω - Cooperative Education: Substance Abuse/Addiction Counseling Credits: 2
- DAAC 2354 - Dynamics of Group Counseling Credits: 3

Total: 11 SCH

Total Semester Credit Hours for Degree = 60/61

*DAAC 1391 is recommended for one elective.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Audio Engineering Technology - AET2, AAS

First Semester

- MUSC 1427 - Audio Engineering I Credits: 4
- MUSC 1331Ω - MIDI I Credits: 3
- MUSB 1305 - Survey of the Music Business Credits: 3
- MUSI 1181 - Piano Class I Credits: 1 (or Applied Piano)
- ENGL 1301Ω - English Composition I Credits: 3 ♦

Total: 14 SCH

Second Semester

- MUSC 1323 - Audio Electronics Credits: 3

- MUSC 2427 - Audio Engineering II Credits: 4
- MUSC 2355 - MIDI II Credits: 3
- MUSI 1306Ω - Music Appreciation Credits: 3 ♦
or
- MUSI 1310 - American Music Credits: 3 ♦
- SPCH - Oral Communication Credits: 3 ♦

Total: 16 SCH

Third Semester

- MUSC 2447 - Audio Engineering III Credits: 4
- RTVB 1321 - TV Field Production Credits: 3
- MUSC 1335 - Commercial Music Software Credits: 3
- SBS/HIST/GOVT PS Credits: 3 ♦
- MATH 1332 - Contemporary Mathematics I Credits: 3 ♦
or
- MATH 1314 - College Algebra Credits: 3 ♦

Total: 16 SCH

Fourth Semester

- MUAP Applied Music Elective Credit: 1
- MUSC 2448 - Audio Engineering IV Credits: 4
- MUSB 2350 - Commercial Music Project Credits: 3
- MUSC 2386 - Internship: Recording Arts Technology/Technician Credits: 3 *
- MUSC 1396 - Special Topics in Recording Arts Technology/Technician Credits: 3
or
- MUSC - Elective Credits: 3

Total: 14 SCH

Total Semester Credit Hours for Degree = 60

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Child Development - ED CD2, AAS

Students will be prepared for entry-level positions working with young children and their families. A developmental approach is emphasized, which promotes optimal physical, cognitive, social, and emotional growth of children.

First Semester

- TECA 1311 - Educating Young Children Credits: 3
- CDEC 1319 - Child Guidance Credits: 3
- ENGL 1301Ω - English Composition I Credits: 3 ♦
- CDEC 1313 - Curriculum Resources for Early Childhood Programs Credits: 3
- Elective Credits: 3 *

Total: 15 SCH

Second Semester

- CDEC 1356 - Emergent Literacy for Early Childhood Credits: 3
- CDEC 1359 - Children with Special Needs Credits: 3
- Creative Arts/LPC Credits: 3 ♦
- CDEC 2326 - Administration of Programs for Children I Credits: 3
- Elective Credits: 3 *

Total: 15 SCH

Third Semester

- CDEC 2307 - Math and Science for Early Childhood Credits: 3
- TECA 1303 - Family, School and Community Credits: 3
- SPCH - Oral Communication Credits: 3 ♦

- MATH 1332 - Contemporary Mathematics I Credits: 3 ♦
or
- MATH 1314 - College Algebra Credits: 3 ♦

- TECA 1354 - Child Growth and Development Credits: 3

Total: 15 SCH

Fourth Semester

- TECA 1318 - Wellness of the Young Child Credits: 3
- CDEC 2328 - Administration of Programs for Children II Credits: 3
- CDEC 2366 - Practicum (or Field Experience) - Child Care provider/Assistant Credits: 3 *
- SBS/HIST/GOVT PS Credits: 3 ♦
- Elective Credits: 3 *

Total: 15 SCH

Total Semester Credit Hours for Degree = 60

*If wanting to continue towards a bachelor's degree, core courses are recommended. See counselor for advising.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Computer and Graphics Technology - CGT2, AAS

The Computer Technology Computer and Graphics Technology program is designed primarily for students seeking employment with organizations that use computers to process, design, manage, and communicate information. The program prepares individuals to provide technical assistance, support, and advice to computer users to help troubleshoot software and hardware problems. Includes instruction in computer concepts, information systems, networking, operating systems, computer hardware, the Internet, software applications, help desk concepts and problem solving, and principles of customer service.

First Semester

- BCIS 1405 - Business Computer Applications Credits: 4
- ARTC 1413 - Digital Publishing I Credits: 4
- ARTC 1453 - Computer Illustration Credits: 4
- IMED 1316 - Web Design I Credits: 3
- SPCH - Oral Communication Credits: 3 ♦

Total: 18 SCH

Second Semester

- ARTC 2440 - Computer Illustration II Credits: 4
- IMED 1445 - Interactive Digital Media I Credits: 4
- ITSC 2421 - Integrated Software Applications II Credits: 4
- ITSE 1431 - Introduction to Visual Basic Programming Credits: 4

Total: 16 SCH

Third Semester

- CPMT 1449 - Computer Network Technology Credits: 4
- IMED 2311 - Portfolio Development Credits: 3
- ENGL 1301Ω - English Composition I Credits: 3 ♦
- Creative Arts/LPC Credits: 3 ♦

Total: 13 SCH

Fourth Semester

- CPMT 1411 - Introduction to Computer Maintenance Credits: 4
- IMED 2315 - Web Page Design II Credits: 3 * *
- LP Sciences/Mathematics Credits: 3/4 ♦
- SBS/HIST/GOVT Credits: 3

Total: 13/14 SCH

Total Semester Credit Hours for Degree = 60/61

* Students should plan to take this capstone course in their last semester and should speak to their advisor prior to registering for the final semester.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Computer and Network Maintenance Technology - CNET2, AAS

This Program is designed to prepare students with concepts and skills required for entry-level employment into computer support and maintenance careers. Completion prepares the student with CISCO routing skills.

First Semester

- ITSC 1309 - Integrated Software Applications I Credits: 3
- CPMT 1411 - Introduction to Computer Maintenance Credits: 4

- CPMT 1449 - Computer Network Technology Credits: 4

Total: 11 SCH

Second Semester

- ITCC 1408 - Introduction to Voice over Internet protocol (Voip) Credits: 4
- TECM 1349 - Technical Math Applications Credits: 3
- ITCC 1475 - Introduction to Networks Credits: 4
- SPCH - Oral Communication Credits: 3 ♦
- Creative Arts/LPC Credits: 3 ♦

Total: 17 SCH

Third Semester

- ITCC 1476 - Routing & Switching Essentials Credits: 4
- ITSC 1416 - Linux Installation and Configuration Credits: 4
- ENGL 1301Ω - English Composition I Credits: 3 ♦
- IMED 1316 - Web Design I Credits: 3
- LP Sciences/Mathematics Credits: 3/4 ♦

Total: 17/18 SCH

Fourth Semester

- CPMT 2449 - Advanced Computer Networking Technology Credits: 4 * *
- or
- CPMT 2488 - Internship: Computer Installation and Repair Technology Credits: 4 *

- ITCC 2478 - Scaling Networks Credits: 4
- ITCC 2479 - Connecting Networks Credits: 4
- SBS/HIST/GOVT PS Credits: 3 ♦

Total: 15 SCH

Total Semester Credit Hours for Degree = 60/61

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Computer-Aided Drafting and Design Technology - DT2, AAS

The Drafting Technology Program provides training experience in computer-aided drafting. The Associate of Applied Science Degree prepares students for entrance into the drafting profession confident of having received a strong foundation in drafting disciplines and skills.

Note: Students planning to transfer should see a counselor or a faculty advisor for transferable course substitutions.

First Semester

- DFTG 1405 - Technical Drafting Credits: 4
- DFTG 1409 - Basic Computer-Aided Drafting Credits: 4
- DFTG 2417 - Descriptive Geometry Credits: 4
- Drafting Elective Credits: 4

Total: 16 SCH

Second Semester

- DFTG 2419 - Intermediate Computer-Aided Drafting Credits: 4
- SBS/HIST/GOVT PS Credits: 3 ◆
- ENGL 1301Ω - English Composition I Credits: 3 ◆
- Creative Arts/LPC Credits: 3 ◆

Total: 13 SCH

Third Semester

- DFTG 2432 - Advanced Computer-Aided Drafting Credits: 4
- Drafting Elective Credits: 4
- Drafting Elective Credits: 4
- SPCH - Oral Communication Credits: 3 ◆

Total: 15 SCH

Fourth Semester

- Drafting Elective Credits: 4
- Drafting Elective Credits: 4

- LP Sciences Credits: 4 ♦
- DFTG 2486 - Internship - Drafting and Design Technology/Technician, General Credits: 4 *

Total: 15/16 SCH

Total Semester Credit Hours for Degree = 60*

*Students must complete a minimum of 60 hours to be awarded the Associate of Applied Science degree in CADD Engineering Technology.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Electives for CADD Degree:

- DFTG 2408Ω - Instrumentation Drafting Credits: 4
- DFTG 2407Ω - Electrical Drafting Credits: 4
- CNBT 1442 - Building Codes and Inspections Credits: 4
- CNBT 1411 - Construction Methods and Materials I Credits: 4
- DFTG 1417 - Architectural Drafting-Residential Credits: 4
- DFTG 2428 - Architectural Drafting-Commercial Credits: 4
- DFTG 2431 - Advanced Technologies in Architectural Design and Drafting Credits: 4
- DFTG 2430 - Civil Drafting Credits: 4
- DFTG 1433 - Mechanical Drafting Credits: 4
- DFTG 2435 - Advanced Technologies in Mechanical Design and Drafting Credits: 4

The following two certificate exit points allow students to seek employment after a concentrated drafting program.

(First semester courses may not be substituted in the Computer- Aided Drafting and Design).

Field of Specialization - Drafting Electives

Students choosing a specific field of specialization should refer to the following list for drafting elective selection:

Track I Drafting Electives

Certificate of Completion

Architectural Construction Technology:

- DFTG 1417 - Architectural Drafting-Residential Credits: 4
- DFTG 2428 - Architectural Drafting-Commercial Credits: 4
- DFTG 2431 - Advanced Technologies in Architectural Design and Drafting Credits: 4
- CNBT 1442 - Building Codes and Inspections Credits: 4

- CNBT 1411 - Construction Methods and Materials I Credits: 4
- DFTG 2430 - Civil Drafting Credits: 4

Track II Drafting Electives

Certificate of Completion Mechanical Technology:

- DFTG 1433 - Mechanical Drafting Credits: 4
- DFTG 2435 - Advanced Technologies in Mechanical Design and Drafting Credits: 4 *
- ENGT 2307 - Engineering Materials I for Engineering Technology Credits: 3
- MCHN 1302 - Print Reading for Machining Trades Credits: 3
- MCHN 1438 - Basic Machine Shop I Credits: 4
- INMT 1311 - Computer Integrated Manufacturing Credits: 3

Track III Drafting Electives

Certificate of Completion Process Instrumentation and Electrical Design:

- DFTG 2408Ω - Instrumentation Drafting Credits: 4
- CETT 1302 - Electricity Principles
- DFTG 2407Ω - Electrical Drafting Credits: 4
- DFTG 2423 - Pipe Drafting Credits: 4
- INTC 1312 - Instrumentation and Safety Credits: 3
- INTC 1343 - Application of Industrial Automatic Control Credits: 3

Note:

*Indicates a prerequisite of one or more Drafting Electives. Refer to the course description in the Lee College Catalog for all prerequisites required per course.

Cosmetology Instructor - CI2, AAS

To earn this degree, students must have a GED or high school diploma and a valid TDLR Cosmetology Operator License.

First Semester

- CSME 1435 - Orientation to the Instruction of Cosmetology Credits: 4
- CSME 1434 - Cosmetology Instructor I Credits: 4
- ENGL 1301Ω - English Composition I Credits: 3 ♦
- ITSC 1309 - Integrated Software Applications I Credits: 3
- Elective Credits: 3

Total: 17 SCH

Second Semester

- CSME 2414 - Cosmetology Instructor II Credits: 4
- CSME 2415 - Cosmetology Instructor III Credits: 4

- ENGL 1302Ω - English Composition II Credits: 3
or
- ENGL 2311Ω - Technical Writing Credits: 3

- SPCH 1315Ω - Principles of Public Speaking Credits: 3 ♦
- BMGT 1301 - Supervision Credits: 3

Total: 17 SCH

Third Semester

- CSME 2444 - Cosmetology Instructor IV Credits: 4
- BMGT 1307 - Team Building Credits: 3
- LP Sciences/Mathematics Credits: 3/4 ♦

- HUMA 1301ΩΣ - Introduction to the Humanities I Credits: 3 ♦
or
- PHIL 1301Ω - Introduction to Philosophy Credits: 3 ♦

Total: 13/14 SCH

Fourth Semester

- CSME 2445 - Instructional Theory and Clinic Operation Credits: 4 *
- HRPO 1311 - Human Relations Credits: 3
- SBS/HIST/GOVT PS Credits: 3 ♦
- Elective Credits: 3

Total: 13 SCH

Total Semester Credit Hours for Degree = 60/61

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Electrical Technology - IE2, AAS

First Semester

- ELPT 1325 - National Electrical Code I Credits: 3
- ELPT 1411 - Basic Electrical Theory Credits: 4
- TECM 1341 - Technical Algebra Credits: 3
- ELPT 2301 - Journeyman Electrician Exam Review Credits: 3
- PHYS 1407Ω - Conceptual Physics II Credits: 4

Total: 17 SCH

Second Semester

- ELPT 1455 - Electronic Applications Credits: 4
- TECM 1349 - Technical Math Applications Credits: 3
- ENGL 1301Ω - English Composition I Credits: 3
- Creative Arts/LPC Credits: 3 ♦

Total: 13 SCH

Third Semester

- ELPT 2405 - Motors and Transformers Credits: 4
- ELPT 2319 - Programmable Logic Controllers I Credits: 3
- SPCH 1315Ω - Principles of Public Speaking Credits: 3
- ELPT 2331 - AC/DC Drives Credits: 3
- SBS/GOVT/HIST Credits: 3 ♦

Total: 16

Fourth Semester

- ELPT 1441 - Motor Control Credits: 4 *
- Elective Credits: 4
- ELPT 2355 - Programmable Logic Controllers II Credits: 3
- Elective Credits: 3/4

Total: 14/15 SCH

Total Semester Credit Hours for Degree = 60/61

*Electrical Studies elective must be chosen from ELPT 1321, ELPT 2325, ELPT 2380, or others as approved by Lead Instructor.

NOTE: To be eligible for a program related internship a student must have completed 25 credit hours of program specific courses and have a 2.5 GPA and/or by approval of Division Chair.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Game Development Specialist - GADS2, AAS

This program is designed to provide a well-rounded, fundamental and application-oriented education focused on the knowledge of existing and new developments in Digital Game Technology. The student will acquire knowledge of the basic digital gaming and simulation industries and markets, and the programming, graphic arts, animation, and storyboarding skills required to create the games. Students will be required to develop necessary teamwork skills to fulfill the capstone requirement. With additional training and experience, individuals can increase their potential for advancement. The skills built within this program can lead not only to jobs in the digital gaming industry, but after work experience in the game industry and completion of a four-year degree in computer science, multimedia animation or art, the student could be qualified for other crossover careers including such career opportunities as: Computer Programmer, Computer Systems Analyst, Software Engineer, Multimedia Artist and Animator, and Graphic Artist.

First Semester

- COSC 1301Ω - Introduction to Computing Credits: 3
- GAME 1306 - Design and Creation of Games Credits: 3
- GAME 1302 - Interactive Storyboarding Credits: 3

- LP Sciences/Mathematics (artist) 3/4 ◆
or
- MATH 1314 - College Algebra Credits: 3 ** ◆

- Creative Arts/LPC Credits: 3 ◆

Total: 15*/16* SCH

Second Semester

- GAME 1201 - Computer Ethics Credits: 2
- GAME 1304 - Level Design Credits: 3
- GAME 1336 - Introduction to 3D Game Modeling Credits: 3

- ARTC 2440 - Computer Illustration II Credits: 4

Total: 15 SCH

Third Semester

- ARTC 1453 - Computer Illustration Credits: 4
- COSC 1436Ω - Programming Fundamentals I Credits: 4
- ENGL 1301Ω - English Composition I Credits: 3 ♦
- IMED 2311 - Portfolio Development Credits: 3
- GAME 2332Ω - Project Development I Credits: 3

Total: 17 SCH

Fourth Semester

- SBS/HIST/GOVT PS Credits: 3 ♦
- GAME 2325 - 3D Animation II Character Setup Credits: 3 *
- IMED 1445 - Interactive Digital Media I Credits: 4
- GAME 2334Ω - Project Development II Credits: 3 *

Total: 13 SCH

Total Semester Credit Hours for Degree = 60*/61**

*Choices for Artist track

**Choices for Programmer track

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Health Information - MR2, AAS

This Tech Prep Degree Program is a professional program which is designed to lead to an Associate of Applied Science Degree.

Prerequisites for the program include a minimum of 12th grade reading level as determined by Lee College Placement Testing. A full-time student can complete the program in two years.

This program is accredited by the Commission on Accreditation of Health Informatics and Information Management (CAHIIM). Students are eligible to apply to take the National Examination to become a Registered Health Information Technician (RHIT).

In the Academic Study Program, students study anatomy and physiology, medical terminology, basic disease processes, medical transcription, record storage and retrieval, medico legal aspects, quality improvement, data processing, health record science, hospital statistics, and human resource management.

This program offers preparation for a technical area of service in hospitals, clinics, and related health facilities. Students are trained in manual and electronic methods of health record management including record assembly, analysis, coding, abstracting, transcription, filing, and record maintenance. Part of the learning experience will include working in the Health Information Management Department of a hospital or other health care facility. Mastery of the National Examination furthers job opportunities and increases salary.

First Semester

- HITT 1305 - Medical Terminology I Credits: 3

Total: 3 SCH

Second Semester

- ENGL 1301Ω - English Composition I Credits: 3 ♦
- BIOL 2401 - Human Anatomy and Physiology I Credits: 4 ♦
- HITT 1301 - Health Data Content and Structure Credits: 3
- HITT 1345 - Health Care Delivery Systems Credits: 3

Total: 13 SCH

Third Semester

- BIOL 2402 - Human Anatomy and Physiology II Credits: 4
- HITT 1311 - Health Information Systems Credits: 3
- HITT 1341 - Coding and Classification Systems Credits: 3
- HITT 1349 - Pharmacology Credits: 3

Total: 13 SCH

Fourth Semester

- HITT 2160 - Clinical-Health Information/Medical Records Technology/Technician Credits: 1
- HITT 2335 - Coding and Reimbursement Methodologies Credits: 3

Total: 4 SCH

Fifth Semester

- HITT 1255 - Health Care Statistics Credits: 2
- HPRS 2301 - Pathophysiology Credits: 3
- HITT 2260 - Clinical-Health Information/Medical Records Technology/Technician Credits: 2
- HITT 1353 - Legal and Ethical Aspects of health Information Credits: 3
- SPCH - Oral Communication Credits: 3 ♦

Total: 13 SCH

Sixth Semester

- HITT 2339 - Health Information Organization and Supervision Credits: 3
- HITT 2343 - Quality Assessment and Performance Improvement Credits: 3
- HITT 2249 - Review Health Information Technology Competency Review Credits: 2
- PSYC 2301 - Introduction to Psychology Credits: 3 ♦
- Creative Arts/LPC Credits: 3

Total: 14 SCH

Total Semester Credit Hours for Degree = 60

♦ Core curriculum course.

Industrial Systems Technician - IS2, AAS

Industrial Systems Technology Program trains students for employment in the maintenance, manufacturing, and construction fields and/or the pursuit of an advanced degree, by providing fundamental concepts of machinery installation, repair and troubleshooting.

Graduates of this program will be able to understand and resolve problems that occur in mechanical, fluid power and power transmission systems in the petrochemical, refinery, construction, and maintenance fields.

First Semester

- MCHN 1302 - Print Reading for Machining Trades Credits: 3
- MCHN 1438 - Basic Machine Shop I Credits: 4
- MCHN 1425 - Millwright I Credits: 4

Total: 11 SCH

Second Semester

- MCHN 1454 - Intermediate Machining II Credits: 4
- MCHN 2441 - Advanced Machining I Credits: 4
- MCHN 1429 - Millwright II Credits: 4
- MCHN 2405 - Millwright III Credits: 4

Total: 16 SCH

Third Semester

- HYDR 1345 - Hydraulics and Pneumatics Credits: 3
- MCHN 2407 - Millwright IV Credits: 4
- MCHN 2403 - Fundamentals of Computer Numerical Controlled (CNC) Machine Controls Credits: 4
- MCHN 2445 - Advanced Machining II Credits: 4
- SPCH - Oral Communication Credits: 3 ♦
- SBS/HIST/GOVT PS Credits: 3 ♦

Total: 21 SCH

Fourth Semester

- LP Sciences/Mathematics Credits: 3/4 ♦
- Creative Arts/LPC Credits: 3 ♦
- ENGL - Communication Credits: 3 ♦

- MCHN 1316 - Machine Tool Repair Credits: 3 *
- or
- MCHN 2381 - Cooperative Education - Machine Tool Technology/Machinist Credits: 3 *

Total: 12/13 SCH

Total Semester Credit Hours for Degree = 60/61

NOTE: To be eligible for a program related internship a student must have completed 25 credit hours of program specific courses and have a 2.5 GPA and/or by approval of Division Chair.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Industrial Welding Technology - WE2, AAS

First Semester

- WLDG 1428 - Introduction to Shielded Metal Arc Welding (SMAW) Credits: 4
- WLDG 1313 - Introduction to Blueprint Reading for Welders Credits: 3
- TECM 1341 - Technical Algebra Credits: 3
- ENGL - Communication Credits: 3 ◆

Total: 13 SCH

Second Semester

- WLDG 2443 - Advanced Shielded Metal Arc Welding (SMAW) Credits: 4
- WLDG 1337 - Introduction to Welding Metallurgy Credits: 3
- TECM 1349 - Technical Math Applications Credits: 3
- LP Sciences/Mathematics Credits: 3/4 ◆

Total: 13/14 SCH

Third Semester

- WLDG 1435 - Introduction to Pipe Welding Credits: 4
- WLDG 1434 - Introduction to Gas Tungsten Arc Welding (GTAW) Credits: 4
- WLDG 1327 - Welding Codes Credits: 3
- Creative Arts/LPC Credits: 3 ◆
- WLDG 1312 - Introduction to Flux Cored Arc Welding Credits: 3

Total: 17 SCH

Fourth Semester

- WLDG 2453 - Advanced Pipe Welding Credits: 4
- WLDG 2451 - Advanced Gas Tungsten Arc Welding (GTAW) Credits: 4 *
- SPCH - Oral Communication Credits: 3 ◆

- SBS/HIST/GOVT PS Credits: 3 ♦
- Elective Credits: 3

Total: 17 SCH

Total Semester Credit Hours for Degree = 60/61

Note: To be eligible for a program related internship a student must have completed 25 credit hours of program specific courses and have a 2.5 GPA and/or by approval of Division Chair.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Instrumentation Technology - IR2, AAS

First Semester

- TECM 1341 - Technical Algebra Credits: 3
- INTC 1312 - Instrumentation and Safety Credits: 3
- INTC 1307 - Instrumentation Test Equipment Credits: 3
- IEIR 1302 - Introduction to Direct Current Circuits Credits: 3
- LP Sciences/Mathematics Credits: 4 ♦

Total: 16 SCH

Second Semester

- INTC 1456 - Instrumentation Calibration Credits: 4
- RBTC 1301 - Programmable Logic Controllers Credits: 3
- TECM 1349 - Technical Math Applications Credits: 3
- INTC 1441 - Principles of Automatic Control Credits: 4
- ENGL 1301T - English Composition I Credits: 3 ♦

Total: 17 SCH

Third Semester

- INTC 2459 - Distributed Control Systems Credits: 4

- ITNW 1351 - Fundamentals of Wireless LANs Credits: 3
- SPCH - Oral Communication Credits: 3 ♦
- CTEC 1401 - Applied Petrochemical Technology Credits: 4

Total: 14 SCH

Fourth Semester

- SBS/HIST/GOVT PS Credits: 3 ♦
- INTC 2450 - Fieldbus Process Control Systems Credits: 4 *
- Creative Arts/LPC Credits: 3 ♦
- INTC 1343 - Application of Industrial Automatic Control Credits: 3

Total: 13 SCH

Total Semester Credit Hours for Degree = 60

*Electives to be chosen from INTC 1425, INTC 2405, INTC 2380, or others as approved by the Lead Instructor.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

NOTE: To be eligible for a program related internship a student must have completed 25 credit hours of program specific courses and have a 2.5 GPA and/or by approval of Division Chair.

♦ Core curriculum course.

Law Enforcement - LE2, AAS

The Law Enforcement Tech Prep Degree Program provides the core curriculum developed by the Criminal Justice Commission appointed by the Texas Higher Education Coordinating Board. The following degree program has been designed to provide the students with basic skills for employment in Law Enforcement.

First Semester

- Communication Credits: 3 ♦
- PSYC 2301 - Introduction to Psychology Credits: 3 ♦
- CRIJ 1301 - Introduction to Criminal Justice Credits: 3
or
- CJSA 1322 - Introduction to Criminal Justice Credits: 3

- CRIJ 2328 - Police System and Practices Credits: 3
- ITSC 1309 - Integrated Software Applications I Credits: 3
or
- COSC 1301Ω - Introduction to Computing Credits: 3

Total: 15 SCH

Second Semester

- Written Communication Credits: 3
- CRIJ 1306 - Court Systems and Practices Credits: 3
- Creative Arts/LPC Credits: 3 ♦
- SOCI 1301Ω - Introductory Sociology Credits: 3
or
- SOCI 2336 - Criminology Credits: 3
- Elective Credits: 3

Total: 15 SCH

Third Semester

- SPCH 1315Ω - Principles of Public Speaking Credits: 3 ♦
or
- SPCH 1318 - Interpersonal Communication Credits: 3 ♦
- CRIJ 1310 - Fundamentals of Criminal Law Credits: 3
- CRIJ 2313 - Correctional Systems and Practices Credits: 3
- CRIJ - Criminal Justice Elective Credits: 3 *
- Elective Credits: 3

Total: 15 SCH

Fourth Semester

- LP Sciences/Mathematics Credits: 3/4 ♦
- CRIJ 2314 - Criminal Investigation Credits: 3
- CRIJ 2323 - Legal Aspects of Law Enforcement Credits: 3 *
- CRIJ - Criminal Justice Elective Credits: 3 *
- SOCI 1306 - Social Problems Credits: 3

Total: 15/16 SCH

Total Semester Credit Hours for Degree = 60/61

*CJSA 2382 may be chosen to satisfy one of these electives.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Logistics and Supply Chain Management - LOG2, AAS

First Semester

- LMGT 1319 - Introduction to Business Logistics Credits: 3
- HRPO 1311 - Human Relations Credits: 3
- ITSC 1309 - Integrated Software Applications I Credits: 3
- BMGT 1301 - Supervision Credits: 3
- ENGL 1301Ω - English Composition I Credits: 3 ♦

Total: 15 SCH

Second Semester

- LMGT 1323 - Domestic and International Transportation Management Credits: 3
- LMGT 1325 - Warehouse and Distribution Center Management Credits: 3
- BUSI 1301 - Business Principles Credits: 3
- BMGT 1327 - Principles of Management Credits: 3
- SPCH 1321 - Business and Professional Communication Credits: 3 ♦

Total: 15 SCH

Third Semester

- LMGT 2330 - International Logistics Management Credits: 3
- BMGT 1331 - Production and Operations Management Credits: 3
- BMGT 1313 - Principles of Purchasing Credits: 3
- MATH 1314 - College Algebra Credits: 3 ♦

- Electives Credits: 3

Total: 15 SCH

Fourth Semester

- BMGT 1307 - Team Building Credits: 3
- BUSI 2301Ω - Business Law Credits: 3
- SBS/HIST/GOVT PS Credits: 3 ♦
- Creative Arts/LPC Credits: 3 ♦
- LMGT 1340 - Contemporary Logistics Issues Credits: 3 *
- or
- LMGT 2388 - Internship: Logistics and Materials Management Credits: 3 *

Total: 15 SCH

Total Semester Credit Hours for Degree = 60

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

* Electives

- CNSE 1311 - Craning Principles Credits: 3
- HMSY 1337 - Introduction to Homeland Security Credits: 3
- AVIM 1371 - Transportation, Traffic, and Air Cargo Credits: 3

Management - MN2, AAS

First Semester

- BMGT 1301 - Supervision Credits: 3
- ENGL 1301Ω - English Composition I Credits: 3 ♦
- HRPO 1311 - Human Relations Credits: 3
- BMGT 1341 - Business Ethics Credits: 3
- BMGT 1307 - Team Building Credits: 3

Total: 15 SCH

Second Semester

- SPCH 1321 - Business and Professional Communication Credits: 3 ♦
- BUSI 1301 - Business Principles Credits: 3

- ACNT 1303 - Introduction to Accounting I Credits: 3
or
- ACNT 1311 - Introduction to Computerized Accounting Credits: 3

- MRKG 1311 - Principles of Marketing Credits: 3
- BMGT 1327 - Principles of Management Credits: 3

Total: 15 SCH

Third Semester

- BMGT 1331 - Production and Operations Management Credits: 3
- BMGT 1325 - Office Management Credits: 3
- SBS/HIST/GOVT PS Credits: 3 ♦
- IBUS 1305Ω - Introduction to International Business and Trade Credits: 3
- HRPO 2301 - Human Resources Management Credits: 3

Total: 15 SCH

Fourth Semester

- BUSI 2301Ω - Business Law Credits: 3
- LP Sciences/Mathematics Credits: 3/4 ♦
- BUSG 2309 - Small Business Management/Entrepreneurship Credits: 3
- Creative Arts/LPC Credits: 3 ♦
- BMGT 2388 - Internship - Business Administration and Management, General Credits: 3 *

Total: 15/16 SCH

Total Semester Credit Hours for Degree = 60/61

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Manufacturing Engineering Technology - MAET2, AAS

The Manufacturing Engineering Technology MET program is a broad-based general science degree designed to prepare students for careers in the chemical processing industry, manufacturing, and advanced technology. The Manufacturing Engineering Technology MET program is a popular option found at fourteen universities in the State of Texas. Graduates from the Manufacturing Engineering Technology MET AAS program would have five optional; (1) transfer to a 4-year engineering program, (2) transfer to a 4-year engineering technology program, (3) seek employment as an engineering technician, (4) seek employment as a process technician, research technician, laboratory technician or (5) transfer to a 4-year school offering a BS in Technology. Graduates from this program will have a solid foundation in mathematics, physics, and chemistry combined with a good understanding of the equipment and technology associated with the operation of the manufacturing industry. Optional career paths could include chemistry, safety, pharmaceuticals, power generation, or engineering. The program will comply with the American Chemical Society's voluntary standards and with the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology in Engineering Technology.

First Semester

- PTAC 1302 - Introduction to Process Technology Credits: 3
- PTAC 1410 - Process Technology I: Equipment Credits: 4
- MATH 1314 - College Algebra Credits: 3
- PTAC 1332 - Process Instrumentation I Credits: 3

Total: 13 SCH

Second Semester

- PTAC 1308 - Safety, Health, and Environment I Credits: 3
- ENGL - Communication Credits: 3 ♦
- PTAC 2420 - Process Technology II: Systems Credits: 4
- PTAC 2314 - Principles of Quality Credits: 3

- SCIT 1318 - Applied Physics Credits: 3
or
- Elective Credits: 3

Total: 16 SCH

Third Semester

- PTAC 2346 - Process Troubleshooting Credits: 3
- SPCH - Oral Communication Credits: 3 ♦
- CHEM 1411Ω - General Chemistry I Credits: 4 ♦
- PTAC 2438 - Process Technology III: Operations Credits: 4

Total: 14 SCH

Fourth Semester

- PHYS 1401Ω - College Physics I: Mechanics and Heat Credits: 4
- Creative Arts/LPC Credits: 3 ♦
- SBS/HIST/GOVT PS Credits: 3 ♦
- CTEC 2445 - Unit Operations Credits: 4 *

- ENGT 2310 - Introduction to Manufacturing Processes Credits: 3
or
- Elective Credits: 3

Total: 17 SCH

Total Semester Credit Hours for Degree = 60

Approved Program Electives: PTAC 2346 Internship, others approved by Division Chair.

Note: Students must complete 50% of technical courses at Lee College in order to receive a certificate or AAS degree. The Capstone Experience must be completed at Lee College.

Note: To be eligible for a program related internship a student must have completed 25 credit hours of program specific courses and have a 2.5 GPA and/or by approval of Division Chair.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Nursing - Transitional Entry - TN2, AAS

Students are required to make application to Lee College before applying to the nursing program. Students are responsible for furnishing official transcript(s) to the Admissions and Records Office. Nursing applicant transcripts are evaluated during the review and selection process. Students who have foreign transcripts should plan extended time for transcript evaluation.

Applications will not be accepted without documentation of the state required immunizations and/or titers (contact the Nursing Office or the Counseling Center for an application packet). Applications will be kept on file for one academic year. Applicants interested in maintaining an active application file must notify the nursing office in writing prior to the expiration of one academic year.

Nursing students are required to carry personal health insurance to meet hospital affiliation clinical requirements. A copy of the student's health insurance card will be required to be submitted to the Nursing Office upon invitation

into the Nursing program. All changes in health insurance coverage must be reported to the nursing office. A copy of the updated health insurance card must be submitted when changes occur.

Due to requirements of criminal background checks, pre-admission testing and other processes the following application deadlines are required:

Fall Admission

Applications will be accepted between March 15 and May 15.

Spring Admission

Applications will be accepted between August 15 and October 15.

Because of academic demands of a curriculum that prepares students for national licensing examinations and performance of safe nursing care in clinical situations, applicants must meet the academic criteria outlined for acceptance into nursing programs at Lee College. Meeting minimum entrance requirements does not guarantee admission. Admission requirements are monitored continuously and may change between catalogs. Contact the Nursing Office for most current requirements including:

- Texas Vocational Nursing License in good standing
- Comprehensive Standardized Examination
 - VN-RN Comprehensive Standardized Examination - score requirements are available. Inquire in the nursing office to take the standardized exam.
 - Copies of scores from other schools may be submitted for review through a transcript request process with HESI (Evolve/Elsevier).
- Preadmission Assessment Examination
 - Score requirements available in the nursing office
 - Math competency must be demonstrated
- Overall GPA of 2.7 in degree plan courses
- No grade less than "C" earned in the degree plan courses
- Prerequisite courses GPA of 2.7 minimum (BIOL 2401, ENGL 1301, PSYC 2301)
- Science GPA of 2.5 minimum in degree plan courses completed (BIOL 2401, BIOL 2402, and BIOL 2421)
- Computer skills competency
 - Students are encouraged to consider ITSC 1309 or equivalent to enhance computer skills if necessary
 - Lee College overall GPA minimum 2.0

Other areas impacting admission

- Number of degree plan courses completed
- Successful completion of non-degree plan academic courses such as Sociology, History, Government, and Statistics, Chemistry, Biology, Life Science, Pathophysiology and Nutrition
- Previous unsuccessful RN degree plan attempts, at other schools and Lee College, will impact admission
- Repetitive academic courses may impact overall admission scores
- Criminal background checks history. See Nursing Office for details
- Texas Department of Health and Human Services required immunizations and/or titers

Students are required to take a Pre-Admission Assessment Exam. The exam scores will be used by the ADN program for admission, counseling, and progression advisement and decisions. The exam offers study methods which can aid the student with remediation during the course of the nursing program. Required payment is made at the cashier's office, and the receipt submitted to the Nursing Office prior to taking the exam. Exam dates and testing requirements are available in the nursing office.

The Texas Board of Nursing (BON) requires schools to inform enrolled students (verbally and in writing) about eligibility requirements and to maintain students' signed receipt of the required information. Applicants for NCLEX and Nurses seeking licensure in Texas are required to submit a complete and legible set of fingerprints on a form prescribed by the board for the purpose of obtaining a criminal history from the Texas Department of Public Safety and the Federal Bureau of Investigations. (Section 301.252 (b) and Section 301.252 (e) of the Texas Occupations Code). LVN with a current license in the state of Texas may not be required to complete the fingerprinting component of the criminal background check process. Positive criminal background history may impact admission and/or progression in the nursing program.

All NCLEX applicants with outstanding eligibility issues that could prevent them from taking the NCLEX examination upon completion of a nursing program are urged to complete a Declaratory Order application prior to application to the nursing program. The Declaratory Order process permits the Board to make decisions regarding an applicant's eligibility for licensure prior to entering or completing a nursing program. The BON has identified certain circumstances that may render a potential candidate ineligible for licensure as a registered nurse in the state of Texas. The Board provides individuals the opportunity to petition for a Declaratory Order as to their eligibility in accordance with article 4519(a) of the Nursing Practice Act. View www.bon.state.tx.us for further information and forms.

All nursing applicants must provide proof of BON criminal background clearance to take the NCLEX exam upon invitation to the nursing program in the form of the "BLUE CARD" or Declaratory Order Outcome letter.

Transitional Entry Prerequisites:

All academic courses with the exception of Creative Arts/LPC must be completed for the student to be eligible for admission to RNSG 2307. It is suggested that the * courses are taken prior to program admission. Once admitted into the program, all courses must be taken in the sequence listed at the time of admission. If any RNSG course must be repeated, the lab/clinical corresponding course must be repeated also.

First Semester

- BIOL 2401 - Human Anatomy and Physiology I Credits: 4 ♦
- ENGL 1301Ω - English Composition I Credits: 3 ♦
- PSYC 2301 - Introduction to Psychology Credits: 3 ♦

Total: 10 SCH

Second Semester

- BIOL 2402 - Human Anatomy and Physiology II Credits: 4
- ENGL 1302Ω - English Composition II Credits: 3
- PSYC 2314 - Life Span Growth and Development Credits: 3
- Creative Arts/LPC Credits: 3 * ♦

Total: 13 SCH

Third Semester

- BIOL 2421Ω - Microbiology Credits: 4
- RNSG 1413 - Foundations for Nursing Practice Credits: 4 #
- RNSG 1205 - Nursing Skills I Credits: 2 #
- RNSG 1261 - Clinical - Registered Nursing/Registered Nurse Credits: 2
- RNSG 2307 - Adaptation to Role of Professional Nurse Credits: 3

Total: 15 SCH

Fourth Semester

- RNSG 1343Ω - Complex Concepts of Adult health Credits: 3 ##
- RNSG 1262 - Clinical - Registered Nursing/Registered Nurse Credits: 2 ##
- RNSG 2201 - Care of Children and Families Credits: 2 ##
- RNSG 2161 - Clinical - Registered Nursing/Registered Nurse Credits: 1 ##

Total: 8 SCH

Fifth Semester

- RNSG 1251 - Care of the Childbearing Family Credits: 2
- RNSG 1162 - Clinical - Registered Nursing/Registered Nurse Credits: 1
- RNSG 2213 - Mental Health Nursing Credits: 2
- RNSG 2160 - Clinical: Nursing Registered Nurse Training Credits: 1

Total: 6 SCH

Sixth Semester

- RNSG 2432 - Enhanced Concepts of Adult Health I Credits:
- RNSG 2263Ω - Clinical- Nursing Registered Nurse Training Credits: 2
- RNSG 2221 - Professional Nursing: Leadership and Management Credits: 2 *

Total: 8 SCH

Total Semester Credit Hours for Degree = 60

AAS-TN2 revision pending THECB approval.

*This concept may be taken after admission to the program.

#Credit awarded upon completion of RNSG 1343, RNSG 1262, RNSG 2201, and RNSG 2161.

##Credit is given for RNSG 1205, RNSG 1261, RNSG 1413.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Students are encouraged to consider taking Healthcare Spanish. SPNL 1301 - Health Care Spanish develops the practical Spanish communication skill for healthcare employees including medical terminology, greetings, common expressions, commands, and phrases normally used within a hospital or physician's office.

Nursing Program - AD2, AAS

The purpose of the Associate Degree Nursing Program is to prepare students with beginning competencies to practice as registered nurses upon successful writing of the National Council Licensure Examination for Registered Nurses. The program is accredited by the Texas Board of Nursing and the Accreditation Commission for Education in Nursing, Inc. (ACEN) 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326.

It is recommended that the applicant complete some or all of the general education courses in the curriculum prior to entry into the program. After successful completion of this program, the graduate is eligible to take the National Council Licensure Examination for Registered Nurses. Upon passing the examination, the graduate is licensed as a Registered Nurse.

Job opportunities include hospitals, clinics, home health care facilities, long-term care facilities, industry, and specialty health care hospital units. The registered nurse works within the scope of nursing as defined by the Nursing Practice Act in the State of Texas.

Associate Degree Nursing (ADN) Program Admission Requirements

Students are required to make application to Lee College before applying to the nursing program. Students are responsible for furnishing official transcript(s) to the Admissions and Records Office. Nursing applicant transcripts are evaluated during the application review and selection process. Students who have foreign transcripts should plan extended time for transcript evaluation.

Applications will not be accepted without documentation of the state required immunizations and/or titers (contact the Nursing Office or the Counseling Center for an application packet). Applications will be kept on file for one academic year. Applicants interested in maintaining an active application file must notify the nursing office in writing prior to the expiration of one academic year.

Nursing students are required to carry personal health insurance to meet hospital affiliation clinical requirements. A copy of the student's health insurance card will be required to be submitted to the Nursing Office upon invitation into the Nursing program. All changes in health insurance coverage must be reported to the nursing office. A copy of the updated health insurance card must be submitted when changes occur.

Due to requirements of criminal background checks, pre-admission testing and other processes the following application deadlines are required:

Fall Admission

Applications will be accepted between January 15 and March 15.

Spring Admission

Applications will be accepted between June 15 and August 15.

Because of academic demands of a curriculum that prepares students for national licensing examinations and performance of safe nursing care in clinical situations, applicants must meet the academic criteria outlined for acceptance into nursing programs at Lee College. Meeting minimum entrance requirements does not guarantee admission. Admission requirements are monitored continuously and may change between catalogs. Contact the Nursing Office for the most current requirements including:

- Preadmission Assessment Examination
- Hesi A-2 score requirements available in the nursing office
- Overall GPA of 2.7 in degree plan courses
- No grade less than "C" earned in the degree plan courses
- Prerequisite courses GPA of 2.7 minimum (RNSG 1301, BIOL 2401, ENGL 1301, PSYC 2301)
- Science GPA of 2.5 minimum in degree plan courses completed (BIOL 2401, BIOL 2402, and BIOL 2421)
- Computer skills competency
 - Students are encouraged to consider ITSC 1309 or equivalent to enhance computer skills if necessary;
 - Lee College overall GPA of minimum 2.0

Other areas impacting admission

- Number of degree plan courses completed
- Successful completion of non-degree plan academic courses such as Sociology, History, Government, and Statistics, Chemistry, Biology, Life Science, Pathophysiology and Nutrition
- Previous unsuccessful RN degree plan attempts, at other schools and Lee College, will impact admission
- Repetitive academic courses may impact overall admission scores
- Criminal background checks history. See Nursing Office for details
- Texas Department of Health and Human Services required immunizations and/or titers

Students are required to take a Pre-Admission Assessment Exam. The exam scores will be used by the ADN program for admission, counseling, and progression advisement and decisions. The exam offers study methods which can aid the student with remediation during the course of the nursing program. Required payment is made at the cashier's office, and the receipt submitted to the Nursing Office prior to taking the exam. Exam dates and testing requirements are available in the nursing office.

The Texas Board of Nursing (BON) requires schools to inform enrolled students (verbally and in writing) about eligibility requirements and to maintain students' signed receipt of the required information. Applicants for NCLEX and Nurses seeking licensure in Texas are required to submit a complete and legible set of fingerprints on a form prescribed by the board for the purpose of obtaining a criminal history from the Texas Department of Public Safety and the Federal Bureau of Investigations. (Section 301.252 (b) and Section 301.252 (e) of the Texas Occupations Code). Positive criminal background history may impact admission and/or progression in the nursing program.

All NCLEX applicants with outstanding eligibility issues that could prevent them from taking the NCLEX examination upon completion of a nursing program are urged to complete a Declaratory Order application prior to approval for the nursing program. The Declaratory Order process permits the Board to make decisions regarding an

applicant's eligibility for licensure prior to entering or completing a nursing program. The BON has identified certain circumstances that may render a potential candidate ineligible for licensure as a registered nurse in the state of Texas. The Board provides individuals the opportunity to petition for a Declaratory Order as to their eligibility in accordance with article 4519(a) of the Nursing Practice Act. View www.bon.state.tx.us for further information and forms.

All nursing applicants must provide proof of BON Criminal Background Clearance to take the NCLEX exam upon invitation to the nursing program in the form of the "BLUE CARD" or Declaratory Order Outcome letter.

It is suggested that the * courses are taken prior to program admission. Once admitted into the program, all courses must be taken in the sequence listed at the time of admission. If any RNSG course must be repeated, the lab/clinical corresponding course must be repeated also.

First Semester Prerequisites

- BIOL 2401 - Human Anatomy and Physiology I Credits: 4 ♦
- RNSG 1301 - Pharmacology Credits: 3
- ENGL 1301Ω - English Composition I Credits: 3 ♦
- PSYC 2301 - Introduction to Psychology Credits: 3 ♦

Total: 13 SCH

Second Semester

- PSYC 2314 - Life Span Growth and Development Credits: 3 *
- RNSG 1413 - Foundations for Nursing Practice Credits: 4
- RNSG 1205 - Nursing Skills I Credits: 2
- RNSG 1261 - Clinical - Registered Nursing/Registered Nurse Credits: 2
- BIOL 2402 - Human Anatomy and Physiology II Credits: 4 *

Total: 15 SCH

Third Semester

- RNSG 1343Ω - Complex Concepts of Adult health Credits: 3
- RNSG 1262 - Clinical - Registered Nursing/Registered Nurse Credits: 2
- RNSG 2201 - Care of Children and Families Credits: 2
- RNSG 2161 - Clinical - Registered Nursing/Registered Nurse Credits: 1
- BIOL 2421Ω - Microbiology Credits: 4 *

Total: 12 SCH

Fourth Semester

- Creative Arts/LPC Credits: 3 * ♦
- ENGL 1302Ω - English Composition II Credits: 3 *

Total: 6 SCH

Fifth Semester

- RNSG 1251 - Care of the Childbearing Family Credits: 2
- RNSG 1162 - Clinical - Registered Nursing/Registered Nurse Credits: 1
- RNSG 2213 - Mental Health Nursing Credits: 2
- RNSG 2160 - Clinical: Nursing Registered Nurse Training Credits: 1

Total: 6 SCH

Sixth Semester

- RNSG 2432 - Enhanced Concepts of Adult Health I Credits:
- RNSG 2263Ω - Clinical- Nursing Registered Nurse Training Credits: 2
- RNSG 2221 - Professional Nursing: Leadership and Management Credits: 2 *

Total: 8 SCH

Total Semester Credit Hours for Degree = 60

AAS-AD2 revision pending THECB approval.

Students are encouraged to consider taking Healthcare Spanish. SPNL 1301 - Health Care Spanish develops the practical Spanish communication skill for healthcare employees including medical terminology, greetings, common expressions, commands, and phrases normally used within a hospital or physician's office.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Paralegal Studies - PA2, AAS

Paralegals (also called "Legal Assistants") work under the supervision of an attorney and assist in the delivery of legal services. They do substantive legal work the supervising attorney would otherwise do; however, paralegals

are not attorneys. Paralegals generally may not provide legal services directly to the public, except as permitted by law. Paralegals are important members of the legal service team. They perform such functions as interviewing clients and witnesses, drafting legal documents, conducting legal research, and attending depositions and court hearings.

Paralegals are found in a number of work settings, including law offices, government agencies, and corporate offices. This program is approved by the American Bar Association.

It consists of both legal and general education courses. It is intended for the training of paralegals and is not a pre-law course of study.

First Semester

- ENGL 1301Ω - English Composition I Credits: 3 ♦
- POFI 1401 - Computer Applications I Credits: 4
- LGLA 1307 - Introduction to Law and the Legal Professions Credits: 3
- LGLA 1301 - Legal Research and Writing Credits: 3 *
- LGLA 1355 - Family Law Credits: 3 *

Total: 16 SCH

Second Semester

- SPCH 1315Ω - Principles of Public Speaking Credits: 3 ♦
- ENGL 1302Ω - English Composition II Credits: 3
- LGLA 1353 - Wills, Trusts and Probate Administration Credits: 3 *
- LGLA 1351 - Contracts Credits: 3
- LGLA 1345 - Civil Litigation Credits: 3 *

Total: 15 SCH

Third Semester

- GOVT 2305Ω - Federal Government Credits: 3 ♦
- LGLA 2303 - Torts and Personal Injury Law Credits: 3
- LGLA 1219 - Paralegal Ethics Credits: 2
- LGLA 2309 - Real Property Credits: 3 *
- Creative Arts/LPC Credits: 3 ♦

Total: 14 SCH

Fourth Semester

- LP Sciences/Mathematics Credits: 3/4 ♦
- ACNT 1303 - Introduction to Accounting I Credits: 3
or
- BUSI 1307 - Personal Finance Credits: 3
- LGLA - Elective+ Credits: 3
- LGLA - Elective+ Credits: 3
- LGLA 2333 - Advanced Legal Document Preparation Credits: 3 * *
or
- LGLA 2389 - Internship: Legal Assistant/Paralegal Credits: 3 * *

Total: 15/16 SCH

Total Semester Credit Hours for Degree = 60/61

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

+Legal elective to be chosen from:

- LGLA 1317 - Law Office Technology Credits: 3
- LGLA 1343 - Bankruptcy Credits: 3
- LGLA 2307 - Law Office Management Credits: 3
- LGLA 2311 - Business Organizations Credits: 3
- LGLA 2313 - Criminal Law and Procedure Credits: 3
- LGLA 2323 - Intellectual Property Credits: 3
- LGLA 2331 - Advanced Legal Research and Writing Credits: 3
- LGLA 2337 - Mediation Credits: 3
- LGLA 2388 - Internship: Legal Assistant/Paralegal Credits: 3

Pipefitting Technology - PF2, AAS

First Semester

- PFPB 1350 - Plumbing and Pipefitting Equipment and Safety Credits: 3
- PFPB 1408 - Basic Pipefitting Skills Credits: 4
- TECM 1349 - Technical Math Applications Credits: 3
- ITSC 1309 - Integrated Software Applications I Credits: 3
- LP Sciences/Mathematics Credits: 3/4 ♦

Total: 16/17 SCH

Second Semester

- SPCH - Oral Communication Credits: 3 ♦
- PFPB 1305 - Basic Blueprint Reading for Pipefitters Credits: 3
- PFPB 2407 - Pipe Fabrication and Installation I Credits: 4
- ENGL - Communication Credits: 3 ♦
- Creative Arts/LPC Credits: 3 ♦

Total: 16 SCH

Third Semester

- PFPB 2408 - Piping Standards and Materials Credits: 4
- PFPB 2310 - Intermediate Blueprint Reading for Pipefitters Credits: 3
- PFPB 2441 - Pipe Fabrication and Installation II Credits: 4
- Elective Credits: 4

Total: 15 SCH

Fourth Semester

- PFPB 2343 - Advanced Pipe Practices Credits: 3 *
- SBS/HIST/GOVT PS Credits: 3 ♦
- PFPB 2449 - Field Measuring, Sketching, and Layout Credits: 4
- Elective Credits: 3

Total: 13 SCH

Total Semester Credit Hours for Degree = 60/61

NOTE: To be eligible for a program related internship a student must have completed 25 credit hours of program specific courses and have a 2.5 GPA and/or by approval of Division Chair.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Process Piping Design - PPD2, AAS

The Process Pipe Design Program is designed to provide the student with a foundation of theoretical and practical knowledge of the engineering technology field of piping design and the applied skills necessary to begin careers in the industry or to transfer to a university program. This program provides a learning environment where students can interact with state-of-the-art technological equipment and software to gain experience in the application of computer-aided drafting and design software to create, design, and analyze piping systems. Students pursuing the AAS in Process Pipe Design will be prepared for entry-level employment and transfer to a university program. All students will be prepared for life-long learning in the engineering technology field.

The Texas Gulf Coast Workforce Board has designated Pipe Drafters as a High Skill, High Growth Occupation as of July 2008. Pipe drafters are also a targeted job, by Texas Workforce Commission in the Gulf Coast area with projected employment in 2014 to be equal to or greater than the average for all occupations in the region and a projected growth rate equal to or greater than the average in the region. Median hourly wages are equal to or greater than the median for all occupations in the region with a designated minimum education requirement of a post-secondary degree or certificate, long-term on the job training, or experience in a related occupation.

First Semester

- DFTG 1409 - Basic Computer-Aided Drafting Credits: 4
- DFTG 1405 - Technical Drafting Credits: 4
- DFTG 2417 - Descriptive Geometry Credits: 4
- ENGL 1301Ω - English Composition I Credits: 3 ♦

Total: 15 SCH

Second Semester

- DFTG 2419 - Intermediate Computer-Aided Drafting Credits: 4
- DFTG 2408Ω - Instrumentation Drafting Credits: 4
- Creative Arts/LPC Credits: 3 ♦
- LP Sciences/Mathematics Credits: 4 ♦

Total: 15 SCH

Third Semester

- DFTG 2423 - Pipe Drafting Credits: 4
- DFTG 2432 - Advanced Computer-Aided Drafting Credits: 4
- SBS/HIST/GOVT PS Credits: 3 ♦
- SPCH - Oral Communication Credits: 3 ♦

Total: 14 SCH

Fourth Semester

- DFTG 2445Ω - Advanced Pipe Drafting Credits: 4
- ARCE 2444 - Statics and Strength of Material Credits: 4
- PFPB 2449 - Field Measuring, Sketching, and Layout Credits: 4
- DFTG 2457 - Advanced Technologies in Pipe Design and Drafting Credits: 4 *

Total: 16 SCH

Total Semester Credit Hours for Degree = 60

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Process Technology - PT2, AAS

The Process Technology Programs prepare the student to enter the operations or laboratory technician field in refinery and manufacturing.

First Semester

- PTAC 1302 - Introduction to Process Technology Credits: 3
- PTAC 1410 - Process Technology I: Equipment Credits: 4

- TECM - Technical Math Credits: 3
or
- MATH - 3 - - Math Credits: 3

- PTAC 1332 - Process Instrumentation I Credits: 3
- SCIT 1414 - Applied General Chemistry I Credits: 4

Total: 17 SCH

Second Semester

- ENGL - Communication Credits: 3 ◆
- PTAC 1308 - Safety, Health, and Environment I Credits: 3
- PTAC 2420 - Process Technology II: Systems Credits: 4
- SBS/HIST/GOVT PS Credits: 3 ◆

- SCIT 1318 - Applied Physics Credits: 3
or
- - - - - - 3 - - Approved Electives Credits: 3 *

Total: 16 SCH

Third Semester

- SPCH - Oral Communication Credits: 3 ♦
- PTAC 2314 - Principles of Quality Credits: 3
- PTAC 2438 - Process Technology III: Operations Credits: 4
- PTAC 2346 - Process Troubleshooting Credits: 3
- CHEM 1419Ω - Introductory Organic Chemistry Credits: 4
or
- PHYS - 4 - - Physics Selection Credits: 4 ♦

Total: 17 SCH

Fourth Semester

- Creative Arts/LPC Credits: 3 ♦
- CTEC 2445 - Unit Operations Credits: 4 *
- ENGT 2310 - Introduction to Manufacturing Processes Credits: 3
or
- - - - - - 3 - - Approved Electives Credits: 3 *

Total: 10 SCH

Total Semester Credit Hours for Degree = 60

* Approved Electives: Technical electives include: PTAC 2486 Internship others approved by Division Chair.

Note: Students must complete 50% of technical courses at Lee College in order to receive a certificate or AAS degree. The Capstone Experience must be completed at Lee College.

Note: To be eligible for a program related internship a student must have completed 25 credit hours of program specific courses and have a 2.5 GPA and/or by approval of Division Chair.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Safety Management Technology - SM2, AAS

This program prepares the students to enter the workplace as HAZMAT maintenance technicians, occupational health and safety specialists, chemical safety technicians, inspectors, or quality control technicians.

First Semester

- OSH 1301 - Introduction to Safety and Health Credits: 3
- OSH 1309 - Physical Hazards Control Credits: 3
- OSH 1313 - Accident Prevention, Inspection, and Investigation Credits: 3

- TECM 1341 - Technical Algebra Credits: 3
or
- TECM 1349 - Technical Math Applications Credits: 3

- SCIT 1414 - Applied General Chemistry I Credits: 4

Total: 16 SCH

Second Semester

- OSH 1316 - Material Handling Credits: 3
- OSH 1321 - Fire Protection Systems Credits: 3
- PTAC 2314 - Principles of Quality Credits: 3
- OSH 2309 - Safety Program Management Credits: 3
- OSH 2401 - OSHA Regulations: General Industry Credits: 4 *

Total: 16 SCH

Third Semester

- BMGT 1301 - Supervision Credits: 3
- SPCH - Oral Communication Credits: 3 ♦
- Technical Elective Credits: 3
- Creative Arts/LPC Credits: 3 ♦
- SBS/HIST/GOVT PS Credits: 3 ♦

Total: 15 SCH

Fourth Semester

- BMGT 1307 - Team Building Credits: 3
- ENGL - Communication Credits: 3 ♦
- - 3 - - Technical Elective Credits: 3
- - - - - 4 - - LP Sciences/Mathematics Credits: 4 ♦

Total: 13 SCH

Total Semester Credit Hours for Degree = 60

Approved Program Electives: PTAC, BMGT, and others approved by Division Chair.

Note: Students must complete 50% of technical courses at Lee College in order to receive a certificate or AAS degree. The Capstone Experience must be completed at Lee College.

Note: To be eligible for a program related internship a student must have completed 25 credit hours of program specific courses and have a 2.5 GPA and/or by approval of Division Chair.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Associate of Arts in Teaching

Teaching, AAT

The following two-year associate degree plans provide a foundation to completion of a baccalaureate degree in Teaching in the state of Texas.

- ED15 AAT - Prepares potential teachers for early childhood to sixth grade that plan to transfer to UHCL, UH Main, or UH Downtown.
- ED25 AAT - Prepares potential teachers for early childhood to sixth grade, as a Generalist, Bilingual Generalist, ESL Generalist, or Special Education Generalist.
- ED35 AAT - Future teachers interested in 4th to 8th grade teaching.
- ED45 AAT - Students interested in pursuing an area of specialization applied to early childhood through grade 12 (Music, Physical Education, Art, etc.) or grades 8 through 12 (Mathematics, Science, Social Studies, Business, Languages, etc.).

Core (42 SCH)

Core Curriculum Options

Core Requirement

Oral Communication

- SPCH 1315Ω - Principles of Public Speaking Credits: 3

Mathematics

- MATH 1314 - College Algebra Credits: 3

Creative Arts

- ARTS
- DRAM
- MUSI

Through field experience each semester at public and private schools or daycares, students observe and participate in class- room activities and school events. The following outlines the specific major courses required for each AAT degree. An additional 19 SCH provides the necessary total to complete each AAT degree.

Degree

ED15

1st Semester

- TECA 1311 - Educating Young Children Credits: 3
or
- EDUC 1301Ω - Introduction to the Teaching Profession Credits: 3

2nd Semester

- MATH 1350 - Fundamentals of Mathematics I Credits: 3

3rd Semester

- TECA 1318 - Wellness of the Young Child Credits: 3

4th Semester

- TECA 1303 - Family, School and Community Credits: 3
- TECA 1354 - Child Growth and Development Credits: 3

Open

- EDUC 2301Ω - Introduction to Special Populations Credits: 3

ED25

1st Semester

- EDUC 1301Ω - Introduction to the Teaching Profession Credits: 3

2nd Semester

- MATH 1350 - Fundamentals of Mathematics I Credits: 3

3rd Semester

- Third Natural Science Course

4th Semester

- EDUC 2301Ω - Introduction to Special Populations Credits: 3

Open

- General Elective (5 SCH)

ED35

1st Semester

- EDUC 1301Ω - Introduction to the Teaching Profession Credits: 3

2nd Semester

- MATH 1350 - Fundamentals of Mathematics I Credits: 3

3rd Semester

- Third Natural Science Course

4th Semester

- EDUC 2301Ω - Introduction to Special Populations Credits: 3

Open

- General Elective (5 SCH)

ED45

1st Semester

- EDUC 1301Ω - Introduction to the Teaching Profession Credits: 3
- Specialization**

2nd Semester

- Specialization

3rd Semester

- Specialization

4th Semester

- EDUC 2301Ω - Introduction to Special Populations Credits: 3

Open

- Specialization

Important Information:

Students are permitted to earn only one of the AAT degrees.

TECA 1303, TECA 1311, and TECA 1318, EDUC 1301, EDUC 2301 each have 16 clock hours of observation mandated by the State of Texas.

Total Semester Credit Hours for the Teaching Degree = 60/61

**Specialization requirement is a minimum of 12 SCH in a discipline.

Contact: Teresa Landers at 832.556.4094, tlanders@lee.edu, for specific degree information.

◆ Core curriculum course.

Certificate of Completion

Accounting Technician - TA1, Certificate of Completion

The Certificate Programs in accounting are composed of coursework designed to prepare the student for entry-level accounting positions, such as accounts receivable clerk, accounts payable clerk, small office bookkeeper, cashier, or payroll clerk. The programs are designed for the student who plans to seek employment at the end of two or three semesters of training. All courses may apply toward the Associate of Applied Science (AAS) in Accounting Technology Degree.

Students who have not had high school accounting or who have not worked in accounting may wish to take ACNT 1303 - Introduction to Accounting I, before taking ACCT 2401 - Principles of Accounting I - Financial.

First Semester

- ACCT 2401 - Principles of Accounting I - Financial Credits: 4
- POFT 1325 - Business Math Using Technology Credits: 3
- POFI 1401 - Computer Applications I Credits: 4
- ACNT 1331 - Federal Income Tax: Individual Credits: 3

- POFT 1301 - Business English Credits: 3
or
- ENGL 1301Ω - English Composition I Credits: 3

Total: 17 SCH

Second Semester

- ACCT 2402Ω - Principles of Accounting II - Managerial Credits: 4
- ACNT 1311 - Introduction to Computerized Accounting Credits: 3
- POFT 2312 - Business Correspondence and Communications Credits: 3
- ACNT 1329 - Payroll and Business Tax Accounting Credits: 3
- ACNT 1313 - Computerized Accounting Applications Credits: 3

- ACNT 2386 - Internship: Accounting Technology/Technician and Bookkeeping Credits: 3 *
or
- ACNT 2302 - Accounting Capstone Credits: 3 *

Total: 19 SCH

Total Semester Credit Hours for Certificate = 36

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Administrative Technology I - OA1, Certificate of Completion

Administrative Technology I, II, and III

All courses in each certificate apply toward the next level certificate and must be completed for each level certificate to be awarded.

The ability to type 30-35 words per minute is recommended for POFT 2301; POFT 1329 should be taken before taking this course if the student's typewriting speed is less than 30 words per minute.

First Semester

- POFT 1309 - Administrative Office Procedures I Credits: 3 *
- POFT 2203 - Speed and Accuracy Building Credits: 2
- POFI 1401 - Computer Applications I Credits: 4
- POFT 1325 - Business Math Using Technology Credits: 3
- POFT 1301 - Business English Credits: 3

Total: 15 SCH

Total Semester Credit Hours for Certificate = 15

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Administrative Technology II - AA1, Certificate of Completion

Administrative Technology I, II, and III

All courses in each certificate apply toward the next level certificate and must be completed for each level certificate to be awarded.

The ability to type 30-35 words per minute is recommended for POFT 2301; POFT 1329 should be taken before taking this course if the student's typewriting speed is less than 30 words per minute.

First Semester

- POFT 1309 - Administrative Office Procedures I Credits: 3 *
- POFT 2203 - Speed and Accuracy Building Credits: 2
- POFI 1401 - Computer Applications I Credits: 4
- POFT 1325 - Business Math Using Technology Credits: 3
- POFT 1301 - Business English Credits: 3

Total: 15 SCH

Second Semester

- POFT 2312 - Business Correspondence and Communications Credits: 3
- POFI 1441 - Computer Applications II Credits: 4

- POFT 1349 - Administrative Office Procedures II Credits: 3 *
- or
- POFT 1366 - Practicum (or Field Experience): General Credits: 3 *

- POFT 1232 - Workplace Diversity Credits: 2
- POFT 2301 - Intermediate Keyboarding Credits: 3

Total: 15 SCH

Total Semester Credit Hours for Certificate = 30

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Administrative Technology III - O21, Certificate of Completion

Administrative Technology I, II, and III

All courses in each certificate apply toward the next level certificate and must be completed for each level certificate to be awarded.

The ability to type 30-35 words per minute is recommended for POFT 2301; POFT 1329 should be taken before taking this course if the student's typewriting speed is less than 30 words per minute.

First Semester

- POFT 1309 - Administrative Office Procedures I Credits: 3 *
- POFT 2203 - Speed and Accuracy Building Credits: 2
- POFI 1401 - Computer Applications I Credits: 4
- POFT 1325 - Business Math Using Technology Credits: 3
- POFT 1301 - Business English Credits: 3

Total: 15 SCH

Second Semester

- POFT 2312 - Business Correspondence and Communications Credits: 3
- POFI 1441 - Computer Applications II Credits: 4
- POFT 1349 - Administrative Office Procedures II Credits: 3 *
- or
- POFT 1366 - Practicum (or Field Experience): General Credits: 3 *
- POFT 1232 - Workplace Diversity Credits: 2
- POFT 2301 - Intermediate Keyboarding Credits: 3

Total: 15 SCH

Third Semester

- POFT 2331 - Administrative Systems Credits: 3 *
- POFI 2331 - Desktop Publishing Credits: 3
- or
- POFT 2366 - Practicum (or Field Experience) - General Office Occupations and Clerical Services Credits: 3
- POFI 1349 - Spreadsheets Credits: 3
- POFI 2340 - Advanced Word Processing Credits: 3

Total: 12 SCH

Total Semester Credit Hours for Certificate = 42

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Advanced Accounting Technician - AT1, Certificate of Completion

First Semester

- ACCT 2401 - Principles of Accounting I - Financial Credits: 4
- POFT 1325 - Business Math Using Technology Credits: 3
- POFI 1401 - Computer Applications I Credits: 4
- ACNT 1331 - Federal Income Tax: Individual Credits: 3

- POFT 1301 - Business English Credits: 3
or
- ENGL 1301Ω - English Composition I Credits: 3

Total: 17 SCH

Second Semester

- ACCT 2402Ω - Principles of Accounting II - Managerial Credits: 4
- ACNT 1311 - Introduction to Computerized Accounting Credits: 3
- POFT 2312 - Business Correspondence and Communications Credits: 3
- ACNT 1329 - Payroll and Business Tax Accounting Credits: 3
- BUSI 1301 - Business Principles Credits: 3

Total: 16 SCH

Third Semester

- ACNT 2303 - Intermediate Accounting I Credits: 3
- ACNT 1313 - Computerized Accounting Applications Credits: 3
- ACNT 2309 - Cost Accounting Credits: 3
- BUSI 2301Ω - Business Law Credits: 3

- ACNT 2387 - Internship: Accounting Technology/Technician and Bookkeeping Credits: 3 *
or
- ACNT 2302 - Accounting Capstone Credits: 3 *

Total: 15 SCH

Total Semester Credit Hours for Certificate = 48

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Alcohol and Drug Abuse Counseling - CA1, Certificate of Completion

Certificate exceeds 270 contact hours required by Texas Commission on Alcohol and Drug Abuse for eligibility to take state test for licensure and TAADAC requirements for certificate.

First Semester

- DAAC 1319Ω - Introduction to Alcohol and Other Drug Addictions Credits: 3
- DAAC 1304 - Pharmacology of Addiction Credits: 3
- DAAC 1311 - Counseling Theories Credits: 3

Total: 9 SCH

Second Semester

- DAAC 1317 - Basic Counseling Skills Credits: 3
- DAAC 1309 - Assessment Skill of Alcohol and Other Drug Addictions Credits: 3
- DAAC 2307 - Addicted Family Intervention Credits: 3

Total: 9 SCH

Third Semester

- DAAC 2354 - Dynamics of Group Counseling Credits: 3
- DAAC 2343Ω - Current Issues Credits: 3
- DAAC 2280Ω - Cooperative Education: Substance Abuse/Addiction Counseling Credits: 2

Total: 8 SCH

Fourth Semester

- DAAC 2341 - Counseling Alcohol and Other Drug Addictions Credits: 3
- DAAC 2281Ω - Cooperative Education: Substance Abuse/Addiction Counseling Credits: 2 *

Total: 5 SCH

Total Semester Credit Hours for Certificate = 31

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Analytical Instrumentation - ATI1, Certificate of Completion

First Semester

- TECM 1341 - Technical Algebra Credits: 3
- INTC 1312 - Instrumentation and Safety Credits: 3
- INTC 1456 - Instrumentation Calibration Credits: 4
- EPCT 1349 - Environmental Regulation Interpretation and Applications Credits: 3
- CTEC 1401 - Applied Petrochemical Technology Credits: 4

Total: 17 SCH

Second Semester

- INTC 1348 - Analytical Instrumentation Credits: 3
- INTC 1441 - Principles of Automatic Control Credits: 4
- INTC 2471 - Physical Properties Analyzers Credits: 4

Total: 11 SCH

Third Semester

- INTC 2472 - Sample Systems Credits: 4
- INTC 2445 - Advanced Analyzers Credits: 4 *

Total: 8 SCH

Total Semester Credit Hours for Certificate = 36

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Application Specialization - AS1, Certificate of Completion

The Computer Technology Application Specialization curriculum provides students with an introduction to data processing and allows persons already engaged in business and industry to increase their computer knowledge.

First Semester

- BCIS 1405 - Business Computer Applications Credits: 4
- ARTC 1413 - Digital Publishing I Credits: 4
- ARTC 1453 - Computer Illustration Credits: 4
- IMED 1316 - Web Design I Credits: 3 *

Total: 15 SCH

Total Semester Credit Hours for Certificate = 15

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Architectural Construction and Building Technology - CMT1, Certificate of Completion

First Semester

- DFTG 1405 - Technical Drafting Credits: 4
- DFTG 1409 - Basic Computer-Aided Drafting Credits: 4
- CNBT 1411 - Construction Methods and Materials I Credits: 4
- CNBT 1442 - Building Codes and Inspections Credits: 4

Total: 16 SCH

Second Semester

- DFTG 2419 - Intermediate Computer-Aided Drafting Credits: 4
- DFTG 2417 - Descriptive Geometry Credits: 4
- DFTG 1417 - Architectural Drafting-Residential Credits: 4

Total: 12 SCH

Third Semester

- DFTG 2430 - Civil Drafting Credits: 4
- DFTG 2428 - Architectural Drafting-Commercial Credits: 4
- DFTG 2431 - Advanced Technologies in Architectural Design and Drafting Credits: 4 *

Total: 11 SCH

Total Semester Credit Hours for Certificate = 39

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Audio Engineering Technology - AET1, Certificate of Completion

First Semester

- MUSC 1427 - Audio Engineering I Credits: 4
- MUSC 1331Ω - MIDI I Credits: 3
- MUSB 1305 - Survey of the Music Business Credits: 3

- MUSI 1303 - Fundamentals of Music Credits: 3
or
- MUSI 1311 - Music Theory I Credits: 3

- MUSI 1181 - Piano Class I Credits: 1 (or Applied Piano)

Total: 14 SCH

Second Semester

- MUSC 2427 - Audio Engineering II Credits: 4
- MUSC 2355 - MIDI II Credits: 3
- MUSC 1335 - Commercial Music Software Credits: 3
- MUSI 1306Ω - Music Appreciation Credits: 3
or
- MUSI 1310 - American Music Credits: 3

Total: 13 SCH

Third Semester

- MUSC 2447 - Audio Engineering III Credits: 4
- MUSC 1323 - Audio Electronics Credits: 3
- RTVB 1321 - TV Field Production Credits: 3
- MUSC 1396 - Special Topics in Recording Arts Technology/Technician Credits: 3

Total: 13 SCH

Fourth Semester

- MUSC 2448 - Audio Engineering IV Credits: 4
- MUSB 2350 - Commercial Music Project Credits: 3
- MUSC 2386 - Internship: Recording Arts Technology/Technician Credits: 3 *
- MUAP - Applied Music Credit: 1

Total: 11 SCH

Total Semester Credit Hours for Certificate = 51

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Business - BU1, Certificate of Completion

First Semester

- BUSI 1301 - Business Principles Credits: 3 *
- BMGT 1327 - Principles of Management Credits: 3
- BUSI 2301Ω - Business Law Credits: 3
- MRKG 1311 - Principles of Marketing Credits: 3
- BMGT 1331 - Production and Operations Management Credits: 3

Total: 15 SCH

Total Semester Credit Hours for Certificate = 15

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Child Development Associate Training Marketable Skills - EDCDM1, Certificate of Completion

First Semester

- CDEC 1317 - Child Development Associate Training I Credits: 3
- CDEC 2322 - Child Development Associate Training II Credits: 3
- CDEC 2324 - Child Development Associate Training III Credits: 3

Total: 9 SCH

Total Semester Credit Hours for Certificate = 9

♦ Core curriculum course.

Coding - CD1, Certificate of Completion

The Certificate of Completion in coding will qualify students to work as a Medical Coder.

Prerequisites for the Certificate Program include a minimum 12th grade reading level as determined by Lee College Placement Testing. The Lee College Certificate Curriculum covers coding conventions and principles that allow the learner to sequence codes according to established guidelines and standards, and demonstrate knowledge in reimbursement methodologies. Part of the learning experience includes a clinical. A voluntary certification examination is administered by the American Health Information Management Association (AHIMA).

First Semester

- HITT 1305 - Medical Terminology I Credits: 3
- ITSC 1309 - Integrated Software Applications I Credits: 3
- BIOL 2401 - Human Anatomy and Physiology I Credits: 4
- HITT 1301 - Health Data Content and Structure Credits: 3

Total: 13 SCH

Second Semester

- BIOL 2402 - Human Anatomy and Physiology II Credits: 4
- HITT 1341 - Coding and Classification Systems Credits: 3
- HPRS 2301 - Pathophysiology Credits: 3
- HITT 1349 - Pharmacology Credits: 3

Total: 13 SCH

Third Semester

- HITT 2335 - Coding and Reimbursement Methodologies Credits: 3
- HITT 1353 - Legal and Ethical Aspects of health Information Credits: 3
- HITT 2161 - Clinical-health Information/Medical Records Technology/Technician Credits: 1 *

Total: 7 SCH

Total Semester Credit Hours for Certificate = 33

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Computer and Graphics Technology I - CGR1, Certificate of Completion

The Computer Technology - User and Computer Support Certificate of Completion I is a level-one award designed primarily for students seeking employment with organizations that use computers to process, design, manage, and communicate information. Emphasis placed on the use of computer software in the solution of business and scientific problems, design and development of Web pages, and desktop computer software support.

First Semester

- BCIS 1405 - Business Computer Applications Credits: 4
- ARTC 1413 - Digital Publishing I Credits: 4
- ARTC 1453 - Computer Illustration Credits: 4
- IMED 1316 - Web Design I Credits: 3

Total: 15 SCH

Second Semester

- ARTC 2440 - Computer Illustration II Credits: 4
- IMED 1445 - Interactive Digital Media I Credits: 4
- ITSC 2421 - Integrated Software Applications II Credits: 4
- ITSE 1431 - Introduction to Visual Basic Programming Credits: 4

Total: 16 SCH

Total Semester Credit Hours for Certificate = 31

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Computer and Graphics Technology II - CGT1, Certificate of Completion

The Computer Technology - User and Computer Support Certificate of Completion II is a level-two award designed primarily for students seeking employment with organizations that use computers to process, design, manage, and communicate information. Emphasis is placed on the use of computer software in the solution of business and scientific problems, design and development of Web pages, and desktop computer hardware and software support.

First Semester

- BCIS 1405 - Business Computer Applications Credits: 4
- ARTC 1413 - Digital Publishing I Credits: 4
- ARTC 1453 - Computer Illustration Credits: 4
- IMED 1316 - Web Design I Credits: 3

Total: 15 SCH

Second Semester

- ARTC 2440 - Computer Illustration II Credits: 4
- IMED 1445 - Interactive Digital Media I Credits: 4
- ITSC 2421 - Integrated Software Applications II Credits: 4
- ITSE 1431 - Introduction to Visual Basic Programming Credits: 4

Total: 16 SCH

Third Semester

- CPMT 1411 - Introduction to Computer Maintenance Credits: 4
- CPMT 1449 - Computer Network Technology Credits: 4
- IMED 2311 - Portfolio Development Credits: 3 *

Total: 11 SCH

Total Semester Credit Hours for Certificate = 42

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Computer Maintenance Technology - MT1, Certificate of Completion

First Semester

- ITSC 1416 - Linux Installation and Configuration Credits: 4

- TECM 1341 - Technical Algebra Credits: 3
- CPMT 1449 - Computer Network Technology Credits: 4
- CPMT 1411 - Introduction to Computer Maintenance Credits: 4

Total: 15 SCH

Second Semester

- ITCC 1408 - Introduction to Voice over Internet protocol (Voip) Credits: 4
- TECM 1349 - Technical Math Applications Credits: 3
- ITCC 1475 - Introduction to Networks Credits: 4
- CPMT - Capstone Course Credits: 4 * *

Total: 15 SCH

Total Semester Credit Hours for Certificate = 30

*The capstone experience will be assigned by the Lead Instructor as CPMT 2449 or CPMT 2488.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Computer-Aided Drafting and Design - TP1, Certificate of Completion

First Semester

- DFTG 1405 - Technical Drafting Credits: 4
- DFTG 1409 - Basic Computer-Aided Drafting Credits: 4

Total: 8 SCH

Second Semester

- DFTG 2417 - Descriptive Geometry Credits: 4
- DFTG 2419 - Intermediate Computer-Aided Drafting Credits: 4 *

Total: 8 SCH

Total Semester Credit Hours for Degree = 16

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Computer-Aided Drafting and Design Advanced Technology - DS1, Certificate of Completion

Students should review the catalog course description to determine specific course prerequisites. Some drafting electives may have another drafting elective as a prerequisite. Students planning to transfer should see a counselor or a faculty advisor for transferable course substitutions.

First Semester

- DFTG 1405 - Technical Drafting Credits: 4
- DFTG 1409 - Basic Computer-Aided Drafting Credits: 4
- DFTG 2417 - Descriptive Geometry Credits: 4

Total: 12 SCH

Second Semester

- Drafting Elective - Track I, II, or III Credits: 3/4
- Drafting Elective - Track I, II, or III Credits: 3/4
- DFTG 2419 - Intermediate Computer-Aided Drafting Credits: 4
- DFTG 2432 - Advanced Computer-Aided Drafting Credits: 4 *

Total: 14/16 SCH

Total Semester Credit Hours for Degree = 26/28

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Field of Specialization - Drafting Electives

Students choosing a specific field of specialization should refer to the following list for drafting elective selection:

Track I Drafting Electives

Certificate of Completion

Architectural Construction Technology:

- DFTG 1417 - Architectural Drafting-Residential Credits: 4
- DFTG 2428 - Architectural Drafting-Commercial Credits: 4
- DFTG 2431 - Advanced Technologies in Architectural Design and Drafting Credits: 4
- CNBT 1442 - Building Codes and Inspections Credits: 4
- CNBT 1411 - Construction Methods and Materials I Credits: 4
- DFTG 2430 - Civil Drafting Credits: 4

Track II Drafting Electives

Certificate of Completion Mechanical Technology:

- DFTG 1433 - Mechanical Drafting Credits: 4
- DFTG 2435 - Advanced Technologies in Mechanical Design and Drafting Credits: 4 *
- ENGT 2307 - Engineering Materials I for Engineering Technology Credits: 3
- MCHN 1302 - Print Reading for Machining Trades Credits: 3
- MCHN 1438 - Basic Machine Shop I Credits: 4
- INMT 1311 - Computer Integrated Manufacturing Credits: 3

Track III Drafting Electives

Certificate of Completion Process Instrumentation and Electrical Design:

- DFTG 2408Ω - Instrumentation Drafting Credits: 4
- CETT 1302 - Electricity Principles
- DFTG 2407Ω - Electrical Drafting Credits: 4
- DFTG 2423 - Pipe Drafting Credits: 4
- INTC 1312 - Instrumentation and Safety Credits: 3
- INTC 1343 - Application of Industrial Automatic Control Credits: 3

Note:

*Indicates a prerequisite of one or more Drafting Electives. Refer to the course description in the Lee College Catalog for all prerequisites required per course.

Cosmetology - CO1, Certificate of Completion

This Certificate Program will provide for 1500 hours of instruction scheduled to be completed within 12 months. This program will provide students with an opportunity to learn the basic manipulative and theoretical skills necessary to become a licensed cosmetologist.

To earn a certificate, students must successfully complete courses contained in a block unit taught in three semesters. To be eligible for licensing by the Texas Department of Licensing and Regulation, the students must have successfully completed the following courses of study and must show satisfactory completion of the State Administered Examination.

First Semester

- CSME 1505 - Fundamentals of Cosmetology Credits: 5
- CSME 1410 - Introduction to haircutting and Related Theory Credits: 4
- CSME 1435 - Orientation to the Instruction of Cosmetology Credits: 4
- CSME 1254 - Artistry of Hair Design I Credits: 2

Total: 15 SCH

Second Semester

- CSME 2401 - The Principles of Hair Coloring and Related Theory Credits: 4
- CSME 2410 - Advanced Haircutting and Related Theory Credits: 4
- CSME 1255 - Artistry of Hair Design II Credits: 2
- CSME 2344 - Preparation for the State Licensing Written Examination Credits: 3

Total: 13 SCH

Third Semester

- CSME 2337 - Advanced Cosmetology Techniques Credits: 3
- CSME 2441 - Preparation for the State Licensing Examination Credits: 4 *
- CSME 2439 - Advanced Hair Design Credits: 4
- CSME 2343 - Salon Development Credits: 3

Total: 14 SCH

Total Semester Credit Hours for Certificate = 42

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Cosmetology HS Dual Credit - COHS1, Certificate of Completion

This Certificate Program will provide for 1000 hours of instruction that the High School Dual Credit Student is required to attend. This Program is designed to work with the high school schedule and is to be completed in 2 years. This program will provide students with an opportunity to learn the basic manipulative and theoretical skills necessary to become a licensed cosmetologist.

To earn a certificate, students must successfully complete courses contained in a block unit taught in four semesters.

To be eligible for licensing by the Texas Department of Licensing and Regulation, the students must have completed the following courses of study and must show satisfactory completion of the State Administered Examination.

First Semester

- CSME 1505 - Fundamentals of Cosmetology Credits: 5
- CSME 1254 - Artistry of Hair Design I Credits: 2

Total: 7 SCH

Second Semester

- CSME 1410 - Introduction to haircutting and Related Theory Credits: 4
- CSME 1453 - Chemical Reformation and Related Theory Credits: 4

Total: 8 SCH

Third Semester

- CSME 1255 - Artistry of Hair Design II Credits: 2
- CSME 2401 - The Principles of Hair Coloring and Related Theory Credits: 4

Total: 6 SCH

Fourth Semester

- CSME 2410 - Advanced Haircutting and Related Theory Credits: 4
- CSME 2441 - Preparation for the State Licensing Examination Credits: 4 *

Total: 8 SCH

Total Semester Credit Hours for Certificate = 29

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Cosmetology Student Instructor - SI1, Certificate of Completion

To earn this certificate, students must have a GED or high school diploma, a valid TDLR Cosmetology Operator License, and successfully complete courses contained in a block taught in three semesters.

First Semester

- CSME 1435 - Orientation to the Instruction of Cosmetology Credits: 4
- CSME 1434 - Cosmetology Instructor I Credits: 4

Total: 8 SCH

Second Semester

- CSME 2414 - Cosmetology Instructor II Credits: 4
- CSME 2415 - Cosmetology Instructor III Credits: 4

Total: 8 SCH

Third Semester

- CSME 2444 - Cosmetology Instructor IV Credits: 4 *
- CSME 2445 - Instructional Theory and Clinic Operation Credits: 4

Total: 8 SCH

Total Semester Credit Hours for Certificate = 24

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Electrical Construction - EC1, Certificate of Completion

First Semester

- ELPT 1321 - Introduction to Electrical Safety and Tools Credits: 3
- ELPT 1315 - Electrical Calculations I Credits: 3

Total: 6 SCH

Second Semester

- ELPT 1325 - National Electrical Code I Credits: 3
- ELPT 2315 - Electrical Calculations II Credits: 3

Total: 6 SCH

Third Semester

- ELPT 1445 - Commercial Wiring Credits: 4
- ELPT 1457 - Industrial Wiring Credits: 4
- ELPT 2325 - National Electrical Code II Credits: 3

Total: 11 SCH

Fourth Semester

- ELPT 1451 - Electrical Machines Credits: 4 *

Total: 4 SCH

Total Semester Credit Hours for Certificate = 23

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Electrical Technology - IE1, Certificate of Completion

First Semester

- ELPT 1325 - National Electrical Code I Credits: 3
- ELPT - Elective Credits: 3 *
- ELPT 2301 - Journeyman Electrician Exam Review Credits: 3

Total: 9 SCH

Second Semester

- ELPT 2331 - AC/DC Drives Credits: 3
- ELPT 1455 - Electronic Applications Credits: 4
- ELPT 2319 - Programmable Logic Controllers I Credits: 3
- ELPT 2405 - Motors and Transformers Credits: 4

Total: 14 SCH

Third Semester

- ELPT 1441 - Motor Control Credits: 4 *
- ELPT 2355 - Programmable Logic Controllers II Credits: 3

Total: 7 SCH

Total Semester Credit Hours for Certificate = 30

*Electrical Studies elective must be chosen from ELPT 1321, ELPT 2325, ELPT 2380, or others as approved by Lead Instructor.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Electrical, Instrumentation, and Analytical II - EIA1, Certificate of Completion

First Semester

- INTC 1312 - Instrumentation and Safety Credits: 3
- PHYS 1407Ω - Conceptual Physics II Credits: 4
- ELPT 1411 - Basic Electrical Theory Credits: 4
- INTC 1348 - Analytical Instrumentation Credits: 3
- ELPT 2301 - Journeyman Electrician Exam Review Credits: 3

Total: 17 SCH

Second Semester

- ELPT 1441 - Motor Control Credits: 4
- INTC 1456 - Instrumentation Calibration Credits: 4
- TECM 1349 - Technical Math Applications Credits: 3
- ELPT 2331 - AC/DC Drives Credits: 3
- ELPT 2319 - Programmable Logic Controllers I Credits: 3

Total: 17 SCH

Third Semester

- INTC 1441 - Principles of Automatic Control Credits: 4 *
- CHEM 1419Ω - Introductory Organic Chemistry Credits: 4
- ELPT 1455 - Electronic Applications Credits: 4

Total: 12 SCH

Total Semester Credit Hours for Certificate = 46

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Electrical, Instrumentation, and Analytical II - EIA1, Certificate of Completion

First Semester

- INTC 1312 - Instrumentation and Safety Credits: 3
- PHYS 1407Ω - Conceptual Physics II Credits: 4
- ELPT 1411 - Basic Electrical Theory Credits: 4
- INTC 1348 - Analytical Instrumentation Credits: 3
- ELPT 2301 - Journeyman Electrician Exam Review Credits: 3

Total: 17 SCH

Second Semester

- ELPT 1441 - Motor Control Credits: 4
- INTC 1456 - Instrumentation Calibration Credits: 4
- TECM 1349 - Technical Math Applications Credits: 3
- ELPT 2331 - AC/DC Drives Credits: 3
- ELPT 2319 - Programmable Logic Controllers I Credits: 3

Total: 17 SCH

Third Semester

- INTC 1441 - Principles of Automatic Control Credits: 4 *
- CHEM 1419Ω - Introductory Organic Chemistry Credits: 4
- ELPT 1455 - Electronic Applications Credits: 4

Total: 12 SCH

Total Semester Credit Hours for Certificate = 46

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Entrepreneurship - BE1, Certificate of Completion

The Certificate of Entrepreneurship is designed for individuals who plan to open their own business and/or those students who want to work for a small organization (usually one with fewer than fifty full-time employees) in a leadership role. With the assistance of the Management Faculty Advisor, these courses can become part of an AAS in Management for students who want to continue their education.

First Semester

- BMGT 1301 - Supervision Credits: 3
- ACNT 1303 - Introduction to Accounting I Credits: 3
or
- ACCT 2401 - Principles of Accounting I - Financial Credits: 4
- BUSI 1301 - Business Principles Credits: 3
- MRKG 1311 - Principles of Marketing Credits: 3

Total: 12/13 SCH

Second Semester

- BUSI 2301Ω - Business Law Credits: 3
- IMED 2309 - Internet Commerce Credits: 3
- IBUS 1305Ω - Introduction to International Business and Trade Credits: 3
- BUSG 2309 - Small Business Management/Entrepreneurship Credits: 3 *

Total: 12 SCH

Total Semester Credit Hours for Certificate = 24/25

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Game Designer - GAD1, Certificate of Completion

First Semester

- COSC 1301Ω - Introduction to Computing Credits: 3

- GAME 1306 - Design and Creation of Games Credits: 3
- GAME 1302 - Interactive Storyboarding Credits: 3
- ARTC 1453 - Computer Illustration Credits: 4
- COSC 1436Ω - Programming Fundamentals I Credits: 4 *

Total: 17 SCH

Total Semester Credit Hours for Certificate = 17

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Game Specialist - GAS1, Certificate of Completion

First Semester

- COSC 1301Ω - Introduction to Computing Credits: 3
- GAME 1306 - Design and Creation of Games Credits: 3
- GAME 1302 - Interactive Storyboarding Credits: 3
- ARTC 1453 - Computer Illustration Credits: 4
- COSC 1436Ω - Programming Fundamentals I Credits: 4

Total: 17 SCH

Second Semester

- GAME 1201 - Computer Ethics Credits: 2
- GAME 1304 - Level Design Credits: 3
- GAME 2325 - 3D Animation II Character Setup Credits: 3 *, *
or
- COSC 1437Ω - Programming Fundamentals II Credits: 4 **, *
- ARTC 2440 - Computer Illustration II Credits: 4
- IMED 1445 - Interactive Digital Media I Credits: 4

Total: 16*/17** SCH

Total Semester Credit Hours for Certificate = 33/34

*Choices for Artist track

**Choices for Programmer track

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Industrial Instrumentation - IF1, Certificate of Completion

First Semester

- INTC 1305 - Introduction to Instrumentation Credits: 3
- INTC 1425 - Instrument Hardware Installation I Credits: 4

Total: 7 SCH

Second Semester

- INTC 2405 - Instrument Hardware Installation II Credits: 4
- CETT 1307 - Fundamentals of Electronics Credits: 3
- INTC 1401 - Principles of Industrial Measurements Credits: 4

Total: 11 SCH

Third Semester

- INTC 2410 - Principles of Industrial Measurements II Credits: 4 *

Total: 4 SCH

Total Semester Credit Hours for Certificate = 22

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Industrial System - Millwright - MW1, Certificate of Completion

The IST Millwright certificate prepares students to be able to manufacture precision parts and/or repair existing parts of mechanical systems.

First Semester

- MCHN 1302 - Print Reading for Machining Trades Credits: 3
- MCHN 1425 - Millwright I Credits: 4
- MCHN 1391 - Special Topics in Machinist/Machine Technologist Credits: 3

Total: 10 SCH

Second Semester

- MCHN 1429 - Millwright II Credits: 4
- MCHN 2405 - Millwright III Credits: 4

Total: 8 SCH

Third Semester

- HYDR 1345 - Hydraulics and Pneumatics Credits: 3
- MCHN 2407 - Millwright IV Credits: 4

Total: 7 SCH

Fourth Semester

- MCHN 2412 - Millwright V Credits: 4 *

Total: 4 SCH

Total Semester Credit Hours for Certificate = 29

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Industrial Systems - Machinist - MC1, Certificate of Completion

The IST Machinist certificate prepares students to be able to diagnose and correct the problems that occurs using industry standard practice and procedures.

First Semester

- MCHN 1302 - Print Reading for Machining Trades Credits: 3
- MCHN 1438 - Basic Machine Shop I Credits: 4
- MCHN 1391 - Special Topics in Machinist/Machine Technologist Credits: 3

Total: 10 SCH

Second Semester

- MCHN 1454 - Intermediate Machining II Credits: 4
- MCHN 2441 - Advanced Machining I Credits: 4

Total: 8 SCH

Third Semester

- MCHN 2445 - Advanced Machining II Credits: 4
- MCHN 1316 - Machine Tool Repair Credits: 3
or
- MCHN 2381 - Cooperative Education - Machine Tool Technology/Machinist Credits: 3 *
- MCHN 2403 - Fundamentals of Computer Numerical Controlled (CNC) Machine Controls Credits: 4

Total: 11 SCH

Total Semester Credit Hours for Certificate = 29

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Instrumentation Technology - IR1, Certificate of Completion

First Semester

- INTC 1312 - Instrumentation and Safety Credits: 3
- INTC 1307 - Instrumentation Test Equipment Credits: 3
- IEIR 1302 - Introduction to Direct Current Circuits Credits: 3
- CTEC 1401 - Applied Petrochemical Technology Credits: 4
- TECM 1341 - Technical Algebra Credits: 3

Total: 16 SCH

Second Semester

- INTC 1456 - Instrumentation Calibration Credits: 4
- RBTC 1301 - Programmable Logic Controllers Credits: 3
- TECM 1349 - Technical Math Applications Credits: 3
- INTC 1441 - Principles of Automatic Control Credits: 4

Total: 14 SCH

Third Semester

- INTC 2459 - Distributed Control Systems Credits: 4
- INTC 2450 - Fieldbus Process Control Systems Credits: 4 *
- ITNW 1351 - Fundamentals of Wireless LANs Credits: 3
- INTC 1343 - Application of Industrial Automatic Control Credits: 3

Total: 13 SCH

Total Semester Credit Hours for Certificate = 43

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

International Business - IB1, Certificate of Completion

First Semester

- BUSI 1301 - Business Principles Credits: 3
- BMGT 1327 - Principles of Management Credits: 3
- MRKG 1311 - Principles of Marketing Credits: 3
- IBUS 1305Ω - Introduction to International Business and Trade Credits: 3 *
- SBS/HIST/GOVT PS Credits: 3

Total: 15 SCH

Total Semester Credit Hours for Certificate = 15

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Law Enforcement - LE1, Certificate of Completion

First Semester

- CRIJ 1301 - Introduction to Criminal Justice Credits: 3
or
- CJSA 1322 - Introduction to Criminal Justice Credits: 3
- CRIJ 1310 - Fundamentals of Criminal Law Credits: 3
- ENGL - Written Communication Credits: 3
- ITSC 1309 - Integrated Software Applications I Credits: 3
or
- COSC 1301Ω - Introduction to Computing Credits: 3
- CRIJ 2313 - Correctional Systems and Practices Credits: 3

Total: 15 SCH

Second Semester

- CRIJ 1306 - Court Systems and Practices Credits: 3
- CRIJ 2314 - Criminal Investigation Credits: 3
- CRIJ - Criminal Justice Elective Credits: 3 *
- PSYC 2301 - Introduction to Psychology Credits: 3

Total: 12 SCH

Third Semester

- CRIJ 2328 - Police System and Practices Credits: 3 *
- SOCI 1301Ω - Introductory Sociology Credits: 3
or
- SOCI 2336 - Criminology Credits: 3
- SPCH 1315Ω - Principles of Public Speaking Credits: 3
or
- SPCH 1318 - Interpersonal Communication Credits: 3
- CRIJ - Criminal Justice Elective Credits: 3 *
- SOCI 1306 - Social Problems Credits: 3

Total: 15 SCH

Total Semester Credit Hours for Certificate = 42

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Logistical Operations Management - LOM1, Certificate of Completion

First Semester

- LMGT 2330 - International Logistics Management Credits: 3
- BMGT 1331 - Production and Operations Management Credits: 3
- BMGT 1313 - Principles of Purchasing Credits: 3

- BMGT 1307 - Team Building Credits: 3
- LMGT 1340 - Contemporary Logistics Issues Credits: 3

Total: 15 SCH

Total Semester Credit Hours for Certificate = 15

♦ Core curriculum course.

Logistics and Supply Chain Management - LOG1, Certificate of Completion

First Semester

- LMGT 1319 - Introduction to Business Logistics Credits: 3
- ITSC 1309 - Integrated Software Applications I Credits: 3
- BMGT 1301 - Supervision Credits: 3
- LMGT 1323 - Domestic and International Transportation Management Credits: 3
- LMGT 1325 - Warehouse and Distribution Center Management Credits: 3

Total: 15 SCH

Total Semester Credit Hours for Certificate = 15

♦ Core curriculum course.

Management - MN1, Certificate of Completion

First Semester

- BMGT 1301 - Supervision Credits: 3
- BMGT 1327 - Principles of Management Credits: 3 *
- BMGT 1307 - Team Building Credits: 3
- HRPO 2301 - Human Resources Management Credits: 3
- HRPO 1311 - Human Relations Credits: 3

Total: 15 SCH

Second Semester

- BMGT 1325 - Office Management Credits: 3
- BMGT 1331 - Production and Operations Management Credits: 3
- BUSG 2309 - Small Business Management/Entrepreneurship Credits: 3

- ACNT 1303 - Introduction to Accounting I Credits: 3
or
- ACCT 2401 - Principles of Accounting I - Financial Credits: 4

Total: 12/13 SCH

Total Semester Credit Hours for Certificate = 27/28

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Manufacturing Engineering - MAET1, Certificate of Completion

First Semester

- PTAC 1302 - Introduction to Process Technology Credits: 3
- PTAC 1410 - Process Technology I: Equipment Credits: 4
- MATH 1314 - College Algebra Credits: 3
- PTAC 1332 - Process Instrumentation I Credits: 3
- SCIT 1414 - Applied General Chemistry I Credits: 4

Total: 17 SCH

Second Semester

- PTAC 2314 - Principles of Quality Credits: 3
- PTAC 2420 - Process Technology II: Systems Credits: 4
- PTAC 2438 - Process Technology III: Operations Credits: 4
- ENGT 2310 - Introduction to Manufacturing Processes Credits: 3
- PTAC 1308 - Safety, Health, and Environment I Credits: 3

Total: 17 SCH

Third Semester

- PTAC 2346 - Process Troubleshooting Credits: 3
- PHYS 1401Ω - College Physics I: Mechanics and Heat Credits: 4
- CTEC 2445 - Unit Operations Credits: 4 *
- CHEM 1411Ω - General Chemistry I Credits: 4

Total: 15 SCH

Total Semester Credit Hours for Certificate = 49

Note: Students must complete 50% of technical courses at Lee College in order to receive a certificate or AAS degree. The CAPSTONE experience must be completed at Lee College.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Marketing - MK1, Certificate of Completion

First Semester

- MRKG 1311 - Principles of Marketing Credits: 3 *
- BUSI 1301 - Business Principles Credits: 3

Total: 6 SCH

Second Semester

- IMED 2309 - Internet Commerce Credits: 3
- BUSI 2301Ω - Business Law Credits: 3
- IBUS 1305Ω - Introduction to International Business and Trade Credits: 3

Total: 9 SCH

Total Semester Credit Hours for Certificate = 15

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Mechanical Technology - MET1, Certificate of Completion

First Semester

- DFTG 1405 - Technical Drafting Credits: 4
- DFTG 1409 - Basic Computer-Aided Drafting Credits: 4
- MCHN 1302 - Print Reading for Machining Trades Credits: 3
- ENGT 2307 - Engineering Materials I for Engineering Technology Credits: 3

Total: 14 SCH

Second Semester

- DFTG 2419 - Intermediate Computer-Aided Drafting Credits: 4
- DFTG 1433 - Mechanical Drafting Credits: 4
- MCHN 1438 - Basic Machine Shop I Credits: 4

Total: 12 SCH

Third Semester

- DFTG 2432 - Advanced Computer-Aided Drafting Credits: 4
- DFTG 2435 - Advanced Technologies in Mechanical Design and Drafting Credits: 4
- INMT 1311 - Computer Integrated Manufacturing Credits: 3 *

Total: 11 SCH

Total Semester Credit Hours for Certificate = 37

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Medical Transcription - MR1, Certificate of Completion

The Medical Transcription Certificate will qualify students to work as a medical transcriptionist.

Prerequisites for the Certificate Program include a minimum typing speed of 40 wpm and a minimum 12th grade reading level as determined by Lee College Placement Testing. This certificate can be completed in one year by attending full-time.

The Lee College Certificate Program provides approved curriculum medical terminology, medical sciences, composition, and computer skills. A transcription practicum provides for a capstone experience. A voluntary certification examination is administered by the Association for Health Care Documentation Integrity (AHD), formerly known as the American Association for Medical Transcription (AAMT).

Job opportunities are available in hospitals, clinics, physicians' offices, and a variety of health care facilities, transcription services, as well as self-employment.

First Semester

- HITT 1305 - Medical Terminology I Credits: 3
- BIOL 2404 - The Human Body Credits: 4
- HITT 1349 - Pharmacology Credits: 3
- ITSC 1309 - Integrated Software Applications I Credits: 3

Total: 13 SCH

Second Semester

- MRMT - 1307 Medical Transcription I Credits: 3
- ENGL 1301Ω - English Composition I Credits: 3
- POFT 1301 - Business English Credits: 3
- POFT 2301 - Intermediate Keyboarding Credits: 3

Total: 12 SCH

Third Semester

- MRMT - 2433 Medical Transcription II Credits: 4
- MRMT - 1167 Practicum (or Field Experience): Medical Transcription/Transcriptionist Credits: 1 *
- HITT 1353 - Legal and Ethical Aspects of health Information Credits: 3
- POFT 2312 - Business Correspondence and Communications Credits: 3

Total: 11 SCH

Total Semester Credit Hours for Certificate = 36

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Music Studio Production - MSP1, Certificate of Completion

First Semester

- MUSC 1427 - Audio Engineering I Credits: 4 *
- MUSC 1331Ω - MIDI I Credits: 3
- MUSB 1305 - Survey of the Music Business Credits: 3

- MUSI 1303 - Fundamentals of Music Credits: 3
or
- MUSI 1311 - Music Theory I Credits: 3

- MUSI 1181 - Piano Class I Credits: 1 (or Applied Piano)

Total: 14 SCH

Second Semester

- MUSC 2427 - Audio Engineering II Credits: 4
- MUSC 2355 - MIDI II Credits: 3

- MUSI 1306Ω - Music Appreciation Credits: 3
or
- MUSI 1310 - American Music Credits: 3

Total: 10 SCH

Total Semester Credit Hours for Certificate = 24

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Network Maintenance Technology - NET1, Certificate of Completion

First Semester

- CPMT 1449 - Computer Network Technology Credits: 4
- CPMT 1411 - Introduction to Computer Maintenance Credits: 4

Total: 8 SCH

Second Semester

- ITCC 1475 - Introduction to Networks Credits: 4
- ITCC 1476 - Routing & Switching Essentials Credits: 4
- ITCC 1408 - Introduction to Voice over Internet protocol (Voip) Credits: 4

Total: 12 SCH

Third Semester

- CPMT 2449 - Advanced Computer Networking Technology Credits: 4 * *
- or
- CPMT 2488 - Internship: Computer Installation and Repair Technology Credits: 4 * *
- ITCC 2478 - Scaling Networks Credits: 4
- ITCC 2479 - Connecting Networks Credits: 4

Total: 12 SCH

Total Semester Credit Hours for Certificate = 32

*Students should plan to take this capstone course in their last semester and should speak to their advisor prior to registering for the final semester.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Paralegal Studies - PA1, Certificate of Completion

Prerequisite: Baccalaureate degree or junior standing in a baccalaureate degree program with a minimum of 18 semester hours of general education classes completed.

First Semester

- LGLA 1301 - Legal Research and Writing Credits: 3 *
- LGLA 1307 - Introduction to Law and the Legal Professions Credits: 3
- LGLA 1355 - Family Law Credits: 3 *
- LGLA 1219 - Paralegal Ethics Credits: 2

Total: 11 SCH

Second Semester

- LGLA 1345 - Civil Litigation Credits: 3 *
- LGLA 1351 - Contracts Credits: 3
- LGLA 1353 - Wills, Trusts and Probate Administration Credits: 3 *
- LGLA - Elective Credits: 3

Total: 12 SCH

Third Semester

- LGLA 2303 - Torts and Personal Injury Law Credits: 3
- LGLA 2309 - Real Property Credits: 3
- LGLA 2333 - Advanced Legal Document Preparation Credits: 3 © * *

Total: 9 SCH

Total Semester Credit Hours for Certificate = 32

©Capstone course must be taken in the last semester of course work.

*Legal specialty course.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

NOTE: Paralegal Studies Program

The Paralegal Studies Program, in compliance with Guidelines of the American Bar Association, requires students to complete 18 semester credit hours of legal specialty courses, as defined by the ABA, at Lee College.

Pipefitter Helper - PH1, Certificate of Completion

First Semester

- PFPB 1350 - Plumbing and Pipefitting Equipment and Safety Credits: 3
- PFPB 1408 - Basic Pipefitting Skills Credits: 4

Total: 7 SCH

Second Semester

- PFPB 1305 - Basic Blueprint Reading for Pipefitters Credits: 3
- PFPB 2407 - Pipe Fabrication and Installation I Credits: 4

Total: 7 SCH

Third Semester

- PFPB 2310 - Intermediate Blueprint Reading for Pipefitters Credits: 3 *

Total: 3 SCH

Total Semester Credit Hours for Certificate = 17

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Pipefitting Technology - PF1, Certificate of Completion

First Semester

- PFPB 1350 - Plumbing and Pipefitting Equipment and Safety Credits: 3
- PFPB 1408 - Basic Pipefitting Skills Credits: 4

Total: 7 SCH

Second Semester

- PFPB 1305 - Basic Blueprint Reading for Pipefitters Credits: 3
- PFPB 2407 - Pipe Fabrication and Installation I Credits: 4

Total: 7 SCH

Third Semester

- PFPB 2408 - Piping Standards and Materials Credits: 4
- PFPB 2310 - Intermediate Blueprint Reading for Pipefitters Credits: 3
- PFPB 2441 - Pipe Fabrication and Installation II Credits: 4

Total: 11 SCH

Fourth Semester

- PFPB 2343 - Advanced Pipe Practices Credits: 3 *

Total Semester Credit Hours for Certificate = 28

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Process Instrumentation and Electrical Design - PIED1, Certificate of Completion

The Process Instrumentation and Electrical Design Certificate is designed to provide the student with a foundation of computer-aided drafting and design (CADD) skills in tandem with practical field knowledge of process instrumentation and electrical applications. In addition to the classroom activities, this program provides hands-on interaction with process instrumentation and electrical equipment in the field as a foundation for application of drafting and design projects in the classroom. Students pursuing the Certificate of Completion in Process Instrumentation and Electrical Design will be prepared for entry-level employment in I&E design and have a foundation of courses to apply toward the AAS in CADD Engineering Technology.

First Semester

- DFTG 1409 - Basic Computer-Aided Drafting Credits: 4
- DFTG 1405 - Technical Drafting Credits: 4
- IEIR 1302 - Introduction to Direct Current Circuits Credits: 3
- INTC 1312 - Instrumentation and Safety Credits: 3

Total: 14 SCH

Second Semester

- DFTG 2419 - Intermediate Computer-Aided Drafting Credits: 4
- DFTG 2408Ω - Instrumentation Drafting Credits: 4 *
- DFTG 2407Ω - Electrical Drafting Credits: 4
- INTC 1343 - Application of Industrial Automatic Control Credits: 3

Total: 15 SCH

Total Semester Credit Hours for Certificate = 29

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Process Piping Design - PPD1, Certificate of Completion

First Semester

- DFTG 1409 - Basic Computer-Aided Drafting Credits: 4
- DFTG 1405 - Technical Drafting Credits: 4

Total: 8 SCH

Second Semester

- DFTG 2419 - Intermediate Computer-Aided Drafting Credits: 4
- DFTG 2408Ω - Instrumentation Drafting Credits: 4

Total: 8 SCH

Third Semester

- DFTG 2423 - Pipe Drafting Credits: 4
- DFTG 2432 - Advanced Computer-Aided Drafting Credits: 4
- PFPB 2449 - Field Measuring, Sketching, and Layout Credits: 4

Total: 12 SCH

Fourth Semester

- DFTG 2445Ω - Advanced Pipe Drafting Credits: 4
- DFTG 2457 - Advanced Technologies in Pipe Design and Drafting Credits: 4 *

Total: 8 SCH

Total Semester Credit Hours for Certificate = 36

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Process Technology - PT1, Certificate of Completion

First Semester

- PTAC 1302 - Introduction to Process Technology Credits: 3
- PTAC 1410 - Process Technology I: Equipment Credits: 4

- TECM - Technical Math Credits: 3
or
- MATH - Math Credits: 3

- PTAC 1332 - Process Instrumentation I Credits: 3
- SCIT 1414 - Applied General Chemistry I Credits: 4

Total: 17 SCH

Second Semester

- PTAC 2314 - Principles of Quality Credits: 3
- PTAC 2420 - Process Technology II: Systems Credits: 4

- SCIT 1318 - Applied Physics Credits: 3
or
- ---- - 3 -- Approved Electives Credits: 3 *

- PTAC 1308 - Safety, Health, and Environment I Credits: 3

Total: 13 SCH

Third Semester

- PTAC 2346 - Process Troubleshooting Credits: 3
- PTAC 2438 - Process Technology III: Operations Credits: 4

- ENGT 2310 - Introduction to Manufacturing Processes Credits: 3
or
- ---- - 3 -- Approved Electives Credits: 3 *

- CTEC 2445 - Unit Operations Credits: 4 *

Total: 14 SCH

Total Semester Credit Hours for Certificate = 44

* Approved Electives: Technical electives include: PTAC 2486 Internship others approved by Division Chair.

Note: Students must complete 50% of technical courses at Lee College in order to receive a certificate or AAS degree. The Capstone Experience must be completed at Lee College.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Safety Management Technology - SM1, Certificate of Completion

First Semester

- OSH 1301 - Introduction to Safety and Health Credits: 3
- OSH 1309 - Physical Hazards Control Credits: 3
- OSH 1313 - Accident Prevention, Inspection, and Investigation Credits: 3

- TECM 1341 - Technical Algebra Credits: 3
or
- TECM 1349 - Technical Math Applications Credits: 3

- SCIT 1414 - Applied General Chemistry I Credits: 4

Total: 16 SCH

Second Semester

- OSH 1316 - Material Handling Credits: 3
- OSH 1321 - Fire Protection Systems Credits: 3
- PTAC 2314 - Principles of Quality Credits: 3
- OSH 2309 - Safety Program Management Credits: 3
- OSH 2401 - OSHA Regulations: General Industry Credits: 4 *

Total: 16 SCH

Third Semester

- BMGT 1301 - Supervision Credits: 3
- BMGT 1307 - Team Building Credits: 3
- - - - - - 4 - - Technical Elective Credits: 4
- SCIT 1318 - Applied Physics Credits: 3

Total: 13 SCH

Total Semester Credit Hours for Certificate: 45

Approved Program Electives: PTAC, BMGT, and others approved by Division Chair.

Note: Students must complete 50% of technical courses at Lee College in order to receive a certificate or AAS degree. The Capstone Experience must be completed at Lee College.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

Sound Reinforcement Technology - SRT1, Certificate of Completion

The Sound Reinforcement Technology certificate prepares students for a career in the live sound industry. Students will learn the skills necessary to operate, maintain, design, and install sound systems in a variety of settings. Career opportunities include working with touring companies, concert venues, sports facilities, theaters, house of worships, convention halls, and many other kind of venues. Students completing this program are TSIA responsible.

First Semester

- MUSC 1427 - Audio Engineering I Credits: 4
- MUSC 1405 - Live Sound I Credits: 4
- MUSC 2402 - Sound Systems Technician Credits: 4
- MUSB 1305 - Survey of the Music Business Credits: 3

Total: 15 SCH

Second Semester

- MUSC 2427 - Audio Engineering II Credits: 4
- MUSC 2403 - Live Sound II Credits: 4
- MUSC 2459 - Sound System Optimization Credits: 4
- RTVB 1321 - TV Field Production Credits: 3

Total: 15 SCH

Third Semester

- MUSC 2386 - Internship: Recording Arts Technology/Technician Credits: 3 *
- MUSC 2453 - Live Sound III Credits: 4

Total: 7 SCH

Total Semester Credit Hours for Certificate = 37

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Substance Abuse Prevention - SAP1, Certificate of Completion

First Semester

- DAAC 1319Ω - Introduction to Alcohol and Other Drug Addictions Credits: 3
- DAAC 1304 - Pharmacology of Addiction Credits: 3
- DAAC 2306 - Substance Abuse Prevention I Credits: 3

Total: 9 SCH

Second Semester

- DAAC 1317 - Basic Counseling Skills Credits: 3
- DAAC 2353 - Substance Abuse Prevention II Credits: 3

- DAAC 1391 - Special Topics in Alcohol/Drug Abuse Counseling Credits: 3
or
- DAAC 1391 - Special Topics Substance Abuse Prevention Issues Credits: 3

- DAAC 1280 - Cooperative Education: Credits: 2 *

Total: 11 SCH

Total Semester Credit Hours for Certificate = 20

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Supervision - SU1, Certificate of Completion

First Semester

- BMGT 1301 - Supervision Credits: 3 *
- MRKG 1311 - Principles of Marketing Credits: 3
- BMGT 1307 - Team Building Credits: 3

Total: 9 SCH

Second Semester

- HRPO 2301 - Human Resources Management Credits: 3
- BMGT 1331 - Production and Operations Management Credits: 3
or
- BMGT 1325 - Office Management Credits: 3

Total: 6 SCH

Total Semester Credit Hours for Certificate = 15

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Vocational Nursing - VN1, Certificate of Completion

The purpose of the Vocational Nursing Program is to prepare individuals to use a systematic problem-solving process to function within the nurse's legal and ethical scope of practice while safely providing quality care and demonstrate the Differentiated Essential Competencies of Graduates of Texas Nursing Programs (DECs). The Vocational Nursing Program is accredited by Texas Board of Nursing (BON).

Admission to the Vocational Nursing Program is based on accrual of points for meeting the following requirements within the stated time frame. After successful completion of this program, the graduate is eligible to take the National Council Licensure Examination for Practical Nurses. Upon passing the examination, the graduate is licensed as a vocational nurse.

Program Admission Requirements

Students are required to make application to Lee College before applying to the nursing program. Students are responsible for furnishing official transcript(s) to the Admissions and Records Office. Nursing applicant transcripts are evaluated during the application and selection process. Students who have foreign transcripts should plan extended time for transcript evaluation.

Applications will not be accepted without documentation of the state required immunizations and/or titers (contact the Nursing Office or the Counseling Center for an application packet). Applications will be kept on file for one academic year. Applicants interested in maintaining an active application file must notify the nursing office in writing prior to the expiration of one academic year.

A copy of the high school diploma or transcript with the graduation date or GED certificate is required to be attached to your application before the candidate review.

Applicants must meet with a Lee College counselor to complete assessment/placement tests. Developmental courses must be completed if required. A VN Program Degree Plan form, with a statement of documented reading level, signed by your counselor is required to be attached to your application before the candidate review.

Students are required to demonstrate competency in Allied Health Math (MATH 350) or a "C" or better on an advanced placement test for MATH 350.

A mandatory information session with a VN faculty member is also required for candidate consideration.

Other areas impacting admission

See the Nursing Office for more information.

- BIOL 2404 - The Human Body: no older than 5 years, "B" or better is required. (If this course is taken prior to entering the VN program, the student will not have to take BIOL 2404, which is required during the fall semester of the VN program).
OR
- BIOL 2401 and BIOL 2402: no older than 5 years, "B" or better is required. (If these courses are taken prior to entering the VN program, the student will not have to take BIOL 2404 which is required during the fall semester of the VN program).
- HITT 1305 - Medical Terminology I. (If this course is taken prior to entering the VN program, the student will not have to take HITT 1305 which is required during the spring semester of the VN program).
- LSSS 300 - Learning Strategies for Success
- ITSC 1309 - Integrated Software Applications I or COSC 1301Ω - Introduction to Computing
- GPA (based on BIOL 2404 or BIOL 2401 and BIOL 2402, MATH 350 and HITT 1305) - (4.0=1 point; 3.9-3.0=.75 point; 2.9-2.0=.50 points).

Nursing students are required to carry personal health insurance to meet hospital affiliation clinical requirements. A copy of the student's health insurance card will be required to be submitted to the Nursing Office upon invitation into the Nursing program. All changes in health insurance coverage must be reported to the nursing office. A copy of the updated Health Insurance card must be submitted when changes occur.

Applications are accepted between February 1 and April 1. A VN admission packet may be obtained in the Nursing Office or the Counseling Center.

Because of academic demands of a curriculum that prepares students for national licensing examination and performance of safe nursing care in clinical situations, applicants must meet the academic criteria outlined for acceptance into nursing programs at Lee College. Meeting minimum entrance requirements does not guarantee admission to the nursing program. Admission requirements are monitored continuously and may change between catalogs. Contact the nursing office for the most current requirements included.

The Texas Board of Nursing (BON) requires schools to inform enrolled students (verbally and in writing) about eligibility requirements and to maintain students' signed receipt of the required information. Applicants for NCLEX and Nurses seeking licensure in Texas are required to submit a complete and legible set of fingerprints on a form prescribed by the board for the purpose of obtaining a criminal history from the Texas Department of Public Safety and the Federal Bureau of Investigations. (Section 301.252 9b) and Section 301.252 (e) of the Texas Occupations Code). Positive criminal background history may impact admission and/or progression in the nursing program.

All NCLEX applicants with outstanding eligibility issues that could prevent them from taking the NCLEX examination upon completion of a nursing program are urged to complete a Declaratory Order application prior to applying for the nursing program. The Declaratory Order process permits the Board to make decisions regarding an applicant's eligibility for licensure prior to entering or completing a nursing program. The BON has identified certain circumstances that may render a potential candidate ineligible for licensure as a registered nurse in the State of Texas. The Board provides individuals the opportunity to petition for a Declaratory Order as to their eligibility in accordance with article 4519(a) of the Nursing Practice Act. View www.bon.state.tx.us for further information and forms.

All nursing applicants must provide proof of BON criminal background clearance to take the NCLEX exam upon invitation to the nursing program in the form of the "BLUE CARD" or Declaratory Order Outcome letter.

First Semester

- VNSG 1423 - Basic Nursing Skills Credits: 4
- VNSG 1304 - Foundation of Nursing Credits: 3
- VNSG 1331 - Pharmacology Credits: 3
- VNSG 1227 - Essentials of Medication Administration Credits: 2
- BIOL 2404 - The Human Body Credits: 4
- VNSG 1161 - Clinical - Licensed Practical/Vocational Nurse Training Credits: 1

Total: 17 SCH

Second Semester

- HITT 1305 - Medical Terminology I Credits: 3
- VNSG 1226 - Gerontology Credits: 2
- VNSG 1429 - Medical-Surgical Nursing I Credits: 4
- VNSG 1234 - Pediatrics Credits: 2
- VNSG 1432 - Medical-Surgical Nursing II Credits: 4
- VNSG 1360 - Clinical - Licensed Practical/Vocational Nurse Training Credits: 3

Total: 18 SCH

Third Semester

- VNSG 1330 - Maternal- Neonatal Nursing Credits: 3
- VNSG 1219 - Leadership and Professional Development Credits: 2
- VNSG 2431 - Advanced Nursing Skills Credits: 4
- VNSG 2361 - Clinical - Licensed Practical/Vocational Nurse Training Credits: 3 *

Total: 12 SCH

Total Semester Credit Hours for Certificate = 47

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Welding Inspection Technology - WI1, Certificate of Completion

First Semester

- WLDG 1313 - Introduction to Blueprint Reading for Welders Credits: 3
- WLDG 1337 - Introduction to Welding Metallurgy Credits: 3
- NDTE 1401 - Film Interpretation of Weldments Credits: 4
- NDTE 1410 - Liquid penetrant/Magnetic particle Testing Credits: 4

Total: 14 SCH

Second Semester

- NDTE 2411 - Preparation for Certified Welding Inspector Exam Credits: 4 *
- WLDG 1327 - Welding Codes Credits: 3
- NDTE 1405 - Introduction to Ultrasonics Credits: 4
- Elective Credits: 3/4

Total: 14/15 SCH

Total Semester Credit Hours for Certificate = 28/29

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Electives:

- ENGL 2311Ω - Technical Writing Credits: 3
- ITSC 1309 - Integrated Software Applications I Credits: 3
- WLDG 1291 - Special Topics in Welder/Welding Technologist: Introduction to Gas Metal Arc Credits: 2
- WLDG 1312 - Introduction to Flux Cored Arc Welding Credits: 3
- WLDG 1428 - Introduction to Shielded Metal Arc Welding (SMAW) Credits: 4

Welding Technology - WE1, Certificate of Completion

First Semester

- WLDG 1313 - Introduction to Blueprint Reading for Welders Credits: 3
- WLDG 1428 - Introduction to Shielded Metal Arc Welding (SMAW) Credits: 4
- WLDG 1323 - Welding Safety, Tool, and Equipment Credits: 3

Total: 10 SCH

Second Semester

- WLDG 1337 - Introduction to Welding Metallurgy Credits: 3
- WLDG 2443 - Advanced Shielded Metal Arc Welding (SMAW) Credits: 4
- WLDG 1291 - Special Topics in Welder/Welding Technologist: Introduction to Gas Metal Arc Credits: 2

Total: 9 SCH

Third Semester

- WLDG 1435 - Introduction to Pipe Welding Credits: 4
- WLDG 1434 - Introduction to Gas Tungsten Arc Welding (GTAW) Credits: 4
- WLDG 1327 - Welding Codes Credits: 3
- WLDG 1312 - Introduction to Flux Cored Arc Welding Credits: 3

Total: 14 SCH

Fourth Semester

- WLDG 2453 - Advanced Pipe Welding Credits: 4
- WLDG 2451 - Advanced Gas Tungsten Arc Welding (GTAW) Credits: 4 *

Total: 8 SCH

Total Semester Credit Hours for Certificate = 41

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Wiring Installation - EW11, Certificate of Completion

This certificate is an institutional award which allows the student to gain entry level skills as a wireman or electrical apprentice.

First Semester

- ELPT 1321 - Introduction to Electrical Safety and Tools Credits: 3

Total: 7 SCH

Second Semester

- ELPT 1325 - National Electrical Code I Credits: 3
- ELPT 1445 - Commercial Wiring Credits: 4 *

Total: 7 SCH

Total Semester Credit Hours for Certificate = 14

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Field of Study Transfer Programs

Business - B3

The Business Administration Field of Study curriculum has been adopted to meet the needs of students transferring into a Bachelor of Arts or Bachelor of Science program, majoring in Business. The Field of Study courses will constitute a semester credit hour transfer block to any public Texas four-year college or university.

Field of Study Required Courses (24 SCH)

- ACCT 2401 - Principles of Accounting I - Financial Credits: 4
- ACCT 2402Ω - Principles of Accounting II - Managerial Credits: 4
- ECON 2301 - Principles of Economic: Macroeconomics Credits: 3
- ECON 2302 - Principles of Economic: Microeconomics Credits: 3
- MATH 1325 - Calculus with Business Applications Credits: 3
- BCIS 1405 - Business Computer Applications Credits: 4
- SPCH 1321 - Business and Professional Communication Credits: 3

Core (29 SCH)

Mathematics - 3 SCH

- MATH 1324 - Finite Mathematics with Business Applications Credits: 3

Communication - 6 SCH

- ENGL 1301Ω - English Composition I Credits: 3
- ENGL 1302Ω - English Composition II Credits: 3

Life and Physical Sciences - 8 SCH

- Choose two Life and Physical Sciences courses from the Core Curriculum

American History - 6 SCH

- HIST 1301Ω - History of the United States to 1877 Credits: 3
- HIST 1302Ω - History of the United States Since 1877 Credits: 3

Government/Political Science - 3 SCH

- GOVT 2305Ω - Federal Government Credits: 3

Creative Arts/LPC - 3 SCH

- Choose one from Creative Arts: from the Core Curriculum

Major Course (6 SCH)

- BUSI 1301 - Business Principles Credits: 3
- BUSI 2301Ω - Business Law Credits: 3

Elective (1 SCH)

- KINE

Total Semester Credit Hours for the Business Field of Study = 60

Contact: Gregg Lattier at 281.425.6420, glattier@lee.edu, for specific degree information.

♦ Core curriculum course.

Computer Science - CS3

The Computer Science Field of Study is designed for students who plan to major in Computer Science and transfer to a public Texas four-year college or university. Students will gain an Associate of Science degree and will be able to transfer the set of major courses as a block to any university in Texas as long as they complete all of the courses with a grade of "C" or better.

Field of Study Required Courses (32 SCH)

Computer Science

- COSC 1436Ω - Programming Fundamentals I Credits: 4
- COSC 1437Ω - Programming Fundamentals II Credits: 4
- COSC 2425Ω - Computer Organization Credits: 4
- COSC 2436Ω - Programming Fundamentals III Credits: 4

Mathematics

- MATH 2413 - Calculus I with Analytic Geometry Credits: 4
- MATH 2414 - Calculus II with Analytic Geometry Credits: 4

Life and Physical Sciences

- PHYS 2425Ω - University Physics I Credits: 4
- PHYS 2426Ω - University Physics II Credits: 4

Core (27 SCH)

Associate of Science

- Communication (6 SCH)
- Oral Communication (3 SCH)
- Creative Arts/LPC (6 SCH)
- SBS/HIST/GOVT PS (12 SCH)

General Electives: 1 SCH

Total Semester Credit Hours for the Computer Science Field of Study = 60

Contact: Roberta McClure 832.556.4015, rmclure@lee.edu for specific degree information.

Note: Please note that MATH 2413 is a prerequisite for the Physics series. Students should plan their coursework accordingly.

1. COSC 1336/COSC 1436 and COSC1337/COSC 1437 are preparatory and sequential in nature; however, not all courses are required for the Computer Science major at all universities, but may apply to general degree requirements.
 - a. COSC 1336/COSC 1436 is not part of the Computer Science major requirements at The University of Texas at Austin, University of Texas at Arlington, University of Texas at Dallas, and Texas A&M University.
 - b. COSC 1337/COSC 1437 is not part of the Computer Science major requirements at The University of Texas at Austin. Preparatory courses such as COSC 1336/COSC 1436 and COSC 1337/COSC 1437 will assist students who need additional background but do not apply toward the Computer Science major requirements.
2. COSC 2325/COSC 2425 is not part of the Computer Science major requirements at the University of Texas at Austin or Texas A&M University, but may be applied to general degree requirements.
3. It is recommended that students complete the Math sequence, Physics sequence, and Computer Science sequence at the same institution to reduce the likelihood of potential gaps in the curriculum.

♦ Core curriculum course.

Criminal Justice - CJ4

The Criminal Justice Field of Study curriculum has been adopted to meet the needs of students transferring into a Bachelor of Arts or Bachelor of Science program, majoring in criminal justice. The Field of Study courses will constitute a semester credit hour transfer block to any public Texas four-year college or university. Students will gain basic knowledge about law enforcement, the courts, corrections, and criminal law.

Field of Study Required Courses (15 SCH)

Criminal Justice

- CRIJ 1301 - Introduction to Criminal Justice Credits: 3
- CRIJ 1306 - Court Systems and Practices Credits: 3
- CRIJ 1310 - Fundamentals of Criminal Law Credits: 3
- CRIJ 2313 - Correctional Systems and Practices Credits: 3
- CRIJ 2328 - Police System and Practices Credits: 3

Core (41 SCH)

Mathematics - 3 SCH

- MATH 1332 - Contemporary Mathematics I Credits: 3
or
- MATH 1314 - College Algebra Credits: 3

Communication - 6 SCH

- ENGL 1301Ω - English Composition I Credits: 3
- ENGL 1302Ω - English Composition II Credits: 3

Oral Communication - 3 SCH

SPCH choose one from:

- SPCH 1318 - Interpersonal Communication Credits: 3
- SPCH 1321 - Business and Professional Communication Credits: 3

Life and Physical Sciences - 8 SCH

- Choose two Life and Physical Sciences courses from the Core Curriculum

American History - 6 SCH

- HIST 1301Ω - History of the United States to 1877 Credits: 3
- HIST 1302Ω - History of the United States Since 1877 Credits: 3

Government/Political Science - 6 SCH

- GOVT 2305Ω - Federal Government Credits: 3
- GOVT 2306Ω - Texas Government Credits: 3

Social/Behavioral/Science - 3 SCH

- Choose one from SBS Core Curriculum

Creative Arts/LPC - 6 SCH

- Choose one from Creative Arts: from the Core Curriculum
- Choose one from Language Philosophy, and Culture: from the Core Curriculum

Elective (1 SCH)

- KINE

Elective (3 SCH)

- CRIJ Elective

Total Semester Credit Hours for the Criminal Justice Field of Study = 60

Contact: Oris Buckner at 281.425.6463, obuckner@lee.edu for specific degree information.

♦ Core curriculum course.

Music - MU4

The Music Field of Study is structured to meet the needs of students who will pursue a baccalaureate degree in music. Music courses in this curriculum plan are transferable to public Texas four-year colleges and universities. The Associate of Arts degree core requirement will not be completed in order to accommodate the field of study curriculum. Transfer of credit in ensemble, applied study, and theory/aural skills shall be on a course-for-course basis.

Students are required to:

- Enroll in either Class Piano or Applied Piano until exit proficiency requirements are met*
- Attend the Performance/Lecture Seminar
- Attend a specified number of approved concerts each semester
- Offered in the Fall only/guaranteed to be offered once a year***
- Offered in the Spring only/guaranteed to be offered once a year****

**Choices include: Concert Choir, Chamber Choir, Jazz Ensemble, Concert Band, or Baytown Symphony Orchestra

Field of Study Required Courses (35 SCH)

1st Semester

Theory

- MUSI 1311 - Music Theory I Credits: 3 ***

Sight and Ear

- MUSI 1116 - Sight Singing and Ear Training I Credits: 1 ***

Piano*

- MUSI 1181 - Piano Class I Credits: 1

Ensemble**

- MUEN 11XX

Applied

- MUAP 12XX

Total: Music SCH 8

2nd Semester

Theory

- MUSI 1312 - Music Theory II Credits: 3 ****

Sight and Ear

- MUSI 1117 - Sight Singing and Ear Training II Credits: 1 ****

Piano*

- MUSI 1182 - Piano Class II Credits: 1

Ensemble**

- MUEN 11XX

Applied

- MUAP 12XX

Music Literature

- MUSI 1307 - Music Literature Credits: 3

Total: Music SCH 11

3rd Semester

Theory

- MUSI 2311Ω - Music Theory III Credits: 3 ***

Sight and Ear

- MUSI 2116 - Sight Singing and Ear Training III Credits: 1 ***

Piano*

- MUSI 2181 - Piano Class III Credits: 1

Ensemble**

- MUEN 21XX

Applied

- MUAP 22XX

Total: Music SCH 8

4th Semester

Theory

- MUSI 2312Ω - Music Theory IV Credits: 3 ****

Sight and Ear

- MUSI 2117 - Sight Singing and Ear Training IV Credits: 1 ****

Piano*

- MUSI 2182 - Piano Class IV Credits: 1

Ensemble**

- MUEN 21XX

Applied

- MUAP 22XX

Total: Music SCH 8

Core (25 SCH)

Mathematics - 3 SCH

Choose one of the following:

- MATH 1314 - College Algebra Credits: 3
- MATH 1342 - Elementary Statistics Credits: 3
- MATH 1332 - Contemporary Mathematics I Credits: 3

Communication - 3 SCH

- ENGL 1301Ω - English Composition I Credits: 3

Oral Communication - 3 SCH

- SPCH choose one

Life and Physical Sciences - 4 SCH

- Choose one Life and Physical Sciences course

American History - 12 SCH

- HIST 1301Ω - History of the United States to 1877 Credits: 3
- HIST 1302Ω - History of the United States Since 1877 Credits: 3

Government/Political Science

- GOVT 2305Ω - Federal Government Credits: 3
- GOVT 2306Ω - Texas Government Credits: 3

Total Semester Credit Hours for the Music Field of Study = 60

Contact: Charlotte Mueller at 281.425.6858, cmueller@lee.edu, John Weinel at 281.425.6351, jweinel@lee.edu, or Ken Booker at 281.425.6350, kbooker@lee.edu for specific Degree information.

♦ Core curriculum course.

Keyboard (piano) Competency

Because keyboard (piano) competency is a requirement for most baccalaureate degrees in music, up to four additional semester credit hours of coursework pertaining to keyboard (piano) may transfer by agreement between institutions. Keyboard competency courses approved for transfer are courses in group piano or applied lessons that concentrate specifically on skills development for passing keyboard proficiency examinations. Keyboard courses that concentrate primarily on performance literature are not considered to be keyboard competency courses for the purposes of this field of study. Completion of courses leading to keyboard proficiency does not necessarily satisfy the established proficiency requirement at a receiving institution.

Competency, Proficiency, and Diagnostic Assessment

Transferring students who have completed the field of study curriculum must satisfy the competency and proficiency requirements of the receiving institution. Transferring students shall not be required to repeat courses transferred as part of the field of study curriculum. However, diagnostic assessment of transfer students is permissible if the receiving institution routinely conducts diagnostic assessment of native students at the same point in the program of study.

Vocal Diction and Instrumental Methods

Course work in vocal diction and instrumental methods is not included in the field of study curriculum but may nonetheless transfer by agreement between institutions.

Courses for Specific Degree Programs

Completion of the field of study curriculum shall not prevent a receiving institution from requiring additional lower division courses that may be necessary for specific degree programs. Courses selected for inclusion in the field of study curriculum are those considered to be common to lower division study for most music degrees. Receiving institutions may require transfer students in specialized programs (e.g., jazz studies, performance, composition, music therapy, etc.) to take additional degree specific lower division courses that are not included in the field of study curriculum.

Music Literature Course(s)

The music field of study curriculum contains one semester of music literature that will automatically transfer into the student's degree program at a receiving institution. Since some senior colleges and universities require students to successfully complete two semesters of music literature, sending institutions should, to the extent possible, work with receiving institutions to develop transfer options that best serve student needs while maintaining program integrity at the sending and receiving institutions.

Speech Communication - SPC4

The Speech Communication Field of Study is designed to provide the appropriate curriculum for students transferring into a Bachelor of Arts program with a major in Speech Communications. The degree focuses on the scientific, humanistic, and critical study of human communication in a variety of formats, media, and contexts.

Major Courses (15 SCH)

Historical, theoretical, and/or analytical competency (9 SCH)

- SPCH 1311 - Introduction to Speech Communication Credits: 3
- SPCH 1318 - Interpersonal Communication Credits: 3
- SPCH 2333 - Discussion and Small Group Communication Credits: 3 *

Writing/performance/production competency (6 SCH)

- SPCH 1321 - Business and Professional Communication Credits: 3
- SPCH 2335 - Argumentation and Debate Credits: 3 *

Core (42 SCH)

Core Curriculum Options

Oral Communication requirement

- SPCH 1315Ω - Principles of Public Speaking Credits: 3

Elective (3 SCH)

- Check with receiving university for transferability

Total Semester Credit Hours for the Speech Communication Field of Study = 60

*For class arrangements and availability, please contact the faculty representative.

Transfer students may be required to complete between 3 to 6 additional lower-division SCH in their major if the receiving institution has additional lower-division courses that are: (1) specific to any communication degree, (2) required of their native students, (3) needed for the successful completion of advanced coursework at that institution, and (4) not duplicative in content of any course in the applicable sub-area Field of Study Curriculum for Communication that the student already has completed.

Contact: Ray Whitlow at 281.425.6876, rwhitlow@lee.edu, for specific degree information.

♦ Core curriculum course.

Core Curriculum

Core Curriculum Options

The primary purpose of the AA, AS, and AAT degrees are to prepare students to transfer and meet prerequisites for junior level courses. The core curriculum is an essential, state mandated component of these associate degrees. The table below provides course options to meet the general core curriculum requirements and matches those listed for the Associate of Arts (AA) degree. Subsequent degrees, Fields of Study, and Areas of Concentration provide specific modifications to the core curriculum that meet the needs of students transferring in academic concentrations. A course can only be counted once in meeting core curriculum requirements. Course title and descriptions can be found in Course Descriptions.

Communication (6 SCH)

- ENGL 1301Ω - English Composition I Credits: 3
- ENGL 1302Ω - English Composition II Credits: 3
- ENGL 2311Ω - Technical Writing Credits: 3

Mathematics (3 SCH)

- MATH 1314 - College Algebra Credits: 3
- MATH 1316 - Plane Trigonometry Credits: 3
- MATH 1324 - Finite Mathematics with Business Applications Credits: 3
- MATH 1332 - Contemporary Mathematics I Credits: 3
- MATH 1342 - Elementary Statistics Credits: 3

- MATH 2412 - Precalculus Credits: 4 *
- MATH 2413 - Calculus I with Analytic Geometry Credits: 4 *

Life and Physical Sciences (LP Science) (6 SCH)*

- BIOL 1406Ω - General Biology I Credits: 4
- BIOL 1407Ω - General Biology II Credits: 4
- BIOL 1408Ω - Biology I for Non-Science Majors Credits: 4
- BIOL 1409Ω - Biology II for Non-Science Majors Credits: 4
- BIOL 1411Ω - General Botany Credits: 4
- BIOL 1413 - General Zoology Credits: 4
- BIOL 2401 - Human Anatomy and Physiology I Credits: 4
- BIOL 2402 - Human Anatomy and Physiology II Credits: 4
- BIOL 2404 - The Human Body Credits: 4
- BIOL 2416 - Genetics Credits: 4
- BIOL 2421Ω - Microbiology Credits: 4
- CHEM 1405Ω - Introductory Inorganic Chemistry Credits: 4
- CHEM 1411Ω - General Chemistry I Credits: 4
- CHEM 1412 - General Chemistry II Credits: 4
- CHEM 1419Ω - Introductory Organic Chemistry Credits: 4
- CHEM 2423 - Organic Chemistry I Credits: 4
- CHEM 2425 - Organic Chemistry II Credits: 4
- ENVR 1401Ω - Environmental Science I Credits: 4 **
- ENVR 1402 - Environmental Science I Credits: 4
- GEOL 1403Ω - Physical Geology Credits: 4
- GEOL 1404Ω - Historical Geology Credits: 4
- GEOL 1405Ω - Environmental Geology Credits: 4 **
- GEOL 1447 - Meteorology Credits: 4
- PHYS 1401Ω - College Physics I: Mechanics and Heat Credits: 4
- PHYS 1402Ω - College Physics II: Sound, Electricity, Magnetism, Light, and Modern Physics Credits: 4
- PHYS 1403Ω - Stars and Galaxies Credits: 4
- PHYS 1404Ω - The Solar System Credits: 4
- PHYS 1405Ω - Conceptual Physics I Credits: 4
- PHYS 1407Ω - Conceptual Physics II Credits: 4
- PHYS 1415 - Physical Science Credits: 4
- PHYS 2425Ω - University Physics I Credits: 4
- PHYS 2426Ω - University Physics II Credits: 4

Creative Arts (3 SCH)

- ARCH 1311 - Introduction to Architecture Credits: 3
- ARTS 1301Ω - Art Appreciation Credits: 3
- ARTS 1303Ω - Art History I (Prehistoric to the 14th century) Credits: 3
- ARTS 1304Ω - Art History II (14th Century to the present) Credits: 3
- DRAM 1310 - Introduction to the Theatre Credits: 3

- DRAM 2366 - Pictures Credits: 3
- MUSI 1306Ω - Music Appreciation Credits: 3
- MUSI 1310 - American Music Credits: 3

Language, Philosophy, and Culture (LPC) (3 SCH)

- ENGL 2322Ω - English Literature: Beowulf to Romantic Credits: 3
- ENGL 2323Ω - English Literature: Romantic to Present Credits: 3
- ENGL 2326Ω - American Literature Survey Credits: 3
- ENGL 2327Ω - American Literature to 1860 Credits: 3
- ENGL 2328Ω - American Literature: 1860 to Present Credits: 3
- ENGL 2331Ω - Cross-Cultural Literature Credits: 3
- ENGL 2341Ω - Forms of Literature Credits: 3
- ENGL 2351Ω - Mexican-American Literature Credits: 3
- HIST 2321Ω - History of World Civilization to 1500 Credits: 3
- HIST 2322Ω - History of World Civilization from 1500 to Present Credits: 3
- HUMA 1301ΩΣ - Introduction to the Humanities I Credits: 3
- HUMA 1305Ω - Introduction to Mexican-American Studies Credits: 3
- SPAN 2311 - Spanish: Reading, Conversation, Composition and Grammar Review Credits: 3
- PHIL 1301Ω - Introduction to Philosophy Credits: 3

Government/Political Science (GOVT/PS) (6 SCH)

- GOVT 2305Ω - Federal Government Credits: 3
- GOVT 2306Ω - Texas Government Credits: 3

American History (6 SCH)

- HIST 1301Ω - History of the United States to 1877 Credits: 3
- HIST 1302Ω - History of the United States Since 1877 Credits: 3
- HIST 2301Ω - History of Texas Credits: 3

Social/Behavioral Sciences (SBS) (3 SCH)

- ECON 2301 - Principles of Economic: Macroeconomics Credits: 3
- ECON 2302 - Principles of Economic: Microeconomics Credits: 3
- GEOG 1303 - World Regional Geography Credits: 3
- PSYC 2301 - Introduction to Psychology Credits: 3
- SOCI 1301Ω - Introductory Sociology Credits: 3

Oral Communication (3 SCH)

- SPCH 1311 - Introduction to Speech Communication Credits: 3
- SPCH 1315Ω - Principles of Public Speaking Credits: 3

- SPCH 1318 - Interpersonal Communication Credits: 3
- SPCH 1321 - Business and Professional Communication Credits: 3

Kinesiology Area Option (1 SCH)

- KINE 1304 - The Healthy American Credits: 3 *
- KINE 1305 - Personal Health and Nutrition Credits: 3 *
- KINE 1164 - Introduction to Physical Fitness and Wellness Credits: 1

Component Area Option (2 SCH)

- EDUC 1200 - Learning Pathways Credits: 2

Note:

*Extra SCH will be applied to degree plan general electives.

**Courses are cross listed and cannot be used as two different courses to fulfill the science core requirement for a degree plan

Core Total 42

Other Degrees

General Education for AAS Degrees

An AAS degree requires a minimum of 15 SCH of General Education courses. AAS degree earners will not have the description "core complete" on their transcripts unless they have completed the entire 42-43 SCH Core defined for AA and AS degrees.

Communication (3 SCH)

While only three hours of Communication are required for an AAS degree, students who plan to transfer to a university should take 6 hours to meet university requirements.

- ENGL 1301Ω - English Composition I Credits: 3
- ENGL 1301T - English Composition I Credits: 3
- ENGL 1302Ω - English Composition II Credits: 3
- ENGL 2311Ω - Technical Writing Credits: 3

Oral Communication (3 SCH)

- SPCH 1311 - Introduction to Speech Communication Credits: 3
- SPCH 1315Ω - Principles of Public Speaking Credits: 3
- SPCH 1318 - Interpersonal Communication Credits: 3
- SPCH 1321 - Business and Professional Communication Credits: 3

Creative Arts/Language, Philosophy, and Culture (LPC) (3 SCH)

Choose one course from the Creative Arts/ Language, Philosophy, and Culture options in the Core Curriculum. (Identified as Creative Arts/LPC.)

Social/Behavioral Sciences, American History, or Government/Political Sciences (3 SCH)

Choose one from Social/Behavioral Sciences, American History, Government/Political Sciences options from the Core Curriculum. (Identified as SBS/HIST/GOVT PS).

Life and Physical Sciences/Mathematics (3/4 SCH)

Choose one from Mathematics or Life and Physical Sciences options from the Core Curriculum. (Identified as LP Sciences/Mathematics).

Total Core Curriculum Credit hours = 15/16

◆ Core curriculum course.

Catalog Home

VISION STATEMENT

Providing knowledge and skills to successfully navigate in the modern world.

MISSION STATEMENT

Lee College serves as a focal point for the development of educated, gainfully employed, socially aware residents of our local community.

GOALS AND OUTCOMES

Learner Success:

Enable success among all learners

- Improve persistence of all students to completion of their educational intent
- Enrich learning through accessible and relevant experiences
- Enhance student engagement through learner support

Community Enrichment:

Advocate cultural and economic diversity

- Build bridges from education to employment
- Make Lee College the preferred provider for training and workforce partnerships
- Strengthen cultural initiatives that promote an enlightened community

Employee Success:

Model persistence, completion, and excellence in learning

- Support professional development opportunities for faculty, staff, and administration
- Recognize and reward employee excellence
- Model safety in the work environment

Institutional Effectiveness:

Foster a culture of adaptability and continuous improvement

- Employ assessment processes that direct action for improvement
- Foster transparency in data analysis and decision making
- Implement technology to effectively improve educational and operational processes and promote sustainability

EQUAL EDUCATION OPPORTUNITY STATEMENT

Lee College is an open enrollment institution and offers a variety of vocational and academic programs. Lee College does not discriminate on the basis of gender, disability, race, color, age, religion, national origin, or veteran status in its educational programs, activities, or employment practices as required by Title VII, Title IX, Section 504, ADA, or 34 C.F.R. Limited English proficiency is not a barrier for admission to the College.

For information regarding student rights or appeal procedures, refer to Tuition, Fees, and Financial Aid and Student Life Opportunities, Services, and Policies or contact the Vice President of Student Affairs, Lee College, P.O. Box 818, Baytown, Texas 77522-0818 or call 281.425.6400. Lee College is located at the intersection of Lee Drive and Market and Texas Avenue.

DECLARACIÓN DE IGUALDAD EN LA EDUCACIÓN

Lee College no discrimina en base a género, incapacidad, raza, religión, color, edad, nacionalidad, o por condición de veterano militar en los programas educativos, actividades, o empleo como es requerido bajo la Ley VII, Ley IX, Sección 504, o 34 C.F.R. Limitación en el idioma Inglés no impide admisión al colegio.

Para información acerca de los derechos de los estudiantes o del procedimiento de quejas, refiérase al Tuition, Fees, and Financial Aid de este catálogo o póngase en contacto con la oficina del Vicepresidente de Asuntos Estudiantiles, Lee College, Apartado Postal 818, Baytown, TX 77522-0818, teléfono 281.425.6400. Lee College está situado en la esquina de las calles Lee Drive y Market Street.

Associate of Arts, Associate of Science, and Field of Study Transfer Program Plans

Associate of Arts, Associate of Science, and Transfer Degree Plans

Introduction

This section of the Catalog is devoted to describing the options available to the Lee College students who (1) plan to earn a certificate or associate degree from Lee College, (2) plan to transfer the credits they earn at Lee College to another institution, or (3) both graduate and transfer.

Coordinating Board approved certificates require from 15 to 59 semester credit hours; associate degrees require 60 to 66 credits. For students considering a career in a technical field, an investment of one to four semesters of study is very reasonable. For students planning to earn certificates or baccalaureate degrees, should realize that over 70% of all jobs require some college.

Some students, however, may wish to transfer to other institutions without earning a degree at Lee College. Students who plan to transfer to other institutions - with or without a Lee College degree - should obtain a catalog from the institution to which they plan to transfer and work with a Lee College counselor in the selection of their courses. Course options and degree requirements at universities vary from institution to institution and, in many cases, from college to college within institutions. Plan to complete core at Lee College.

Core Curriculum

Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

Core Objectives

- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making

- **Social Responsibility:** to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Foundational Component Areas

Communication focuses on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively.

- Courses involve the command of oral, aural, written, and visual skills that enable people to exchange messages appropriate to the subject, occasion, and audience.
- The core objectives of critical thinking, communication skills, teamwork, and personal responsibility are addressed by each course in this component area.

Mathematics focuses on quantitative literacy in logic, patterns, and relationships.

- Courses involve the understanding of key mathematical concepts and the application of appropriate mathematical tools to the everyday experience.
- The core objectives of critical thinking, communication skills, and empirical and quantitative skills are addressed by each course in this component area.

Life and Physical Sciences focus on describing, explaining, and predicting natural phenomena using the scientific method.

- Courses involve the understanding of interactions among natural phenomena and the implications of scientific principles on human experiences.
- The core objectives of critical thinking, communication skills, empirical and quantitative analysis, and teamwork are addressed by each course in this component area.

Language, Philosophy, and Culture focuses on how ideas, values, beliefs and other aspects of culture express and affect human experience.

- Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.
- The core objectives of critical thinking, communication skills, personal responsibility, and social responsibility are addressed by each course in this component area.

Creative Arts focus on the appreciation and analysis of creative artifacts and works of the human imagination.

- Courses involve the synthesis and interpretation of artistic expression and enable critical, creative, and innovative communication about works of art.
- The Core Objectives of critical thinking, communication skills, teamwork, and social responsibility are addressed by each course in this component area.

American History focuses on the consideration of past events relative to the United States, with the option of including Texas history for a portion of this component area.

- Courses involve the interaction among individuals, communities, states, the nation, and the world, considering how these interactions have contributed to the development of the United States and its global role.
- The Core Objectives of critical thinking, communication skills, social responsibility, and personal responsibility are addressed by each course in this component area.

Government/Political Science focuses on consideration of the Constitution of the United States and the constitutions of the states with special emphasis on that of Texas.

- Courses involve the analysis of governmental institutions, political behavior, civic engagement, and their political and philosophical foundations.

- The Core Objectives of critical thinking, communication skills, social responsibility, and personal responsibility are addressed by each course in this component area.

Social/Behavioral Science focuses on the application of empirical and scientific methods that contribute to the understanding of what makes us human.

- Courses involve the exploration of behavior and interactions among individuals, groups, institutions, and events, examining their impact on society and culture.
- The Core Objectives of critical thinking, communication skills, empirical and quantitative analysis, and social responsibility are addressed by each course in this component area.

Component Area Option provides individual institutions the ability to address foundational areas that exceed the number of Semester Credit Hours (SCH) required, require courses that exist in multiple component areas, and offer courses that provide essential college level skills and knowledge that prepare students for the rest of their educational experiences and work lives.

- The Core Objectives of critical thinking and communication skills and at least one other state objective are addressed by each course in this component area.

Core Curriculum Options

The primary purpose of the AA, AS, and AAT degrees are to prepare students to transfer and meet prerequisites for junior level courses. The core curriculum is an essential, state mandated component of these associate degrees. The table below provides course options to meet the general core curriculum requirements and matches those listed for the Associate of Arts (AA) degree. Subsequent degrees, Fields of Study, and Areas of Concentration provide specific modifications to the core curriculum that meet the needs of students transferring in academic concentrations. A course can only be counted once in meeting core curriculum requirements. Course title and descriptions can be found in Course Descriptions.

Communication (6 SCH)

- ENGL 1301Ω - English Composition I Credits: 3
- ENGL 1302Ω - English Composition II Credits: 3
- ENGL 2311Ω - Technical Writing Credits: 3

Mathematics (3 SCH)

- MATH 1314 - College Algebra Credits: 3
- MATH 1316 - Plane Trigonometry Credits: 3
- MATH 1324 - Finite Mathematics with Business Applications Credits: 3
- MATH 1332 - Contemporary Mathematics I Credits: 3
- MATH 1342 - Elementary Statistics Credits: 3
- MATH 2412 - Precalculus Credits: 4 *

- MATH 2413 - Calculus I with Analytic Geometry Credits: 4 *

Life and Physical Sciences (LP Science) (6 SCH)*

- BIOL 1406Ω - General Biology I Credits: 4
- BIOL 1407Ω - General Biology II Credits: 4
- BIOL 1408Ω - Biology I for Non-Science Majors Credits: 4
- BIOL 1409Ω - Biology II for Non-Science Majors Credits: 4
- BIOL 1411Ω - General Botany Credits: 4
- BIOL 1413 - General Zoology Credits: 4
- BIOL 2401 - Human Anatomy and Physiology I Credits: 4
- BIOL 2402 - Human Anatomy and Physiology II Credits: 4
- BIOL 2404 - The Human Body Credits: 4
- BIOL 2416 - Genetics Credits: 4
- BIOL 2421Ω - Microbiology Credits: 4
- CHEM 1405Ω - Introductory Inorganic Chemistry Credits: 4
- CHEM 1411Ω - General Chemistry I Credits: 4
- CHEM 1412 - General Chemistry II Credits: 4
- CHEM 1419Ω - Introductory Organic Chemistry Credits: 4
- CHEM 2423 - Organic Chemistry I Credits: 4
- CHEM 2425 - Organic Chemistry II Credits: 4
- ENVR 1401Ω - Environmental Science I Credits: 4 **
- ENVR 1402 - Environmental Science I Credits: 4
- GEOL 1403Ω - Physical Geology Credits: 4
- GEOL 1404Ω - Historical Geology Credits: 4
- GEOL 1405Ω - Environmental Geology Credits: 4 **
- GEOL 1447 - Meteorology Credits: 4
- PHYS 1401Ω - College Physics I: Mechanics and Heat Credits: 4
- PHYS 1402Ω - College Physics II: Sound, Electricity, Magnetism, Light, and Modern Physics Credits: 4
- PHYS 1403Ω - Stars and Galaxies Credits: 4
- PHYS 1404Ω - The Solar System Credits: 4
- PHYS 1405Ω - Conceptual Physics I Credits: 4
- PHYS 1407Ω - Conceptual Physics II Credits: 4
- PHYS 1415 - Physical Science Credits: 4
- PHYS 2425Ω - University Physics I Credits: 4
- PHYS 2426Ω - University Physics II Credits: 4

Creative Arts (3 SCH)

- ARCH 1311 - Introduction to Architecture Credits: 3
- ARTS 1301Ω - Art Appreciation Credits: 3
- ARTS 1303Ω - Art History I (Prehistoric to the 14th century) Credits: 3
- ARTS 1304Ω - Art History II (14th Century to the present) Credits: 3
- DRAM 1310 - Introduction to the Theatre Credits: 3
- DRAM 2366 - Pictures Credits: 3
- MUSI 1306Ω - Music Appreciation Credits: 3
- MUSI 1310 - American Music Credits: 3

Language, Philosophy, and Culture (LPC) (3 SCH)

- ENGL 2322Ω - English Literature: Beowulf to Romantic Credits: 3
- ENGL 2323Ω - English Literature: Romantic to Present Credits: 3
- ENGL 2326Ω - American Literature Survey Credits: 3
- ENGL 2327Ω - American Literature to 1860 Credits: 3
- ENGL 2328Ω - American Literature: 1860 to Present Credits: 3
- ENGL 2331Ω - Cross-Cultural Literature Credits: 3
- ENGL 2341Ω - Forms of Literature Credits: 3
- ENGL 2351Ω - Mexican-American Literature Credits: 3
- HIST 2321Ω - History of World Civilization to 1500 Credits: 3
- HIST 2322Ω - History of World Civilization from 1500 to Present Credits: 3
- HUMA 1301ΩΣ - Introduction to the Humanities I Credits: 3
- HUMA 1305Ω - Introduction to Mexican-American Studies Credits: 3
- SPAN 2311 - Spanish: Reading, Conversation, Composition and Grammar Review Credits: 3
- PHIL 1301Ω - Introduction to Philosophy Credits: 3

Government/Political Science (GOVT/PS) (6 SCH)

- GOVT 2305Ω - Federal Government Credits: 3
- GOVT 2306Ω - Texas Government Credits: 3

American History (6 SCH)

- HIST 1301Ω - History of the United States to 1877 Credits: 3
- HIST 1302Ω - History of the United States Since 1877 Credits: 3
- HIST 2301Ω - History of Texas Credits: 3

Social/Behavioral Sciences (SBS) (3 SCH)

- ECON 2301 - Principles of Economic: Macroeconomics Credits: 3
- ECON 2302 - Principles of Economic: Microeconomics Credits: 3
- GEOG 1303 - World Regional Geography Credits: 3
- PSYC 2301 - Introduction to Psychology Credits: 3
- SOCI 1301Ω - Introductory Sociology Credits: 3

Oral Communication (3 SCH)

- SPCH 1311 - Introduction to Speech Communication Credits: 3
- SPCH 1315Ω - Principles of Public Speaking Credits: 3
- SPCH 1318 - Interpersonal Communication Credits: 3
- SPCH 1321 - Business and Professional Communication Credits: 3

Kinesiology Area Option (1 SCH)

- KINE 1304 - The Healthy American Credits: 3 *
- KINE 1305 - Personal Health and Nutrition Credits: 3 *
- KINE 1164 - Introduction to Physical Fitness and Wellness Credits: 1

Component Area Option (2 SCH)

- EDUC 1200 - Learning Pathways Credits: 2

Note:

*Extra SCH will be applied to degree plan general electives.

**Courses are cross listed and cannot be used as two different courses to fulfill the science core requirement for a degree plan

Core Total 42

Associate of Science Core Curriculum

The Mathematics and Life and Physical Science are more specific in the Associate of Science degree plans. The table below outlines the requirements.

Mathematics (3 SCH)

- MATH 1324 - Finite Mathematics with Business Applications Credits: 3
- MATH 2412 - Precalculus Credits: 4
- MATH 2413 - Calculus I with Analytic Geometry Credits: 4

Life and Physical Sciences (6 SCH)*

- BIOL 1406Ω - General Biology I Credits: 4
- BIOL 1407Ω - General Biology II Credits: 4
- BIOL 2401 - Human Anatomy and Physiology I Credits: 4
- BIOL 2402 - Human Anatomy and Physiology II Credits: 4
- CHEM 1411Ω - General Chemistry I Credits: 4
- CHEM 1412 - General Chemistry II Credits: 4
- CHEM 2423 - Organic Chemistry I Credits: 4
- CHEM 2425 - Organic Chemistry II Credits: 4
- ENVR 1401Ω - Environmental Science I Credits: 4
- ENVR 1402 - Environmental Science I Credits: 4
- GEOL 1403Ω - Physical Geology Credits: 4
- GEOL 1404Ω - Historical Geology Credits: 4
- PHYS 1401Ω - College Physics I: Mechanics and Heat Credits: 4
- PHYS 1402Ω - College Physics II: Sound, Electricity, Magnetism, Light, and Modern Physics Credits: 4
- PHYS 2425Ω - University Physics I Credits: 4
- PHYS 2426Ω - University Physics II Credits: 4
-
- *Extra SCH will be applied to degree plan general electives.
- Students must take paired courses

Associate of Arts (AA)

Associate of Arts in Teaching (AAT)

Associate of Science (AS)

The Associate of Arts (AA), Associate of Arts in Teaching (AAT), and Associate of Science (AS) degrees are designed for students who plan to transfer to four year institutions and pursue baccalaureate degrees. AA, AAT, and AS

degrees include 60 to 66 hours of freshman and sophomore courses. Degrees are based on the core curriculum developed by the State of Texas and are updated to include Fields of Study as they become available from the state. The AAT degree is designed for teacher preparation and specifically transfers to upper division education programs.

Because of common course numbering and similarity in degree plans, students can easily matriculate to universities with most credits being accepted by public postsecondary institutions in Texas.

Graduation Requirements:

see Admission, Registration, and Enrollment

Core Curriculum Completion

Lee College recognizes completion of the core curriculum for students seeking AA, AAT, and AS degrees that have completed the entire core curriculum with Lee College with a GPA of 2.0 or better. All students who complete the core curriculum will have it noted on their transcript.

Field of Study

Field of study curricula were mandated by the state legislature in 1997. These programs offer transferability to general academic teaching institutions in the state of Texas and guarantee substitution for lower division requirements for the degree program. Lee College currently offers Field of Study in five areas: Computer Science, Criminal Justice, Music, Speech Communications, and Business.

Area of Concentration

Areas of Concentration (AOC) provide structure to the elective courses taken to complete an AA or AS degree. Students focused on a major for Bachelor's degree work have multiple AOCs to choose from. It is the responsibility of the student to contact the transfer university to obtain its specific course requirements and enroll in appropriate lower division courses.

AA Area of Concentration:

American Studies, Architecture, Church Music, Criminal Justice, Drama, English, General Studies, Health, Humanities, Literature, Mexican American Studies, Physical Education, Social Sciences, Social Work, Spanish, Transfer in Allied Health, Visual Arts, and Visual Arts: Imaging.

AS Area of Concentration:

Biology, Chemistry, Environmental Science, Geology, Mathematics, Physics, and Pre-Engineering

Articulation Agreements

Articulation agreements are specific degree plans agreed upon between Lee College and a 4-year institute of higher education. A list of current transfer articulation agreements can be found at: <http://www.lee.edu/counseling/choose-career/transfer-guides/>

Online Learning

Online learning provides quality education in a non-traditional environment, where the student and faculty member are in different locations. Lee College faculty strives to promote superior online learning through the college's online learning management system.

Lee College offers several options for students who are self-motivated and prefer independent learning. Online learning courses require an orientation with the instructor, either personally or online. Courses are completed during a single semester with deadlines set by instructors for course assignments and exams.

Online learning provides courses in which a majority (more than 50 percent) of the instruction occurs when the student(s) and instructor(s) are not in the same place. Two categories of online learning courses are defined as:

Fully Online Learning Course

A course with mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review, or an in-person test.

Hybrid/Blended Course

A course in which a majority (more than 50 percent but less than 85 percent), of the planned instruction occurs when the student(s) and instructor(s) are not in the same place.

Online Learning Course Length

Classes may be offered in a variety of lengths throughout the semester. During the Spring and Fall semester, classes will be offered in 16-week, 12-week, or 8-week sessions. During the summer semester, classes will be offered in 10 weeks or 5 weeks.

Lee College Course Delivery System

Courses will be offered online through Lee College's Learning Management System (LMS).

Hardware and Software Requirements

To be successful in an online course, students who use their personal computers must have high speed internet access. Online course users will need at least two Internet browsers - for PC users, Internet Explorer and Mozilla Firefox, and for MAC users, Safari and Mozilla Firefox. PC users need an operating system of Windows XP, Windows Vista, or Windows 7. MAC users need an operating system of 10.5 or 10.6. To view all information, including pop-ups, etc., Java should be installed on the computer.

Virtual College of Texas (VCT)

Through a cooperative agreement, Texas community colleges share online courses. Students register through Lee College and are supported by local counseling, library tutoring, and testing services while they take classes from remote sites. Enrollment procedures are outlined in the class schedule. Testing is provided through the Counseling Center in Rundell Hall on the Baytown campus. Some VCT courses are not included in the course descriptions in The Community and Lee College. Visit the VCT Internet site at <http://www.vct.org> for more information and listings.

Field of Study Curriculum

Field of study curricula were mandated by the state legislature in 1997. These programs offer transferability to general academic teaching institutions in the state of Texas and guarantee substitution for lower-division requirements for the degree program. Students receive academic credit toward the baccalaureate degree program for the courses transferred, which meet the four-year institute of higher education's lower-division requirements in the academic program area.

Lee College currently offers coursework in five areas: Computer Science, Criminal Justice, Music, Speech-Communications, and Business. Course sequencing is an important aspect of the field of study academic plans; communicate with an advisor or content specialist for an efficient and effective plan of action.

Associate of Arts

American Studies - LA4H, AA

American Studies is an honors program that combines American literature and American history. Each long semester students take a 6 SCH block of courses that fulfills options within the core curriculum. Through an interdisciplinary approach students will study American culture and ideology and gain an understanding of how literature reflects historical events. The capstone for the sequence is a research paper about an event of literary or historical significance. Invitations to enter the programs are based on recommendations from instructors.

Core (42 SCH)

Core Curriculum Options

Core Recommendation

Communication

- ENGL 1301Ω - English Composition I Credits: 3 (Offered through The Human Condition)
- ENGL 1302Ω - English Composition II Credits: 3 (Offered through The Human Condition)

American History

- HIST 1301Ω - History of the United States to 1877 Credits: 3 (Offered through American Studies)
- HIST 1302Ω - History of the United States Since 1877 Credits: 3 (Offered through American Studies)

Language, Philosophy, and Culture

- HUMA 1301ΩΣ - Introduction to the Humanities I Credits: 3 (Offered through The Human Condition)

Area of Concentration (9 SCH)

- HUMA 1302ΩΣ - Introduction to the Humanities II Credits: 3 (Offered through The Human Condition)
- ENGL 2327Ω - American Literature to 1860 Credits: 3 (Offered through American Studies)
- ENGL 2328Ω - American Literature: 1860 to Present Credits: 3 (Offered through American Studies)

General Electives (9 SCH)

Total Semester Credit Hours for Degree = 60

Contact: Georgeann Ward at 281.425.6530, gward@lee.edu.

♦ Core curriculum course.

Creative Arts

Students will gain an understanding of the fine and creative arts through the study of foundations, history, critical analysis, and performance/exhibition. Learning opportunities include courses in theater/theatrical performance, choir, piano, instrumental ensemble, orchestra, ceramics/sculpture, drawing/painting, photography/digital imaging, and architecture.

Core (42 SCH)

Core Curriculum Options

Core Recommendation

- ARCH 1311 - Introduction to Architecture Credits: 3
- ARTS 1303Ω - Art History I (Prehistoric to the 14th century) Credits: 3
- ARTS 1304Ω - Art History II (14th Century to the present) Credits: 3
- DRAM 1310 - Introduction to the Theatre Credits: 3
- MUSI 1306Ω - Music Appreciation Credits: 3
- MUSI 1310 - American Music Credits: 3

Area of Concentration (12SCH)

Select courses from the following:

- ARCH 1307 - Architectural Graphics I Credits: 3 and
- ARCH 1308 - Architectural Graphics II Credits: 3
or
- ARTS 1311 - Design I Credits: 3 and
- ARTS 1316Ω - Drawing I Credits: 3

Select courses from the following:

- ARTS 1304Ω - Art History II (14th Century to the present) Credits: 3
or
- ARTS 1303Ω - Art History I (Prehistoric to the 14th century) Credits: 3

- ARTS 1311 - Design I Credits: 3

- ARTS 1312Ω - Design II Credits: 3
or
- ARTS 1317Ω - Drawing II Credits: 3

- ARTS 1316Ω - Drawing I Credits: 3

Select courses from the following:

- MUSI 1311 - Music Theory I Credits: 3
- MUSI 1312 - Music Theory II Credits: 3
- MUSI 1116 - Sight Singing and Ear Training I Credits: 1
- MUSI 1117 - Sight Singing and Ear Training II Credits: 1
- MUSI 1307 - Music Literature Credits: 3
- MUEN 11--

Select courses from the following:

- DRAM 1341 - Principles of Theatrical Makeup Credits: 3
- DRAM 1342 - Introduction to Costume Credits: 3
- DRAM 1351 - Introduction to Acting Credits: 3
- DRAM 1352 - Advanced Acting Credits: 3

General and Creative Arts Electives (6 SCH)

Select courses from following rubrics:

- ARCH
- ARTS
- DRAM
- MUSI/MUAP/MUEN

Total Semester Credit Hours = 60

Music- 1st semester music requires MUSI 1311, MUSI 1116, MUSI 1181, MUEN 11XX, and freshman level MUAP 12XX. See Recommended Music Courses (FOS). **Church Music-** Students must enroll in MUSI 1307 Church Music Emphasis offered in the Fall semester in addition to MUSI 1311, MUSI 1312, MUSI 1116, and MUSI 1117. Electives must include 2 semesters of both MUEN and freshman level MUAP as well as 1 SCH of either Piano Class or Applied Piano.

Contacts: Architecture: - Paul Lucke at 281.425.6465, plucke@lee.edu

Art/Photography & Digital Imaging- Jennifer Herzberg at 281.425.6484, jherzberg@lee.edu; Steve Neihaus at 281.425.6485, sneihaus@lee.edu

Music- Charlotte Mueller at 281.425.6858, cmueller@lee.edu, John Weinel at 281.425.6351, jweinel@lee.edu, or Ken Booker at 281.425.6350, kbooker@lee.edu

Drama - Kim Martin at 281.425.6264, hmartin@lee.edu

♦ Core curriculum course.

English - EN4, AA

Students will expand their knowledge of composition, research, genres, and literacy criticism. Through their writing students will show their understanding of literacy principles and how literature reflects society.

Core (42 SCH)

Core Curriculum Options

Core Recommendation

Oral Communication

- SPCH 1315Ω - Principles of Public Speaking Credits: 3

Area of Concentration (14 SCH)

- SPAN 1411 - Beginning Spanish Credits: 4
- SPAN 1412 - Intermediate Spanish Credits: 4

Sophomore ENGL, choose two of the following

- ENGL 2307Ω - Creative Writing I Credits: 3
- ENGL 2308Ω - Creative Writing II Credits: 3
- ENGL 2311Ω - Technical Writing Credits: 3
- ENGL 2321 - British Literature Credits: 3
- ENGL 2322Ω - English Literature: Beowulf to Romantic Credits: 3
- ENGL 2323Ω - English Literature: Romantic to Present Credits: 3
- ENGL 2326Ω - American Literature Survey Credits: 3
- ENGL 2327Ω - American Literature to 1860 Credits: 3
- ENGL 2328Ω - American Literature: 1860 to Present Credits: 3
- ENGL 2331Ω - Cross-Cultural Literature Credits: 3
- ENGL 2341Ω - Forms of Literature Credits: 3
- ENGL 2351Ω - Mexican-American Literature Credits: 3

General Electives (4 SCH)

Total Semester Credit Hours for Degree = 60

Contact: Dr. Jeff Clayton at 281.425.6374, jclayton@lee.edu

♦ Core curriculum course.

General Studies - GS4, AA

The general studies area of concentration provides a broad range of academic discipline experiences. The semester credit hours listed are for coursework above and beyond courses required for core completion.

First Semester Enrollment and Completion of LSSS 300 or EDUC 1200 (0 or 2 SCH)

- Determined by college readiness in Reading, Writing, and Mathematics

Core (42 SCH)

Core Curriculum Options

Area of Concentration (12 SCH)

- Common Discipline
- Common Rubric

General Electives (4-6 SCH)

Total Semester Credit Hours for Degree = 60

Contact: Student Academic Advisor

◆ Core curriculum course.

Humanities - HU4, AA

Through an interdisciplinary approach, students will gain a broad understanding of humankind's cultural legacy

Core (42 SCH)

Core Curriculum Options

Area of Concentration (15 SCH)

- Sophomore Literature (6 SCH)
- Creative Arts/LPC Elective (3 - 6 SCH)
- SBS/HIST/GOVT PS (3 - 6 SCH)

General Electives (3 SCH)

Total Semester Credit Hours for Degree = 60

Contact: Dr. Jeff Clayton at 281.425.6374, jclayton@lee.edu

◆ Core curriculum course.

KINE Coaching and Sports - KIP4, AA

Students will prepare for careers in the wide ranging areas of physical education, coaching and sports.

Core (42 SCH)

Core Curriculum Options

Area of Concentration (15 SCH)

- KINE 1301Ω - Foundation in Physical Education Credits: 3
- KINE 1304 - The Healthy American Credits: 3
- KINE 1306 - First Aid Credits: 3
- KINE 1321 - Coaching Sports and Athletics Credits: 3

- KINE 1308 - Sports Officiating Credits: 3

KINE Electives (3 SCH)

- KINE 1101 - Bowling, Beginning Credits: 1
- KINE 1102 - Bowling, Experienced Credits: 1
- KINE 1103 - Exercise, Beginning Credits: 1
- KINE 1104 - Exercise, Experienced Credits: 1
- KINE 1109 - Pilates, Beginning Credits: 1
- KINE 1110 - Pilates, Experienced Credits: 1
- KINE 1111 - Aerobic Components, Beginning Credits: 1
- KINE 1112 - Aerobic Components, Experienced Credits: 1
- KINE 1115 - Swimming, Beginning Credits: 1
- KINE 1116 - Swimming, Experienced Credits: 1
- KINE 1119 - Volleyball, Beginning Credits: 1
- KINE 1120 - Volleyball, Experienced Credits: 1
- KINE 1121 - Water Aerobics, Beginning Credits: 1
- KINE 1122 - Water Aerobics, Experienced Credits: 1
- KINE 1123 - Weight Training, Beginning Credits: 1
- KINE 1124 - Weight Training, Experienced Credits: 1
- KINE 1127 - Yoga, Beginning Credits: 1
- KINE 1128 - Yoga, Experienced Credits: 1
- KINE 1129 - Basketball, Beginning Credits: 1
- KINE 1130 - Basketball, Experienced Credits: 1
- KINE 1141 - Self-Defense, Beginning Credits: 1
- KINE 1142 - Self-Defense, Experienced Credits: 1
- KINE 1143 - Walking/Jogging, Beginning Credits: 1
- KINE 1144 - Walking/Jogging, Experienced Credits: 1
- KINE 1149 - Conditioning for Athletics Credits: 1
- KINE 1150 - Conditioning for Athletics Credits: 1

Total Semester Credit Hours for Degree = 60

Contact: Graeme Cox at 281.425.6223, gcox@lee.edu

♦ Core curriculum course.

KINE Health - KIH4, AA

Students will prepare for careers in health and nutrition by understanding the relationships between nutrition, weight control, and physical activity.

Core (42 SCH)

Core Curriculum Options

Core Recommendation

Life and Physical Sciences

- BIOL 2401 - Human Anatomy and Physiology I Credits: 4
- BIOL 2402 - Human Anatomy and Physiology II Credits: 4

Area of Concentration (15 SCH)

- KINE 1301Ω - Foundation in Physical Education Credits: 3
- KINE 1304 - The Healthy American Credits: 3
- KINE 1306 - First Aid Credits: 3
- KINE 1338 - Concepts of Physical Fitness Credits: 3
- KINE 1346 - Drug Use and Abuse Credits: 3

KINE Electives (3 SCH)

- KINE 1101 - Bowling, Beginning Credits: 1
- KINE 1102 - Bowling, Experienced Credits: 1
- KINE 1103 - Exercise, Beginning Credits: 1
- KINE 1104 - Exercise, Experienced Credits: 1
- KINE 1109 - Pilates, Beginning Credits: 1
- KINE 1110 - Pilates, Experienced Credits: 1
- KINE 1111 - Aerobic Components, Beginning Credits: 1
- KINE 1112 - Aerobic Components, Experienced Credits: 1
- KINE 1115 - Swimming, Beginning Credits: 1
- KINE 1116 - Swimming, Experienced Credits: 1
- KINE 1119 - Volleyball, Beginning Credits: 1
- KINE 1120 - Volleyball, Experienced Credits: 1
- KINE 1121 - Water Aerobics, Beginning Credits: 1
- KINE 1122 - Water Aerobics, Experienced Credits: 1
- KINE 1123 - Weight Training, Beginning Credits: 1
- KINE 1124 - Weight Training, Experienced Credits: 1
- KINE 1127 - Yoga, Beginning Credits: 1
- KINE 1128 - Yoga, Experienced Credits: 1
- KINE 1129 - Basketball, Beginning Credits: 1
- KINE 1130 - Basketball, Experienced Credits: 1
- KINE 1141 - Self-Defense, Beginning Credits: 1
- KINE 1142 - Self-Defense, Experienced Credits: 1
- KINE 1143 - Walking/Jogging, Beginning Credits: 1
- KINE 1144 - Walking/Jogging, Experienced Credits: 1
- KINE 1149 - Conditioning for Athletics Credits: 1
- KINE 1150 - Conditioning for Athletics Credits: 1

Total Semester Credit Hours for Degree = 60

Contact: Graeme Cox at 281.425.6223, gcox@lee.edu

◆ Core curriculum course.

Literature - LI4, AA

Students will expand their knowledge of literature, genres, and literacy criticism. Students will demonstrate cultural and historical understanding of the literature as well as an understanding of how literature reflects society.

Core (42 SCH)

Core Curriculum Options

Area of Concentration (18 SCH)

One of the following sequences

- ENGL 2322Ω - English Literature: Beowulf to Romantic Credits: 3 and
- ENGL 2323Ω - English Literature: Romantic to Present Credits: 3

- ENGL 2327Ω - American Literature to 1860 Credits: 3 and
- ENGL 2328Ω - American Literature: 1860 to Present Credits: 3 (offered through American Studies only)

Two of the following

- ENGL 2307Ω - Creative Writing I Credits: 3
- ENGL 2308Ω - Creative Writing II Credits: 3
- ENGL 2321 - British Literature Credits: 3 (unless ENGL 2322 and ENGL 2323 are used above)
- ENGL 2322Ω - English Literature: Beowulf to Romantic Credits: 3
- ENGL 2323Ω - English Literature: Romantic to Present Credits: 3
- ENGL 2326Ω - American Literature Survey Credits: 3 (unless ENGL 2327 and ENGL 2328 are used above)
- ENGL 2327Ω - American Literature to 1860 Credits: 3
- ENGL 2328Ω - American Literature: 1860 to Present Credits: 3
- ENGL 2331Ω - Cross-Cultural Literature Credits: 3
- ENGL 2341Ω - Forms of Literature Credits: 3 (course may be taken more than once with different topic)
- ENGL 2351Ω - Mexican-American Literature Credits: 3

Two electives

Two electives, with a recommendation that at least one has one of the following rubrics without duplicating the Social Sciences Core requirement:

- PHIL
- PSYC
- SOCI

Total Semester Credit Hours for Degree = 60

Contact: Dr. Jeff Clayton, 281.425.6374, jclayton@lee.edu

♦ Core curriculum course.

Mexican American Studies - MAS4, AA

Students will expand their knowledge of composition, research, genres, and literacy criticism. Through their writing students will show their understanding of literacy principles and how literature reflects society.

Core (42 SCH)

Core Curriculum Options

Core Recommendation

Language, Philosophy, and Culture

- HUMA 1301ΩΣ - Introduction to the Humanities I Credits: 3

Area of Concentration (12 SCH)

- HUMA 1305Ω - Introduction to Mexican-American Studies Credits: 3
- HUMA 2319 - American Minority Studies Credits: 3
- ENGL 2351Ω - Mexican-American Literature Credits: 3
- ENGL 2331Ω - Cross-Cultural Literature Credits: 3
or
- ENGL 2341Ω - Forms of Literature Credits: 3

General Electives (6 SCH)

Total Semester Credit Hours for Degree = 60

Contact: Dr. Jeff Clayton, 281.425.6374, jclayton@lee.edu

♦ Core curriculum course.

Social Sciences - SS4, AA

Students will gain an understanding of society through the study of historical events, governing institutions, human behavior, and economic development.

Core (42 SCH)

Core Curriculum Options

Area of Concentration (9 SCH)

- ECON 2301 - Principles of Economic: Macroeconomics Credits: 3 *
or
- ECON 2302 - Principles of Economic: Microeconomics Credits: 3 *

- PSYC 2301 - Introduction to Psychology Credits: 3 *
- SOCI 1301Ω - Introductory Sociology Credits: 3 *
- SOCI 2319Ω - Multi-Cultural Studies Credits: 3 *

Elective Courses (6 SCH)

- Social Sciences Elective
- Literature Elective

General Electives (3 SCH)

Total Semester Credit Hours for Degree = 60

* Students can count one of these courses for the SBS/HIST/GOVT PS core curriculum requirement.

Contact: Cassandra Cookson at 281.425.6366, ccookson@lee.edu

♦ Core curriculum course.

Social Work - SW4, AA

Students will gain an understanding of the foundations and practices of social work, and prepare to transfer to a 4-year university program in social work.

Core (42 SCH)

Core Curriculum Options

Area of Concentration (18 SCH)

- PSYC 2301 - Introduction to Psychology Credits: 3 *
- PSYC 2314 - Life Span Growth and Development Credits: 3
- SOCI 1301Ω - Introductory Sociology Credits: 3 *
- SOCI 1306 - Social Problems Credits: 3
- SOCI 2319Ω - Multi-Cultural Studies Credits: 3
- SOCW 2361 - Introduction to Social Work Credits: 3
- SOCW 2362 - Social Welfare as a Social Institution Credits: 3

Total Semester Credit Hours for Degree = 60

* Students can count either SOCI 1301 or PSYC 2301 for the SBS/HIST/GOVT PS core curriculum requirement.

Contact: Cassandra Cookson at 281.425.6366, ccookson@lee.edu

♦ Core curriculum course.

Spanish - SP4, AA

This degree is designed for students majoring in Spanish who plan to seek a Bachelor of Arts degree. Students will gain a basic understanding of the Spanish language, identifying their skills through reading comprehension, conversation, and translation. Those beginning at a higher level of language proficiency may choose elective to complete their degree and choose core curriculum courses that are applicable to their major at their selected transfer university.

The admission requirement for a language course other than the beginning course can be fulfilled by satisfying the prerequisites. Two consecutive years of Spanish in high school may place students into an intermediate level based on instructor evaluation.

Many universities and senior colleges require a foreign language for a Bachelor of Arts degree. Today, due to the increasing demand for foreign language skills among the different peoples of the world, knowledge of the leading foreign languages has become an important part of the educated person's academic preparation.

Core (42 SCH)

Core Curriculum Options

Area of Concentration (14 SCH)

- SPAN 1411 - Beginning Spanish Credits: 4
- SPAN 1412 - Intermediate Spanish Credits: 4
- SPAN 2311 - Spanish: Reading, Conversation, Composition and Grammar Review Credits: 3
- SPAN 2312 - Spanish: Reading, Conversation, Composition, and Grammar Review Credits: 3

General Electives (4-5 SCH)

Total Semester Credit Hours for Degree = 60/61

Contact: Francisca Castillo at 281.425.6415, fcastill@lee.edu

♦ Core curriculum course.

Transfer in Allied Health Field - TAH4, AA

This area of concentration provides an Associate of Arts degree that allows for a focus in the Allied Health professions, with the intention to transfer to a BS in nursing or BA program in a related field.

Core (42 SCH)

Core Curriculum Options

Core Requirement

Life and Physical Sciences (8 SCH)

One of these two sequential course pairings (a mix will not be considered):

- BIOL 1406Ω - General Biology I Credits: 4 and
- BIOL 1407Ω - General Biology II Credits: 4
- or
- BIOL 2401 - Human Anatomy and Physiology I Credits: 4 and
- BIOL 2402 - Human Anatomy and Physiology II Credits: 4

Area of Concentration (7 - 8 SCH)

CHEM XXXX (4 SCH)

Science Elective (3 - 4 SCH)

- BIOL 2305 - Pathophysiology Credits: 3
- BIOL 1322 - Nutrition Credits: 3

General Electives (10 - 11 SCH)

- General electives should be planned after transfer institution requirements have been established.

Total Semester Credit Hours for Degree = 60

Contact: Counseling - Marissa Moreno, 281-425-6384

Nursing - Tracy Allen, 281-425-6541

Allied Health - Howard Bushart, 281-425-6308

♦ Core curriculum course.

Associate of Science

Biology - BI3, AS

Students will gain a basic understanding of nature, critical thinking, and problem solving appropriate for a profession in biology.

Core (42 SCH)

Core Curriculum Options

Core Requirement

Life and Physical Sciences

- BIOL 1406Ω - General Biology I Credits: 4
- BIOL 1407Ω - General Biology II Credits: 4

Mathematics

- MATH 2413 - Calculus I with Analytic Geometry Credits: 4

Oral Communication

- SPCH 1315Ω - Principles of Public Speaking Credits: 3

Area of Concentration (16 SCH)

- CHEM 1411Ω - General Chemistry I Credits: 4
- CHEM 1412 - General Chemistry II Credits: 4
- CHEM 2423 - Organic Chemistry I Credits: 4
- PHYS 1401Ω - College Physics I: Mechanics and Heat Credits: 4

General Electives (2-3)

Transfer comments: Students majoring in pre-professional fields - such as pre-medical, pre-dental, pre-physical therapy, and others - need to see one of the biology advisors.

Total Semester Credit Hours for Degree = 60/61

Contact: Yihfen Yen at 832.556.4510, yfen@lee.edu or Jim Dobberstine at 281.425.6354, jdobberstine@lee.edu

◆ Core curriculum course.

Chemistry - CH3, AS

Students will gain a basic understanding of nature, critical thinking, and problem solving appropriate for a profession in chemistry.

Core (42 SCH)

Core Curriculum Options

Core Requirement

Life and Physical Sciences

- CHEM 2423 - Organic Chemistry I Credits: 4
- CHEM 2425 - Organic Chemistry II Credits: 4

Mathematics

- MATH 2413 - Calculus I with Analytic Geometry Credits: 4

Social/Behavioral Science

- ECON 2301 - Principles of Economic: Macroeconomics Credits: 3

Oral Communication

- SPCH 1315Ω - Principles of Public Speaking Credits: 3

Area of Concentration (15 SCH)

- CHEM 1412 - General Chemistry II Credits: 4
- MATH 2414 - Calculus II with Analytic Geometry Credits: 4
- PHYS 2425Ω - University Physics I Credits: 4
- PHYS 2426Ω - University Physics II Credits: 4

General Electives (3 SCH)

Total Semester Credit Hours for Degree = 60

Contact: Harry Pang at 281.425.6343, hpang@lee.edu or Jim Dobberstine at 281.425.6354, jdobberstine@lee.edu

♦ Core curriculum course.

Environmental Science - EV3, AS

Students will gain the basic understanding of nature, critical thinking, and problem solving appropriate for a profession in environmental science.

Core (42 SCH)

Core Curriculum Options

Core Requirement

Life and Physical Sciences

- ENVR 1401Ω - Environmental Science I Credits: 4
or
- GEOL 1405Ω - Environmental Geology Credits: 4
- ENVR 1402 - Environmental Science I Credits: 4

Mathematics

- MATH 2413 - Calculus I with Analytic Geometry Credits: 4

Oral Communication

- SPCH 1315Ω - Principles of Public Speaking Credits: 3

Area of Concentration (8 SCH)

- CHEM 1411Ω - General Chemistry I Credits: 4
- CHEM 1412 - General Chemistry II Credits: 4

Science Electives (8 SCH)

General Electives (2-3 SCH)

Total Semester Credit Hours for Degree = 60/61

Contact: Tia Hall at 832.556.4509, thall@lee.edu or Jim Dobberstine at 281.425.6354, jdobberstine@lee.edu

♦ Core curriculum course.

Geology - GY3, AS

Students will gain the basic understanding of nature, critical thinking, and problem solving appropriate for a profession in geology.

Core (42 SCH)

Core Curriculum Options

Core Requirement

Life and Physical Sciences

- GEOL 1403Ω - Physical Geology Credits: 4
- GEOL 1404Ω - Historical Geology Credits: 4

Mathematics

- MATH 2413 - Calculus I with Analytic Geometry Credits: 4

Oral Communication

- SPCH 1315Ω - Principles of Public Speaking Credits: 3

Area of Concentration (16 SCH)

- GEOL 1405Ω - Environmental Geology Credits: 4
or
- GEOL 1447 - Meteorology Credits: 4
or
- ENVR 1401Ω - Environmental Science I Credits: 4

- CHEM 1411Ω - General Chemistry I Credits: 4
or
- CHEM 1412 - General Chemistry II Credits: 4

- PHYS 2425Ω - University Physics I Credits: 4

General Electives (2 SCH)

Total Semester Credit Hours for Degree = 60

Contact: Sharon Gabel at 281.425.6335, sgabel@lee.edu or Jim Dobberstine at 281.425.6354, jdobberstine@lee.edu

♦ Core curriculum course.

Mathematics - MAT3, AS

Students will gain a basic understanding of nature, critical thinking, and problem solving appropriate for a profession in mathematics.

Core (42 SCH)

Core Curriculum Options

Core Requirement

Life and Physical Sciences

- PHYS 2425Ω - University Physics I Credits: 4
- PHYS 2426Ω - University Physics II Credits: 4

Mathematics

- MATH 2413 - Calculus I with Analytic Geometry Credits: 4

Social/Behavioral Science

- ECON 2301 - Principles of Economic: Macroeconomics Credits: 3

Oral Communication

- SPCH 1315Ω - Principles of Public Speaking Credits: 3

Area of Concentration (14 SCH)

- MATH 2414 - Calculus II with Analytic Geometry Credits: 4
- MATH 2415 - Calculus III with Analytic Geometry Credits: 4
- MATH 2318 - Linear Algebra Credits: 3
- MATH 2320 - Differential Equations Credits: 3

General Electives (4-5 SCH)

Total Semester Credit Hours for Degree = 60/61

Contact: Sharon Graber at 281.425.6345, sgraber@lee.edu or Jim Dobberstine at 281.425.6354, jdobberstine@lee.edu

♦ Core curriculum course.

Physics - PS3, AS

Students will gain a basic understanding of nature, critical thinking, and problem solving appropriate for a profession in physics.

Core (42 SCH)

Core Curriculum Options

Core Requirement

Life and Physical Sciences

- PHYS 2425Ω - University Physics I Credits: 4
- PHYS 2426Ω - University Physics II Credits: 4

Mathematics

- MATH 2413 - Calculus I with Analytic Geometry Credits: 4

Social/Behavioral Science

- ECON 2301 - Principles of Economic: Macroeconomics Credits: 3

Oral Communication

- SPCH 1315Ω - Principles of Public Speaking Credits: 3

Area of Concentration (18 SCH)

- MATH 2318 - Linear Algebra Credits: 3
- CHEM 1412 - General Chemistry II Credits: 4
- MATH 2414 - Calculus II with Analytic Geometry Credits: 4
- MATH 2415 - Calculus III with Analytic Geometry Credits: 4
- MATH 2320 - Differential Equations Credits: 3

Total Semester Credit Hours for Degree = 60

Contact: Tom O'Kuma at 281.425.6522, tokuma@lee.edu or Evan Richards at 281.425.6310, erichards@lee.edu

♦ Core curriculum course.

Pre-Engineering- EGR3, AS

Students will gain the basic understanding of nature, critical thinking, and problem solving appropriate for a profession in engineering.

Core (42 SCH)

Core Curriculum Options

Core Requirement

Life and Physical Sciences

- PHYS 2425Ω - University Physics I Credits: 4
- PHYS 2426Ω - University Physics II Credits: 4

Mathematics

- MATH 2413 - Calculus I with Analytic Geometry Credits: 4

Social/Behavioral Science

- ECON 2301 - Principles of Economic: Macroeconomics Credits: 3

Oral Communication

- SPCH 1315Ω - Principles of Public Speaking Credits: 3

Area of Concentration (17 SCH)

- ENGR 1201 - Introduction to Engineering Credits: 2
- CHEM 1412 - General Chemistry II Credits: 4
- MATH 2414 - Calculus II with Analytic Geometry Credits: 4
- MATH 2415 - Calculus III with Analytic Geometry Credits: 4
- MATH 2320 - Differential Equations Credits: 3

General Electives (1-2 SCH)

Optional Engineering Electives*

- ENGR 1304 - Engineering Graphics I Credits: 3
- ENGR 2301 - Engineering Statics Credits: 3
- ENGR 2304 - Programming for Engineers Credits: 3

Note:

* Required by some, but not all engineering disciplines. Contact Evan Richards at 281.425.6310 or erichards@lee.edu for more information.

Transfer comments: Students majoring in a specific field of engineering need to see one of the engineering advisors.

Total Semester Credit Hours for Degree = 60/61

Contact: Evan Richards at 281.425.6310, erichards@lee.edu or Tom O'Kuma at 281.425.6522, tokuma@lee.edu or Jim Dobberstine at 281.425.6374, jdobberstine@lee.edu

Other: Mechanical Engineering majors also need to take ENGR 2302 and ENGR 2405 .

◆ Core curriculum course.

Associate of Arts in Teaching

Teaching, AAT

The following two-year associate degree plans provide a foundation to completion of a baccalaureate degree in Teaching in the state of Texas.

- ED15 AAT - Prepares potential teachers for early childhood to sixth grade that plan to transfer to UHCL, UH Main, or UH Downtown.
- ED25 AAT - Prepares potential teachers for early childhood to sixth grade, as a Generalist, Bilingual Generalist, ESL Generalist, or Special Education Generalist.
- ED35 AAT - Future teachers interested in 4th to 8th grade teaching.
- ED45 AAT - Students interested in pursuing an area of specialization applied to early childhood through grade 12 (Music, Physical Education, Art, etc.) or grades 8 through 12 (Mathematics, Science, Social Studies, Business, Languages, etc.).

Core (42 SCH)

Core Curriculum Options

Core Requirement

Oral Communication

- SPCH 1315Ω - Principles of Public Speaking Credits: 3

Mathematics

- MATH 1314 - College Algebra Credits: 3

Creative Arts

- ARTS
- DRAM
- MUSI

Through field experience each semester at public and private schools or daycares, students observe and participate in class- room activities and school events. The following outlines the specific major courses required for each AAT degree. An additional 19 SCH provides the necessary total to complete each AAT degree.

Degree

ED15

1st Semester

- TECA 1311 - Educating Young Children Credits: 3
or
- EDUC 1301Ω - Introduction to the Teaching Profession Credits: 3

2nd Semester

- MATH 1350 - Fundamentals of Mathematics I Credits: 3

3rd Semester

- TECA 1318 - Wellness of the Young Child Credits: 3

4th Semester

- TECA 1303 - Family, School and Community Credits: 3
- TECA 1354 - Child Growth and Development Credits: 3

Open

- EDUC 2301Ω - Introduction to Special Populations Credits: 3

ED25

1st Semester

- EDUC 1301Ω - Introduction to the Teaching Profession Credits: 3

2nd Semester

- MATH 1350 - Fundamentals of Mathematics I Credits: 3

3rd Semester

- Third Natural Science Course

4th Semester

- EDUC 2301Ω - Introduction to Special Populations Credits: 3

Open

- General Elective (5 SCH)

ED35

1st Semester

- EDUC 1301Ω - Introduction to the Teaching Profession Credits: 3

2nd Semester

- MATH 1350 - Fundamentals of Mathematics I Credits: 3

3rd Semester

- Third Natural Science Course

4th Semester

- EDUC 2301Ω - Introduction to Special Populations Credits: 3

Open

- General Elective (5 SCH)

ED45

1st Semester

- EDUC 1301Ω - Introduction to the Teaching Profession Credits: 3
- Specialization**

2nd Semester

- Specialization

3rd Semester

- Specialization

4th Semester

- EDUC 2301Ω - Introduction to Special Populations Credits: 3

Open

- Specialization

Important Information:

Students are permitted to earn only one of the AAT degrees.

TECA 1303, TECA 1311, and TECA 1318, EDUC 1301, EDUC 2301 each have 16 clock hours of observation mandated by the State of Texas.

Total Semester Credit Hours for the Teaching Degree = 60/61

**Specialization requirement is a minimum of 12 SCH in a discipline.

Contact: Teresa Landers at 832.556.4094, tlanders@lee.edu, for specific degree information.

♦ Core curriculum course.

Field of Study Transfer Programs

Business - B3

The Business Administration Field of Study curriculum has been adopted to meet the needs of students transferring into a Bachelor of Arts or Bachelor of Science program, majoring in Business. The Field of Study courses will constitute a semester credit hour transfer block to any public Texas four-year college or university.

Field of Study Required Courses (24 SCH)

- ACCT 2401 - Principles of Accounting I - Financial Credits: 4
- ACCT 2402Ω - Principles of Accounting II - Managerial Credits: 4
- ECON 2301 - Principles of Economic: Macroeconomics Credits: 3
- ECON 2302 - Principles of Economic: Microeconomics Credits: 3
- MATH 1325 - Calculus with Business Applications Credits: 3
- BCIS 1405 - Business Computer Applications Credits: 4
- SPCH 1321 - Business and Professional Communication Credits: 3

Core (29 SCH)

Mathematics - 3 SCH

- MATH 1324 - Finite Mathematics with Business Applications Credits: 3

Communication - 6 SCH

- ENGL 1301Ω - English Composition I Credits: 3
- ENGL 1302Ω - English Composition II Credits: 3

Life and Physical Sciences - 8 SCH

- Choose two Life and Physical Sciences courses from the Core Curriculum

American History - 6 SCH

- HIST 1301Ω - History of the United States to 1877 Credits: 3
- HIST 1302Ω - History of the United States Since 1877 Credits: 3

Government/Political Science - 3 SCH

- GOVT 2305Ω - Federal Government Credits: 3

Creative Arts/LPC - 3 SCH

- Choose one from Creative Arts: from the Core Curriculum

Major Course (6 SCH)

- BUSI 1301 - Business Principles Credits: 3
- BUSI 2301Ω - Business Law Credits: 3

Elective (1 SCH)

- KINE

Total Semester Credit Hours for the Business Field of Study = 60

Contact: Gregg Lattier at 281.425.6420, glattier@lee.edu, for specific degree information.

♦ Core curriculum course.

Computer Science - CS3

The Computer Science Field of Study is designed for students who plan to major in Computer Science and transfer to a public Texas four-year college or university. Students will gain an Associate of Science degree and will be able to transfer the set of major courses as a block to any university in Texas as long as they complete all of the courses with a grade of "C" or better.

Field of Study Required Courses (32 SCH)

Computer Science

- COSC 1436Ω - Programming Fundamentals I Credits: 4
- COSC 1437Ω - Programming Fundamentals II Credits: 4
- COSC 2425Ω - Computer Organization Credits: 4
- COSC 2436Ω - Programming Fundamentals III Credits: 4

Mathematics

- MATH 2413 - Calculus I with Analytic Geometry Credits: 4
- MATH 2414 - Calculus II with Analytic Geometry Credits: 4

Life and Physical Sciences

- PHYS 2425Ω - University Physics I Credits: 4
- PHYS 2426Ω - University Physics II Credits: 4

Core (27 SCH)

Associate of Science

- Communication (6 SCH)
- Oral Communication (3 SCH)
- Creative Arts/LPC (6 SCH)
- SBS/HIST/GOVT PS (12 SCH)

General Electives: 1 SCH

Total Semester Credit Hours for the Computer Science Field of Study = 60

Contact: Roberta McClure 832.556.4015, rmcclure@lee.edu for specific degree information.

Note: Please note that MATH 2413 is a prerequisite for the Physics series. Students should plan their coursework accordingly.

1. COSC 1336/COSC 1436 and COSC1337/COSC 1437 are preparatory and sequential in nature; however, not all courses are required for the Computer Science major at all universities, but may apply to general degree requirements.
 - a. COSC 1336/COSC 1436 is not part of the Computer Science major requirements at The University of Texas at Austin, University of Texas at Arlington, University of Texas at Dallas, and Texas A&M University.
 - b. COSC 1337/COSC 1437 is not part of the Computer Science major requirements at The University of Texas at Austin. Preparatory courses such as COSC 1336/COSC 1436 and COSC 1337/COSC 1437 will assist students who need additional background but do not apply toward the Computer Science major requirements.
2. COSC 2325/COSC 2425 is not part of the Computer Science major requirements at the University of Texas at Austin or Texas A&M University, but may be applied to general degree requirements.
3. It is recommended that students complete the Math sequence, Physics sequence, and Computer Science sequence at the same institution to reduce the likelihood of potential gaps in the curriculum.

♦ Core curriculum course.

Criminal Justice - CJ4

The Criminal Justice Field of Study curriculum has been adopted to meet the needs of students transferring into a Bachelor of Arts or Bachelor of Science program, majoring in criminal justice. The Field of Study courses will constitute a semester credit hour transfer block to any public Texas four-year college or university. Students will gain basic knowledge about law enforcement, the courts, corrections, and criminal law.

Field of Study Required Courses (15 SCH)

Criminal Justice

- CRIJ 1301 - Introduction to Criminal Justice Credits: 3
- CRIJ 1306 - Court Systems and Practices Credits: 3
- CRIJ 1310 - Fundamentals of Criminal Law Credits: 3
- CRIJ 2313 - Correctional Systems and Practices Credits: 3
- CRIJ 2328 - Police System and Practices Credits: 3

Core (41 SCH)

Mathematics - 3 SCH

- MATH 1332 - Contemporary Mathematics I Credits: 3
or
- MATH 1314 - College Algebra Credits: 3

Communication - 6 SCH

- ENGL 1301Ω - English Composition I Credits: 3
- ENGL 1302Ω - English Composition II Credits: 3

Oral Communication - 3 SCH

SPCH choose one from:

- SPCH 1318 - Interpersonal Communication Credits: 3
- SPCH 1321 - Business and Professional Communication Credits: 3

Life and Physical Sciences - 8 SCH

- Choose two Life and Physical Sciences courses from the Core Curriculum

American History - 6 SCH

- HIST 1301Ω - History of the United States to 1877 Credits: 3
- HIST 1302Ω - History of the United States Since 1877 Credits: 3

Government/Political Science - 6 SCH

- GOVT 2305Ω - Federal Government Credits: 3
- GOVT 2306Ω - Texas Government Credits: 3

Social/Behavioral/Science - 3 SCH

- Choose one from SBS Core Curriculum

Creative Arts/LPC - 6 SCH

- Choose one from Creative Arts: from the Core Curriculum
- Choose one from Language Philosophy, and Culture: from the Core Curriculum

Elective (1 SCH)

- KINE

Elective (3 SCH)

- CRIJ Elective

Total Semester Credit Hours for the Criminal Justice Field of Study = 60

Contact: Oris Buckner at 281.425.6463, obuckner@lee.edu for specific degree information.

◆ Core curriculum course.

Music - MU4

The Music Field of Study is structured to meet the needs of students who will pursue a baccalaureate degree in music. Music courses in this curriculum plan are transferable to public Texas four-year colleges and universities. The Associate of Arts degree core requirement will not be completed in order to accommodate the field of study curriculum. Transfer of credit in ensemble, applied study, and theory/aural skills shall be on a course-for-course basis.

Students are required to:

- Enroll in either Class Piano or Applied Piano until exit proficiency requirements are met*
- Attend the Performance/Lecture Seminar
- Attend a specified number of approved concerts each semester
- Offered in the Fall only/guaranteed to be offered once a year***
- Offered in the Spring only/guaranteed to be offered once a year****

**Choices include: Concert Choir, Chamber Choir, Jazz Ensemble, Concert Band, or Baytown Symphony Orchestra

Field of Study Required Courses (35 SCH)

1st Semester

Theory

- MUSI 1311 - Music Theory I Credits: 3 ***

Sight and Ear

- MUSI 1116 - Sight Singing and Ear Training I Credits: 1 ***

Piano*

- MUSI 1181 - Piano Class I Credits: 1

Ensemble**

- MUEN 11XX

Applied

- MUAP 12XX

Total: Music SCH 8

2nd Semester

Theory

- MUSI 1312 - Music Theory II Credits: 3 ****

Sight and Ear

- MUSI 1117 - Sight Singing and Ear Training II Credits: 1 ****

Piano*

- MUSI 1182 - Piano Class II Credits: 1

Ensemble**

- MUEN 11XX

Applied

- MUAP 12XX

Music Literature

- MUSI 1307 - Music Literature Credits: 3

Total: Music SCH 11

3rd Semester

Theory

- MUSI 2311Ω - Music Theory III Credits: 3 ***

Sight and Ear

- MUSI 2116 - Sight Singing and Ear Training III Credits: 1 ***

Piano*

- MUSI 2181 - Piano Class III Credits: 1

Ensemble**

- MUEN 21XX

Applied

- MUAP 22XX

Total: Music SCH 8

4th Semester

Theory

- MUSI 2312Ω - Music Theory IV Credits: 3 ****

Sight and Ear

- MUSI 2117 - Sight Singing and Ear Training IV Credits: 1 ****

Piano*

- MUSI 2182 - Piano Class IV Credits: 1

Ensemble**

- MUEN 21XX

Applied

- MUAP 22XX

Total: Music SCH 8

Core (25 SCH)

Mathematics - 3 SCH

Choose one of the following:

- MATH 1314 - College Algebra Credits: 3
- MATH 1342 - Elementary Statistics Credits: 3
- MATH 1332 - Contemporary Mathematics I Credits: 3

Communication - 3 SCH

- ENGL 1301Ω - English Composition I Credits: 3

Oral Communication - 3 SCH

- SPCH choose one

Life and Physical Sciences - 4 SCH

- Choose one Life and Physical Sciences course

American History - 12 SCH

- HIST 1301Ω - History of the United States to 1877 Credits: 3
- HIST 1302Ω - History of the United States Since 1877 Credits: 3

Government/Political Science

- GOVT 2305Ω - Federal Government Credits: 3
- GOVT 2306Ω - Texas Government Credits: 3

Total Semester Credit Hours for the Music Field of Study = 60

Contact: Charlotte Mueller at 281.425.6858, cmueller@lee.edu, John Weinel at 281.425.6351, jweinel@lee.edu, or Ken Booker at 281.425.6350, kbooker@lee.edu for specific Degree information.

♦ Core curriculum course.

Keyboard (piano) Competency

Because keyboard (piano) competency is a requirement for most baccalaureate degrees in music, up to four additional semester credit hours of coursework pertaining to keyboard (piano) may transfer by agreement between institutions. Keyboard competency courses approved for transfer are courses in group piano or applied lessons that

concentrate specifically on skills development for passing keyboard proficiency examinations. Keyboard courses that concentrate primarily on performance literature are not considered to be keyboard competency courses for the purposes of this field of study. Completion of courses leading to keyboard proficiency does not necessarily satisfy the established proficiency requirement at a receiving institution.

Competency, Proficiency, and Diagnostic Assessment

Transferring students who have completed the field of study curriculum must satisfy the competency and proficiency requirements of the receiving institution. Transferring students shall not be required to repeat courses transferred as part of the field of study curriculum. However, diagnostic assessment of transfer students is permissible if the receiving institution routinely conducts diagnostic assessment of native students at the same point in the program of study.

Vocal Diction and Instrumental Methods

Course work in vocal diction and instrumental methods is not included in the field of study curriculum but may nonetheless transfer by agreement between institutions.

Courses for Specific Degree Programs

Completion of the field of study curriculum shall not prevent a receiving institution from requiring additional lower division courses that may be necessary for specific degree programs. Courses selected for inclusion in the field of study curriculum are those considered to be common to lower division study for most music degrees. Receiving institutions may require transfer students in specialized programs (e.g., jazz studies, performance, composition, music therapy, etc.) to take additional degree specific lower division courses that are not included in the field of study curriculum.

Music Literature Course(s)

The music field of study curriculum contains one semester of music literature that will automatically transfer into the student's degree program at a receiving institution. Since some senior colleges and universities require students to successfully complete two semesters of music literature, sending institutions should, to the extent possible, work with receiving institutions to develop transfer options that best serve student needs while maintaining program integrity at the sending and receiving institutions.

Speech Communication - SPC4

The Speech Communication Field of Study is designed to provide the appropriate curriculum for students transferring into a Bachelor of Arts program with a major in Speech Communications. The degree focuses on the scientific, humanistic, and critical study of human communication in a variety of formats, media, and contexts.

Major Courses (15 SCH)

Historical, theoretical, and/or analytical competency (9 SCH)

- SPCH 1311 - Introduction to Speech Communication Credits: 3
- SPCH 1318 - Interpersonal Communication Credits: 3
- SPCH 2333 - Discussion and Small Group Communication Credits: 3 *

Writing/performance/production competency (6 SCH)

- SPCH 1321 - Business and Professional Communication Credits: 3
- SPCH 2335 - Argumentation and Debate Credits: 3 *

Core (42 SCH)

Core Curriculum Options

Oral Communication requirement

- SPCH 1315Ω - Principles of Public Speaking Credits: 3

Elective (3 SCH)

- Check with receiving university for transferability

Total Semester Credit Hours for the Speech Communication Field of Study = 60

*For class arrangements and availability, please contact the faculty representative.

Transfer students may be required to complete between 3 to 6 additional lower-division SCH in their major if the receiving institution has additional lower-division courses that are: (1) specific to any communication degree, (2) required of their native students, (3) needed for the successful completion of advanced coursework at that institution, and (4) not duplicative in content of any course in the applicable sub-area Field of Study Curriculum for Communication that the student already has completed.

Contact: Ray Whitlow at 281.425.6876, rwhitlow@lee.edu, for specific degree information.

◆ Core curriculum course.

Applied Science Degree and Certificate Plans

Associate of Applied Science (AAS)

Lee College offers Associate of Applied Science (AAS) degrees in 24 technical areas. AAS degrees require 60 college credits, or the equivalent of two full years of college work. The curriculum for AAS degrees includes coursework in a technical area as well as a core curriculum which includes courses in Communication, Mathematics, Life and Physical Sciences, Creative Arts, Language Philosophy, Government/Political Sciences, American History, Social/Behavioral Sciences, Communication and Kinesiology Area Option.

Certificates of Completion

Lee College offers 55 Certificates of Completion. These programs are designed for students who are employed or plan to be employed in technical fields.

In most cases, the credits earned in a certificate program can be applied to an associate of applied science degree in the same area of study; however, there are programs in which this is not the case. In a few cases, the credits earned in certificate programs are transferable to associate of science degrees.

Students who are considering a certificate program as a first step in the process of earning an associate or baccalaureate degree should discuss their plans with a counselor.

General Education for AAS Degrees

An AAS degree requires a minimum of 15 SCH of General Education courses. AAS degree earners will not have the description "core complete" on their transcripts unless they have completed the entire 42-43 SCH Core defined for AA and AS degrees.

Communication (3 SCH)

While only three hours of Communication are required for an AAS degree, students who plan to transfer to a university should take 6 hours to meet university requirements.

- ENGL 1301Ω - English Composition I Credits: 3
- ENGL 1301T - English Composition I Credits: 3
- ENGL 1302Ω - English Composition II Credits: 3
- ENGL 2311Ω - Technical Writing Credits: 3

Oral Communication (3 SCH)

- SPCH 1311 - Introduction to Speech Communication Credits: 3
- SPCH 1315Ω - Principles of Public Speaking Credits: 3
- SPCH 1318 - Interpersonal Communication Credits: 3
- SPCH 1321 - Business and Professional Communication Credits: 3

Creative Arts/Language, Philosophy, and Culture (LPC) (3 SCH)

Choose one course from the Creative Arts/ Language, Philosophy, and Culture options in the Core Curriculum. (Identified as Creative Arts/LPC.)

Social/Behavioral Sciences, American History, or Government/Political Sciences (3 SCH)

Choose one from Social/Behavioral Sciences, American History, Government/Political Sciences options from the Core Curriculum. (Identified as SBS/HIST/GOVT PS).

Life and Physical Sciences/Mathematics (3/4 SCH)

Choose one from Mathematics or Life and Physical Sciences options from the Core Curriculum. (Identified as LP Sciences/Mathematics).

Total Core Curriculum Credit hours = 15/16

Core curriculum course.

Core Curriculum

Core Curriculum Options

The primary purpose of the AA, AS, and AAT degrees are to prepare students to transfer and meet prerequisites for junior level courses. The core curriculum is an essential, state mandated component of these associate degrees. The table below provides course options to meet the general core curriculum requirements and matches those listed for the Associate of Arts (AA) degree. Subsequent degrees, Fields of Study, and Areas of Concentration provide specific modifications to the core curriculum that meet the needs of students transferring in academic

concentrations. A course can only be counted once in meeting core curriculum requirements. Course title and descriptions can be found in Course Descriptions.

Communication (6 SCH)

- ENGL 1301Ω - English Composition I Credits: 3
- ENGL 1302Ω - English Composition II Credits: 3
- ENGL 2311Ω - Technical Writing Credits: 3

Mathematics (3 SCH)

- MATH 1314 - College Algebra Credits: 3
- MATH 1316 - Plane Trigonometry Credits: 3
- MATH 1324 - Finite Mathematics with Business Applications Credits: 3
- MATH 1332 - Contemporary Mathematics I Credits: 3
- MATH 1342 - Elementary Statistics Credits: 3
- MATH 2412 - Precalculus Credits: 4 *
- MATH 2413 - Calculus I with Analytic Geometry Credits: 4 *

Life and Physical Sciences (LP Science) (6 SCH)*

- BIOL 1406Ω - General Biology I Credits: 4
- BIOL 1407Ω - General Biology II Credits: 4
- BIOL 1408Ω - Biology I for Non-Science Majors Credits: 4
- BIOL 1409Ω - Biology II for Non-Science Majors Credits: 4
- BIOL 1411Ω - General Botany Credits: 4
- BIOL 1413 - General Zoology Credits: 4
- BIOL 2401 - Human Anatomy and Physiology I Credits: 4
- BIOL 2402 - Human Anatomy and Physiology II Credits: 4
- BIOL 2404 - The Human Body Credits: 4
- BIOL 2416 - Genetics Credits: 4
- BIOL 2421Ω - Microbiology Credits: 4
- CHEM 1405Ω - Introductory Inorganic Chemistry Credits: 4
- CHEM 1411Ω - General Chemistry I Credits: 4
- CHEM 1412 - General Chemistry II Credits: 4
- CHEM 1419Ω - Introductory Organic Chemistry Credits: 4
- CHEM 2423 - Organic Chemistry I Credits: 4
- CHEM 2425 - Organic Chemistry II Credits: 4
- ENVR 1401Ω - Environmental Science I Credits: 4 **
- ENVR 1402 - Environmental Science I Credits: 4
- GEOL 1403Ω - Physical Geology Credits: 4
- GEOL 1404Ω - Historical Geology Credits: 4
- GEOL 1405Ω - Environmental Geology Credits: 4 **
- GEOL 1447 - Meteorology Credits: 4
- PHYS 1401Ω - College Physics I: Mechanics and Heat Credits: 4

- PHYS 1402Ω - College Physics II: Sound, Electricity, Magnetism, Light, and Modern Physics Credits: 4
- PHYS 1403Ω - Stars and Galaxies Credits: 4
- PHYS 1404Ω - The Solar System Credits: 4
- PHYS 1405Ω - Conceptual Physics I Credits: 4
- PHYS 1407Ω - Conceptual Physics II Credits: 4
- PHYS 1415 - Physical Science Credits: 4
- PHYS 2425Ω - University Physics I Credits: 4
- PHYS 2426Ω - University Physics II Credits: 4

Creative Arts (3 SCH)

- ARCH 1311 - Introduction to Architecture Credits: 3
- ARTS 1301Ω - Art Appreciation Credits: 3
- ARTS 1303Ω - Art History I (Prehistoric to the 14th century) Credits: 3
- ARTS 1304Ω - Art History II (14th Century to the present) Credits: 3
- DRAM 1310 - Introduction to the Theatre Credits: 3
- DRAM 2366 - Pictures Credits: 3
- MUSI 1306Ω - Music Appreciation Credits: 3
- MUSI 1310 - American Music Credits: 3

Language, Philosophy, and Culture (LPC) (3 SCH)

- ENGL 2322Ω - English Literature: Beowulf to Romantic Credits: 3
- ENGL 2323Ω - English Literature: Romantic to Present Credits: 3
- ENGL 2326Ω - American Literature Survey Credits: 3
- ENGL 2327Ω - American Literature to 1860 Credits: 3
- ENGL 2328Ω - American Literature: 1860 to Present Credits: 3
- ENGL 2331Ω - Cross-Cultural Literature Credits: 3
- ENGL 2341Ω - Forms of Literature Credits: 3
- ENGL 2351Ω - Mexican-American Literature Credits: 3
- HIST 2321Ω - History of World Civilization to 1500 Credits: 3
- HIST 2322Ω - History of World Civilization from 1500 to Present Credits: 3
- HUMA 1301ΩΣ - Introduction to the Humanities I Credits: 3
- HUMA 1305Ω - Introduction to Mexican-American Studies Credits: 3
- SPAN 2311 - Spanish: Reading, Conversation, Composition and Grammar Review Credits: 3
- PHIL 1301Ω - Introduction to Philosophy Credits: 3

Government/Political Science (GOVT/PS) (6 SCH)

- GOVT 2305Ω - Federal Government Credits: 3
- GOVT 2306Ω - Texas Government Credits: 3

American History (6 SCH)

- HIST 1301Ω - History of the United States to 1877 Credits: 3

- HIST 1302Ω - History of the United States Since 1877 Credits: 3
- HIST 2301Ω - History of Texas Credits: 3

Social/Behavioral Sciences (SBS) (3 SCH)

- ECON 2301 - Principles of Economic: Macroeconomics Credits: 3
- ECON 2302 - Principles of Economic: Microeconomics Credits: 3
- GEOG 1303 - World Regional Geography Credits: 3
- PSYC 2301 - Introduction to Psychology Credits: 3
- SOCI 1301Ω - Introductory Sociology Credits: 3

Oral Communication (3 SCH)

- SPCH 1311 - Introduction to Speech Communication Credits: 3
- SPCH 1315Ω - Principles of Public Speaking Credits: 3
- SPCH 1318 - Interpersonal Communication Credits: 3
- SPCH 1321 - Business and Professional Communication Credits: 3

Kinesiology Area Option (1 SCH)

- KINE 1304 - The Healthy American Credits: 3 *
- KINE 1305 - Personal Health and Nutrition Credits: 3 *
- KINE 1164 - Introduction to Physical Fitness and Wellness Credits: 1

Component Area Option (2 SCH)

- EDUC 1200 - Learning Pathways Credits: 2

Note:

*Extra SCH will be applied to degree plan general electives.

**Courses are cross listed and cannot be used as two different courses to fulfill the science core requirement for a degree plan

Core Total 42

Accounting

Associate of Applied Science

Accounting Technology - AT2, AAS

Accounting, which is often called the "language of business," provides essential information about the economic activities of a business to its owners, its creditors, and other groups. The two-year Accounting Technology Program is designed to prepare students for mid-level accounting positions, such as full-charge bookkeepers or clerical supervisors in business industry. Emphasis is placed on generally accepted accounting principles and internal accounting procedures, as well as computer applications.

Although the degree plan contains courses which may be applicable to a four-year accounting degree, it is primarily designed to prepare the student for immediate job placement. Students pursuing a bachelor's degree in accounting should refer to the Associate of Science in Business Administration section of this catalog and see a counselor prior to registration.

Students desiring a less comprehensive program that includes some accounting procedures and practices should consider the Accounting Technician Certificate or Advanced Accounting Technician Certificate.

Students who have not had high school accounting or who have not worked in accounting may wish to take ACNT 1303 - Introduction to Accounting I, before taking ACCT 2401 - Principles of Accounting I - Financial.

Students should plan to take a capstone course, as listed below, in their last semester and should speak with an accounting advisor prior to registering for the final semester.

First Semester

- ACCT 2401 - Principles of Accounting I - Financial Credits: 4
- ENGL 1301Ω - English Composition I Credits: 3
- POFI 1401 - Computer Applications I Credits: 4
- POFT 1325 - Business Math Using Technology Credits: 3
- ACNT 1331 - Federal Income Tax: Individual Credits: 3

Total: 17 SCH

Second Semester

- ACCT 2402Ω - Principles of Accounting II - Managerial Credits: 4
- ACNT 1311 - Introduction to Computerized Accounting Credits: 3
- ACNT 1329 - Payroll and Business Tax Accounting Credits: 3
- SBS/HIST/GOVT PS Credits: 3

Total: 13 SCH

Third Semester

- ACNT 2303 - Intermediate Accounting I Credits: 3
- ACNT 1313 - Computerized Accounting Applications Credits: 3
- BUSI 1301 - Business Principles Credits: 3

- SPCH 1315Ω - Principles of Public Speaking Credits: 3
or
- SPCH 1321 - Business and Professional Communication Credits: 3
- LP Sciences/Mathematics Credits 3/4

Total: 15/16 SCH

Fourth Semester

- ACNT 2304 - Intermediate Accounting II Credits: 3
- BUSI 2301Ω - Business Law Credits: 3
- ACNT 2309 - Cost Accounting Credits: 3
- Creative Arts/LPC Credits: 3

- ACNT 2389 - Internship: Accounting Credits: 3 *
or
- ACNT 2302 - Accounting Capstone Credits: 3 *

Total: 15 SCH

Total Semester Credit Hours for Degree = 60/61

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

Core curriculum course.

Certificate of Completion

Accounting Technician - TA1, Certificate of Completion

The Certificate Programs in accounting are composed of coursework designed to prepare the student for entry-level accounting positions, such as accounts receivable clerk, accounts payable clerk, small office bookkeeper, cashier, or payroll clerk. The programs are designed for the student who plans to seek employment at the end of two or three semesters of training. All courses may apply toward the Associate of Applied Science (AAS) in Accounting Technology Degree.

Students who have not had high school accounting or who have not worked in accounting may wish to take ACNT 1303 - Introduction to Accounting I, before taking ACCT 2401 - Principles of Accounting I - Financial.

First Semester

- ACCT 2401 - Principles of Accounting I - Financial Credits: 4
- POFT 1325 - Business Math Using Technology Credits: 3
- POFI 1401 - Computer Applications I Credits: 4
- ACNT 1331 - Federal Income Tax: Individual Credits: 3

- POFT 1301 - Business English Credits: 3
or
- ENGL 1301Ω - English Composition I Credits: 3

Total: 17 SCH

Second Semester

- ACCT 2402Ω - Principles of Accounting II - Managerial Credits: 4
- ACNT 1311 - Introduction to Computerized Accounting Credits: 3
- POFT 2312 - Business Correspondence and Communications Credits: 3
- ACNT 1329 - Payroll and Business Tax Accounting Credits: 3
- ACNT 1313 - Computerized Accounting Applications Credits: 3

- ACNT 2386 - Internship: Accounting Technology/Technician and Bookkeeping Credits: 3 *
or
- ACNT 2302 - Accounting Capstone Credits: 3 *

Total: 19 SCH

Total Semester Credit Hours for Certificate = 36

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

Core curriculum course.

Advanced Accounting Technician - AT1, Certificate of Completion

First Semester

- ACCT 2401 - Principles of Accounting I - Financial Credits: 4
- POFT 1325 - Business Math Using Technology Credits: 3
- POFI 1401 - Computer Applications I Credits: 4
- ACNT 1331 - Federal Income Tax: Individual Credits: 3

- POFT 1301 - Business English Credits: 3
or
- ENGL 1301Ω - English Composition I Credits: 3

Total: 17 SCH

Second Semester

- ACCT 2402Ω - Principles of Accounting II - Managerial Credits: 4
- ACNT 1311 - Introduction to Computerized Accounting Credits: 3
- POFT 2312 - Business Correspondence and Communications Credits: 3
- ACNT 1329 - Payroll and Business Tax Accounting Credits: 3
- BUSI 1301 - Business Principles Credits: 3

Total: 16 SCH

Third Semester

- ACNT 2303 - Intermediate Accounting I Credits: 3
- ACNT 1313 - Computerized Accounting Applications Credits: 3
- ACNT 2309 - Cost Accounting Credits: 3
- BUSI 2301Ω - Business Law Credits: 3

- ACNT 2387 - Internship: Accounting Technology/Technician and Bookkeeping Credits: 3 *
or
- ACNT 2302 - Accounting Capstone Credits: 3 *

Total: 15 SCH

Total Semester Credit Hours for Certificate = 48

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

Core curriculum course.

Business Administration and Management

Associate of Applied Science

Management - MN2, AAS

First Semester

- BMGT 1301 - Supervision Credits: 3
- ENGL 1301Ω - English Composition I Credits: 3
- HRPO 1311 - Human Relations Credits: 3
- BMGT 1341 - Business Ethics Credits: 3
- BMGT 1307 - Team Building Credits: 3

Total: 15 SCH

Second Semester

- SPCH 1321 - Business and Professional Communication Credits: 3
- BUSI 1301 - Business Principles Credits: 3

- ACNT 1303 - Introduction to Accounting I Credits: 3
or
- ACNT 1311 - Introduction to Computerized Accounting Credits: 3

- MRKG 1311 - Principles of Marketing Credits: 3
- BMGT 1327 - Principles of Management Credits: 3

Total: 15 SCH

Third Semester

- BMGT 1331 - Production and Operations Management Credits: 3
- BMGT 1325 - Office Management Credits: 3

- SBS/HIST/GOVT PS Credits: 3
- IBUS 1305Ω - Introduction to International Business and Trade Credits: 3
- HRPO 2301 - Human Resources Management Credits: 3

Total: 15 SCH

Fourth Semester

- BUSI 2301Ω - Business Law Credits: 3
- LP Sciences/Mathematics Credits: 3/4
- BUSG 2309 - Small Business Management/Entrepreneurship Credits: 3
- Creative Arts/LPC Credits: 3
- BMGT 2388 - Internship - Business Administration and Management, General Credits: 3 *

Total: 15/16 SCH

Total Semester Credit Hours for Degree = 60/61

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

Core curriculum course.

Certificate of Completion

Business - BU1, Certificate of Completion

First Semester

- BUSI 1301 - Business Principles Credits: 3 *
- BMGT 1327 - Principles of Management Credits: 3
- BUSI 2301Ω - Business Law Credits: 3
- MRKG 1311 - Principles of Marketing Credits: 3
- BMGT 1331 - Production and Operations Management Credits: 3

Total: 15 SCH

Total Semester Credit Hours for Certificate = 15

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

Core curriculum course.

Entrepreneurship - BE1, Certificate of Completion

The Certificate of Entrepreneurship is designed for individuals who plan to open their own business and/or those students who want to work for a small organization (usually one with fewer than fifty full-time employees) in a leadership role. With the assistance of the Management Faculty Advisor, these courses can become part of an AAS in Management for students who want to continue their education.

First Semester

- BMGT 1301 - Supervision Credits: 3
- ACNT 1303 - Introduction to Accounting I Credits: 3
or
- ACCT 2401 - Principles of Accounting I - Financial Credits: 4
- BUSI 1301 - Business Principles Credits: 3
- MRKG 1311 - Principles of Marketing Credits: 3

Total: 12/13 SCH

Second Semester

- BUSI 2301Ω - Business Law Credits: 3
- IMED 2309 - Internet Commerce Credits: 3
- IBUS 1305Ω - Introduction to International Business and Trade Credits: 3
- BUSG 2309 - Small Business Management/Entrepreneurship Credits: 3 *

Total: 12 SCH

Total Semester Credit Hours for Certificate = 24/25

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

Core curriculum course.

International Business - IB1, Certificate of Completion

First Semester

- BUSI 1301 - Business Principles Credits: 3
- BMGT 1327 - Principles of Management Credits: 3
- MRKG 1311 - Principles of Marketing Credits: 3
- IBUS 1305Ω - Introduction to International Business and Trade Credits: 3 *
- SBS/HIST/GOVT PS Credits: 3

Total: 15 SCH

Total Semester Credit Hours for Certificate = 15

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

Core curriculum course.

Management - MN1, Certificate of Completion

First Semester

- BMGT 1301 - Supervision Credits: 3
- BMGT 1327 - Principles of Management Credits: 3 *
- BMGT 1307 - Team Building Credits: 3
- HRPO 2301 - Human Resources Management Credits: 3
- HRPO 1311 - Human Relations Credits: 3

Total: 15 SCH

Second Semester

- BMGT 1325 - Office Management Credits: 3
- BMGT 1331 - Production and Operations Management Credits: 3
- BUSG 2309 - Small Business Management/Entrepreneurship Credits: 3

- ACNT 1303 - Introduction to Accounting I Credits: 3
or
- ACCT 2401 - Principles of Accounting I - Financial Credits: 4

Total: 12/13 SCH

Total Semester Credit Hours for Certificate = 27/28

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

Core curriculum course.

Marketing - MK1, Certificate of Completion

First Semester

- MRKG 1311 - Principles of Marketing Credits: 3 *
- BUSI 1301 - Business Principles Credits: 3

Total: 6 SCH

Second Semester

- IMED 2309 - Internet Commerce Credits: 3
- BUSI 2301Ω - Business Law Credits: 3
- IBUS 1305Ω - Introduction to International Business and Trade Credits: 3

Total: 9 SCH

Total Semester Credit Hours for Certificate = 15

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

Core curriculum course.

Supervision - SU1, Certificate of Completion

First Semester

- BMGT 1301 - Supervision Credits: 3 *

- MRKG 1311 - Principles of Marketing Credits: 3
- BMGT 1307 - Team Building Credits: 3

Total: 9 SCH

Second Semester

- HRPO 2301 - Human Resources Management Credits: 3
- BMGT 1331 - Production and Operations Management Credits: 3
or
- BMGT 1325 - Office Management Credits: 3

Total: 6 SCH

Total Semester Credit Hours for Certificate = 15

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

Core curriculum course.

CADD and Engineering Technology

Associate of Applied Science

Computer-Aided Drafting and Design Technology - DT2, AAS

The Drafting Technology Program provides training experience in computer-aided drafting. The Associate of Applied Science Degree prepares students for entrance into the drafting profession confident of having received a strong foundation in drafting disciplines and skills.

Note: Students planning to transfer should see a counselor or a faculty advisor for transferable course substitutions.

First Semester

- DFTG 1405 - Technical Drafting Credits: 4
- DFTG 1409 - Basic Computer-Aided Drafting Credits: 4
- DFTG 2417 - Descriptive Geometry Credits: 4
- Drafting Elective Credits: 4

Total: 16 SCH

Second Semester

- DFTG 2419 - Intermediate Computer-Aided Drafting Credits: 4
- SBS/HIST/GOVT PS Credits: 3
- ENGL 1301Ω - English Composition I Credits: 3
- Creative Arts/LPC Credits: 3

Total: 13 SCH

Third Semester

- DFTG 2432 - Advanced Computer-Aided Drafting Credits: 4
- Drafting Elective Credits: 4
- Drafting Elective Credits: 4
- SPCH - Oral Communication Credits: 3

Total: 15 SCH

Fourth Semester

- Drafting Elective Credits: 4
- Drafting Elective Credits: 4
- LP Sciences Credits: 4
- DFTG 2486 - Internship - Drafting and Design Technology/Technician, General Credits: 4 *

Total: 15/16 SCH

Total Semester Credit Hours for Degree = 60*

*Students must complete a minimum of 60 hours to be awarded the Associate of Applied Science degree in CADD Engineering Technology.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

Core curriculum course.

Electives for CADD Degree:

- DFTG 2408Ω - Instrumentation Drafting Credits: 4
- DFTG 2407Ω - Electrical Drafting Credits: 4
- CNBT 1442 - Building Codes and Inspections Credits: 4
- CNBT 1411 - Construction Methods and Materials I Credits: 4
- DFTG 1417 - Architectural Drafting-Residential Credits: 4
- DFTG 2428 - Architectural Drafting-Commercial Credits: 4
- DFTG 2431 - Advanced Technologies in Architectural Design and Drafting Credits: 4
- DFTG 2430 - Civil Drafting Credits: 4
- DFTG 1433 - Mechanical Drafting Credits: 4
- DFTG 2435 - Advanced Technologies in Mechanical Design and Drafting Credits: 4

The following two certificate exit points allow students to seek employment after a concentrated drafting program.

(First semester courses may not be substituted in the Computer- Aided Drafting and Design).

Field of Specialization - Drafting Electives

Students choosing a specific field of specialization should refer to the following list for drafting elective selection:

Track I Drafting Electives

Certificate of Completion

Architectural Construction Technology:

- DFTG 1417 - Architectural Drafting-Residential Credits: 4
- DFTG 2428 - Architectural Drafting-Commercial Credits: 4
- DFTG 2431 - Advanced Technologies in Architectural Design and Drafting Credits: 4
- CNBT 1442 - Building Codes and Inspections Credits: 4
- CNBT 1411 - Construction Methods and Materials I Credits: 4
- DFTG 2430 - Civil Drafting Credits: 4

Track II Drafting Electives

Certificate of Completion Mechanical Technology:

- DFTG 1433 - Mechanical Drafting Credits: 4
- DFTG 2435 - Advanced Technologies in Mechanical Design and Drafting Credits: 4 *
- ENGT 2307 - Engineering Materials I for Engineering Technology Credits: 3
- MCHN 1302 - Print Reading for Machining Trades Credits: 3
- MCHN 1438 - Basic Machine Shop I Credits: 4
- INMT 1311 - Computer Integrated Manufacturing Credits: 3

Track III Drafting Electives

Certificate of Completion Process Instrumentation and Electrical Design:

- DFTG 2408Ω - Instrumentation Drafting Credits: 4
- CETT 1302 - Electricity Principles
- DFTG 2407Ω - Electrical Drafting Credits: 4
- DFTG 2423 - Pipe Drafting Credits: 4
- INTC 1312 - Instrumentation and Safety Credits: 3
- INTC 1343 - Application of Industrial Automatic Control Credits: 3

Note:

*Indicates a prerequisite of one or more Drafting Electives. Refer to the course description in the Lee College Catalog for all prerequisites required per course.

Process Piping Design - PPD2, AAS

The Process Pipe Design Program is designed to provide the student with a foundation of theoretical and practical knowledge of the engineering technology field of piping design and the applied skills necessary to begin careers in the industry or to transfer to a university program. This program provides a learning environment where students can interact with state-of-the-art technological equipment and software to gain experience in the application of computer-aided drafting and design software to create, design, and analyze piping systems. Students pursuing the AAS in Process Pipe Design will be prepared for entry-level employment and transfer to a university program. All students will be prepared for life-long learning in the engineering technology field.

The Texas Gulf Coast Workforce Board has designated Pipe Drafters as a High Skill, High Growth Occupation as of July 2008. Pipe drafters are also a targeted job, by Texas Workforce Commission in the Gulf Coast area with projected employment in 2014 to be equal to or greater than the average for all occupations in the region and a projected growth rate equal to or greater than the average in the region. Median hourly wages are equal to or greater than the median for all occupations in the region with a designated minimum education requirement of a post-secondary degree or certificate, long-term on the job training, or experience in a related occupation.

First Semester

- DFTG 1409 - Basic Computer-Aided Drafting Credits: 4
- DFTG 1405 - Technical Drafting Credits: 4
- DFTG 2417 - Descriptive Geometry Credits: 4
- ENGL 1301Ω - English Composition I Credits: 3

Total: 15 SCH

Second Semester

- DFTG 2419 - Intermediate Computer-Aided Drafting Credits: 4
- DFTG 2408Ω - Instrumentation Drafting Credits: 4

- Creative Arts/LPC Credits: 3
- LP Sciences/Mathematics Credits: 4

Total: 15 SCH

Third Semester

- DFTG 2423 - Pipe Drafting Credits: 4
- DFTG 2432 - Advanced Computer-Aided Drafting Credits: 4
- SBS/HIST/GOVT PS Credits: 3
- SPCH - Oral Communication Credits: 3

Total: 14 SCH

Fourth Semester

- DFTG 2445Ω - Advanced Pipe Drafting Credits: 4
- ARCE 2444 - Statics and Strength of Material Credits: 4
- PFPB 2449 - Field Measuring, Sketching, and Layout Credits: 4
- DFTG 2457 - Advanced Technologies in Pipe Design and Drafting Credits: 4 *

Total: 16 SCH

Total Semester Credit Hours for Degree = 60

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

Core curriculum course.

Certificate of Completion

Architectural Construction and Building Technology - CMT1, Certificate of Completion

First Semester

- DFTG 1405 - Technical Drafting Credits: 4
- DFTG 1409 - Basic Computer-Aided Drafting Credits: 4
- CNBT 1411 - Construction Methods and Materials I Credits: 4
- CNBT 1442 - Building Codes and Inspections Credits: 4

Total: 16 SCH

Second Semester

- DFTG 2419 - Intermediate Computer-Aided Drafting Credits: 4
- DFTG 2417 - Descriptive Geometry Credits: 4
- DFTG 1417 - Architectural Drafting-Residential Credits: 4

Total: 12 SCH

Third Semester

- DFTG 2430 - Civil Drafting Credits: 4
- DFTG 2428 - Architectural Drafting-Commercial Credits: 4
- DFTG 2431 - Advanced Technologies in Architectural Design and Drafting Credits: 4 *

Total: 11 SCH

Total Semester Credit Hours for Certificate = 39

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Computer-Aided Drafting and Design - TP1, Certificate of Completion

First Semester

- DFTG 1405 - Technical Drafting Credits: 4
- DFTG 1409 - Basic Computer-Aided Drafting Credits: 4

Total: 8 SCH

Second Semester

- DFTG 2417 - Descriptive Geometry Credits: 4
- DFTG 2419 - Intermediate Computer-Aided Drafting Credits: 4 *

Total: 8 SCH

Total Semester Credit Hours for Degree = 16

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Computer-Aided Drafting and Design Advanced Technology - DS1, Certificate of Completion

Students should review the catalog course description to determine specific course prerequisites. Some drafting electives may have another drafting elective as a prerequisite. Students planning to transfer should see a counselor or a faculty advisor for transferable course substitutions.

First Semester

- DFTG 1405 - Technical Drafting Credits: 4
- DFTG 1409 - Basic Computer-Aided Drafting Credits: 4
- DFTG 2417 - Descriptive Geometry Credits: 4

Total: 12 SCH

Second Semester

- Drafting Elective - Track I, II, or III Credits: 3/4
- Drafting Elective - Track I, II, or III Credits: 3/4
- DFTG 2419 - Intermediate Computer-Aided Drafting Credits: 4
- DFTG 2432 - Advanced Computer-Aided Drafting Credits: 4 *

Total: 14/16 SCH

Total Semester Credit Hours for Degree = 26/28

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Field of Specialization - Drafting Electives

Students choosing a specific field of specialization should refer to the following list for drafting elective selection:

Track I Drafting Electives

Certificate of Completion

Architectural Construction Technology:

- DFTG 1417 - Architectural Drafting-Residential Credits: 4
- DFTG 2428 - Architectural Drafting-Commercial Credits: 4
- DFTG 2431 - Advanced Technologies in Architectural Design and Drafting Credits: 4
- CNBT 1442 - Building Codes and Inspections Credits: 4
- CNBT 1411 - Construction Methods and Materials I Credits: 4
- DFTG 2430 - Civil Drafting Credits: 4

Track II Drafting Electives

Certificate of Completion Mechanical Technology:

- DFTG 1433 - Mechanical Drafting Credits: 4
- DFTG 2435 - Advanced Technologies in Mechanical Design and Drafting Credits: 4 *
- ENGT 2307 - Engineering Materials I for Engineering Technology Credits: 3
- MCHN 1302 - Print Reading for Machining Trades Credits: 3
- MCHN 1438 - Basic Machine Shop I Credits: 4
- INMT 1311 - Computer Integrated Manufacturing Credits: 3

Track III Drafting Electives

Certificate of Completion Process Instrumentation and Electrical Design:

- DFTG 2408Ω - Instrumentation Drafting Credits: 4
- CETT 1302 - Electricity Principles
- DFTG 2407Ω - Electrical Drafting Credits: 4
- DFTG 2423 - Pipe Drafting Credits: 4
- INTC 1312 - Instrumentation and Safety Credits: 3
- INTC 1343 - Application of Industrial Automatic Control Credits: 3

Note:

*Indicates a prerequisite of one or more Drafting Electives. Refer to the course description in the Lee College Catalog for all prerequisites required per course.

Mechanical Technology - MET1, Certificate of Completion

First Semester

- DFTG 1405 - Technical Drafting Credits: 4
- DFTG 1409 - Basic Computer-Aided Drafting Credits: 4
- MCHN 1302 - Print Reading for Machining Trades Credits: 3
- ENGT 2307 - Engineering Materials I for Engineering Technology Credits: 3

Total: 14 SCH

Second Semester

- DFTG 2419 - Intermediate Computer-Aided Drafting Credits: 4
- DFTG 1433 - Mechanical Drafting Credits: 4
- MCHN 1438 - Basic Machine Shop I Credits: 4

Total: 12 SCH

Third Semester

- DFTG 2432 - Advanced Computer-Aided Drafting Credits: 4
- DFTG 2435 - Advanced Technologies in Mechanical Design and Drafting Credits: 4
- INMT 1311 - Computer Integrated Manufacturing Credits: 3 *

Total: 11 SCH

Total Semester Credit Hours for Certificate = 37

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Process Instrumentation and Electrical Design - PIED1, Certificate of Completion

The Process Instrumentation and Electrical Design Certificate is designed to provide the student with a foundation of computer-aided drafting and design (CADD) skills in tandem with practical field knowledge of process instrumentation and electrical applications. In addition to the classroom activities, this program provides hands-on interaction with process instrumentation and electrical equipment in the field as a foundation for application of drafting and design projects in the classroom. Students pursuing the Certificate of Completion in Process Instrumentation and Electrical Design will be prepared for entry-level employment in I&E design and have a foundation of courses to apply toward the AAS in CADD Engineering Technology.

First Semester

- DFTG 1409 - Basic Computer-Aided Drafting Credits: 4
- DFTG 1405 - Technical Drafting Credits: 4
- IEIR 1302 - Introduction to Direct Current Circuits Credits: 3
- INTC 1312 - Instrumentation and Safety Credits: 3

Total: 14 SCH

Second Semester

- DFTG 2419 - Intermediate Computer-Aided Drafting Credits: 4
- DFTG 2408Ω - Instrumentation Drafting Credits: 4 *
- DFTG 2407Ω - Electrical Drafting Credits: 4
- INTC 1343 - Application of Industrial Automatic Control Credits: 3

Total: 15 SCH

Total Semester Credit Hours for Certificate = 29

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Process Piping Design - PPD1, Certificate of Completion

First Semester

- DFTG 1409 - Basic Computer-Aided Drafting Credits: 4
- DFTG 1405 - Technical Drafting Credits: 4

Total: 8 SCH

Second Semester

- DFTG 2419 - Intermediate Computer-Aided Drafting Credits: 4
- DFTG 2408Ω - Instrumentation Drafting Credits: 4

Total: 8 SCH

Third Semester

- DFTG 2423 - Pipe Drafting Credits: 4
- DFTG 2432 - Advanced Computer-Aided Drafting Credits: 4
- PFPB 2449 - Field Measuring, Sketching, and Layout Credits: 4

Total: 12 SCH

Fourth Semester

- DFTG 2445Ω - Advanced Pipe Drafting Credits: 4
- DFTG 2457 - Advanced Technologies in Pipe Design and Drafting Credits: 4 *

Total: 8 SCH

Total Semester Credit Hours for Certificate = 36

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Communications (Audio Recording)

Associate of Applied Science

Audio Engineering Technology - AET2, AAS

First Semester

- MUSC 1427 - Audio Engineering I Credits: 4
- MUSC 1331Ω - MIDI I Credits: 3
- MUSB 1305 - Survey of the Music Business Credits: 3
- MUSI 1181 - Piano Class I Credits: 1 (or Applied Piano)
- ENGL 1301Ω - English Composition I Credits: 3 ♦

Total: 14 SCH

Second Semester

- MUSC 1323 - Audio Electronics Credits: 3
- MUSC 2427 - Audio Engineering II Credits: 4
- MUSC 2355 - MIDI II Credits: 3
- MUSI 1306Ω - Music Appreciation Credits: 3 ♦
or
- MUSI 1310 - American Music Credits: 3 ♦
- SPCH - Oral Communication Credits: 3 ♦

Total: 16 SCH

Third Semester

- MUSC 2447 - Audio Engineering III Credits: 4
- RTVB 1321 - TV Field Production Credits: 3
- MUSC 1335 - Commercial Music Software Credits: 3
- SBS/HIST/GOVT PS Credits: 3 ♦
- MATH 1332 - Contemporary Mathematics I Credits: 3 ♦

or

- MATH 1314 - College Algebra Credits: 3 ♦

Total: 16 SCH

Fourth Semester

- MUAP Applied Music Elective Credit: 1
 - MUSC 2448 - Audio Engineering IV Credits: 4
 - MUSB 2350 - Commercial Music Project Credits: 3
 - MUSC 2386 - Internship: Recording Arts Technology/Technician Credits: 3 *
 - MUSC 1396 - Special Topics in Recording Arts Technology/Technician Credits: 3
- or
- MUSC - Elective Credits: 3

Total: 14 SCH

Total Semester Credit Hours for Degree = 60

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Certificate of Completion

Audio Engineering Technology - AET1, Certificate of Completion

First Semester

- MUSC 1427 - Audio Engineering I Credits: 4
 - MUSC 1331Ω - MIDI I Credits: 3
 - MUSB 1305 - Survey of the Music Business Credits: 3
- or
- MUSI 1303 - Fundamentals of Music Credits: 3
 - MUSI 1311 - Music Theory I Credits: 3
- MUSI 1181 - Piano Class I Credits: 1 (or Applied Piano)

Total: 14 SCH

Second Semester

- MUSC 2427 - Audio Engineering II Credits: 4
- MUSC 2355 - MIDI II Credits: 3
- MUSC 1335 - Commercial Music Software Credits: 3

- MUSI 1306Ω - Music Appreciation Credits: 3
or
- MUSI 1310 - American Music Credits: 3

Total: 13 SCH

Third Semester

- MUSC 2447 - Audio Engineering III Credits: 4
- MUSC 1323 - Audio Electronics Credits: 3
- RTVB 1321 - TV Field Production Credits: 3
- MUSC 1396 - Special Topics in Recording Arts Technology/Technician Credits: 3

Total: 13 SCH

Fourth Semester

- MUSC 2448 - Audio Engineering IV Credits: 4
- MUSB 2350 - Commercial Music Project Credits: 3
- MUSC 2386 - Internship: Recording Arts Technology/Technician Credits: 3 *
- MUAP - Applied Music Credit: 1

Total: 11 SCH

Total Semester Credit Hours for Certificate = 51

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Music Studio Production - MSP1, Certificate of Completion

First Semester

- MUSC 1427 - Audio Engineering I Credits: 4 *
- MUSC 1331Ω - MIDI I Credits: 3
- MUSB 1305 - Survey of the Music Business Credits: 3

- MUSI 1303 - Fundamentals of Music Credits: 3
or
- MUSI 1311 - Music Theory I Credits: 3

- MUSI 1181 - Piano Class I Credits: 1 (or Applied Piano)

Total: 14 SCH

Second Semester

- MUSC 2427 - Audio Engineering II Credits: 4
- MUSC 2355 - MIDI II Credits: 3

- MUSI 1306Ω - Music Appreciation Credits: 3
or
- MUSI 1310 - American Music Credits: 3

Total: 10 SCH

Total Semester Credit Hours for Certificate = 24

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Sound Reinforcement Technology - SRT1, Certificate of Completion

The Sound Reinforcement Technology certificate prepares students for a career in the live sound industry. Students will learn the skills necessary to operate, maintain, design, and install sound systems in a variety of settings. Career opportunities include working with touring companies, concert venues, sports facilities, theaters, house of worships, convention halls, and many other kind of venues. Students completing this program are TSIA responsible.

First Semester

- MUSC 1427 - Audio Engineering I Credits: 4
- MUSC 1405 - Live Sound I Credits: 4
- MUSC 2402 - Sound Systems Technician Credits: 4
- MUSB 1305 - Survey of the Music Business Credits: 3

Total: 15 SCH

Second Semester

- MUSC 2427 - Audio Engineering II Credits: 4
- MUSC 2403 - Live Sound II Credits: 4
- MUSC 2459 - Sound System Optimization Credits: 4
- RTVB 1321 - TV Field Production Credits: 3

Total: 15 SCH

Third Semester

- MUSC 2386 - Internship: Recording Arts Technology/Technician Credits: 3 *
- MUSC 2453 - Live Sound III Credits: 4

Total: 7 SCH

Total Semester Credit Hours for Certificate = 37

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Computer Technology

Associate of Applied Science

Computer and Graphics Technology - CGT2, AAS

The Computer Technology Computer and Graphics Technology program is designed primarily for students seeking employment with organizations that use computers to process, design, manage, and communicate information. The program prepares individuals to provide technical assistance, support, and advice to computer users to help troubleshoot software and hardware problems. Includes instruction in computer concepts, information systems, networking, operating systems, computer hardware, the Internet, software applications, help desk concepts and problem solving, and principles of customer service.

First Semester

- BCIS 1405 - Business Computer Applications Credits: 4
- ARTC 1413 - Digital Publishing I Credits: 4
- ARTC 1453 - Computer Illustration Credits: 4
- IMED 1316 - Web Design I Credits: 3
- SPCH - Oral Communication Credits: 3 ♦

Total: 18 SCH

Second Semester

- ARTC 2440 - Computer Illustration II Credits: 4
- IMED 1445 - Interactive Digital Media I Credits: 4
- ITSC 2421 - Integrated Software Applications II Credits: 4
- ITSE 1431 - Introduction to Visual Basic Programming Credits: 4

Total: 16 SCH

Third Semester

- CPMT 1449 - Computer Network Technology Credits: 4
- IMED 2311 - Portfolio Development Credits: 3
- ENGL 1301Ω - English Composition I Credits: 3 ♦
- Creative Arts/LPC Credits: 3 ♦

Total: 13 SCH

Fourth Semester

- CPMT 1411 - Introduction to Computer Maintenance Credits: 4
- IMED 2315 - Web Page Design II Credits: 3 * *
- LP Sciences/Mathematics Credits: 3/4 ♦
- SBS/HIST/GOVT Credits: 3

Total: 13/14 SCH

Total Semester Credit Hours for Degree = 60/61

* Students should plan to take this capstone course in their last semester and should speak to their advisor prior to registering for the final semester.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Computer and Network Maintenance Technology - CNET2, AAS

This Program is designed to prepare students with concepts and skills required for entry-level employment into computer support and maintenance careers. Completion prepares the student with CISCO routing skills.

First Semester

- ITSC 1309 - Integrated Software Applications I Credits: 3
- CPMT 1411 - Introduction to Computer Maintenance Credits: 4
- CPMT 1449 - Computer Network Technology Credits: 4

Total: 11 SCH

Second Semester

- ITCC 1408 - Introduction to Voice over Internet protocol (Voip) Credits: 4
- TECM 1349 - Technical Math Applications Credits: 3
- ITCC 1475 - Introduction to Networks Credits: 4

- SPCH - Oral Communication Credits: 3 ♦
- Creative Arts/LPC Credits: 3 ♦

Total: 17 SCH

Third Semester

- ITCC 1476 - Routing & Switching Essentials Credits: 4
- ITSC 1416 - Linux Installation and Configuration Credits: 4
- ENGL 1301Ω - English Composition I Credits: 3 ♦
- IMED 1316 - Web Design I Credits: 3
- LP Sciences/Mathematics Credits: 3/4 ♦

Total: 17/18 SCH

Fourth Semester

- CPMT 2449 - Advanced Computer Networking Technology Credits: 4 * *
- or
- CPMT 2488 - Internship: Computer Installation and Repair Technology Credits: 4 *
- ITCC 2478 - Scaling Networks Credits: 4
- ITCC 2479 - Connecting Networks Credits: 4
- SBS/HIST/GOVT PS Credits: 3 ♦

Total: 15 SCH

Total Semester Credit Hours for Degree = 60/61

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Certificate of Completion

Application Specialization - AS1, Certificate of Completion

The Computer Technology Application Specialization curriculum provides students with an introduction to data processing and allows persons already engaged in business and industry to increase their computer knowledge.

First Semester

- BCIS 1405 - Business Computer Applications Credits: 4
- ARTC 1413 - Digital Publishing I Credits: 4
- ARTC 1453 - Computer Illustration Credits: 4
- IMED 1316 - Web Design I Credits: 3 *

Total: 15 SCH

Total Semester Credit Hours for Certificate = 15

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Computer and Graphics Technology I - CGR1, Certificate of Completion

The Computer Technology - User and Computer Support Certificate of Completion I is a level-one award designed primarily for students seeking employment with organizations that use computers to process, design, manage, and communicate information. Emphasis placed on the use of computer software in the solution of business and scientific problems, design and development of Web pages, and desktop computer software support.

First Semester

- BCIS 1405 - Business Computer Applications Credits: 4
- ARTC 1413 - Digital Publishing I Credits: 4
- ARTC 1453 - Computer Illustration Credits: 4
- IMED 1316 - Web Design I Credits: 3

Total: 15 SCH

Second Semester

- ARTC 2440 - Computer Illustration II Credits: 4
- IMED 1445 - Interactive Digital Media I Credits: 4
- ITSC 2421 - Integrated Software Applications II Credits: 4
- ITSE 1431 - Introduction to Visual Basic Programming Credits: 4

Total: 16 SCH

Total Semester Credit Hours for Certificate = 31

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Computer and Graphics Technology II - CGT1, Certificate of Completion

The Computer Technology - User and Computer Support Certificate of Completion II is a level-two award designed primarily for students seeking employment with organizations that use computers to process, design, manage, and communicate information. Emphasis is placed on the use of computer software in the solution of business and scientific problems, design and development of Web pages, and desktop computer hardware and software support.

First Semester

- BCIS 1405 - Business Computer Applications Credits: 4
- ARTC 1413 - Digital Publishing I Credits: 4
- ARTC 1453 - Computer Illustration Credits: 4
- IMED 1316 - Web Design I Credits: 3

Total: 15 SCH

Second Semester

- ARTC 2440 - Computer Illustration II Credits: 4
- IMED 1445 - Interactive Digital Media I Credits: 4
- ITSC 2421 - Integrated Software Applications II Credits: 4
- ITSE 1431 - Introduction to Visual Basic Programming Credits: 4

Total: 16 SCH

Third Semester

- CPMT 1411 - Introduction to Computer Maintenance Credits: 4
- CPMT 1449 - Computer Network Technology Credits: 4
- IMED 2311 - Portfolio Development Credits: 3 *

Total: 11 SCH

Total Semester Credit Hours for Certificate = 42

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Computer Maintenance Technology - MT1, Certificate of Completion

First Semester

- ITSC 1416 - Linux Installation and Configuration Credits: 4
- TECM 1341 - Technical Algebra Credits: 3
- CPMT 1449 - Computer Network Technology Credits: 4
- CPMT 1411 - Introduction to Computer Maintenance Credits: 4

Total: 15 SCH

Second Semester

- ITCC 1408 - Introduction to Voice over Internet protocol (Voip) Credits: 4
- TECM 1349 - Technical Math Applications Credits: 3
- ITCC 1475 - Introduction to Networks Credits: 4
- CPMT - Capstone Course Credits: 4 * *

Total: 15 SCH

Total Semester Credit Hours for Certificate = 30

*The capstone experience will be assigned by the Lead Instructor as CPMT 2449 or CPMT 2488.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Network Maintenance Technology - NET1, Certificate of Completion

First Semester

- CPMT 1449 - Computer Network Technology Credits: 4
- CPMT 1411 - Introduction to Computer Maintenance Credits: 4

Total: 8 SCH

Second Semester

- ITCC 1475 - Introduction to Networks Credits: 4
- ITCC 1476 - Routing & Switching Essentials Credits: 4
- ITCC 1408 - Introduction to Voice over Internet protocol (Volp) Credits: 4

Total: 12 SCH

Third Semester

- CPMT 2449 - Advanced Computer Networking Technology Credits: 4 * *
- or
- CPMT 2488 - Internship: Computer Installation and Repair Technology Credits: 4 * *
- ITCC 2478 - Scaling Networks Credits: 4
- ITCC 2479 - Connecting Networks Credits: 4

Total: 12 SCH

Total Semester Credit Hours for Certificate = 32

*Students should plan to take this capstone course in their last semester and should speak to their advisor prior to registering for the final semester.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Cosmetology

Associate of Applied Science

Cosmetology Instructor - CI2, AAS

To earn this degree, students must have a GED or high school diploma and a valid TDLR Cosmetology Operator License.

First Semester

- CSME 1435 - Orientation to the Instruction of Cosmetology Credits: 4
- CSME 1434 - Cosmetology Instructor I Credits: 4
- ENGL 1301Ω - English Composition I Credits: 3 ◆
- ITSC 1309 - Integrated Software Applications I Credits: 3
- Elective Credits: 3

Total: 17 SCH

Second Semester

- CSME 2414 - Cosmetology Instructor II Credits: 4
- CSME 2415 - Cosmetology Instructor III Credits: 4

- ENGL 1302Ω - English Composition II Credits: 3
or
- ENGL 2311Ω - Technical Writing Credits: 3

- SPCH 1315Ω - Principles of Public Speaking Credits: 3 ◆
- BMGT 1301 - Supervision Credits: 3

Total: 17 SCH

Third Semester

- CSME 2444 - Cosmetology Instructor IV Credits: 4
- BMGT 1307 - Team Building Credits: 3
- LP Sciences/Mathematics Credits: 3/4 ♦

- HUMA 1301ΩΣ - Introduction to the Humanities I Credits: 3 ♦
or
- PHIL 1301Ω - Introduction to Philosophy Credits: 3 ♦

Total: 13/14 SCH

Fourth Semester

- CSME 2445 - Instructional Theory and Clinic Operation Credits: 4 *
- HRPO 1311 - Human Relations Credits: 3
- SBS/HIST/GOVT PS Credits: 3 ♦
- Elective Credits: 3

Total: 13 SCH

Total Semester Credit Hours for Degree = 60/61

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Certificate of Completion

Cosmetology - CO1, Certificate of Completion

This Certificate Program will provide for 1500 hours of instruction scheduled to be completed within 12 months. This program will provide students with an opportunity to learn the basic manipulative and theoretical skills necessary to become a licensed cosmetologist.

To earn a certificate, students must successfully complete courses contained in a block unit taught in three semesters. To be eligible for licensing by the Texas Department of Licensing and Regulation, the students must

have successfully completed the following courses of study and must show satisfactory completion of the State Administered Examination.

First Semester

- CSME 1505 - Fundamentals of Cosmetology Credits: 5
- CSME 1410 - Introduction to haircutting and Related Theory Credits: 4
- CSME 1435 - Orientation to the Instruction of Cosmetology Credits: 4
- CSME 1254 - Artistry of Hair Design I Credits: 2

Total: 15 SCH

Second Semester

- CSME 2401 - The Principles of Hair Coloring and Related Theory Credits: 4
- CSME 2410 - Advanced Haircutting and Related Theory Credits: 4
- CSME 1255 - Artistry of Hair Design II Credits: 2
- CSME 2344 - Preparation for the State Licensing Written Examination Credits: 3

Total: 13 SCH

Third Semester

- CSME 2337 - Advanced Cosmetology Techniques Credits: 3
- CSME 2441 - Preparation for the State Licensing Examination Credits: 4 *
- CSME 2439 - Advanced Hair Design Credits: 4
- CSME 2343 - Salon Development Credits: 3

Total: 14 SCH

Total Semester Credit Hours for Certificate = 42

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Cosmetology HS Dual Credit - COHS1, Certificate of Completion

This Certificate Program will provide for 1000 hours of instruction that the High School Dual Credit Student is required to attend. This Program is designed to work with the high school schedule and is to be completed in 2 years. This program will provide students with an opportunity to learn the basic manipulative and theoretical skills necessary to become a licensed cosmetologist.

To earn a certificate, students must successfully complete courses contained in a block unit taught in four semesters.

To be eligible for licensing by the Texas Department of Licensing and Regulation, the students must have completed the following courses of study and must show satisfactory completion of the State Administered Examination.

First Semester

- CSME 1505 - Fundamentals of Cosmetology Credits: 5
- CSME 1254 - Artistry of Hair Design I Credits: 2

Total: 7 SCH

Second Semester

- CSME 1410 - Introduction to haircutting and Related Theory Credits: 4
- CSME 1453 - Chemical Reformation and Related Theory Credits: 4

Total: 8 SCH

Third Semester

- CSME 1255 - Artistry of Hair Design II Credits: 2
- CSME 2401 - The Principles of Hair Coloring and Related Theory Credits: 4

Total: 6 SCH

Fourth Semester

- CSME 2410 - Advanced Haircutting and Related Theory Credits: 4
- CSME 2441 - Preparation for the State Licensing Examination Credits: 4 *

Total: 8 SCH

Total Semester Credit Hours for Certificate = 29

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Cosmetology Student Instructor - SI1, Certificate of Completion

To earn this certificate, students must have a GED or high school diploma, a valid TDLR Cosmetology Operator License, and successfully complete courses contained in a block taught in three semesters.

First Semester

- CSME 1435 - Orientation to the Instruction of Cosmetology Credits: 4
- CSME 1434 - Cosmetology Instructor I Credits: 4

Total: 8 SCH

Second Semester

- CSME 2414 - Cosmetology Instructor II Credits: 4
- CSME 2415 - Cosmetology Instructor III Credits: 4

Total: 8 SCH

Third Semester

- CSME 2444 - Cosmetology Instructor IV Credits: 4 *
- CSME 2445 - Instructional Theory and Clinic Operation Credits: 4

Total: 8 SCH

Total Semester Credit Hours for Certificate = 24

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Education

Associate of Applied Science

Child Development - EDCD2, AAS

Students will be prepared for entry-level positions working with young children and their families. A developmental approach is emphasized, which promotes optimal physical, cognitive, social, and emotional growth of children.

First Semester

- TECA 1311 - Educating Young Children Credits: 3
- CDEC 1319 - Child Guidance Credits: 3
- ENGL 1301Ω - English Composition I Credits: 3 ◆
- CDEC 1313 - Curriculum Resources for Early Childhood Programs Credits: 3
- Elective Credits: 3 *

Total: 15 SCH

Second Semester

- CDEC 1356 - Emergent Literacy for Early Childhood Credits: 3
- CDEC 1359 - Children with Special Needs Credits: 3
- Creative Arts/LPC Credits: 3 ◆
- CDEC 2326 - Administration of Programs for Children I Credits: 3
- Elective Credits: 3 *

Total: 15 SCH

Third Semester

- CDEC 2307 - Math and Science for Early Childhood Credits: 3
- TECA 1303 - Family, School and Community Credits: 3
- SPCH - Oral Communication Credits: 3 ◆

- MATH 1332 - Contemporary Mathematics I Credits: 3 ♦
or
- MATH 1314 - College Algebra Credits: 3 ♦
- TECA 1354 - Child Growth and Development Credits: 3

Total: 15 SCH

Fourth Semester

- TECA 1318 - Wellness of the Young Child Credits: 3
- CDEC 2328 - Administration of Programs for Children II Credits: 3
- CDEC 2366 - Practicum (or Field Experience) - Child Care provider/Assistant Credits: 3 *
- SBS/HIST/GOVT PS Credits: 3 ♦
- Elective Credits: 3 *

Total: 15 SCH

Total Semester Credit Hours for Degree = 60

*If wanting to continue towards a bachelor's degree, core courses are recommended. See counselor for advising.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Certificate of Completion

Child Development Associate Training Marketable Skills - EDCDM1, Certificate of Completion

First Semester

- CDEC 1317 - Child Development Associate Training I Credits: 3
- CDEC 2322 - Child Development Associate Training II Credits: 3
- CDEC 2324 - Child Development Associate Training III Credits: 3

Total: 9 SCH

Total Semester Credit Hours for Certificate = 9

♦ Core curriculum course.

Electrical

Associate of Applied Science

Electrical Technology - IE2, AAS

First Semester

- ELPT 1325 - National Electrical Code I Credits: 3
- ELPT 1411 - Basic Electrical Theory Credits: 4
- TECM 1341 - Technical Algebra Credits: 3
- ELPT 2301 - Journeyman Electrician Exam Review Credits: 3
- PHYS 1407Ω - Conceptual Physics II Credits: 4

Total: 17 SCH

Second Semester

- ELPT 1455 - Electronic Applications Credits: 4
- TECM 1349 - Technical Math Applications Credits: 3
- ENGL 1301Ω - English Composition I Credits: 3
- Creative Arts/LPC Credits: 3 ♦

Total: 13 SCH

Third Semester

- ELPT 2405 - Motors and Transformers Credits: 4
- ELPT 2319 - Programmable Logic Controllers I Credits: 3
- SPCH 1315Ω - Principles of Public Speaking Credits: 3
- ELPT 2331 - AC/DC Drives Credits: 3
- SBS/GOVT/HIST Credits: 3 ♦

Total: 16

Fourth Semester

- ELPT 1441 - Motor Control Credits: 4 *
- Elective Credits: 4
- ELPT 2355 - Programmable Logic Controllers II Credits: 3
- Elective Credits: 3/4

Total: 14/15 SCH

Total Semester Credit Hours for Degree = 60/61

*Electrical Studies elective must be chosen from ELPT 1321, ELPT 2325, ELPT 2380, or others as approved by Lead Instructor.

NOTE: To be eligible for a program related internship a student must have completed 25 credit hours of program specific courses and have a 2.5 GPA and/or by approval of Division Chair.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Certificate of Completion

Electrical Construction - EC1, Certificate of Completion

First Semester

- ELPT 1321 - Introduction to Electrical Safety and Tools Credits: 3
- ELPT 1315 - Electrical Calculations I Credits: 3

Total: 6 SCH

Second Semester

- ELPT 1325 - National Electrical Code I Credits: 3

- ELPT 2315 - Electrical Calculations II Credits: 3

Total: 6 SCH

Third Semester

- ELPT 1445 - Commercial Wiring Credits: 4
- ELPT 1457 - Industrial Wiring Credits: 4
- ELPT 2325 - National Electrical Code II Credits: 3

Total: 11 SCH

Fourth Semester

- ELPT 1451 - Electrical Machines Credits: 4 *

Total: 4 SCH

Total Semester Credit Hours for Certificate = 23

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Electrical Technology - IE1, Certificate of Completion

First Semester

- ELPT 1325 - National Electrical Code I Credits: 3
- ELPT - Elective Credits: 3 *
- ELPT 2301 - Journeyman Electrician Exam Review Credits: 3

Total: 9 SCH

Second Semester

- ELPT 2331 - AC/DC Drives Credits: 3

- ELPT 1455 - Electronic Applications Credits: 4
- ELPT 2319 - Programmable Logic Controllers I Credits: 3
- ELPT 2405 - Motors and Transformers Credits: 4

Total: 14 SCH

Third Semester

- ELPT 1441 - Motor Control Credits: 4 *
- ELPT 2355 - Programmable Logic Controllers II Credits: 3

Total: 7 SCH

Total Semester Credit Hours for Certificate = 30

*Electrical Studies elective must be chosen from ELPT 1321, ELPT 2325, ELPT 2380, or others as approved by Lead Instructor.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Electrical, Instrumentation, and Analytical II - EIA1, Certificate of Completion

First Semester

- INTC 1312 - Instrumentation and Safety Credits: 3
- PHYS 1407Ω - Conceptual Physics II Credits: 4
- ELPT 1411 - Basic Electrical Theory Credits: 4
- INTC 1348 - Analytical Instrumentation Credits: 3
- ELPT 2301 - Journeyman Electrician Exam Review Credits: 3

Total: 17 SCH

Second Semester

- ELPT 1441 - Motor Control Credits: 4
- INTC 1456 - Instrumentation Calibration Credits: 4

- TECM 1349 - Technical Math Applications Credits: 3
- ELPT 2331 - AC/DC Drives Credits: 3
- ELPT 2319 - Programmable Logic Controllers I Credits: 3

Total: 17 SCH

Third Semester

- INTC 1441 - Principles of Automatic Control Credits: 4 *
- CHEM 1419Ω - Introductory Organic Chemistry Credits: 4
- ELPT 1455 - Electronic Applications Credits: 4

Total: 12 SCH

Total Semester Credit Hours for Certificate = 46

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Wiring Installation - EW11, Certificate of Completion

This certificate is an institutional award which allows the student to gain entry level skills as a wireman or electrical apprentice.

First Semester

- ELPT 1321 - Introduction to Electrical Safety and Tools Credits: 3

Total: 7 SCH

Second Semester

- ELPT 1325 - National Electrical Code I Credits: 3
- ELPT 1445 - Commercial Wiring Credits: 4 *

Total: 7 SCH

Total Semester Credit Hours for Certificate = 14

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Game Design

Associate of Applied Science

Game Development Specialist - GADS2, AAS

This program is designed to provide a well-rounded, fundamental and application-oriented education focused on the knowledge of existing and new developments in Digital Game Technology. The student will acquire knowledge of the basic digital gaming and simulation industries and markets, and the programming, graphic arts, animation, and storyboarding skills required to create the games. Students will be required to develop necessary teamwork skills to fulfill the capstone requirement. With additional training and experience, individuals can increase their potential for advancement. The skills built within this program can lead not only to jobs in the digital gaming industry, but after work experience in the game industry and completion of a four-year degree in computer science, multimedia animation or art, the student could be qualified for other crossover careers including such career opportunities as: Computer Programmer, Computer Systems Analyst, Software Engineer, Multimedia Artist and Animator, and Graphic Artist.

First Semester

- COSC 1301Ω - Introduction to Computing Credits: 3
- GAME 1306 - Design and Creation of Games Credits: 3
- GAME 1302 - Interactive Storyboarding Credits: 3

- LP Sciences/Mathematics (artist) 3/4 ◆
or
- MATH 1314 - College Algebra Credits: 3 ** ◆

- Creative Arts/LPC Credits: 3 ◆

Total: 15*/16* SCH

Second Semester

- GAME 1201 - Computer Ethics Credits: 2

- GAME 1304 - Level Design Credits: 3
- GAME 1336 - Introduction to 3D Game Modeling Credits: 3
- ARTC 2440 - Computer Illustration II Credits: 4

Total: 15 SCH

Third Semester

- ARTC 1453 - Computer Illustration Credits: 4
- COSC 1436Ω - Programming Fundamentals I Credits: 4
- ENGL 1301Ω - English Composition I Credits: 3 ♦
- IMED 2311 - Portfolio Development Credits: 3
- GAME 2332Ω - Project Development I Credits: 3

Total: 17 SCH

Fourth Semester

- SBS/HIST/GOVT PS Credits: 3 ♦
- GAME 2325 - 3D Animation II Character Setup Credits: 3 *
- IMED 1445 - Interactive Digital Media I Credits: 4
- GAME 2334Ω - Project Development II Credits: 3 *

Total: 13 SCH

Total Semester Credit Hours for Degree = 60*/61**

*Choices for Artist track

**Choices for Programmer track

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Certificate of Completion

Game Designer - GAD1, Certificate of Completion

First Semester

- COSC 1301Ω - Introduction to Computing Credits: 3
- GAME 1306 - Design and Creation of Games Credits: 3
- GAME 1302 - Interactive Storyboarding Credits: 3
- ARTC 1453 - Computer Illustration Credits: 4
- COSC 1436Ω - Programming Fundamentals I Credits: 4 *

Total: 17 SCH

Total Semester Credit Hours for Certificate = 17

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Game Specialist - GAS1, Certificate of Completion

First Semester

- COSC 1301Ω - Introduction to Computing Credits: 3
- GAME 1306 - Design and Creation of Games Credits: 3
- GAME 1302 - Interactive Storyboarding Credits: 3
- ARTC 1453 - Computer Illustration Credits: 4
- COSC 1436Ω - Programming Fundamentals I Credits: 4

Total: 17 SCH

Second Semester

- GAME 1201 - Computer Ethics Credits: 2
- GAME 1304 - Level Design Credits: 3

- GAME 2325 - 3D Animation II Character Setup Credits: 3 *, *
- or
- COSC 1437Ω - Programming Fundamentals II Credits: 4 **, *
- ARTC 2440 - Computer Illustration II Credits: 4
- IMED 1445 - Interactive Digital Media I Credits: 4

Total: 16*/17** SCH

Total Semester Credit Hours for Certificate = 33/34

*Choices for Artist track

**Choices for Programmer track

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Health Information

Associate of Applied Science

Health Information - MR2, AAS

This Tech Prep Degree Program is a professional program which is designed to lead to an Associate of Applied Science Degree.

Prerequisites for the program include a minimum of 12th grade reading level as determined by Lee College Placement Testing. A full-time student can complete the program in two years.

This program is accredited by the Commission on Accreditation of Health Informatics and Information Management (CAHIIM). Students are eligible to apply to take the National Examination to become a Registered Health Information Technician (RHIT).

In the Academic Study Program, students study anatomy and physiology, medical terminology, basic disease processes, medical transcription, record storage and retrieval, medico legal aspects, quality improvement, data processing, health record science, hospital statistics, and human resource management.

This program offers preparation for a technical area of service in hospitals, clinics, and related health facilities. Students are trained in manual and electronic methods of health record management including record assembly, analysis, coding, abstracting, transcription, filing, and record maintenance. Part of the learning experience will include working in the Health Information Management Department of a hospital or other health care facility. Mastery of the National Examination furthers job opportunities and increases salary.

First Semester

- HITT 1305 - Medical Terminology I Credits: 3

Total: 3 SCH

Second Semester

- ENGL 1301Ω - English Composition I Credits: 3 ♦
- BIOL 2401 - Human Anatomy and Physiology I Credits: 4 ♦
- HITT 1301 - Health Data Content and Structure Credits: 3
- HITT 1345 - Health Care Delivery Systems Credits: 3

Total: 13 SCH

Third Semester

- BIOL 2402 - Human Anatomy and Physiology II Credits: 4
- HITT 1311 - Health Information Systems Credits: 3
- HITT 1341 - Coding and Classification Systems Credits: 3
- HITT 1349 - Pharmacology Credits: 3

Total: 13 SCH

Fourth Semester

- HITT 2160 - Clinical-Health Information/Medical Records Technology/Technician Credits: 1
- HITT 2335 - Coding and Reimbursement Methodologies Credits: 3

Total: 4 SCH

Fifth Semester

- HITT 1255 - Health Care Statistics Credits: 2
- HPRS 2301 - Pathophysiology Credits: 3
- HITT 2260 - Clinical-Health Information/Medical Records Technology/Technician Credits: 2
- HITT 1353 - Legal and Ethical Aspects of health Information Credits: 3
- SPCH - Oral Communication Credits: 3 ♦

Total: 13 SCH

Sixth Semester

- HITT 2339 - Health Information Organization and Supervision Credits: 3
- HITT 2343 - Quality Assessment and Performance Improvement Credits: 3
- HITT 2249 - Review Health Information Technology Competency Review Credits: 2
- PSYC 2301 - Introduction to Psychology Credits: 3 ♦
- Creative Arts/LPC Credits: 3

Total: 14 SCH

Total Semester Credit Hours for Degree = 60

♦ Core curriculum course.

Certificate of Completion

Coding - CD1, Certificate of Completion

The Certificate of Completion in coding will qualify students to work as a Medical Coder.

Prerequisites for the Certificate Program include a minimum 12th grade reading level as determined by Lee College Placement Testing. The Lee College Certificate Curriculum covers coding conventions and principles that allow the learner to sequence codes according to established guidelines and standards, and demonstrate knowledge in reimbursement methodologies. Part of the learning experience includes a clinical. A voluntary certification examination is administered by the American Health Information Management Association (AHIMA).

First Semester

- HITT 1305 - Medical Terminology I Credits: 3
- ITSC 1309 - Integrated Software Applications I Credits: 3
- BIOL 2401 - Human Anatomy and Physiology I Credits: 4
- HITT 1301 - Health Data Content and Structure Credits: 3

Total: 13 SCH

Second Semester

- BIOL 2402 - Human Anatomy and Physiology II Credits: 4
- HITT 1341 - Coding and Classification Systems Credits: 3
- HPRS 2301 - Pathophysiology Credits: 3
- HITT 1349 - Pharmacology Credits: 3

Total: 13 SCH

Third Semester

- HITT 2335 - Coding and Reimbursement Methodologies Credits: 3
- HITT 1353 - Legal and Ethical Aspects of health Information Credits: 3
- HITT 2161 - Clinical-health Information/Medical Records Technology/Technician Credits: 1 *

Total: 7 SCH

Total Semester Credit Hours for Certificate = 33

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Medical Transcription - MR1, Certificate of Completion

The Medical Transcription Certificate will qualify students to work as a medical transcriptionist.

Prerequisites for the Certificate Program include a minimum typing speed of 40 wpm and a minimum 12th grade reading level as determined by Lee College Placement Testing. This certificate can be completed in one year by attending full-time.

The Lee College Certificate Program provides approved curriculum medical terminology, medical sciences, composition, and computer skills. A transcription practicum provides for a capstone experience. A voluntary certification examination is administered by the Association for Health Care Documentation Integrity (AHDI), formerly known as the American Association for Medical Transcription (AAMT).

Job opportunities are available in hospitals, clinics, physicians' offices, and a variety of health care facilities, transcription services, as well as self-employment.

First Semester

- HITT 1305 - Medical Terminology I Credits: 3
- BIOL 2404 - The Human Body Credits: 4

- HITT 1349 - Pharmacology Credits: 3
- ITSC 1309 - Integrated Software Applications I Credits: 3

Total: 13 SCH

Second Semester

- MRMT - 1307 Medical Transcription I Credits: 3
- ENGL 1301Ω - English Composition I Credits: 3
- POFT 1301 - Business English Credits: 3
- POFT 2301 - Intermediate Keyboarding Credits: 3

Total: 12 SCH

Third Semester

- MRMT - 2433 Medical Transcription II Credits: 4
- MRMT - 1167 Practicum (or Field Experience): Medical Transcription/Transcriptionist Credits: 1 *
- HITT 1353 - Legal and Ethical Aspects of health Information Credits: 3
- POFT 2312 - Business Correspondence and Communications Credits: 3

Total: 11 SCH

Total Semester Credit Hours for Certificate = 36

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Industrial Systems

Associate of Applied Science

Industrial Systems Technician - IS2, AAS

Industrial Systems Technology Program trains students for employment in the maintenance, manufacturing, and construction fields and/or the pursuit of an advanced degree, by providing fundamental concepts of machinery installation, repair and troubleshooting.

Graduates of this program will be able to understand and resolve problems that occur in mechanical, fluid power and power transmission systems in the petrochemical, refinery, construction, and maintenance fields.

First Semester

- MCHN 1302 - Print Reading for Machining Trades Credits: 3
- MCHN 1438 - Basic Machine Shop I Credits: 4
- MCHN 1425 - Millwright I Credits: 4

Total: 11 SCH

Second Semester

- MCHN 1454 - Intermediate Machining II Credits: 4
- MCHN 2441 - Advanced Machining I Credits: 4
- MCHN 1429 - Millwright II Credits: 4
- MCHN 2405 - Millwright III Credits: 4

Total: 16 SCH

Third Semester

- HYDR 1345 - Hydraulics and Pneumatics Credits: 3
- MCHN 2407 - Millwright IV Credits: 4
- MCHN 2403 - Fundamentals of Computer Numerical Controlled (CNC) Machine Controls Credits: 4
- MCHN 2445 - Advanced Machining II Credits: 4
- SPCH - Oral Communication Credits: 3 ♦
- SBS/HIST/GOVT PS Credits: 3 ♦

Total: 21 SCH

Fourth Semester

- LP Sciences/Mathematics Credits: 3/4 ♦
- Creative Arts/LPC Credits: 3 ♦
- ENGL - Communication Credits: 3 ♦

- MCHN 1316 - Machine Tool Repair Credits: 3 *
- or
- MCHN 2381 - Cooperative Education - Machine Tool Technology/Machinist Credits: 3 *

Total: 12/13 SCH

Total Semester Credit Hours for Degree = 60/61

NOTE: To be eligible for a program related internship a student must have completed 25 credit hours of program specific courses and have a 2.5 GPA and/or by approval of Division Chair.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Certificate of Completion

Industrial System - Millwright - MW1, Certificate of Completion

The IST Millwright certificate prepares students to be able to manufacture precision parts and/or repair existing parts of mechanical systems.

First Semester

- MCHN 1302 - Print Reading for Machining Trades Credits: 3
- MCHN 1425 - Millwright I Credits: 4
- MCHN 1391 - Special Topics in Machinist/Machine Technologist Credits: 3

Total: 10 SCH

Second Semester

- MCHN 1429 - Millwright II Credits: 4
- MCHN 2405 - Millwright III Credits: 4

Total: 8 SCH

Third Semester

- HYDR 1345 - Hydraulics and Pneumatics Credits: 3
- MCHN 2407 - Millwright IV Credits: 4

Total: 7 SCH

Fourth Semester

- MCHN 2412 - Millwright V Credits: 4 *

Total: 4 SCH

Total Semester Credit Hours for Certificate = 29

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Industrial Systems - Machinist - MC1, Certificate of Completion

The IST Machinist certificate prepares students to be able to diagnose and correct the problems that occurs using industry standard practice and procedures.

First Semester

- MCHN 1302 - Print Reading for Machining Trades Credits: 3
- MCHN 1438 - Basic Machine Shop I Credits: 4
- MCHN 1391 - Special Topics in Machinist/Machine Technologist Credits: 3

Total: 10 SCH

Second Semester

- MCHN 1454 - Intermediate Machining II Credits: 4
- MCHN 2441 - Advanced Machining I Credits: 4

Total: 8 SCH

Third Semester

- MCHN 2445 - Advanced Machining II Credits: 4
- MCHN 1316 - Machine Tool Repair Credits: 3
or
- MCHN 2381 - Cooperative Education - Machine Tool Technology/Machinist Credits: 3 *
- MCHN 2403 - Fundamentals of Computer Numerical Controlled (CNC) Machine Controls Credits: 4

Total: 11 SCH

Total Semester Credit Hours for Certificate = 29

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Instrumentation

Associate of Applied Science

Instrumentation Technology - IR2, AAS

First Semester

- TECM 1341 - Technical Algebra Credits: 3
- INTC 1312 - Instrumentation and Safety Credits: 3
- INTC 1307 - Instrumentation Test Equipment Credits: 3
- IEIR 1302 - Introduction to Direct Current Circuits Credits: 3
- LP Sciences/Mathematics Credits: 4 ♦

Total: 16 SCH

Second Semester

- INTC 1456 - Instrumentation Calibration Credits: 4
- RBTC 1301 - Programmable Logic Controllers Credits: 3
- TECM 1349 - Technical Math Applications Credits: 3
- INTC 1441 - Principles of Automatic Control Credits: 4
- ENGL 1301T - English Composition I Credits: 3 ♦

Total: 17 SCH

Third Semester

- INTC 2459 - Distributed Control Systems Credits: 4
- ITNW 1351 - Fundamentals of Wireless LANs Credits: 3
- SPCH - Oral Communication Credits: 3 ♦
- CTEC 1401 - Applied Petrochemical Technology Credits: 4

Total: 14 SCH

Fourth Semester

- SBS/HIST/GOVT PS Credits: 3 ♦
- INTC 2450 - Fieldbus Process Control Systems Credits: 4 *
- Creative Arts/LPC Credits: 3 ♦
- INTC 1343 - Application of Industrial Automatic Control Credits: 3

Total: 13 SCH

Total Semester Credit Hours for Degree = 60

*Electives to be chosen from INTC 1425, INTC 2405, INTC 2380, or others as approved by the Lead Instructor.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

NOTE: To be eligible for a program related internship a student must have completed 25 credit hours of program specific courses and have a 2.5 GPA and/or by approval of Division Chair.

◆ Core curriculum course.

Certificate of Completion

Analytical Instrumentation - ATI1, Certificate of Completion

First Semester

- TECM 1341 - Technical Algebra Credits: 3
- INTC 1312 - Instrumentation and Safety Credits: 3
- INTC 1456 - Instrumentation Calibration Credits: 4
- EPCT 1349 - Environmental Regulation Interpretation and Applications Credits: 3
- CTEC 1401 - Applied Petrochemical Technology Credits: 4

Total: 17 SCH

Second Semester

- INTC 1348 - Analytical Instrumentation Credits: 3
- INTC 1441 - Principles of Automatic Control Credits: 4
- INTC 2471 - Physical Properties Analyzers Credits: 4

Total: 11 SCH

Third Semester

- INTC 2472 - Sample Systems Credits: 4
- INTC 2445 - Advanced Analyzers Credits: 4 *

Total: 8 SCH

Total Semester Credit Hours for Certificate = 36

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Electrical, Instrumentation, and Analytical II - EIA1, Certificate of Completion

First Semester

- INTC 1312 - Instrumentation and Safety Credits: 3
- PHYS 1407Ω - Conceptual Physics II Credits: 4
- ELPT 1411 - Basic Electrical Theory Credits: 4
- INTC 1348 - Analytical Instrumentation Credits: 3
- ELPT 2301 - Journeyman Electrician Exam Review Credits: 3

Total: 17 SCH

Second Semester

- ELPT 1441 - Motor Control Credits: 4
- INTC 1456 - Instrumentation Calibration Credits: 4
- TECM 1349 - Technical Math Applications Credits: 3
- ELPT 2331 - AC/DC Drives Credits: 3
- ELPT 2319 - Programmable Logic Controllers I Credits: 3

Total: 17 SCH

Third Semester

- INTC 1441 - Principles of Automatic Control Credits: 4 *
- CHEM 1419Ω - Introductory Organic Chemistry Credits: 4
- ELPT 1455 - Electronic Applications Credits: 4

Total: 12 SCH

Total Semester Credit Hours for Certificate = 46

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Industrial Instrumentation - IF1, Certificate of Completion

First Semester

- INTC 1305 - Introduction to Instrumentation Credits: 3
- INTC 1425 - Instrument Hardware Installation I Credits: 4

Total: 7 SCH

Second Semester

- INTC 2405 - Instrument Hardware Installation II Credits: 4
- CETT 1307 - Fundamentals of Electronics Credits: 3
- INTC 1401 - Principles of Industrial Measurements Credits: 4

Total: 11 SCH

Third Semester

- INTC 2410 - Principles of Industrial Measurements II Credits: 4 *

Total: 4 SCH

Total Semester Credit Hours for Certificate = 22

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Instrumentation Technology - IR1, Certificate of Completion

First Semester

- INTC 1312 - Instrumentation and Safety Credits: 3
- INTC 1307 - Instrumentation Test Equipment Credits: 3
- IEIR 1302 - Introduction to Direct Current Circuits Credits: 3
- CTEC 1401 - Applied Petrochemical Technology Credits: 4
- TECM 1341 - Technical Algebra Credits: 3

Total: 16 SCH

Second Semester

- INTC 1456 - Instrumentation Calibration Credits: 4
- RBTC 1301 - Programmable Logic Controllers Credits: 3
- TECM 1349 - Technical Math Applications Credits: 3
- INTC 1441 - Principles of Automatic Control Credits: 4

Total: 14 SCH

Third Semester

- INTC 2459 - Distributed Control Systems Credits: 4
- INTC 2450 - Fieldbus Process Control Systems Credits: 4 *
- ITNW 1351 - Fundamentals of Wireless LANs Credits: 3
- INTC 1343 - Application of Industrial Automatic Control Credits: 3

Total: 13 SCH

Total Semester Credit Hours for Certificate = 43

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Law Enforcement

Associate of Applied Science

Law Enforcement - LE2, AAS

The Law Enforcement Tech Prep Degree Program provides the core curriculum developed by the Criminal Justice Commission appointed by the Texas Higher Education Coordinating Board. The following degree program has been designed to provide the students with basic skills for employment in Law Enforcement.

First Semester

- Communication Credits: 3 ♦
- PSYC 2301 - Introduction to Psychology Credits: 3 ♦

- CRIJ 1301 - Introduction to Criminal Justice Credits: 3
or
- CJSA 1322 - Introduction to Criminal Justice Credits: 3

- CRIJ 2328 - Police System and Practices Credits: 3

- ITSC 1309 - Integrated Software Applications I Credits: 3
or
- COSC 1301Ω - Introduction to Computing Credits: 3

Total: 15 SCH

Second Semester

- Written Communication Credits: 3
- CRIJ 1306 - Court Systems and Practices Credits: 3
- Creative Arts/LPC Credits: 3 ♦

- SOCI 1301Ω - Introductory Sociology Credits: 3
or
- SOCI 2336 - Criminology Credits: 3

- Elective Credits: 3

Total: 15 SCH

Third Semester

- SPCH 1315Ω - Principles of Public Speaking Credits: 3 ♦
or
- SPCH 1318 - Interpersonal Communication Credits: 3 ♦

- CRIJ 1310 - Fundamentals of Criminal Law Credits: 3
- CRIJ 2313 - Correctional Systems and Practices Credits: 3
- CRIJ - Criminal Justice Elective Credits: 3 *
- Elective Credits: 3

Total: 15 SCH

Fourth Semester

- LP Sciences/Mathematics Credits: 3/4 ♦
- CRIJ 2314 - Criminal Investigation Credits: 3
- CRIJ 2323 - Legal Aspects of Law Enforcement Credits: 3 *
- CRIJ - Criminal Justice Elective Credits: 3 *
- SOCI 1306 - Social Problems Credits: 3

Total: 15/16 SCH

Total Semester Credit Hours for Degree = 60/61

*CJSA 2382 may be chosen to satisfy one of these electives.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Certificate of Completion

Law Enforcement - LE1, Certificate of Completion

First Semester

- CRIJ 1301 - Introduction to Criminal Justice Credits: 3

- or
- CJSA 1322 - Introduction to Criminal Justice Credits: 3
- CRIJ 1310 - Fundamentals of Criminal Law Credits: 3
- ENGL - Written Communication Credits: 3
- ITSC 1309 - Integrated Software Applications I Credits: 3
- or
- COSC 1301Ω - Introduction to Computing Credits: 3
- CRIJ 2313 - Correctional Systems and Practices Credits: 3

Total: 15 SCH

Second Semester

- CRIJ 1306 - Court Systems and Practices Credits: 3
- CRIJ 2314 - Criminal Investigation Credits: 3
- CRIJ - Criminal Justice Elective Credits: 3 *
- PSYC 2301 - Introduction to Psychology Credits: 3

Total: 12 SCH

Third Semester

- CRIJ 2328 - Police System and Practices Credits: 3 *
- SOCI 1301Ω - Introductory Sociology Credits: 3
- or
- SOCI 2336 - Criminology Credits: 3
- SPCH 1315Ω - Principles of Public Speaking Credits: 3
- or
- SPCH 1318 - Interpersonal Communication Credits: 3
- CRIJ - Criminal Justice Elective Credits: 3 *
- SOCI 1306 - Social Problems Credits: 3

Total: 15 SCH

Total Semester Credit Hours for Certificate = 42

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Logistics and Supply Chain Management

Logistics and Supply Chain Management relates to the movement of supplies, material, and people from one place to another to satisfy a consumer's essential needs. All businesses rely on logistics professionals to preserve their inventory and keep it moving.

The Logistics and Supply Chain Management Program prepares students for careers in inventory management, quality control, purchasing, operations management, and much more.

Associate of Applied Science

Logistics and Supply Chain Management - LOG2, AAS

First Semester

- LMGT 1319 - Introduction to Business Logistics Credits: 3
- HRPO 1311 - Human Relations Credits: 3
- ITSC 1309 - Integrated Software Applications I Credits: 3
- BMGT 1301 - Supervision Credits: 3
- ENGL 1301Ω - English Composition I Credits: 3 ◆

Total: 15 SCH

Second Semester

- LMGT 1323 - Domestic and International Transportation Management Credits: 3
- LMGT 1325 - Warehouse and Distribution Center Management Credits: 3
- BUSI 1301 - Business Principles Credits: 3
- BMGT 1327 - Principles of Management Credits: 3
- SPCH 1321 - Business and Professional Communication Credits: 3 ◆

Total: 15 SCH

Third Semester

- LMGT 2330 - International Logistics Management Credits: 3
- BMGT 1331 - Production and Operations Management Credits: 3
- BMGT 1313 - Principles of Purchasing Credits: 3
- MATH 1314 - College Algebra Credits: 3 ♦
- Electives Credits: 3

Total: 15 SCH

Fourth Semester

- BMGT 1307 - Team Building Credits: 3
- BUSI 2301Ω - Business Law Credits: 3
- SBS/HIST/GOVT PS Credits: 3 ♦
- Creative Arts/LPC Credits: 3 ♦

- LMGT 1340 - Contemporary Logistics Issues Credits: 3 *
or
- LMGT 2388 - Internship: Logistics and Materials Management Credits: 3 *

Total: 15 SCH

Total Semester Credit Hours for Degree = 60

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

* Electives

- CNSE 1311 - Craning Principles Credits: 3
- HMSY 1337 - Introduction to Homeland Security Credits: 3
- AVIM 1371 - Transportation, Traffic, and Air Cargo Credits: 3

Certificate of Completion

Logistical Operations Management - LOM1, Certificate of Completion

First Semester

- LMGT 2330 - International Logistics Management Credits: 3
- BMGT 1331 - Production and Operations Management Credits: 3
- BMGT 1313 - Principles of Purchasing Credits: 3
- BMGT 1307 - Team Building Credits: 3
- LMGT 1340 - Contemporary Logistics Issues Credits: 3

Total: 15 SCH

Total Semester Credit Hours for Certificate = 15

♦ Core curriculum course.

Logistics and Supply Chain Management - LOG1, Certificate of Completion

First Semester

- LMGT 1319 - Introduction to Business Logistics Credits: 3
- ITSC 1309 - Integrated Software Applications I Credits: 3
- BMGT 1301 - Supervision Credits: 3
- LMGT 1323 - Domestic and International Transportation Management Credits: 3
- LMGT 1325 - Warehouse and Distribution Center Management Credits: 3

Total: 15 SCH

Total Semester Credit Hours for Certificate = 15

♦ Core curriculum course.

Manufacturing Technology

Associate of Applied Science

Manufacturing Engineering Technology - MAET2, AAS

The Manufacturing Engineering Technology MET program is a broad-based general science degree designed to prepare students for careers in the chemical processing industry, manufacturing, and advanced technology. The Manufacturing Engineering Technology MET program is a popular option found at fourteen universities in the State of Texas. Graduates from the Manufacturing Engineering Technology MET AAS program would have five optional; (1) transfer to a 4-year engineering program, (2) transfer to a 4-year engineering technology program, (3) seek employment as an engineering technician, (4) seek employment as a process technician, research technician, laboratory technician or (5) transfer to a 4-year school offering a BS in Technology. Graduates from this program will have a solid foundation in mathematics, physics, and chemistry combined with a good understanding of the equipment and technology associated with the operation of the manufacturing industry. Optional career paths could include chemistry, safety, pharmaceuticals, power generation, or engineering. The program will comply with the American Chemical Society's voluntary standards and with the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology in Engineering Technology.

First Semester

- PTAC 1302 - Introduction to Process Technology Credits: 3
- PTAC 1410 - Process Technology I: Equipment Credits: 4
- MATH 1314 - College Algebra Credits: 3
- PTAC 1332 - Process Instrumentation I Credits: 3

Total: 13 SCH

Second Semester

- PTAC 1308 - Safety, Health, and Environment I Credits: 3
- ENGL - Communication Credits: 3 ♦
- PTAC 2420 - Process Technology II: Systems Credits: 4
- PTAC 2314 - Principles of Quality Credits: 3

- SCIT 1318 - Applied Physics Credits: 3
or
- Elective Credits: 3

Total: 16 SCH

Third Semester

- PTAC 2346 - Process Troubleshooting Credits: 3
- SPCH - Oral Communication Credits: 3 ♦
- CHEM 1411Ω - General Chemistry I Credits: 4 ♦
- PTAC 2438 - Process Technology III: Operations Credits: 4

Total: 14 SCH

Fourth Semester

- PHYS 1401Ω - College Physics I: Mechanics and Heat Credits: 4
- Creative Arts/LPC Credits: 3 ♦
- SBS/HIST/GOVT PS Credits: 3 ♦
- CTEC 2445 - Unit Operations Credits: 4 *

- ENGT 2310 - Introduction to Manufacturing Processes Credits: 3
or
- Elective Credits: 3

Total: 17 SCH

Total Semester Credit Hours for Degree = 60

Approved Program Electives: PTAC 2346 Internship, others approved by Division Chair.

Note: Students must complete 50% of technical courses at Lee College in order to receive a certificate or AAS degree. The Capstone Experience must be completed at Lee College.

Note: To be eligible for a program related internship a student must have completed 25 credit hours of program specific courses and have a 2.5 GPA and/or by approval of Division Chair.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Certificate of Completion

Manufacturing Engineering - MAET1, Certificate of Completion

First Semester

- PTAC 1302 - Introduction to Process Technology Credits: 3
- PTAC 1410 - Process Technology I: Equipment Credits: 4
- MATH 1314 - College Algebra Credits: 3
- PTAC 1332 - Process Instrumentation I Credits: 3
- SCIT 1414 - Applied General Chemistry I Credits: 4

Total: 17 SCH

Second Semester

- PTAC 2314 - Principles of Quality Credits: 3
- PTAC 2420 - Process Technology II: Systems Credits: 4
- PTAC 2438 - Process Technology III: Operations Credits: 4
- ENGT 2310 - Introduction to Manufacturing Processes Credits: 3
- PTAC 1308 - Safety, Health, and Environment I Credits: 3

Total: 17 SCH

Third Semester

- PTAC 2346 - Process Troubleshooting Credits: 3
- PHYS 1401Ω - College Physics I: Mechanics and Heat Credits: 4
- CTEC 2445 - Unit Operations Credits: 4 *
- CHEM 1411Ω - General Chemistry I Credits: 4

Total: 15 SCH

Total Semester Credit Hours for Certificate = 49

Note: Students must complete 50% of technical courses at Lee College in order to receive a certificate or AAS degree. The CAPSTONE experience must be completed at Lee College.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Mental Health Services

Associate of Applied Science

Alcohol and Drug Abuse Counseling - CA2, AAS

The degree program leads to an Associate of Applied Science Degree in Mental Health Services and prepares students for credentialing as Licensed Chemical Dependency Counselors (LCDCs) and to sit for that competency-based exam. The Prevention Specialist Certificate exceeds state mandated education requirements for credentialing as a Certified Prevention Specialist (CPS) and prepares students to sit for a competency-based exam for that credential. Prerequisite for the programs is a 12th grade reading level. In order to sit for the LCDC exam, students must have a minimum of a two-year degree and at least 270 contact hours (6 courses in alcohol and drug abuse counseling or related courses of 3 credit hours each). In addition, candidates for licensure must have completed at least 300 hours of supervised field work in an approved cooperative education, clinical, or practicum course. The candidate for licensure must also have 4000 hours of experience in substance abuse counseling prior to sitting for the exam. The student is responsible for the 4000 hours of field work. The Certificate of Completion in Substance Abuse Prevention consists of 6 DAAC courses, 3 specifically prevention courses, plus a one hundred hour supervised cooperative education class. After the cooperative education class, the student is candidate for Certified Prevention Specialist credentialing exam.

First Semester

- DAAC 1319Ω - Introduction to Alcohol and Other Drug Addictions Credits: 3
- DAAC 1304 - Pharmacology of Addiction Credits: 3
- ENGL 1301Ω - English Composition I Credits: 3 ◆
- PSYC 2301 - Introduction to Psychology Credits: 3
- SOCI 1301Ω - Introductory Sociology Credits: 3

Total: 15 SCH

Second Semester

- DAAC 1311 - Counseling Theories Credits: 3
- DAAC 1317 - Basic Counseling Skills Credits: 3
- SBS/HIST/GOVT PS Credits: 3 ◆

Total: 9 SCH

Third Semester

- DAAC 1309 - Assessment Skill of Alcohol and Other Drug Addictions Credits: 3
- LP Sciences/Mathematics Credits: 3/4 ♦
- SPCH - Oral Communication Credits: 3 ♦
- DAAC 2353 - Substance Abuse Prevention II Credits: 3

Total: 12/13 SCH

Fourth Semester

- DAAC 1280 - Cooperative Education: Credits: 2
- DAAC 2341 - Counseling Alcohol and Other Drug Addictions Credits: 3
- DAAC 2280Ω - Cooperative Education: Substance Abuse/Addiction Counseling Credits: 2
- SOCW 2361 - Introduction to Social Work Credits: 3
- Creative Arts/LPC Credits: 3 ♦

Total: 13 SCH

Fifth Semester

- DAAC 2343Ω - Current Issues Credits: 3
- DAAC 2307 - Addicted Family Intervention Credits: 3 *
- DAAC 2281Ω - Cooperative Education: Substance Abuse/Addiction Counseling Credits: 2
- DAAC 2354 - Dynamics of Group Counseling Credits: 3

Total: 11 SCH

Total Semester Credit Hours for Degree = 60/61

*DAAC 1391 is recommended for one elective.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Certificate of Completion

Alcohol and Drug Abuse Counseling - CA1, Certificate of Completion

Certificate exceeds 270 contact hours required by Texas Commission on Alcohol and Drug Abuse for eligibility to take state test for licensure and TAADAC requirements for certificate.

First Semester

- DAAC 1319Ω - Introduction to Alcohol and Other Drug Addictions Credits: 3
- DAAC 1304 - Pharmacology of Addiction Credits: 3
- DAAC 1311 - Counseling Theories Credits: 3

Total: 9 SCH

Second Semester

- DAAC 1317 - Basic Counseling Skills Credits: 3
- DAAC 1309 - Assessment Skill of Alcohol and Other Drug Addictions Credits: 3
- DAAC 2307 - Addicted Family Intervention Credits: 3

Total: 9 SCH

Third Semester

- DAAC 2354 - Dynamics of Group Counseling Credits: 3
- DAAC 2343Ω - Current Issues Credits: 3
- DAAC 2280Ω - Cooperative Education: Substance Abuse/Addiction Counseling Credits: 2

Total: 8 SCH

Fourth Semester

- DAAC 2341 - Counseling Alcohol and Other Drug Addictions Credits: 3
- DAAC 2281Ω - Cooperative Education: Substance Abuse/Addiction Counseling Credits: 2 *

Total: 5 SCH

Total Semester Credit Hours for Certificate = 31

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Substance Abuse Prevention - SAP1, Certificate of Completion

First Semester

- DAAC 1319Ω - Introduction to Alcohol and Other Drug Addictions Credits: 3
- DAAC 1304 - Pharmacology of Addiction Credits: 3
- DAAC 2306 - Substance Abuse Prevention I Credits: 3

Total: 9 SCH

Second Semester

- DAAC 1317 - Basic Counseling Skills Credits: 3
- DAAC 2353 - Substance Abuse Prevention II Credits: 3

- DAAC 1391 - Special Topics in Alcohol/Drug Abuse Counseling Credits: 3
or
- DAAC 1391 - Special Topics Substance Abuse Prevention Issues Credits: 3

- DAAC 1280 - Cooperative Education: Credits: 2 *

Total: 11 SCH

Total Semester Credit Hours for Certificate = 20

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Nursing

Bachelor of Science Nursing Program

Lee College does not grant nursing baccalaureate degrees; however, our students' articulation into Lamar University RN-BSN tracks are facilitated. Students interested in the RN-BSN track upon completion of Lee's ADN program should contact the Nursing Admission Office for more information on current RN-BSN articulation agreements.

Lamar University Texas Tech University
Chamberlain University School of Nursing
UTMB-Galveston School of Nursing

Associate of Applied Science

Nursing - Transitional Entry - TN2, AAS

Students are required to make application to Lee College before applying to the nursing program. Students are responsible for furnishing official transcript(s) to the Admissions and Records Office. Nursing applicant transcripts are evaluated during the review and selection process. Students who have foreign transcripts should plan extended time for transcript evaluation.

Applications will not be accepted without documentation of the state required immunizations and/or titers (contact the Nursing Office or the Counseling Center for an application packet). Applications will be kept on file for one academic year. Applicants interested in maintaining an active application file must notify the nursing office in writing prior to the expiration of one academic year.

Nursing students are required to carry personal health insurance to meet hospital affiliation clinical requirements. A copy of the student's health insurance card will be required to be submitted to the Nursing Office upon invitation into the Nursing program. All changes in health insurance coverage must be reported to the nursing office. A copy of the updated health insurance card must be submitted when changes occur.

Due to requirements of criminal background checks, pre-admission testing and other processes the following application deadlines are required:

Fall Admission

Applications will be accepted between March 15 and May 15.

Spring Admission

Applications will be accepted between August 15 and October 15.

Because of academic demands of a curriculum that prepares students for national licensing examinations and performance of safe nursing care in clinical situations, applicants must meet the academic criteria outlined for acceptance into nursing programs at Lee College. Meeting minimum entrance requirements does not guarantee admission. Admission requirements are monitored continuously and may change between catalogs. Contact the Nursing Office for most current requirements including:

- Texas Vocational Nursing License in good standing
- Comprehensive Standardized Examination
 - VN-RN Comprehensive Standardized Examination - score requirements are available. Inquire in the nursing office to take the standardized exam.
 - Copies of scores from other schools may be submitted for review through a transcript request process with HESI (Evolve/Elsevier).
- Preadmission Assessment Examination
 - Score requirements available in the nursing office
 - Math competency must be demonstrated
- Overall GPA of 2.7 in degree plan courses
- No grade less than "C" earned in the degree plan courses
- Prerequisite courses GPA of 2.7 minimum (BIOL 2401, ENGL 1301, PSYC 2301)
- Science GPA of 2.5 minimum in degree plan courses completed (BIOL 2401, BIOL 2402, and BIOL 2421)
- Computer skills competency
 - Students are encouraged to consider ITSC 1309 or equivalent to enhance computer skills if necessary
 - Lee College overall GPA minimum 2.0

Other areas impacting admission

- Number of degree plan courses completed
- Successful completion of non-degree plan academic courses such as Sociology, History, Government, and Statistics, Chemistry, Biology, Life Science, Pathophysiology and Nutrition
- Previous unsuccessful RN degree plan attempts, at other schools and Lee College, will impact admission
- Repetitive academic courses may impact overall admission scores
- Criminal background checks history. See Nursing Office for details
- Texas Department of Health and Human Services required immunizations and/or titers

Students are required to take a Pre-Admission Assessment Exam. The exam scores will be used by the ADN program for admission, counseling, and progression advisement and decisions. The exam offers study methods which can aid the student with remediation during the course of the nursing program. Required payment is made at the cashier's office, and the receipt submitted to the Nursing Office prior to taking the exam. Exam dates and testing requirements are available in the nursing office.

The Texas Board of Nursing (BON) requires schools to inform enrolled students (verbally and in writing) about eligibility requirements and to maintain students' signed receipt of the required information. Applicants for NCLEX and Nurses seeking licensure in Texas are required to submit a complete and legible set of fingerprints on a form prescribed by the board for the purpose of obtaining a criminal history from the Texas Department of Public Safety and the Federal Bureau of Investigations. (Section 301.252 (b) and Section 301.252 (e) of the Texas Occupations Code). LVN with a current license in the state of Texas may not be required to complete the fingerprinting component of the criminal background check process. Positive criminal background history may impact admission and/or progression in the nursing program.

All NCLEX applicants with outstanding eligibility issues that could prevent them from taking the NCLEX examination upon completion of a nursing program are urged to complete a Declaratory Order application prior to application to the nursing program. The Declaratory Order process permits the Board to make decisions regarding an applicant's eligibility for licensure prior to entering or completing a nursing program. The BON has identified certain circumstances that may render a potential candidate ineligible for licensure as a registered nurse in the state of Texas. The Board provides individuals the opportunity to petition for a Declaratory Order as to their eligibility in accordance with article 4519(a) of the Nursing Practice Act. View www.bon.state.tx.us for further information and forms.

All nursing applicants must provide proof of BON criminal background clearance to take the NCLEX exam upon invitation to the nursing program in the form of the "BLUE CARD" or Declaratory Order Outcome letter.

Transitional Entry Prerequisites:

All academic courses with the exception of Creative Arts/LPC must be completed for the student to be eligible for admission to RNSG 2307. It is suggested that the * courses are taken prior to program admission. Once admitted into the program, all courses must be taken in the sequence listed at the time of admission. If any RNSG course must be repeated, the lab/clinical corresponding course must be repeated also.

First Semester

- BIOL 2401 - Human Anatomy and Physiology I Credits: 4 ♦
- ENGL 1301Ω - English Composition I Credits: 3 ♦
- PSYC 2301 - Introduction to Psychology Credits: 3 ♦

Total: 10 SCH

Second Semester

- BIOL 2402 - Human Anatomy and Physiology II Credits: 4
- ENGL 1302Ω - English Composition II Credits: 3
- PSYC 2314 - Life Span Growth and Development Credits: 3
- Creative Arts/LPC Credits: 3 * ♦

Total: 13 SCH

Third Semester

- BIOL 2421Ω - Microbiology Credits: 4
- RNSG 1413 - Foundations for Nursing Practice Credits: 4 #
- RNSG 1205 - Nursing Skills I Credits: 2 #
- RNSG 1261 - Clinical - Registered Nursing/Registered Nurse Credits: 2
- RNSG 2307 - Adaptation to Role of Professional Nurse Credits: 3

Total: 15 SCH

Fourth Semester

- RNSG 1343Ω - Complex Concepts of Adult health Credits: 3 ##
- RNSG 1262 - Clinical - Registered Nursing/Registered Nurse Credits: 2 ##

- RNSG 2201 - Care of Children and Families Credits: 2 ##
- RNSG 2161 - Clinical - Registered Nursing/Registered Nurse Credits: 1 ##

Total: 8 SCH

Fifth Semester

- RNSG 1251 - Care of the Childbearing Family Credits: 2
- RNSG 1162 - Clinical - Registered Nursing/Registered Nurse Credits: 1
- RNSG 2213 - Mental Health Nursing Credits: 2
- RNSG 2160 - Clinical: Nursing Registered Nurse Training Credits: 1

Total: 6 SCH

Sixth Semester

- RNSG 2432 - Enhanced Concepts of Adult Health I Credits:
- RNSG 2263Ω - Clinical- Nursing Registered Nurse Training Credits: 2
- RNSG 2221 - Professional Nursing: Leadership and Management Credits: 2 *

Total: 8 SCH

Total Semester Credit Hours for Degree = 60

AAS-TN2 revision pending THECB approval.

*This concept may be taken after admission to the program.

#Credit awarded upon completion of RNSG 1343, RNSG 1262, RNSG 2201, and RNSG 2161.

##Credit is given for RNSG 1205, RNSG 1261, RNSG 1413.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Students are encouraged to consider taking Healthcare Spanish. SPNL 1301 - Health Care Spanish develops the practical Spanish communication skill for healthcare employees including medical terminology, greetings, common expressions, commands, and phrases normally used within a hospital or physician's office.

Nursing Program - AD2, AAS

The purpose of the Associate Degree Nursing Program is to prepare students with beginning competencies to practice as registered nurses upon successful writing of the National Council Licensure Examination for Registered Nurses. The program is accredited by the Texas Board of Nursing and the Accreditation Commission for Education in Nursing, Inc. (ACEN) 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326.

It is recommended that the applicant complete some or all of the general education courses in the curriculum prior to entry into the program. After successful completion of this program, the graduate is eligible to take the National Council Licensure Examination for Registered Nurses. Upon passing the examination, the graduate is licensed as a Registered Nurse.

Job opportunities include hospitals, clinics, home health care facilities, long-term care facilities, industry, and specialty health care hospital units. The registered nurse works within the scope of nursing as defined by the Nursing Practice Act in the State of Texas.

Associate Degree Nursing (ADN) Program Admission Requirements

Students are required to make application to Lee College before applying to the nursing program. Students are responsible for furnishing official transcript(s) to the Admissions and Records Office. Nursing applicant transcripts are evaluated during the application review and selection process. Students who have foreign transcripts should plan extended time for transcript evaluation.

Applications will not be accepted without documentation of the state required immunizations and/or titers (contact the Nursing Office or the Counseling Center for an application packet). Applications will be kept on file for one academic year. Applicants interested in maintaining an active application file must notify the nursing office in writing prior to the expiration of one academic year.

Nursing students are required to carry personal health insurance to meet hospital affiliation clinical requirements. A copy of the student's health insurance card will be required to be submitted to the Nursing Office upon invitation into the Nursing program. All changes in health insurance coverage must be reported to the nursing office. A copy of the updated health insurance card must be submitted when changes occur.

Due to requirements of criminal background checks, pre-admission testing and other processes the following application deadlines are required:

Fall Admission

Applications will be accepted between January 15 and March 15.

Spring Admission

Applications will be accepted between June 15 and August 15.

Because of academic demands of a curriculum that prepares students for national licensing examinations and performance of safe nursing care in clinical situations, applicants must meet the academic criteria outlined for acceptance into nursing programs at Lee College. Meeting minimum entrance requirements does not guarantee admission. Admission requirements are monitored continuously and may change between catalogs. Contact the Nursing Office for the most current requirements including:

- Preadmission Assessment Examination
- Hesi A-2 score requirements available in the nursing office
- Overall GPA of 2.7 in degree plan courses
- No grade less than "C" earned in the degree plan courses
- Prerequisite courses GPA of 2.7 minimum (RNSG 1301, BIOL 2401, ENGL 1301, PSYC 2301)
- Science GPA of 2.5 minimum in degree plan courses completed (BIOL 2401, BIOL 2402, and BIOL 2421)
- Computer skills competency
 - Students are encouraged to consider ITSC 1309 or equivalent to enhance computer skills if necessary;
 - Lee College overall GPA of minimum 2.0

Other areas impacting admission

- Number of degree plan courses completed
- Successful completion of non-degree plan academic courses such as Sociology, History, Government, and Statistics, Chemistry, Biology, Life Science, Pathophysiology and Nutrition
- Previous unsuccessful RN degree plan attempts, at other schools and Lee College, will impact admission
- Repetitive academic courses may impact overall admission scores
- Criminal background checks history. See Nursing Office for details
- Texas Department of Health and Human Services required immunizations and/or titers

Students are required to take a Pre-Admission Assessment Exam. The exam scores will be used by the ADN program for admission, counseling, and progression advisement and decisions. The exam offers study methods which can aid the student with remediation during the course of the nursing program. Required payment is made at the cashier's office, and the receipt submitted to the Nursing Office prior to taking the exam. Exam dates and testing requirements are available in the nursing office.

The Texas Board of Nursing (BON) requires schools to inform enrolled students (verbally and in writing) about eligibility requirements and to maintain students' signed receipt of the required information. Applicants for NCLEX and Nurses seeking licensure in Texas are required to submit a complete and legible set of fingerprints on a form prescribed by the board for the purpose of obtaining a criminal history from the Texas Department of Public Safety and the Federal Bureau of Investigations. (Section 301.252 (b) and Section 301.252 (e) of the Texas Occupations Code). Positive criminal background history may impact admission and/or progression in the nursing program.

All NCLEX applicants with outstanding eligibility issues that could prevent them from taking the NCLEX examination upon completion of a nursing program are urged to complete a Declaratory Order application prior to approval for the nursing program. The Declaratory Order process permits the Board to make decisions regarding an applicant's eligibility for licensure prior to entering or completing a nursing program. The BON has identified certain circumstances that may render a potential candidate ineligible for licensure as a registered nurse in the state of Texas. The Board provides individuals the opportunity to petition for a Declaratory Order as to their eligibility in accordance with article 4519(a) of the Nursing Practice Act. View www.bon.state.tx.us for further information and forms.

All nursing applicants must provide proof of BON Criminal Background Clearance to take the NCLEX exam upon invitation to the nursing program in the form of the "BLUE CARD" or Declaratory Order Outcome letter.

It is suggested that the * courses are taken prior to program admission. Once admitted into the program, all courses must be taken in the sequence listed at the time of admission. If any RNSG course must be repeated, the lab/clinical corresponding course must be repeated also.

First Semester Prerequisites

- BIOL 2401 - Human Anatomy and Physiology I Credits: 4 ♦
- RNSG 1301 - Pharmacology Credits: 3
- ENGL 1301Ω - English Composition I Credits: 3 ♦
- PSYC 2301 - Introduction to Psychology Credits: 3 ♦

Total: 13 SCH

Second Semester

- PSYC 2314 - Life Span Growth and Development Credits: 3 *
- RNSG 1413 - Foundations for Nursing Practice Credits: 4
- RNSG 1205 - Nursing Skills I Credits: 2
- RNSG 1261 - Clinical - Registered Nursing/Registered Nurse Credits: 2
- BIOL 2402 - Human Anatomy and Physiology II Credits: 4 *

Total: 15 SCH

Third Semester

- RNSG 1343Ω - Complex Concepts of Adult health Credits: 3
- RNSG 1262 - Clinical - Registered Nursing/Registered Nurse Credits: 2
- RNSG 2201 - Care of Children and Families Credits: 2
- RNSG 2161 - Clinical - Registered Nursing/Registered Nurse Credits: 1
- BIOL 2421Ω - Microbiology Credits: 4 *

Total: 12 SCH

Fourth Semester

- Creative Arts/LPC Credits: 3 * ♦
- ENGL 1302Ω - English Composition II Credits: 3 *

Total: 6 SCH

Fifth Semester

- RNSG 1251 - Care of the Childbearing Family Credits: 2

- RNSG 1162 - Clinical - Registered Nursing/Registered Nurse Credits: 1
- RNSG 2213 - Mental Health Nursing Credits: 2
- RNSG 2160 - Clinical: Nursing Registered Nurse Training Credits: 1

Total: 6 SCH

Sixth Semester

- RNSG 2432 - Enhanced Concepts of Adult Health I Credits:
- RNSG 2263Ω - Clinical- Nursing Registered Nurse Training Credits: 2
- RNSG 2221 - Professional Nursing: Leadership and Management Credits: 2 *

Total: 8 SCH

Total Semester Credit Hours for Degree = 60

AAS-AD2 revision pending THECB approval.

Students are encouraged to consider taking Healthcare Spanish. SPNL 1301 - Health Care Spanish develops the practical Spanish communication skill for healthcare employees including medical terminology, greetings, common expressions, commands, and phrases normally used within a hospital or physician's office.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Nursing VN

Certificate of Completion

Vocational Nursing - VN1, Certificate of Completion

The purpose of the Vocational Nursing Program is to prepare individuals to use a systematic problem-solving process to function within the nurse's legal and ethical scope of practice while safely providing quality care and demonstrate the Differentiated Essential Competencies of Graduates of Texas Nursing Programs (DECs). The Vocational Nursing Program is accredited by Texas Board of Nursing (BON).

Admission to the Vocational Nursing Program is based on accrual of points for meeting the following requirements within the stated time frame. After successful completion of this program, the graduate is eligible to take the National Council Licensure Examination for Practical Nurses. Upon passing the examination, the graduate is licensed as a vocational nurse.

Program Admission Requirements

Students are required to make application to Lee College before applying to the nursing program. Students are responsible for furnishing official transcript(s) to the Admissions and Records Office. Nursing applicant transcripts are evaluated during the application and selection process. Students who have foreign transcripts should plan extended time for transcript evaluation.

Applications will not be accepted without documentation of the state required immunizations and/or titers (contact the Nursing Office or the Counseling Center for an application packet). Applications will be kept on file for one academic year. Applicants interested in maintaining an active application file must notify the nursing office in writing prior to the expiration of one academic year.

A copy of the high school diploma or transcript with the graduation date or GED certificate is required to be attached to your application before the candidate review.

Applicants must meet with a Lee College counselor to complete assessment/placement tests. Developmental courses must be completed if required. A VN Program Degree Plan form, with a statement of documented reading level, signed by your counselor is required to be attached to your application before the candidate review.

Students are required to demonstrate competency in Allied Health Math (MATH 350) or a "C" or better on an advanced placement test for MATH 350.

A mandatory information session with a VN faculty member is also required for candidate consideration.

Other areas impacting admission

See the Nursing Office for more information.

- BIOL 2404 - The Human Body: no older than 5 years, "B" or better is required. (If this course is taken prior to entering the VN program, the student will not have to take BIOL 2404, which is required during the fall semester of the VN program).
OR
- BIOL 2401 and BIOL 2402: no older than 5 years, "B" or better is required. (If these courses are taken prior to entering the VN program, the student will not have to take BIOL 2404 which is required during the fall semester of the VN program).
- HITT 1305 - Medical Terminology I. (If this course is taken prior to entering the VN program, the student will not have to take HITT 1305 which is required during the spring semester of the VN program).
- LSSS 300 - Learning Strategies for Success
- ITSC 1309 - Integrated Software Applications I or COSC 1301Ω - Introduction to Computing
- GPA (based on BIOL 2404 or BIOL 2401 and BIOL 2402, MATH 350 and HITT 1305) - (4.0=1 point; 3.9-3.0=.75 point; 2.9-2.0=.50 points)

Nursing students are required to carry personal health insurance to meet hospital affiliation clinical requirements. A copy of the student's health insurance card will be required to be submitted to the Nursing Office upon invitation into the Nursing program. All changes in health insurance coverage must be reported to the nursing office. A copy of the updated Health Insurance card must be submitted when changes occur.

Applications are accepted between February 1 and April 1. A VN admission packet may be obtained in the Nursing Office or the Counseling Center.

Because of academic demands of a curriculum that prepares students for national licensing examination and performance of safe nursing care in clinical situations, applicants must meet the academic criteria outlined for

acceptance into nursing programs at Lee College. Meeting minimum entrance requirements does not guarantee admission to the nursing program. Admission requirements are monitored continuously and may change between catalogs. Contact the nursing office for the most current requirements included.

The Texas Board of Nursing (BON) requires schools to inform enrolled students (verbally and in writing) about eligibility requirements and to maintain students' signed receipt of the required information. Applicants for NCLEX and Nurses seeking licensure in Texas are required to submit a complete and legible set of fingerprints on a form prescribed by the board for the purpose of obtaining a criminal history from the Texas Department of Public Safety and the Federal Bureau of Investigations. (Section 301.252 9b) and Section 301.252 (e) of the Texas Occupations Code). Positive criminal background history may impact admission and/or progression in the nursing program.

All NCLEX applicants with outstanding eligibility issues that could prevent them from taking the NCLEX examination upon completion of a nursing program are urged to complete a Declaratory Order application prior to applying for the nursing program. The Declaratory Order process permits the Board to make decisions regarding an applicant's eligibility for licensure prior to entering or completing a nursing program. The BON has identified certain circumstances that may render a potential candidate ineligible for licensure as a registered nurse in the State of Texas. The Board provides individuals the opportunity to petition for a Declaratory Order as to their eligibility in accordance with article 4519(a) of the Nursing Practice Act. View www.bon.state.tx.us for further information and forms.

All nursing applicants must provide proof of BON criminal background clearance to take the NCLEX exam upon invitation to the nursing program in the form of the "BLUE CARD" or Declaratory Order Outcome letter.

First Semester

- VNSG 1423 - Basic Nursing Skills Credits: 4
- VNSG 1304 - Foundation of Nursing Credits: 3
- VNSG 1331 - Pharmacology Credits: 3
- VNSG 1227 - Essentials of Medication Administration Credits: 2
- BIOL 2404 - The Human Body Credits: 4
- VNSG 1161 - Clinical - Licensed Practical/Vocational Nurse Training Credits: 1

Total: 17 SCH

Second Semester

- HITT 1305 - Medical Terminology I Credits: 3
- VNSG 1226 - Gerontology Credits: 2
- VNSG 1429 - Medical-Surgical Nursing I Credits: 4
- VNSG 1234 - Pediatrics Credits: 2
- VNSG 1432 - Medical-Surgical Nursing II Credits: 4
- VNSG 1360 - Clinical - Licensed Practical/Vocational Nurse Training Credits: 3

Total: 18 SCH

Third Semester

- VNSG 1330 - Maternal- Neonatal Nursing Credits: 3
- VNSG 1219 - Leadership and Professional Development Credits: 2
- VNSG 2431 - Advanced Nursing Skills Credits: 4
- VNSG 2361 - Clinical - Licensed Practical/Vocational Nurse Training Credits: 3 *

Total: 12 SCH

Total Semester Credit Hours for Certificate = 47

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Paralegal

Associate of Applied Science

Paralegal Studies - PA2, AAS

Paralegals (also called "Legal Assistants") work under the supervision of an attorney and assist in the delivery of legal services. They do substantive legal work the supervising attorney would otherwise do; however, paralegals are not attorneys. Paralegals generally may not provide legal services directly to the public, except as permitted by law. Paralegals are important members of the legal service team. They perform such functions as interviewing clients and witnesses, drafting legal documents, conducting legal research, and attending depositions and court hearings.

Paralegals are found in a number of work settings, including law offices, government agencies, and corporate offices. This program is approved by the American Bar Association.

It consists of both legal and general education courses. It is intended for the training of paralegals and is not a pre-law course of study.

First Semester

- ENGL 1301Ω - English Composition I Credits: 3 ♦
- POFI 1401 - Computer Applications I Credits: 4
- LGLA 1307 - Introduction to Law and the Legal Professions Credits: 3
- LGLA 1301 - Legal Research and Writing Credits: 3 *
- LGLA 1355 - Family Law Credits: 3 *

Total: 16 SCH

Second Semester

- SPCH 1315Ω - Principles of Public Speaking Credits: 3 ♦
- ENGL 1302Ω - English Composition II Credits: 3
- LGLA 1353 - Wills, Trusts and Probate Administration Credits: 3 *
- LGLA 1351 - Contracts Credits: 3
- LGLA 1345 - Civil Litigation Credits: 3 *

Total: 15 SCH

Third Semester

- GOVT 2305Ω - Federal Government Credits: 3 ♦
- LGLA 2303 - Torts and Personal Injury Law Credits: 3
- LGLA 1219 - Paralegal Ethics Credits: 2
- LGLA 2309 - Real Property Credits: 3 *
- Creative Arts/LPC Credits: 3 ♦

Total: 14 SCH

Fourth Semester

- LP Sciences/Mathematics Credits: 3/4 ♦
- ACNT 1303 - Introduction to Accounting I Credits: 3
or
- BUSI 1307 - Personal Finance Credits: 3
- LGLA - Elective+ Credits: 3
- LGLA - Elective+ Credits: 3
- LGLA 2333 - Advanced Legal Document Preparation Credits: 3 * *
or
- LGLA 2389 - Internship: Legal Assistant/Paralegal Credits: 3 * *

Total: 15/16 SCH

Total Semester Credit Hours for Degree = 60/61

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

+Legal elective to be chosen from:

- LGLA 1317 - Law Office Technology Credits: 3
- LGLA 1343 - Bankruptcy Credits: 3
- LGLA 2307 - Law Office Management Credits: 3
- LGLA 2311 - Business Organizations Credits: 3
- LGLA 2313 - Criminal Law and Procedure Credits: 3
- LGLA 2323 - Intellectual Property Credits: 3
- LGLA 2331 - Advanced Legal Research and Writing Credits: 3
- LGLA 2337 - Mediation Credits: 3
- LGLA 2388 - Internship: Legal Assistant/Paralegal Credits: 3

Certificate of Completion

Paralegal Studies - PA1, Certificate of Completion

Prerequisite: Baccalaureate degree or junior standing in a baccalaureate degree program with a minimum of 18 semester hours of general education classes completed.

First Semester

- LGLA 1301 - Legal Research and Writing Credits: 3 *
- LGLA 1307 - Introduction to Law and the Legal Professions Credits: 3
- LGLA 1355 - Family Law Credits: 3 *
- LGLA 1219 - Paralegal Ethics Credits: 2

Total: 11 SCH

Second Semester

- LGLA 1345 - Civil Litigation Credits: 3 *
- LGLA 1351 - Contracts Credits: 3
- LGLA 1353 - Wills, Trusts and Probate Administration Credits: 3 *
- LGLA - Elective Credits: 3

Total: 12 SCH

Third Semester

- LGLA 2303 - Torts and Personal Injury Law Credits: 3
- LGLA 2309 - Real Property Credits: 3
- LGLA 2333 - Advanced Legal Document Preparation Credits: 3 © * *

Total: 9 SCH

Total Semester Credit Hours for Certificate = 32

©Capstone course must be taken in the last semester of course work.

*Legal specialty course.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

NOTE: Paralegal Studies Program

The Paralegal Studies Program, in compliance with Guidelines of the American Bar Association, requires students to complete 18 semester credit hours of legal specialty courses, as defined by the ABA, at Lee College.

Pipefitting

Associate of Applied Science

Pipefitting Technology - PF2, AAS

First Semester

- PFPB 1350 - Plumbing and Pipefitting Equipment and Safety Credits: 3
- PFPB 1408 - Basic Pipefitting Skills Credits: 4
- TECM 1349 - Technical Math Applications Credits: 3
- ITSC 1309 - Integrated Software Applications I Credits: 3
- LP Sciences/Mathematics Credits: 3/4 ♦

Total: 16/17 SCH

Second Semester

- SPCH - Oral Communication Credits: 3 ♦
- PFPB 1305 - Basic Blueprint Reading for Pipefitters Credits: 3
- PFPB 2407 - Pipe Fabrication and Installation I Credits: 4
- ENGL - Communication Credits: 3 ♦
- Creative Arts/LPC Credits: 3 ♦

Total: 16 SCH

Third Semester

- PFPB 2408 - Piping Standards and Materials Credits: 4
- PFPB 2310 - Intermediate Blueprint Reading for Pipefitters Credits: 3
- PFPB 2441 - Pipe Fabrication and Installation II Credits: 4
- Elective Credits: 4

Total: 15 SCH

Fourth Semester

- PFPB 2343 - Advanced Pipe Practices Credits: 3 *
- SBS/HIST/GOVT PS Credits: 3 ♦
- PFPB 2449 - Field Measuring, Sketching, and Layout Credits: 4
- Elective Credits: 3

Total: 13 SCH

Total Semester Credit Hours for Degree = 60/61

NOTE: To be eligible for a program related internship a student must have completed 25 credit hours of program specific courses and have a 2.5 GPA and/or by approval of Division Chair.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Certificate of Completion

Pipefitter Helper - PH1, Certificate of Completion

First Semester

- PFPB 1350 - Plumbing and Pipefitting Equipment and Safety Credits: 3
- PFPB 1408 - Basic Pipefitting Skills Credits: 4

Total: 7 SCH

Second Semester

- PFPB 1305 - Basic Blueprint Reading for Pipefitters Credits: 3
- PFPB 2407 - Pipe Fabrication and Installation I Credits: 4

Total: 7 SCH

Third Semester

- PFPB 2310 - Intermediate Blueprint Reading for Pipefitters Credits: 3 *

Total: 3 SCH

Total Semester Credit Hours for Certificate = 17

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Pipefitting Technology - PF1, Certificate of Completion

First Semester

- PFPB 1350 - Plumbing and Pipefitting Equipment and Safety Credits: 3

- PFPB 1408 - Basic Pipefitting Skills Credits: 4

Total: 7 SCH

Second Semester

- PFPB 1305 - Basic Blueprint Reading for Pipefitters Credits: 3
- PFPB 2407 - Pipe Fabrication and Installation I Credits: 4

Total: 7 SCH

Third Semester

- PFPB 2408 - Piping Standards and Materials Credits: 4
- PFPB 2310 - Intermediate Blueprint Reading for Pipefitters Credits: 3
- PFPB 2441 - Pipe Fabrication and Installation II Credits: 4

Total: 11 SCH

Fourth Semester

- PFPB 2343 - Advanced Pipe Practices Credits: 3 *

Total Semester Credit Hours for Certificate = 28

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Process Technology

Associate of Applied Science

Process Technology - PT2, AAS

The Process Technology Programs prepare the student to enter the operations or laboratory technician field in refinery and manufacturing.

First Semester

- PTAC 1302 - Introduction to Process Technology Credits: 3
- PTAC 1410 - Process Technology I: Equipment Credits: 4

- TECM - Technical Math Credits: 3
or
- MATH - 3 -- Math Credits: 3

- PTAC 1332 - Process Instrumentation I Credits: 3
- SCIT 1414 - Applied General Chemistry I Credits: 4

Total: 17 SCH

Second Semester

- ENGL - Communication Credits: 3 ♦
- PTAC 1308 - Safety, Health, and Environment I Credits: 3
- PTAC 2420 - Process Technology II: Systems Credits: 4
- SBS/HIST/GOVT PS Credits: 3 ♦

- SCIT 1318 - Applied Physics Credits: 3
or
- ---- - 3 -- Approved Electives Credits: 3 *

Total: 16 SCH

Third Semester

- SPCH - Oral Communication Credits: 3 ♦
- PTAC 2314 - Principles of Quality Credits: 3
- PTAC 2438 - Process Technology III: Operations Credits: 4
- PTAC 2346 - Process Troubleshooting Credits: 3

- CHEM 1419Ω - Introductory Organic Chemistry Credits: 4
or
- PHYS - 4 -- Physics Selection Credits: 4 ♦

Total: 17 SCH

Fourth Semester

- Creative Arts/LPC Credits: 3 ♦
- CTEC 2445 - Unit Operations Credits: 4 *
- ENGT 2310 - Introduction to Manufacturing Processes Credits: 3
or
- - - - - - 3 - - Approved Electives Credits: 3 *

Total: 10 SCH

Total Semester Credit Hours for Degree = 60

* Approved Electives: Technical electives include: PTAC 2486 Internship others approved by Division Chair.

Note: Students must complete 50% of technical courses at Lee College in order to receive a certificate or AAS degree. The Capstone Experience must be completed at Lee College.

Note: To be eligible for a program related internship a student must have completed 25 credit hours of program specific courses and have a 2.5 GPA and/or by approval of Division Chair.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Certificate of Completion

Process Technology - PT1, Certificate of Completion

First Semester

- PTAC 1302 - Introduction to Process Technology Credits: 3
- PTAC 1410 - Process Technology I: Equipment Credits: 4
- TECM - Technical Math Credits: 3
or
- MATH - Math Credits: 3
- PTAC 1332 - Process Instrumentation I Credits: 3
- SCIT 1414 - Applied General Chemistry I Credits: 4

Total: 17 SCH

Second Semester

- PTAC 2314 - Principles of Quality Credits: 3
- PTAC 2420 - Process Technology II: Systems Credits: 4

- SCIT 1318 - Applied Physics Credits: 3
or
- - - - - - 3 - - Approved Electives Credits: 3 *

- PTAC 1308 - Safety, Health, and Environment I Credits: 3

Total: 13 SCH

Third Semester

- PTAC 2346 - Process Troubleshooting Credits: 3
- PTAC 2438 - Process Technology III: Operations Credits: 4

- ENGT 2310 - Introduction to Manufacturing Processes Credits: 3
or
- - - - - - 3 - - Approved Electives Credits: 3 *

- CTEC 2445 - Unit Operations Credits: 4 *

Total: 14 SCH

Total Semester Credit Hours for Certificate = 44

* Approved Electives: Technical electives include: PTAC 2486 Internship others approved by Division Chair.

Note: Students must complete 50% of technical courses at Lee College in order to receive a certificate or AAS degree. The Capstone Experience must be completed at Lee College.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Professional Administrative

Associate of Applied Science

Administrative Technology - OT2, AAS

The Administrative Technology Program prepares students for administrative support careers in today's businesses. Curriculum is designed to enhance and improve students' administrative skills and develop proficiency using various skills and software programs. Attention is also focused on helping students improve and gain confidence in essential verbal and written communications skills, problems solving skills, as well as business math.

First Semester

- POFI 1401 - Computer Applications I Credits: 4
- POFT 1309 - Administrative Office Procedures I Credits: 3
- POFT 1325 - Business Math Using Technology Credits: 3

- POFT 1227 - Introduction to Keyboarding Credits: 2
or
- POFT 1232 - Workplace Diversity Credits: 2 *

- POFT 2203 - Speed and Accuracy Building Credits: 2
- Creative Arts/LPC Credits: 3 ♦

Total: 17 SCH

Second Semester

- ENGL 1301Ω - English Composition I Credits: 3 ♦
- POFT 2301 - Intermediate Keyboarding Credits: 3

- POFT 1349 - Administrative Office Procedures II Credits: 3
or
- POFT 1366 - Practicum (or Field Experience): General Credits: 3

- POFT 1301 - Business English Credits: 3
- SBS/HIST/GOVT PS Credits: 3 ♦

Total: 15 SCH

Third Semester

- POFI 1441 - Computer Applications II Credits: 4
- POFI 2331 - Desktop Publishing Credits: 3
or
- POFT 2366 - Practicum (or Field Experience) - General Office Occupations and Clerical Services Credits: 3
- POFT 2312 - Business Correspondence and Communications Credits: 3
- SPCH - Oral Communication Credits: 3 ♦

Total: 13 SCH

Fourth Semester

- LP Sciences/Mathematics Credits: 3/4 ♦
- POFT 2331 - Administrative Systems Credits: 3 *
- POFI 1349 - Spreadsheets Credits: 3
- ACNT 1303 - Introduction to Accounting I Credits: 3
- POFI 2340 - Advanced Word Processing Credits: 3

Total: 15/16 SCH

Total Semester Credit Hours for Degree = 60/61

*Administrative Technology major should enroll in POFT 1232.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Certificate of Completion

Administrative Technology I - OA1, Certificate of Completion

Administrative Technology I, II, and III

All courses in each certificate apply toward the next level certificate and must be completed for each level certificate to be awarded.

The ability to type 30-35 words per minute is recommended for POFT 2301; POFT 1329 should be taken before taking this course if the student's typewriting speed is less than 30 words per minute.

First Semester

- POFT 1309 - Administrative Office Procedures I Credits: 3 *
- POFT 2203 - Speed and Accuracy Building Credits: 2
- POFI 1401 - Computer Applications I Credits: 4
- POFT 1325 - Business Math Using Technology Credits: 3
- POFT 1301 - Business English Credits: 3

Total: 15 SCH

Total Semester Credit Hours for Certificate = 15

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Administrative Technology II - AA1, Certificate of Completion

Administrative Technology I, II, and III

All courses in each certificate apply toward the next level certificate and must be completed for each level certificate to be awarded.

The ability to type 30-35 words per minute is recommended for POFT 2301; POFT 1329 should be taken before taking this course if the student's typewriting speed is less than 30 words per minute.

First Semester

- POFT 1309 - Administrative Office Procedures I Credits: 3 *
- POFT 2203 - Speed and Accuracy Building Credits: 2
- POFI 1401 - Computer Applications I Credits: 4
- POFT 1325 - Business Math Using Technology Credits: 3
- POFT 1301 - Business English Credits: 3

Total: 15 SCH

Second Semester

- POFT 2312 - Business Correspondence and Communications Credits: 3
- POFI 1441 - Computer Applications II Credits: 4

- POFT 1349 - Administrative Office Procedures II Credits: 3 *
- or
- POFT 1366 - Practicum (or Field Experience): General Credits: 3 *

- POFT 1232 - Workplace Diversity Credits: 2
- POFT 2301 - Intermediate Keyboarding Credits: 3

Total: 15 SCH

Total Semester Credit Hours for Certificate = 30

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Administrative Technology III - O21, Certificate of Completion

Administrative Technology I, II, and III

All courses in each certificate apply toward the next level certificate and must be completed for each level certificate to be awarded.

The ability to type 30-35 words per minute is recommended for POFT 2301; POFT 1329 should be taken before taking this course if the student's typewriting speed is less than 30 words per minute.

First Semester

- POFT 1309 - Administrative Office Procedures I Credits: 3 *
- POFT 2203 - Speed and Accuracy Building Credits: 2
- POFI 1401 - Computer Applications I Credits: 4
- POFT 1325 - Business Math Using Technology Credits: 3
- POFT 1301 - Business English Credits: 3

Total: 15 SCH

Second Semester

- POFT 2312 - Business Correspondence and Communications Credits: 3
- POFI 1441 - Computer Applications II Credits: 4

- POFT 1349 - Administrative Office Procedures II Credits: 3 *
- or
- POFT 1366 - Practicum (or Field Experience): General Credits: 3 *

- POFT 1232 - Workplace Diversity Credits: 2
- POFT 2301 - Intermediate Keyboarding Credits: 3

Total: 15 SCH

Third Semester

- POFT 2331 - Administrative Systems Credits: 3 *

- POFI 2331 - Desktop Publishing Credits: 3
- or
- POFT 2366 - Practicum (or Field Experience) - General Office Occupations and Clerical Services Credits: 3

- POFI 1349 - Spreadsheets Credits: 3
- POFI 2340 - Advanced Word Processing Credits: 3

Total: 12 SCH

Total Semester Credit Hours for Certificate = 42

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Safety Management

Associate of Applied Science

Safety Management Technology - SM2, AAS

This program prepares the students to enter the workplace as HAZMAT maintenance technicians, occupational health and safety specialists, chemical safety technicians, inspectors, or quality control technicians.

First Semester

- OSH 1301 - Introduction to Safety and Health Credits: 3
- OSH 1309 - Physical Hazards Control Credits: 3
- OSH 1313 - Accident Prevention, Inspection, and Investigation Credits: 3

- TECM 1341 - Technical Algebra Credits: 3
or
- TECM 1349 - Technical Math Applications Credits: 3

- SCIT 1414 - Applied General Chemistry I Credits: 4

Total: 16 SCH

Second Semester

- OSH 1316 - Material Handling Credits: 3
- OSH 1321 - Fire Protection Systems Credits: 3
- PTAC 2314 - Principles of Quality Credits: 3
- OSH 2309 - Safety Program Management Credits: 3
- OSH 2401 - OSHA Regulations: General Industry Credits: 4 *

Total: 16 SCH

Third Semester

- BMGT 1301 - Supervision Credits: 3
- SPCH - Oral Communication Credits: 3 ♦
- Technical Elective Credits: 3
- Creative Arts/LPC Credits: 3 ♦

- SBS/HIST/GOVT PS Credits: 3 ♦

Total: 15 SCH

Fourth Semester

- BMGT 1307 - Team Building Credits: 3
- ENGL - Communication Credits: 3 ♦
- - 3 - - Technical Elective Credits: 3
- - - - - 4 - - LP Sciences/Mathematics Credits: 4 ♦

Total: 13 SCH

Total Semester Credit Hours for Degree = 60

Approved Program Electives: PTAC, BMGT, and others approved by Division Chair.

Note: Students must complete 50% of technical courses at Lee College in order to receive a certificate or AAS degree. The Capstone Experience must be completed at Lee College.

Note: To be eligible for a program related internship a student must have completed 25 credit hours of program specific courses and have a 2.5 GPA and/or by approval of Division Chair.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Certificate of Completion

Safety Management Technology - SM1, Certificate of Completion

First Semester

- OSH 1301 - Introduction to Safety and Health Credits: 3
- OSH 1309 - Physical Hazards Control Credits: 3
- OSH 1313 - Accident Prevention, Inspection, and Investigation Credits: 3
- TECM 1341 - Technical Algebra Credits: 3
or

- TECM 1349 - Technical Math Applications Credits: 3
- SCIT 1414 - Applied General Chemistry I Credits: 4

Total: 16 SCH

Second Semester

- OSH 1316 - Material Handling Credits: 3
- OSH 1321 - Fire Protection Systems Credits: 3
- PTAC 2314 - Principles of Quality Credits: 3
- OSH 2309 - Safety Program Management Credits: 3
- OSH 2401 - OSHA Regulations: General Industry Credits: 4 *

Total: 16 SCH

Third Semester

- BMGT 1301 - Supervision Credits: 3
- BMGT 1307 - Team Building Credits: 3
- - - - - 4 - - Technical Elective Credits: 4
- SCIT 1318 - Applied Physics Credits: 3

Total: 13 SCH

Total Semester Credit Hours for Certificate: 45

Approved Program Electives: PTAC, BMGT, and others approved by Division Chair.

Note: Students must complete 50% of technical courses at Lee College in order to receive a certificate or AAS degree. The Capstone Experience must be completed at Lee College.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

Welding

Associate of Applied Science

Industrial Welding Technology - WE2, AAS

First Semester

- WLDG 1428 - Introduction to Shielded Metal Arc Welding (SMAW) Credits: 4
- WLDG 1313 - Introduction to Blueprint Reading for Welders Credits: 3
- TECM 1341 - Technical Algebra Credits: 3
- ENGL - Communication Credits: 3 ♦

Total: 13 SCH

Second Semester

- WLDG 2443 - Advanced Shielded Metal Arc Welding (SMAW) Credits: 4
- WLDG 1337 - Introduction to Welding Metallurgy Credits: 3
- TECM 1349 - Technical Math Applications Credits: 3
- LP Sciences/Mathematics Credits: 3/4 ♦

Total: 13/14 SCH

Third Semester

- WLDG 1435 - Introduction to Pipe Welding Credits: 4
- WLDG 1434 - Introduction to Gas Tungsten Arc Welding (GTAW) Credits: 4
- WLDG 1327 - Welding Codes Credits: 3
- Creative Arts/LPC Credits: 3 ♦
- WLDG 1312 - Introduction to Flux Cored Arc Welding Credits: 3

Total: 17 SCH

Fourth Semester

- WLDG 2453 - Advanced Pipe Welding Credits: 4
- WLDG 2451 - Advanced Gas Tungsten Arc Welding (GTAW) Credits: 4 *
- SPCH - Oral Communication Credits: 3 ♦
- SBS/HIST/GOVT PS Credits: 3 ♦
- Elective Credits: 3

Total: 17 SCH

Total Semester Credit Hours for Degree = 60/61

Note: To be eligible for a program related internship a student must have completed 25 credit hours of program specific courses and have a 2.5 GPA and/or by approval of Division Chair.

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Certificate of Completion

Welding Inspection Technology - WI1, Certificate of Completion

First Semester

- WLDG 1313 - Introduction to Blueprint Reading for Welders Credits: 3
- WLDG 1337 - Introduction to Welding Metallurgy Credits: 3
- NDTE 1401 - Film Interpretation of Weldments Credits: 4
- NDTE 1410 - Liquid penetrant/Magnetic particle Testing Credits: 4

Total: 14 SCH

Second Semester

- NDTE 2411 - Preparation for Certified Welding Inspector Exam Credits: 4 *
- WLDG 1327 - Welding Codes Credits: 3
- NDTE 1405 - Introduction to Ultrasonics Credits: 4
- Elective Credits: 3/4

Total: 14/15 SCH

Total Semester Credit Hours for Certificate = 28/29

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Electives:

- ENGL 2311Ω - Technical Writing Credits: 3
- ITSC 1309 - Integrated Software Applications I Credits: 3
- WLDG 1291 - Special Topics in Welder/Welding Technologist: Introduction to Gas Metal Arc Credits: 2
- WLDG 1312 - Introduction to Flux Cored Arc Welding Credits: 3
- WLDG 1428 - Introduction to Shielded Metal Arc Welding (SMAW) Credits: 4

Welding Technology - WE1, Certificate of Completion

First Semester

- WLDG 1313 - Introduction to Blueprint Reading for Welders Credits: 3
- WLDG 1428 - Introduction to Shielded Metal Arc Welding (SMAW) Credits: 4
- WLDG 1323 - Welding Safety, Tool, and Equipment Credits: 3

Total: 10 SCH

Second Semester

- WLDG 1337 - Introduction to Welding Metallurgy Credits: 3
- WLDG 2443 - Advanced Shielded Metal Arc Welding (SMAW) Credits: 4
- WLDG 1291 - Special Topics in Welder/Welding Technologist: Introduction to Gas Metal Arc Credits: 2

Total: 9 SCH

Third Semester

- WLDG 1435 - Introduction to Pipe Welding Credits: 4
- WLDG 1434 - Introduction to Gas Tungsten Arc Welding (GTAW) Credits: 4
- WLDG 1327 - Welding Codes Credits: 3
- WLDG 1312 - Introduction to Flux Cored Arc Welding Credits: 3

Total: 14 SCH

Fourth Semester

- WLDG 2453 - Advanced Pipe Welding Credits: 4
- WLDG 2451 - Advanced Gas Tungsten Arc Welding (GTAW) Credits: 4 *

Total: 8 SCH

Total Semester Credit Hours for Certificate = 41

* Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Course Descriptions

The following pages contain descriptions of all the courses offered at Lee College. The four letter rubric for a course identifies the subject area, for example HIST is History. The courses are listed in alphabetical order based on this rubric. Important information is contained within each course description: Semester Credit Hours (SCH), title, prerequisites and corequisites, lecture/laboratory/practicum/other hourly breakdown, and other course specific requirements or information.

Course Numbering System

Lee College participates in the Texas Common Course Numbering System which designates equivalent course content among many public and some private colleges and universities in the state of Texas. Its purpose is to assist students in making a smooth transfer from one postsecondary institution to another. However, the fact that a course is not part of the numbering system does not necessarily mean that it will not transfer or meet degree requirements.

Each course has an individual alphanumeric code (such as ENGL 1302). The alphabetic part of the code indicates the subject area.

The first number (of the four digit numbers) generally indicates the rank of the course:

1 – Freshman level or Beginning.

2 – Sophomore level or Advanced.

The second number indicates the number of SCH.

The third and fourth numbers are assigned to each course with some designating a required sequence of completion. See prerequisites for required order.

Prerequisite and Corequisite

A prerequisite is a course that students are required to master before entering the described course. Students are expected to pass prerequisite courses with a C or better in order to enroll in the course. Some prerequisite courses (developmental courses) have placement score equivalences that allow students to demonstrate competency at the level expected by the prerequisite course. Prerequisites are an important feature of student preparation for success.

A corequisite course is taken simultaneously. The condition of corequisite enrollment requires completion of both courses. If for any reason a student is unable to complete the corequisite, the student will be withdrawn from the course as well. For this reason, it is best to enroll and complete corequisites in advance when possible, unless a program specifically calls for co-enrollment.

Developmental Courses

Students often require preparatory courses before enrolling in college level courses. At Lee College developmental courses are offered in English, Reading, and Mathematics.

All three subject areas have several levels of curriculum designed to provide students progression from current abilities to college readiness. Developmental courses do not transfer nor are they part of degree or certificate plans. Developmental course numbers begin with a zero and are displayed as a rubric followed by a three digit number (e.g., MATH 0310 is listed as MATH 310).

Notes:

Ω Indicates courses taught with optional honors contracts.

Σ Indicates honors courses (see Enrollment Into Special Programs for more information on the honors program).

Accounting

- **ACCT 2401 - Principles of Accounting I - Financial**
- **ACCT 2402Ω - Principles of Accounting II - Managerial**
- **ACNT 1303 - Introduction to Accounting I**
- **ACNT 1311 - Introduction to Computerized Accounting**
- **ACNT 1313 - Computerized Accounting Applications**
- **ACNT 1329 - Payroll and Business Tax Accounting**
- **ACNT 1331 - Federal Income Tax: Individual**
- **ACNT 2302 - Accounting Capstone**
- **ACNT 2303 - Intermediate Accounting I**
- **ACNT 2304 - Intermediate Accounting II**
- **ACNT 2309 - Cost Accounting**
- **ACNT 2386 - Internship: Accounting Technology/Technician and Bookkeeping**
- **ACNT 2387 - Internship: Accounting Technology/Technician and Bookkeeping**
- **ACNT 2389 - Internship: Accounting**

Applied Chemistry

- **SCIT 1318 - Applied Physics**
- **SCIT 1414 - Applied General Chemistry I**

Applied (private) Music Lesson

- **MUAP 1101 - Strings-Violin**
- **MUAP 1102 - Strings-Violin**
- **MUAP 1105 - Strings-Viola**
- **MUAP 1106 - Strings-Viola**

- **MUAP 1109 - Strings-Cello**
- **MUAP 1110 - Strings-Cello**
- **MUAP 1113 - Strings-String Bass**
- **MUAP 1114 - Strings-String Bass**
- **MUAP 1117 - Woodwinds-Flute**
- **MUAP 1118 - Woodwinds-Flute**
- **MUAP 1121 - Woodwinds-Oboe**
- **MUAP 1122 - Woodwinds-Oboe**
- **MUAP 1125 - Woodwinds-Bassoon**
- **MUAP 1126 - Woodwinds-Bassoon**
- **MUAP 1129 - Woodwinds-Clarinet**
- **MUAP 1130 - Woodwinds-Clarinet**
- **MUAP 1133 - Woodwinds-Saxophone**
- **MUAP 1134 - Woodwinds-Saxophone**
- **MUAP 1137 - Brass-Trumpet**
- **MUAP 1138 - Brass-Trumpet**
- **MUAP 1141 - Brass-French Horn**
- **MUAP 1142 - Brass-French Horn**
- **MUAP 1145 - Brass-Trombone**
- **MUAP 1146 - Brass-Trombone**
- **MUAP 1153 - Brass-Tuba**
- **MUAP 1154 - Brass-Tuba**
- **MUAP 1157 - Keyboard-Percussion**
- **MUAP 1158 - Keyboard-Percussion**
- **MUAP 1161 - Strings-Guitar-Classical**
- **MUAP 1162 - Strings-Guitar-Classical**

- **MUAP 1165 - Keyboard-Organ**
- **MUAP 1166 - Keyboard-Organ**
- **MUAP 1169 - Keyboard-Piano**
- **MUAP 1170 - Keyboard-Piano**
- **MUAP 1177 - Strings-Harp**
- **MUAP 1178 - Strings-Harp**
- **MUAP 1181 - Voice**
- **MUAP 1182 - Voice**
- **MUAP 1187 - Strings-Guitar-Bass**
- **MUAP 1188 - Strings-Guitar-Bass**
- **MUAP 1191 - Strings-Guitar-Electric**
- **MUAP 1192 - Strings-Guitar-Electric**
- **MUAP 1201 - Strings-Violin**
- **MUAP 1202 - Strings-Violin**
- **MUAP 1203 - Strings-Violin**
- **MUAP 1204 - Strings-Violin**
- **MUAP 1205 - Strings-Viola**
- **MUAP 1206 - Strings-Viola**
- **MUAP 1207 - Strings-Viola**
- **MUAP 1208 - Strings-Viola**
- **MUAP 1209 - Strings-Cello**
- **MUAP 1210 - Strings-Cello**
- **MUAP 1211 - Strings-Cello**
- **MUAP 1212 - Strings-Cello**
- **MUAP 1213 - Strings-String Bass**
- **MUAP 1214 - Strings-String Bass**
- **MUAP 1215 - Strings-String Bass**

- **MUAP 1216 - Strings-String Bass**
- **MUAP 1217 - Woodwinds-Flute**
- **MUAP 1218 - Woodwinds-Flute**
- **MUAP 1219 - Woodwinds-Flute**
- **MUAP 1220 - Woodwinds-Flute**
- **MUAP 1221 - Woodwinds-Oboe**
- **MUAP 1222 - Woodwinds-Oboe**
- **MUAP 1223 - Woodwinds-Oboe**
- **MUAP 1224 - Woodwinds-Oboe**
- **MUAP 1225 - Woodwinds-Bassoon**
- **MUAP 1226 - Woodwinds-Bassoon**
- **MUAP 1227 - Woodwinds-Bassoon**
- **MUAP 1228 - Woodwinds-Bassoon**
- **MUAP 1229 - Woodwinds-Clarinet**
- **MUAP 1230 - Woodwinds-Clarinet**
- **MUAP 1231 - Woodwinds-Clarinet**
- **MUAP 1232 - Woodwinds-Clarinet**
- **MUAP 1233 - Woodwinds-Saxophone**
- **MUAP 1234 - Woodwinds-Saxophone**
- **MUAP 1235 - Woodwinds-Saxophone**
- **MUAP 1236 - Woodwinds-Saxophone**
- **MUAP 1237 - Brass-Trumpet**
- **MUAP 1238 - Brass-Trumpet**
- **MUAP 1239 - Brass-Trumpet**
- **MUAP 1240 - Brass-Trumpet**
- **MUAP 1241 - Brass-French Horn**

- **MUAP 1242 - Brass-French Horn**
- **MUAP 1243 - Brass-French Horn**
- **MUAP 1244 - Brass-French Horn**
- **MUAP 1245 - Brass-Trombone**
- **MUAP 1246 - Brass-Trombone**
- **MUAP 1247 - Brass-Trombone**
- **MUAP 1248 - Brass-Trombone**
- **MUAP 1253 - Brass-Tuba**
- **MUAP 1254 - Brass-Tuba**
- **MUAP 1255 - Brass-Tuba**
- **MUAP 1256 - Brass-Tuba**
- **MUAP 1257 - Keyboard-Percussion**
- **MUAP 1258 - Keyboard-Percussion**
- **MUAP 1259 - Keyboard-Percussion**
- **MUAP 1260 - Keyboard-Percussion**
- **MUAP 1261 - Strings-Guitar-Classical**
- **MUAP 1262 - Strings-Guitar-Classical**
- **MUAP 1263 - Strings-Guitar-Classical**
- **MUAP 1264 - Strings-Guitar-Classical**
- **MUAP 1265 - Keyboard-Organ**
- **MUAP 1266 - Keyboard-Organ**
- **MUAP 1267 - Keyboard-Organ**
- **MUAP 1268 - Keyboard-Organ**
- **MUAP 1269 - Keyboard-Piano**
- **MUAP 1270 - Keyboard-Piano**
- **MUAP 1271 - Keyboard-Piano**
- **MUAP 1272 - Keyboard-Piano**

- **MUAP 1277 - Strings-Harp**
- **MUAP 1278 - Strings-Harp**
- **MUAP 1279 - Strings-Harp**
- **MUAP 1280 - Strings-Harp**
- **MUAP 1281 - Voice**
- **MUAP 1282 - Voice**
- **MUAP 1283 - Voice**
- **MUAP 1284 - Voice**
- **MUAP 1287 - Strings-Guitar-Bass**
- **MUAP 1288 - Strings-Guitar-Bass**
- **MUAP 1289 - Strings-Guitar-Bass**
- **MUAP 1290 - Strings-Guitar-Bass**
- **MUAP 1291 - Strings-Guitar-Electric**
- **MUAP 1292 - Strings-Guitar-Electric**
- **MUAP 1293 - Strings-Guitar-Electric**
- **MUAP 1294 - Strings-Guitar-Electric**
- **MUAP 2101 - Strings-Violin**
- **MUAP 2102 - Strings-Violin**
- **MUAP 2105 - Strings-Viola**
- **MUAP 2106 - Strings-Viola**
- **MUAP 2109 - Strings-Cello**
- **MUAP 2110 - Strings-Cello**
- **MUAP 2113 - Strings-String Bass**
- **MUAP 2114 - Strings-String Bass**
- **MUAP 2117 - Woodwinds-Flute**
- **MUAP 2118 - Woodwinds-Flute**

- **MUAP 2121 - Woodwinds-Oboe**
- **MUAP 2122 - Woodwinds-Oboe**
- **MUAP 2125 - Woodwinds-Bassoon**
- **MUAP 2126 - Woodwinds-Bassoon**
- **MUAP 2129 - Woodwinds-Clarinet**
- **MUAP 2130 - Woodwinds-Clarinet**
- **MUAP 2133 - Woodwinds-Saxophone**
- **MUAP 2134 - Woodwinds-Saxophone**
- **MUAP 2137 - Brass-Trumpet**
- **MUAP 2138 - Brass-Trumpet**
- **MUAP 2141 - Brass-French Horn**
- **MUAP 2142 - Brass-French Horn**
- **MUAP 2145 - Brass-Trombone**
- **MUAP 2146 - Brass-Trombone**
- **MUAP 2153 - Brass-Tuba**
- **MUAP 2154 - Brass-Tuba**
- **MUAP 2157 - Keyboard-Percussion**
- **MUAP 2158 - Keyboard-Percussion**
- **MUAP 2161 - Strings-Guitar-Classical**
- **MUAP 2162 - Strings-Guitar-Classical**
- **MUAP 2165 - Keyboard-Organ**
- **MUAP 2166 - Keyboard-Organ**
- **MUAP 2169 - Keyboard-Piano**
- **MUAP 2170 - Keyboard-Piano**
- **MUAP 2177 - Strings-Harp**
- **MUAP 2178 - Strings-Harp**
- **MUAP 2181 - Voice**

- **MUAP 2182 - Voice**
- **MUAP 2187 - Strings-Guitar-Bass**
- **MUAP 2188 - Strings-Guitar-Bass**
- **MUAP 2191 - Strings-Guitar-Electric**
- **MUAP 2192 - Strings-Guitar-Electric**
- **MUAP 2201 - Strings-Violin**
- **MUAP 2202 - Strings-Violin**
- **MUAP 2203 - Strings-Violin**
- **MUAP 2204 - Strings-Violin**
- **MUAP 2205 - Strings-Viola**
- **MUAP 2206 - Strings-Viola**
- **MUAP 2207 - Strings-Viola**
- **MUAP 2208 - Strings-Viola**
- **MUAP 2209 - Strings-Cello**
- **MUAP 2210 - Strings-Cello**
- **MUAP 2211 - Strings-Cello**
- **MUAP 2212 - Strings-Cello**
- **MUAP 2213 - Strings-String Bass**
- **MUAP 2214 - Strings-String Bass**
- **MUAP 2215 - Strings-String Bass**
- **MUAP 2216 - Strings-String Bass**
- **MUAP 2217 - Woodwinds-Flute**
- **MUAP 2218 - Woodwinds-Flute**
- **MUAP 2219 - Woodwinds-Flute**
- **MUAP 2220 - Woodwinds-Flute**
- **MUAP 2221 - Woodwinds-Oboe**

- **MUAP 2222 - Woodwinds-Oboe**
- **MUAP 2223 - Woodwinds-Oboe**
- **MUAP 2224 - Woodwinds-Oboe**
- **MUAP 2225 - Woodwinds-Bassoon**
- **MUAP 2226 - Woodwinds-Bassoon**
- **MUAP 2227 - Woodwinds-Bassoon**
- **MUAP 2228 - Woodwinds-Bassoon**
- **MUAP 2229 - Woodwinds-Clarinet**
- **MUAP 2230 - Woodwinds-Clarinet**
- **MUAP 2231 - Woodwinds-Clarinet**
- **MUAP 2232 - Woodwinds-Clarinet**
- **MUAP 2233 - Woodwinds-Saxophone**
- **MUAP 2234 - Woodwinds-Saxophone**
- **MUAP 2235 - Woodwinds-Saxophone**
- **MUAP 2236 - Woodwinds-Saxophone**
- **MUAP 2237 - Brass-Trumpet**
- **MUAP 2238 - Brass-Trumpet**
- **MUAP 2239 - Brass-Trumpet**
- **MUAP 2240 - Brass-Trumpet**
- **MUAP 2241 - Brass-French Horn**
- **MUAP 2242 - Brass-French Horn**
- **MUAP 2243 - Brass-French Horn**
- **MUAP 2244 - Brass-French Horn**
- **MUAP 2245 - Brass-Trombone**
- **MUAP 2246 - Brass-Trombone**
- **MUAP 2247 - Brass-Trombone**
- **MUAP 2248 - Brass-Trombone**

- **MUAP 2253 - Brass-Tuba**
- **MUAP 2254 - Brass-Tuba**
- **MUAP 2255 - Brass-Tuba**
- **MUAP 2256 - Brass-Tuba**
- **MUAP 2257 - Keyboard-Percussion**
- **MUAP 2258 - Keyboard-Percussion**
- **MUAP 2259 - Keyboard-Percussion**
- **MUAP 2260 - Keyboard-Percussion**
- **MUAP 2261 - Strings-Guitar-Classical**
- **MUAP 2262 - Strings-Guitar-Classical**
- **MUAP 2263 - Strings-Guitar-Classical**
- **MUAP 2264 - Strings-Guitar-Classical**
- **MUAP 2265 - Keyboard-Organ**
- **MUAP 2266 - Keyboard-Organ**
- **MUAP 2267 - Keyboard-Organ**
- **MUAP 2268 - Keyboard-Organ**
- **MUAP 2269 - Keyboard-Piano**
- **MUAP 2270 - Keyboard-Piano**
- **MUAP 2271 - Keyboard-Piano**
- **MUAP 2272 - Keyboard-Piano**
- **MUAP 2277 - Strings-Harp**
- **MUAP 2278 - Strings-Harp**
- **MUAP 2279 - Strings-Harp**
- **MUAP 2280 - Strings-Harp**
- **MUAP 2281 - Voice**
- **MUAP 2282 - Voice**

- **MUAP 2283 - Voice**
- **MUAP 2284 - Voice**
- **MUAP 2287 - Strings-Guitar-Bass**
- **MUAP 2288 - Strings-Guitar-Bass**
- **MUAP 2289 - Strings-Guitar-Bass**
- **MUAP 2290 - Strings-Guitar-Bass**
- **MUAP 2291 - Strings-Guitar-Electric**
- **MUAP 2292 - Strings-Guitar-Electric**
- **MUAP 2293 - Strings-Guitar-Electric**
- **MUAP 2294 - Strings-Guitar-Electric**

Architecture

- **ARCE 1403 - Architectural Materials and Methods of Construction**
- **ARCE 1442 - Codes, Specifications, and Contract Documents**
- **ARCE 1452 - Structural Drafting**
- **ARCE 2444 - Statics and Strength of Material**
- **ARCH 1301 - Architectural History I**
- **ARCH 1302 - Architectural History II**
- **ARCH 1307 - Architectural Graphics I**
- **ARCH 1308 - Architectural Graphics II**
- **ARCH 1311 - Introduction to Architecture**
- **ARCH 1315 - Architectural Computer Graphics**
- **ARCH 1403 - Architectural Design I**
- **ARCH 1404 - Architectural Design II**
- **ARCH 2301 - Architectural Freehand Drawing I**
- **ARCH 2302 - Architectural Freehand Drawing II**

Arts

- **ARTS 1301Ω - Art Appreciation**
- **ARTS 1303Ω - Art History I (Prehistoric to the 14th century)**
- **ARTS 1304Ω - Art History II (14th Century to the present)**
- **ARTS 1311 - Design I**
- **ARTS 1312Ω - Design II**
- **ARTS 1316Ω - Drawing I**
- **ARTS 1317Ω - Drawing II**
- **ARTS 2313 - Design Communications I**
- **ARTS 2314Ω - Design Communications II**
- **ARTS 2316 - Painting I**
- **ARTS 2317Ω - Painting II**
- **ARTS 2323Ω - Life Drawing I**
- **ARTS 2324Ω - Life Drawing II**
- **ARTS 2326Ω - Sculpture I**
- **ARTS 2327Ω - Sculpture II**
- **ARTS 2333Ω - Printmaking I**
- **ARTS 2334Ω - Printmaking II**
- **ARTS 2346Ω - Ceramics I**
- **ARTS 2347Ω - Ceramics II**
- **ARTS 2348Ω - Digital Art I**
- **ARTS 2349Ω - Digital Art II**
- **ARTS 2356Ω - Introduction to Photography**
- **ARTS 2357Ω - Advanced Photographic Practices**

Business Computer Applications

- **BCIS 1405 - Business Computer Applications**

Biology

- **BIOL 1322 - Nutrition**
- **BIOL 1406Ω - General Biology I**
- **BIOL 1407Ω - General Biology II**
- **BIOL 1408Ω - Biology I for Non-Science Majors**
- **BIOL 1409Ω - Biology II for Non-Science Majors**
- **BIOL 1411Ω - General Botany**
- **BIOL 1413 - General Zoology**
- **BIOL 1424 - Plant Taxonomy**
- **BIOL 2289 - Academic Cooperative**
- **BIOL 2305 - Pathophysiology**
- **BIOL 2389Ω - Academic Cooperative**
- **BIOL 2401 - Human Anatomy and Physiology I**
- **BIOL 2402 - Human Anatomy and Physiology II**
- **BIOL 2404 - The Human Body**
- **BIOL 2416 - Genetics**
- **BIOL 2421Ω - Microbiology**

Business Administration and Management

- **BMGT 1301 - Supervision**
- **BMGT 1307 - Team Building**
- **BMGT 1313 - Principles of Purchasing**
- **BMGT 1325 - Office Management**
- **BMGT 1327 - Principles of Management**
- **BMGT 1331 - Production and Operations Management**
- **BMGT 1341 - Business Ethics**
- **BMGT 2388 - Internship - Business Administration and Management, General**

Business

- **BUSG 2309 - Small Business Management/Entrepreneurship**
- **BUSI 1301 - Business Principles**
- **BUSI 1307 - Personal Finance**
- **BUSI 2301Ω - Business Law**

Child Development

- **CDEC 1313 - Curriculum Resources for Early Childhood Programs**
- **CDEC 1317 - Child Development Associate Training I**
- **CDEC 1319 - Child Guidance**
- **CDEC 1323 - Observation and Assessment**
- **CDEC 1356 - Emergent Literacy for Early Childhood**
- **CDEC 1359 - Children with Special Needs**
- **CDEC 2307 - Math and Science for Early Childhood**
- **CDEC 2322 - Child Development Associate Training II**
- **CDEC 2324 - Child Development Associate Training III**
- **CDEC 2326 - Administration of Programs for Children I**
- **CDEC 2328 - Administration of Programs for Children II**
- **CDEC 2366 - Practicum (or Field Experience) - Child Care provider/Assistant**
- **CETT 1307 - Fundamentals of Electronics**
- **CETT 1409 - DC-AC Circuits**

Chemistry

- **CHEM 1405Ω - Introductory Inorganic Chemistry**
- **CHEM 1411Ω - General Chemistry I**
- **CHEM 1412 - General Chemistry II**
- **CHEM 1419Ω - Introductory Organic Chemistry**

- **CHEM 2289 - Academic Cooperative**
- **CHEM 2389 - Academic Cooperative**
- **CHEM 2401 - Analytical Environmental Chemistry**
- **CHEM 2423 - Organic Chemistry I**
- **CHEM 2425 - Organic Chemistry II**

Construction

- **CNBT 1411 - Construction Methods and Materials I**
- **CNBT 1442 - Building Codes and Inspections**
- **CNSE 1311 - Craning Principles**

Computer Science

- **COSC 1301Ω - Introduction to Computing**
- **COSC 1436Ω - Programming Fundamentals I**
- **COSC 1437Ω - Programming Fundamentals II**
- **COSC 2425Ω - Computer Organization**
- **COSC 2436Ω - Programming Fundamentals III**

Computer Maintenance

- **CPMT 1411 - Introduction to Computer Maintenance**
- **CPMT 1449 - Computer Network Technology**
- **CPMT 2449 - Advanced Computer Networking Technology**
- **CPMT 2488 - Internship: Computer Installation and Repair Technology**

Criminal Justice

- **CJSA 1322 - Introduction to Criminal Justice**
- **CJSA 2382 - Cooperative Education-Criminal Justice/Safety Studies**
- **CRIJ 1301 - Introduction to Criminal Justice**
- **CRIJ 1306 - Court Systems and Practices**

- **CRIJ 1307 - Crime in America**
- **CRIJ 1310 - Fundamentals of Criminal Law**
- **CRIJ 1313 - Juvenile Justice System**
- **CRIJ 2301 - Community Resources in Corrections**
- **CRIJ 2313 - Correctional Systems and Practices**
- **CRIJ 2314 - Criminal Investigation**
- **CRIJ 2323 - Legal Aspects of Law Enforcement**
- **CRIJ 2328 - Police System and Practices**

Cosmetology

- **CSME 1254 - Artistry of Hair Design I**
- **CSME 1255 - Artistry of Hair Design II**
- **CSME 1410 - Introduction to haircutting and Related Theory**
- **CSME 1434 - Cosmetology Instructor I**
- **CSME 1435 - Orientation to the Instruction of Cosmetology**
- **CSME 1453 - Chemical Reformation and Related Theory**
- **CSME 1505 - Fundamentals of Cosmetology**
- **CSME 2337 - Advanced Cosmetology Techniques**
- **CSME 2343 - Salon Development**
- **CSME 2344 - Preparation for the State Licensing Written Examination**
- **CSME 2401 - The Principles of Hair Coloring and Related Theory**
- **CSME 2410 - Advanced Haircutting and Related Theory**
- **CSME 2414 - Cosmetology Instructor II**
- **CSME 2415 - Cosmetology Instructor III**
- **CSME 2439 - Advanced Hair Design**
- **CSME 2441 - Preparation for the State Licensing Examination**
- **CSME 2444 - Cosmetology Instructor IV**

- CSME 2445 - Instructional Theory and Clinic Operation

Chemical Technology

- CTEC 1401 - Applied Petrochemical Technology
- CTEC 2386 - Internship: Chemical Technology/Technician
- CTEC 2445 - Unit Operations

Digital Art

- ARTC 1413 - Digital Publishing I
- ARTC 1453 - Computer Illustration
- ARTC 2440 - Computer Illustration II

Developmental Reading and Writing Bridge

- ENBR 402 - Writing II & Advanced Reading Bridge

Developmental Reading Bridge

- REBR 300 - Beginning College Reading Skills Bridge

Developmental Math Bridge

- MABR 310 - Pre Algebra Bridge
- MABR 330 - Intermediate Algebra Bridge
- MABR 342 - Pre Statistics Bridge

Digital Technology

- IMED 1316 - Web Design I
- IMED 1445 - Interactive Digital Media I
- IMED 2309 - Internet Commerce
- IMED 2311 - Portfolio Development
- IMED 2315 - Web Page Design II

Drafting

- **DFTG 1405 - Technical Drafting**
- **DFTG 1409 - Basic Computer-Aided Drafting**
- **DFTG 1417 - Architectural Drafting-Residential**
- **DFTG 1433 - Mechanical Drafting**
- **DFTG 2407Ω - Electrical Drafting**
- **DFTG 2408Ω - Instrumentation Drafting**
- **DFTG 2417 - Descriptive Geometry**
- **DFTG 2419 - Intermediate Computer-Aided Drafting**
- **DFTG 2423 - Pipe Drafting**
- **DFTG 2428 - Architectural Drafting-Commercial**
- **DFTG 2430 - Civil Drafting**
- **DFTG 2431 - Advanced Technologies in Architectural Design and Drafting**
- **DFTG 2432 - Advanced Computer-Aided Drafting**
- **DFTG 2435 - Advanced Technologies in Mechanical Design and Drafting**
- **DFTG 2438Ω - Final Project-Advanced Drafting**
- **DFTG 2445Ω - Advanced Pipe Drafting**
- **DFTG 2457 - Advanced Technologies in Pipe Design and Drafting**
- **DFTG 2486 - Internship - Drafting and Design Technology/Technician, General**

Drama

- **DRAM 1120 - Theatre Practicum I**
- **DRAM 1121 - Theatre Practicum II**
- **DRAM 1310 - Introduction to the Theatre**
- **DRAM 1330 - Elementary Stagecraft**
- **DRAM 1341 - Principles of Theatrical Makeup**
- **DRAM 1342 - Introduction to Costume**

- **DRAM 1351 - Introduction to Acting**
- **DRAM 1352 - Advanced Acting**
- **DRAM 2120Ω - Theatre practicum III**
- **DRAM 2121 - Theatre Practicum IV**
- **DRAM 2189 - Theatre Academic Cooperative**
- **DRAM 2331 - Advanced Stagecraft**
- **DRAM 2336 - Voice for the Theater**
- **DRAM 2361 - History of Theatre I**
- **DRAM 2362 - History of Theatre II**
- **DRAM 2366 - Pictures**

Early Childhood Education

- **TECA 1303 - Family, School and Community**
- **TECA 1311 - Educating Young Children**
- **TECA 1318 - Wellness of the Young Child**
- **TECA 1354 - Child Growth and Development**

Economics

- **ECON 2301 - Principles of Economic: Macroeconomics**
- **ECON 2302 - Principles of Economic: Microeconomics**

Education

- **EDUC 1200 - Learning Pathways**
- **EDUC 1301Ω - Introduction to the Teaching Profession**
- **EDUC 2301Ω - Introduction to Special Populations**

Electrical Technology

- **IEIR 1302 - Introduction to Direct Current Circuits**

Electrical

- **ELPT 1315 - Electrical Calculations I**
- **ELPT 1321 - Introduction to Electrical Safety and Tools**
- **ELPT 1325 - National Electrical Code I**
- **ELPT 1411 - Basic Electrical Theory**
- **ELPT 1441 - Motor Control**
- **ELPT 1445 - Commercial Wiring**
- **ELPT 1451 - Electrical Machines**
- **ELPT 1455 - Electronic Applications**
- **ELPT 1457 - Industrial Wiring**
- **ELPT 2301 - Journeyman Electrician Exam Review**
- **ELPT 2315 - Electrical Calculations II**
- **ELPT 2319 - Programmable Logic Controllers I**
- **ELPT 2325 - National Electrical Code II**
- **ELPT 2331 - AC/DC Drives**
- **ELPT 2355 - Programmable Logic Controllers II**
- **ELPT 2380 - Cooperative Education: Electrical and power Transmission Installation**
- **ELPT 2405 - Motors and Transformers**

Engineering

- **ENGR 1201 - Introduction to Engineering**
- **ENGR 1304 - Engineering Graphics I**
- **ENGR 2301 - Engineering Statics**
- **ENGR 2302 - Engineering Dynamics**
- **ENGR 2304 - Programming for Engineers**
- **ENGR 2405 - Electrical Circuits I**

Engineering Technology

- **ENGT 2307 - Engineering Materials I for Engineering Technology**
- **ENGT 2310 - Introduction to Manufacturing Processes**
- **ENTC 1343 - Statics**

English

- **ENGL 1301Ω - English Composition I**
- **ENGL 1301T - English Composition I**
- **ENGL 1302Ω - English Composition II**
- **ENGL 2307Ω - Creative Writing I**
- **ENGL 2308Ω - Creative Writing II**
- **ENGL 2311Ω - Technical Writing**
- **ENGL 2321 - British Literature**
- **ENGL 2322Ω - English Literature: Beowulf to Romantic**
- **ENGL 2323Ω - English Literature: Romantic to Present**
- **ENGL 2326Ω - American Literature Survey**
- **ENGL 2327Ω - American Literature to 1860**
- **ENGL 2328Ω - American Literature: 1860 to Present**
- **ENGL 2331Ω - Cross-Cultural Literature**
- **ENGL 2341Ω - Forms of Literature**
- **ENGL 2351Ω - Mexican-American Literature**

Environmental Science

- **ENVR 1401Ω - Environmental Science I**
- **ENVR 1402 - Environmental Science I**

Environmental Technology

- **EPCT 1349 - Environmental Regulation Interpretation and Applications**

Game Design

- **GAME 1201 - Computer Ethics**
- **GAME 1302 - Interactive Storyboarding**
- **GAME 1304 - Level Design**
- **GAME 1306 - Design and Creation of Games**
- **GAME 1336 - Introduction to 3D Game Modeling**
- **GAME 1394 - Special Topics in Animation, Interactive Technology, Video Graphics and Special Effects**
- **GAME 2325 - 3D Animation II Character Setup**
- **GAME 2332Ω - Project Development I**
- **GAME 2334Ω - Project Development II**
- **GAME 2338 - Game Testing**
- **GAME 2386 - Internship - Animation, Interactive Technology, Video Graphics, and Special Effects**
- **GAME 2387 - Internship Animation, Interactive Technology, Video Graphics and Special Effects**
- **GAME 2402 - Mathematical Applications for Game Development**

Geography

- **GEOG 1303 - World Regional Geography**

Geology

- **GEOL 1301 - Earth Science**
- **GEOL 1403Ω - Physical Geology**
- **GEOL 1404Ω - Historical Geology**
- **GEOL 1405Ω - Environmental Geology**
- **GEOL 1447 - Meteorology**
- **GEOL 2289 - Academic Cooperative**
- **GEOL 2389 - Academic Cooperative**

Government

- **GOVT 2107 - Federal and Texas Constitutions**
- **GOVT 2305Ω - Federal Government**
- **GOVT 2306Ω - Texas Government**

History

- **HIST 1301Ω - History of the United States to 1877**
- **HIST 1302Ω - History of the United States Since 1877**
- **HIST 2301Ω - History of Texas**
- **HIST 2321Ω - History of World Civilization to 1500**
- **HIST 2322Ω - History of World Civilization from 1500 to Present**
- **HIST 2389 - Academic Cooperative: Local History Research Seminar**

Health Information Technology

- **HITT 1255 - Health Care Statistics**
- **HITT 1301 - Health Data Content and Structure**
- **HITT 1305 - Medical Terminology I**
- **HITT 1311 - Health Information Systems**
- **HITT 1341 - Coding and Classification Systems**
- **HITT 1345 - Health Care Delivery Systems**
- **HITT 1349 - Pharmacology**
- **HITT 1353 - Legal and Ethical Aspects of health Information**
- **HITT 2160 - Clinical-Health Information/Medical Records Technology/Technician**
- **HITT 2161 - Clinical-health Information/Medical Records Technology/Technician**
- **HITT 2249 - Review Health Information Technology Competency Review**
- **HITT 2260 - Clinical-Health Information/Medical Records Technology/Technician**
- **HITT 2335 - Coding and Reimbursement Methodologies**
- **HITT 2339 - Health Information Organization and Supervision**

- **HITT 2343 - Quality Assessment and Performance Improvement**

Homeland Security

- **HMSY 1337 - Introduction to Homeland Security**

Human Relations

- **HRPO 1311 - Human Relations**
- **HRPO 2301 - Human Resources Management**

Humanities

- **HUMA 1301ΩΣ - Introduction to the Humanities I**
- **HUMA 1302ΩΣ - Introduction to the Humanities II**
- **HUMA 1305Ω - Introduction to Mexican-American Studies**
- **HUMA 1311 - Mexican-American Fine Arts Appreciation**
- **HUMA 2319 - American Minority Studies**

Hydraulics

- **HYDR 1345 - Hydraulics and Pneumatics**

Health Care Spanish

- **SPNL 1301 - Health Care Spanish**

International Business

- **IBUS 1305Ω - Introduction to International Business and Trade**

Integrated Reading and Writing

- **ENRD 401 - Integrated Writing I & Intermediate College Reading**
- **ENRD 402 - Integrated Writing II & Advanced College Reading**

Instrumentation Technology

- **INTC 1305 - Introduction to Instrumentation**
- **INTC 1307 - Instrumentation Test Equipment**

- **INTC 1312 - Instrumentation and Safety**
- **INTC 1343 - Application of Industrial Automatic Control**
- **INTC 1348 - Analytical Instrumentation**
- **INTC 1401 - Principles of Industrial Measurements**
- **INTC 1425 - Instrument Hardware Installation I**
- **INTC 1441 - Principles of Automatic Control**
- **INTC 1448 - Analytical Instrumentation**
- **INTC 1456 - Instrumentation Calibration**
- **INTC 2380 - Cooperative Education: Instrumentation Technology/Technician**
- **INTC 2405 - Instrument Hardware Installation II**
- **INTC 2410 - Principles of Industrial Measurements II**
- **INTC 2445 - Advanced Analyzers**
- **INTC 2450 - Fieldbus Process Control Systems**
- **INTC 2459 - Distributed Control Systems**
- **INTC 2471 - Physical Properties Analyzers**
- **INTC 2472 - Sample Systems**

Kinesiology

- **KINE 1101 - Bowling, Beginning**
- **KINE 1102 - Bowling, Experienced**
- **KINE 1103 - Exercise, Beginning**
- **KINE 1104 - Exercise, Experienced**
- **KINE 1109 - Pilates, Beginning**
- **KINE 1110 - Pilates, Experienced**
- **KINE 1111 - Aerobic Components, Beginning**
- **KINE 1112 - Aerobic Components, Experienced**

- **KINE 1115 - Swimming, Beginning**
- **KINE 1116 - Swimming, Experienced**
- **KINE 1119 - Volleyball, Beginning**
- **KINE 1120 - Volleyball, Experienced**
- **KINE 1121 - Water Aerobics, Beginning**
- **KINE 1122 - Water Aerobics, Experienced**
- **KINE 1123 - Weight Training, Beginning**
- **KINE 1124 - Weight Training, Experienced**
- **KINE 1127 - Yoga, Beginning**
- **KINE 1128 - Yoga, Experienced**
- **KINE 1129 - Basketball, Beginning**
- **KINE 1130 - Basketball, Experienced**
- **KINE 1141 - Self-Defense, Beginning**
- **KINE 1142 - Self-Defense, Experienced**
- **KINE 1143 - Walking/Jogging, Beginning**
- **KINE 1144 - Walking/Jogging, Experienced**
- **KINE 1149 - Conditioning for Athletics**
- **KINE 1150 - Conditioning for Athletics**
- **KINE 1151 - Skin and Scuba Diving, Beginning**
- **KINE 1152 - Skin and Scuba Diving, Experienced**
- **KINE 1164 - Introduction to Physical Fitness and Wellness**
- **KINE 1183M - Basketball Team**
- **KINE 1184M - Basketball Team**
- **KINE 1185W - Tennis Team**
- **KINE 1186W - Tennis Team**
- **KINE 1187W - Volleyball Team**
- **KINE 1188W - Volleyball Team**

- **KINE 1301Ω - Foundation in Physical Education**
- **KINE 1304 - The Healthy American**
- **KINE 1305 - Personal Health and Nutrition**
- **KINE 1306 - First Aid**
- **KINE 1308 - Sports Officiating**
- **KINE 1321 - Coaching Sports and Athletics**
- **KINE 1332 - Elementary and Recreation Game Skills**
- **KINE 1338 - Concepts of Physical Fitness**
- **KINE 1346 - Drug Use and Abuse**
- **KINE 2149 - Conditioning for Athletics**
- **KINE 2150 - Conditioning for Athletics**
- **KINE 2155 - Water Safety**
- **KINE 2183M - Basketball Team**
- **KINE 2184M - Basketball Team**
- **KINE 2185W - Tennis Team**
- **KINE 2186W - Tennis Team**
- **KINE 2187W - Volleyball Team**
- **KINE 2188W - Volleyball Team**

Logistics and Materials Management

- **LMGT 1319 - Introduction to Business Logistics**
- **LMGT 1323 - Domestic and International Transportation Management**
- **LMGT 1325 - Warehouse and Distribution Center Management**
- **LMGT 1340 - Contemporary Logistics Issues**
- **LMGT 2330 - International Logistics Management**
- **LMGT 2388 - Internship: Logistics and Materials Management**

Legal Assistant/Paralegal

- **LGLA 1219 - Paralegal Ethics**
- **LGLA 1301 - Legal Research and Writing**
- **LGLA 1307 - Introduction to Law and the Legal Professions**
- **LGLA 1317 - Law Office Technology**
- **LGLA 1343 - Bankruptcy**
- **LGLA 1345 - Civil Litigation**
- **LGLA 1351 - Contracts**
- **LGLA 1353 - Wills, Trusts and Probate Administration**
- **LGLA 1355 - Family Law**
- **LGLA 2303 - Torts and Personal Injury Law**
- **LGLA 2307 - Law Office Management**
- **LGLA 2309 - Real Property**
- **LGLA 2311 - Business Organizations**
- **LGLA 2313 - Criminal Law and Procedure**
- **LGLA 2323 - Intellectual Property**
- **LGLA 2331 - Advanced Legal Research and Writing**
- **LGLA 2333 - Advanced Legal Document Preparation**
- **LGLA 2337 - Mediation**
- **LGLA 2388 - Internship: Legal Assistant/Paralegal**
- **LGLA 2389 - Internship: Legal Assistant/Paralegal**

Learning Strategies for Success

- **LSSS 300 - Learning Strategies for Success**

Manufacturing Technology

- **INMT 1311 - Computer Integrated Manufacturing**
- **INMT 1371 - Introduction to Digital Manufacturing**
- **INMT 1380 - Cooperative Education Manufacturing Technology/Technician**

Materials Management

- **AVIM 1371 - Transportation, Traffic, and Air Cargo**

Mathematics

- **MATH 310 - Pre Algebra**
- **MATH 320 - Introductory Algebra**
- **MATH 330 - Intermediate Algebra**
- **MATH 342 - Pre Statistics**
- **MATH 350 - Mathematics for Allied Health**
- **MATH 1314 - College Algebra**
- **MATH 1316 - Plane Trigonometry**
- **MATH 1324 - Finite Mathematics with Business Applications**
- **MATH 1325 - Calculus with Business Applications**
- **MATH 1332 - Contemporary Mathematics I**
- **MATH 1333 - Contemporary Mathematics II**
- **MATH 1342 - Elementary Statistics**
- **MATH 1350 - Fundamentals of Mathematics I**
- **MATH 1351 - Fundamentals of Mathematics II**
- **MATH 2305 - Discrete Mathematics**
- **MATH 2318 - Linear Algebra**
- **MATH 2320 - Differential Equations**
- **MATH 2412 - Precalculus**
- **MATH 2413 - Calculus I with Analytic Geometry**
- **MATH 2414 - Calculus II with Analytic Geometry**
- **MATH 2415 - Calculus III with Analytic Geometry**

Machining

- **MCHN 1302 - Print Reading for Machining Trades**

- **MCHN 1316 - Machine Tool Repair**
- **MCHN 1391 - Special Topics in Machinist/Machine Technologist**
- **MCHN 1425 - Millwright I**
- **MCHN 1429 - Millwright II**
- **MCHN 1438 - Basic Machine Shop I**
- **MCHN 1454 - Intermediate Machining II**
- **MCHN 2381 - Cooperative Education - Machine Tool Technology/Machinist**
- **MCHN 2403 - Fundamentals of Computer Numerical Controlled (CNC) Machine Controls**
- **MCHN 2405 - Millwright III**
- **MCHN 2407 - Millwright IV**
- **MCHN 2412 - Millwright V**
- **MCHN 2434 - Operation of CNC Machining Centers**
- **MCHN 2441 - Advanced Machining I**
- **MCHN 2445 - Advanced Machining II**

Marketing

- **MRKG 1311 - Principles of Marketing**
- **MRKG 2333 - Principles of Selling**

Music Ensemble

- **MUEN 1123 - Baytown Symphony Orchestra**
- **MUEN 1125 - Concert Band**
- **MUEN 1133 - Woodwind Ensemble**
- **MUEN 1134 - Brass Ensemble**
- **MUEN 1135 - Jazz Ensemble**
- **MUEN 1137 - Guitar Ensemble**
- **MUEN 1138 - Percussion Ensemble**
- **MUEN 1141 - Lee College Concert Choir**

- **MUEN 1142 - Baytown Community Chorus**
- **MUEN 1152 - Chamber Choir**
- **MUEN 1153 - Chamber Choir**
- **MUEN 1154 - Swing Choir**
- **MUEN 2123 - Baytown Symphony Orchestra**
- **MUEN 2125 - Concert Band**
- **MUEN 2133 - Woodwind Ensemble**
- **MUEN 2134 - Brass Ensemble**
- **MUEN 2135 - Jazz Ensemble**
- **MUEN 2138 - Percussion Ensemble**
- **MUEN 2141 - Lee College Concert Choir**
- **MUEN 2142 - Baytown Community Chorus**

Music Business

- **MUSB 1305 - Survey of the Music Business**
- **MUSB 2350 - Commercial Music Project**

Music

- **MUSC 1323 - Audio Electronics**
- **MUSC 1331Ω - MIDI I**
- **MUSC 1335 - Commercial Music Software**
- **MUSC 1396 - Special Topics in Recording Arts Technology/Technician**
- **MUSC 1405 - Live Sound I**
- **MUSC 1427 - Audio Engineering I**
- **MUSC 2355 - MIDI II**
- **MUSC 2386 - Internship: Recording Arts Technology/Technician**
- **MUSC 2402 - Sound Systems Technician**
- **MUSC 2403 - Live Sound II**

- **MUSC 2427 - Audio Engineering II**
- **MUSC 2447 - Audio Engineering III**
- **MUSC 2448 - Audio Engineering IV**
- **MUSC 2453 - Live Sound III**
- **MUSC 2459 - Sound System Optimization**
- **MUSI 1116 - Sight Singing and Ear Training I**
- **MUSI 1117 - Sight Singing and Ear Training II**
- **MUSI 1181 - Piano Class I**
- **MUSI 1182 - Piano Class II**
- **MUSI 1183 - Voice Class I**
- **MUSI 1184 - Voice Class II**
- **MUSI 1192 - Guitar Class I**
- **MUSI 1193 - Guitar Class II**
- **MUSI 1263 - Jazz Improvisation I**
- **MUSI 1303 - Fundamentals of Music**
- **MUSI 1306Ω - Music Appreciation**
- **MUSI 1307 - Music Literature**
- **MUSI 1310 - American Music**
- **MUSI 1311 - Music Theory I**
- **MUSI 1312 - Music Theory II**
- **MUSI 2116 - Sight Singing and Ear Training III**
- **MUSI 2117 - Sight Singing and Ear Training IV**
- **MUSI 2181 - Piano Class III**
- **MUSI 2182 - Piano Class IV**
- **MUSI 2183 - Voice Class III**
- **MUSI 2311Ω - Music Theory III**

- MUSI 2312Ω - Music Theory IV
- MUSI 2389 - Academic Cooperative

Network Communications

- ITCC 1408 - Introduction to Voice over Internet protocol (VOIP)
- ITCC 1475 - Introduction to Networks
- ITCC 1476 - Routing & Switching Essentials
- ITCC 2478 - Scaling Networks
- ITCC 2479 - Connecting Networks

Non-Destructive Testing

- NDTE 1401 - Film Interpretation of Weldments
- NDTE 1405 - Introduction to Ultrasonics
- NDTE 1410 - Liquid penetrant/Magnetic particle Testing
- NDTE 2411 - Preparation for Certified Welding Inspector Exam

Nursing

- RNSG 1162 - Clinical - Registered Nursing/Registered Nurse
- RNSG 1205 - Nursing Skills I
- RNSG 1251 - Care of the Childbearing Family
- RNSG 1261 - Clinical - Registered Nursing/Registered Nurse
- RNSG 1262 - Clinical - Registered Nursing/Registered Nurse
- RNSG 1301 - Pharmacology
- RNSG 1343Ω - Complex Concepts of Adult health
- RNSG 1413 - Foundations for Nursing Practice
- RNSG 2160 - Clinical: Nursing Registered Nurse Training
- RNSG 2161 - Clinical - Registered Nursing/Registered Nurse
- RNSG 2201 - Care of Children and Families
- RNSG 2213 - Mental Health Nursing

- **RNSG 2221 - Professional Nursing: Leadership and Management**
- **RNSG 2263Ω - Clinical- Nursing Registered Nurse Training**
- **RNSG 2307 - Adaptation to Role of Professional Nurse**
- **RNSG 2432 - Enhanced Concepts of Adult Health I**

Pathophysiology

- **HPRS 2301 - Pathophysiology**

Pipefitting

- **PFPB 1305 - Basic Blueprint Reading for Pipefitters**
- **PFPB 1350 - Plumbing and Pipefitting Equipment and Safety**
- **PFPB 1408 - Basic Pipefitting Skills**
- **PFPB 2310 - Intermediate Blueprint Reading for Pipefitters**
- **PFPB 2343 - Advanced Pipe Practices**
- **PFPB 2407 - Pipe Fabrication and Installation I**
- **PFPB 2408 - Piping Standards and Materials**
- **PFPB 2441 - Pipe Fabrication and Installation II**
- **PFPB 2449 - Field Measuring, Sketching, and Layout**

Philosophy

- **PHIL 1301Ω - Introduction to Philosophy**
- **PHIL 1304Ω - Introduction to World Religions**
- **PHIL 2306 - Introduction to Ethics**

Physics

- **PHYS 1401Ω - College Physics I: Mechanics and Heat**
- **PHYS 1402Ω - College Physics II: Sound, Electricity, Magnetism, Light, and Modern Physics**
- **PHYS 1403Ω - Stars and Galaxies**

- **PHYS 1404Ω - The Solar System**
- **PHYS 1405Ω - Conceptual Physics I**
- **PHYS 1407Ω - Conceptual Physics II**
- **PHYS 1415 - Physical Science**
- **PHYS 2289 - Academic Cooperative**
- **PHYS 2389 - Academic Cooperative**
- **PHYS 2425Ω - University Physics I**
- **PHYS 2426Ω - University Physics II**

Professional Administrative Technology

- **POFI 1349 - Spreadsheets**
- **POFI 1401 - Computer Applications I**
- **POFI 1441 - Computer Applications II**
- **POFI 2331 - Desktop Publishing**
- **POFI 2340 - Advanced Word Processing**
- **POFT 1227 - Introduction to Keyboarding**
- **POFT 1232 - Workplace Diversity**
- **POFT 1301 - Business English**
- **POFT 1309 - Administrative Office Procedures I**
- **POFT 1325 - Business Math Using Technology**
- **POFT 1329 - Beginning Keyboarding**
- **POFT 1349 - Administrative Office Procedures II**
- **POFT 1366 - Practicum (or Field Experience): General**
- **POFT 2203 - Speed and Accuracy Building**
- **POFT 2301 - Intermediate Keyboarding**
- **POFT 2312 - Business Correspondence and Communications**
- **POFT 2331 - Administrative Systems**

- **POFT 2366 - Practicum (or Field Experience) - General Office Occupations and Clerical Services**

Psychology

- **PSYC 2301 - Introduction to Psychology**
- **PSYC 2314 - Life Span Growth and Development**
- **PSYC 2317 - Statistics for Behavioral Sciences**
- **PSYT 1313 - Psychology of Personal Adjustment**
- **PSYT 1325 - Death and Dying**

Process Technology

- **PTAC 1302 - Introduction to Process Technology**
- **PTAC 1308 - Safety, Health, and Environment I**
- **PTAC 1332 - Process Instrumentation I**
- **PTAC 1410 - Process Technology I: Equipment**
- **PTAC 1465 - Internship - Process Technology/Technician**
- **PTAC 2314 - Principles of Quality**
- **PTAC 2346 - Process Troubleshooting**
- **PTAC 2420 - Process Technology II: Systems**
- **PTAC 2438 - Process Technology III: Operations**
- **PTAC 2486 - Internship - Process Technology/Technician**

Robotics

- **RBTC 1301 - Programmable Logic Controllers**

Reading

- **READ 300 - Beginning College Reading Skills**

Safety and Health

- **OSHT 1301 - Introduction to Safety and Health**
- **OSHT 1309 - Physical Hazards Control**

- **OSHT 1313 - Accident Prevention, Inspection, and Investigation**
- **OSHT 1316 - Material Handling**
- **OSHT 1321 - Fire Protection Systems**
- **OSHT 2309 - Safety Program Management**
- **OSHT 2401 - OSHA Regulations: General Industry**

Social Work

- **SOCW 2361 - Introduction to Social Work**
- **SOCW 2362 - Social Welfare as a Social Institution**

Sociology

- **SOCI 1301Ω - Introductory Sociology**
- **SOCI 1306 - Social Problems**
- **SOCI 2319Ω - Multi-Cultural Studies**
- **SOCI 2336 - Criminology**
- **SOCI 2339 - Juvenile Delinquency**

Software Technology

- **ITSC 1309 - Integrated Software Applications I**
- **ITSC 1364 - Practicum (or Field Experience) - Computer and Information Sciences, General**
- **ITSC 1391 - Special Topics in Computer and Information Sciences, General**
- **ITSC 1416 - Linux Installation and Configuration**
- **ITSC 2335 - Application Software Problem Solving**
- **ITSC 2339 - Personal Computer Help Desk Support**
- **ITSC 2421 - Integrated Software Applications II**
- **ITSE 1350 - System Analysis and Design**
- **ITSE 1431 - Introduction to Visual Basic Programming**
- **ITSE 2302 - Intermediate Web Programming**

- **ITSW 2337 - Advanced Database**

Spanish

- **SPAN 1411 - Beginning Spanish**
- **SPAN 1412 - Intermediate Spanish**
- **SPAN 2311 - Spanish: Reading, Conversation, Composition and Grammar Review**
- **SPAN 2312 - Spanish: Reading, Conversation, Composition, and Grammar Review**

Speech

- **SPCH 1144 - Forensics Activities I**
- **SPCH 1145 - Forensic Activities II**
- **SPCH 1311 - Introduction to Speech Communication**
- **SPCH 1315Ω - Principles of Public Speaking**
- **SPCH 1318 - Interpersonal Communication**
- **SPCH 1321 - Business and Professional Communication**
- **SPCH 1342 - Voice and Diction**
- **SPCH 2144 - Forensic Activities III**
- **SPCH 2145 - Forensic Activities IV**
- **SPCH 2333 - Discussion and Small Group Communication**
- **SPCH 2335 - Argumentation and Debate**
- **SPCH 2341 - Oral Interpretation**

Study Skills

- **COSS 100 - Applied Study Skills**
- **COSS 300 - Study Skills**

Substance Abuse Counseling

- **DAAC 1280 - Cooperative Education:**

- **DAAC 1304 - Pharmacology of Addiction**
- **DAAC 1309 - Assessment Skill of Alcohol and Other Drug Addictions**
- **DAAC 1311 - Counseling Theories**
- **DAAC 1317 - Basic Counseling Skills**
- **DAAC 1319Ω - Introduction to Alcohol and Other Drug Addictions**
- **DAAC 1391 - Special Topics in Alcohol/Drug Abuse Counseling**
- **DAAC 1391 - Special Topics Substance Abuse Prevention Issues**
- **DAAC 2280Ω - Cooperative Education: Substance Abuse/Addiction Counseling**
- **DAAC 2281Ω - Cooperative Education: Substance Abuse/Addiction Counseling**
- **DAAC 2306 - Substance Abuse Prevention I**
- **DAAC 2307 - Addicted Family Intervention**
- **DAAC 2341 - Counseling Alcohol and Other Drug Addictions**
- **DAAC 2343Ω - Current Issues**
- **DAAC 2353 - Substance Abuse Prevention II**
- **DAAC 2354 - Dynamics of Group Counseling**

TV Field Production

- **RTVB 1321 - TV Field Production**

Technical Math

- **TECM 1341 - Technical Algebra**
- **TECM 1349 - Technical Math Applications**

Vocational Nurse

- **VNSG 1161 - Clinical - Licensed Practical/Vocational Nurse Training**
- **VNSG 1219 - Leadership and Professional Development**
- **VNSG 1226 - Gerontology**

- **VNSG 1227 - Essentials of Medication Administration**
- **VNSG 1234 - Pediatrics**
- **VNSG 1304 - Foundation of Nursing**
- **VNSG 1330 - Maternal- Neonatal Nursing**
- **VNSG 1331 - Pharmacology**
- **VNSG 1360 - Clinical - Licensed Practical/Vocational Nurse Training**
- **VNSG 1423 - Basic Nursing Skills**
- **VNSG 1429 - Medical-Surgical Nursing I**
- **VNSG 1432 - Medical-Surgical Nursing II**
- **VNSG 2361 - Clinical - Licensed Practical/Vocational Nurse Training**
- **VNSG 2431 - Advanced Nursing Skills**

Wireless Networking

- **ITNW 1351 - Fundamentals of Wireless LANs**

Welding

- **WLDG 1291 - Special Topics in Welder/Welding Technologist: Introduction to Gas Metal Arc**
- **WLDG 1312 - Introduction to Flux Cored Arc Welding**
- **WLDG 1313 - Introduction to Blueprint Reading for Welders**
- **WLDG 1323 - Welding Safety, Tool, and Equipment**
- **WLDG 1327 - Welding Codes**
- **WLDG 1337 - Introduction to Welding Metallurgy**
- **WLDG 1428 - Introduction to Shielded Metal Arc Welding (SMAW)**
- **WLDG 1434 - Introduction to Gas Tungsten Arc Welding (GTAW)**
- **WLDG 1435 - Introduction to Pipe Welding**
- **WLDG 2443 - Advanced Shielded Metal Arc Welding (SMAW)**
- **WLDG 2451 - Advanced Gas Tungsten Arc Welding (GTAW)**
- **WLDG 2453 - Advanced Pipe Welding**

The Community and Lee College

OFF-CAMPUS EDUCATION

To provide quality education to service area residents, Lee College offers educational services for students who find it difficult to attend classes on the main campus. Instructors are selected from full-time faculty, outstanding area educators, and other professional specialists. Off campus classes are held at off-site locations including:

Lee College Huntsville Center

Lee College provides degrees and certificates through the Texas Department of Criminal Justice-Institutional Division.

Lee College at the McNair Center on I-10

Lee College offers cosmetology, non-credit health care, and other non-credit classes at the McNair Center located at 3555 I-10 in Baytown. Student services such as counseling, registration, and financial aid are offered on a posted schedule. For a list of classes being offered at the Center, refer to the credit and community education class schedules. For information and schedules for student services offered at the Center, call 281.425.6384.

Liberty Outreach Office:

The Liberty Outreach Office serves Liberty and surrounding communities. Open 19.5 hours a week, the Liberty Outreach Office staff member assists prospective students, including dual credit students, to meet application and testing requirements. The Financial Aid director from the Baytown campus has a standing schedule to assist students with federal aid applications or answer questions.

Off-Campus Classes

Classes are scheduled at various locations throughout the Lee College service area. Class offerings are based on the needs of each location, available equipment, and enrollment. Refer to the current class schedule for a list of available classes.

THE CENTER FOR WORKFORCE AND COMMUNITY DEVELOPMENT

Is located at:

909 Decker Drive

Baytown, Texas

Office Hours:

Monday-Tuesday 7:30 a.m.-6:00 p.m.

Wednesday 7:30 a.m.-5:15 p.m.

Friday 7:30 a.m.-12:30 p.m.

Phone Number: 281-425-6311

Fax Number: 281-425-6855

Website: <http://www.lee.edu/workforce>

Email: workforce@lee.edu

Corporate Services

The Center's Department of Corporate Services provides workforce development assistance and customized training for corporate clients throughout the college's service area. Through this department, a highly talented team of staff faculty, external consultants and industry advisors have been brought together to leverage their expertise and resources in order to advance the region's most important asset, its human capital. To serve the region's highest demand occupations, the Center has cultivated strong partnerships with companies specializing in the petrochemical, maritime and healthcare industries; however, the Center also serves the retail, finance, warehouse/ distribution and hospitality sectors, as well as works to meet the professional development needs of those working within school districts and non-profit organizations.

Workforce/Industrial Training

The Center's non-credit classes are designed to fulfill specific workforce training needs for individuals interested in developing a skill to be prepared for the high-demand, high-skill and high-paying jobs of today. These classes provide training for a career, including preparation for industry certification where appropriate. Students will master a workforce skill without taking entrance exams or enrolling in college credit courses. Programs vary in length and are offered in a non-traditional format with daytime, evening and weekend options. Programs offered are based on our local industries' immediate need and therefore may vary from semester to semester.

FOUNDATION™ Certified Training Program

Lee College is home to one of eight FOUNDATION™ Certified Training Programs (FCTP) worldwide. FCTP means that your fieldbus training is taught at a Certified Training Site, by a Certified Instructor, using Certified Curriculum. Through the FCTP program training sites, curriculum, and instructors are all audited to ensure they meet program requirements. Certified training centers are required to maintain multiple FOUNDATION fieldbus hosts and devices onsite in order to demonstrate competence with fieldbus technology. They must also demonstrate to auditors that their course material adheres to set instructional standards.

FCTP ensures that you are working with someone possessing a strong knowledge of Foundation technology principles, a consistent understanding of fieldbus fundamentals and a proven ability to implement fieldbus-based control systems. Beginning automation students are able to identify colleges, universities and other facilities offering a certified Foundation educational curriculum. After graduating, they will be able to present official FCTP certificates to potential employers. Existing automation professionals completing certified courses can expand their job skills and employment value within their companies.

Fire Science

Fire Science is an increasingly complex profession that is called upon to deliver a myriad of diverse services. Individuals must receive quality training and meet required state standards in order to improve community safety, preparedness, and job performance. Our program helps students acquire the knowledge, skills, and abilities to provide workplace competencies, and safely perform the critical and essential duties assigned.

The City of Baytown Fire Department has partnered with Lee College Community Education to utilize the Baytown Fire Training Facility to offer high-quality emergency response training, instruction to firefighters, and emergency response and safety personnel in fire prevention, suppression, control, and safety.

Through Community Education students will get the educational framework needed to begin a career or move ahead in the challenging career of fire services. As a certified training facility through the Texas Commission on Fire Protection (TCFP) we provide training designed to prepare individuals seeking to advance and become certified. Our program offers low-cost, convenient, online/hybrid courses. All training meets the TCFP standards, qualifications, and curriculum.

Healthcare Training

Paraprofessionals in the healthcare industry assist doctors, nurses, pharmacists, and other medical professionals in providing patient care and related services in settings such as hospitals, pharmacies, medical labs, health clinics, schools, physician's offices, nursing care facilities, and patient homes. They serve an important role in the healthcare field as they often work directly with patients, but may also assist with administrative duties and record keeping. They help patients feel well-cared for and perform routine tasks such as drawing blood, bathing patients, filling prescriptions, measuring and recording temperatures, blood pressure, and other vital signs. Typically, students enrolled in these courses complete their training within only a few months and can increase their employability by obtaining a certification in their field of study. Some graduates choose to go straight into the workforce, while others continue on in pursuit of a degree in nursing or an allied health field, such as dental hygiene.

We currently offer the following courses, several of which have an online option.

- Certified Nurse Aide
- Clinical Medical Assistant

- Dental Assisting
- Dialysis Technician
- EKG Technician
- Medical Administrative Assistant
- Pharmacy Technician
- Phlebotomy Technician
- Veterinary Assistant

Logistics, Warehouse, and Distributions

The Manufacturing Skill Standards Council (MSSC) Certified Logistics Associate-Certified Logistics Technician (CLA/CLT) covers core competency areas defined by MSSC's skills standards for higher skilled, frontline material handling workers in factories, warehouses, distribution centers and transporters. The CLA is a prerequisite for CLT. Individuals are assessed for two credentials and students who achieve both certifications may be eligible to apply for 3 hours of college credit toward the Associate of Applied Degree in Logistics.

Each course delivered through the program corresponds to a major competency area. The MSSC CLA/CLT Training Program consists of two online MSSC courses, with classroom facilitation by an MSSC Certified Instructor. Successful completion of the CLA/CLT Training Program will be as indicated by documentation that the participant passed the MSSC Certified Logistics Associate Online Assessment and the MSSC Certified Logistics Technician Online Assessment.

NCCER Core Training

The National Craft Assessment and Certification Program (NCACP) Core Curriculum, presented as the Introduction to Industrial Crafts & Trades, is a prerequisite to all other Level 1 craft curriculum. Its modules cover topics such as Basic Safety, Communication Skills, and Introduction to Construction Drawings.

Completing this curriculum gives the trainee the basic skills needed to continue education in any craft area he or she chooses. NCCER offers a complete series of entry- and journey-level written assessments as part of its National Craft Assessment and Certification Program (NCACP).

These assessments evaluate the knowledge of an individual in a specific craft area. All assessments are based upon the NCCER Curriculum and have been developed in conjunction with industry Subject Matter Experts.

Career Pilot

Flying for a career or just for fun, our career pilot program is a great way to start. Lee College in partnership with Flying Tigers offers individually tailored flight and ground instruction for students that are interested in pursuing an interest in aviation whether professional or personally. Our program is taught by qualified and experience instructors who will help students achieve their aviation goals. Our program meets the standards of the Federal Aviation Administration (FAA) flight hours for private pilot certification.

Small Business Development Center

The Lee College Small Business Development Center (SBDC) provides businesses with one-on-one consulting and information assistance to foster economic growth in the community. SBDC works with existing companies and

start-up firms, the Lee College SBDC functions in association with the University of Houston, U.S. Small Business Administration, and the area Chambers of Commerce.

SBDC is located in Suite 1110, 1496 San Jacinto Mall near the JC Penney wing in Baytown, TX 77521; Hours of operation: Mon.-Thu.: 7:30 a.m.-5 p.m. and Fri.: 7:30 a.m.-12 p.m.

For More information call SBDC Office: 281.425.6309 Fax: 281.425.6307

COMMUNITY EDUCATION

Lee College offers more than 500 courses designed to provide non-credit learning opportunities for the public and community. Classes are intended to address the changing needs of the community whether vocational or recreational and may be as short as one session or may continue for a full semester. Courses begin throughout the year and are conducted at a variety of times and locations. Although a few programs have eligibility requirements, Community Education offerings are open to most interested adults regardless of educational background or eligibility for admission to college credit programs. While courses do not apply toward a degree, community education units (CEUs) are available for most workforce courses.

Continuous registration is available weekdays in the Center for Workforce and Community Development. Because these programs are self-supporting, course costs are dependent upon materials and instructor fees.

Community Education offerings can generally be categorized in these areas:

- Career Training
- Online Education
- Computer Technology
- Linked Classes
- Personal Enrichment
- Recreation and Fitness
- Adult Education
- Senior Adult and Travel
- Kids at College

Career Training

Career Training courses and programs offer professional development opportunities for individuals of all ages in their efforts to develop personally or professionally. Our courses are offered in a traditional classroom setting as well as online. They afford students the opportunity to prepare for a career, upgrade current job-related skills, or learn a new skill to enhance their quality of life.

Continuing Education Unit (CEU)

Many professions and state licenses require community education units (CEUs) by the license holders prior to relicensure. One CEU is 10 contact hours of successful participation/completion in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. CEUs are not substituted for college credit hours, but rather are a means of reporting continuing education achievements. Transcripts listing CEU credits satisfactorily completed are available on request. CEUs are recognized internationally as a measure of substantial professional education and training.

Online Learning

Lee College in partnership with a variety of Educational Online Instruction Centers offers over 300 highly interactive online learning courses and programs from Creating Web Pages to Accounting Fundamentals, Speed Spanish to Grant Writing-and everything in between. Our course offerings are designed to enhance your life, expand your knowledge, as well as provide professional skills required for many in-demand occupations. The affordability and flexibility of our online courses make it easy for students to begin at anytime and anywhere to achieve their desired goals whether personal or professional.

Computer Technology

Computer technology courses offer hands-on training and practices so students will gain real-world experiences for today's ever-expanding world of technology. Our courses and programs help all students (beginners, intermediate and advanced) achieve the computer concentration and proficiency desired.

Linked Classes

Linked Classes are academic/credit classes in which Community Education students may register, with the instructor's permission. Enrollment is limited and is on a space available basis. Students are expected to do all the required work, take exams and receive a grade of either Pass or Fail. No college credit hours are earned. Linked Classes start and end with the credit class schedule. NO LATE REGISTRATION once credit classes begin. NO EXCEPTIONS.

Personal Enrichment/Recreation & Fitness

Personal enrichment courses provide adults with opportunities to enhance the quality of their lives through vocational activities. Courses are tailored to meet the expressed needs of the community and are based upon the philosophy that adults continue to develop intellectually, socially, and aesthetically throughout their lives. Course selections include personal development, arts and crafts, cooking, music, languages, physical fitness, and recreation.

Adult Education Program

Adult education courses assist adults in acquiring basic skills and are offered as a public service. Areas of study include English as a Second Language (ESL), Adult Basic Education (ABE), and Adult Secondary Education (ASE). English as a Second Language (ESL) is for adults whose primary language is not English. Adult Basic Education (ABE) is for those adults requiring basic skills in reading, writing, and math on the first through eighth grade levels. Adult Secondary Education (ASE), formerly GED, courses are for those who did not receive a high school diploma and need assistance preparing to take the test to earn a certificate of high school equivalency. Classes in each area are regularly scheduled throughout the year. For information about class schedules and times, call the Adult Learning Center at 281.425.6536. Information about GED testing can be obtained from the Lee College Counseling Center at 281.425.6384.

Senior Adult and Travel

The Senior Adult Program offers bi-monthly (September through May) programs of interest to senior citizens in the colleges service communities. Day trips to cultural, historical, and fascinating attractions in Houston and the surrounding area are also offered. The program also co-sponsors the Annual Baytown Area Senior Olympics, holiday parties, and travel. Travel opportunities have included Italy, Alaska, Ireland, and Mexico. Participation in any of these activities is open to anyone over the age of 50.

A newsletter, FOCUS, is made available several times a year. To be included on the mailing list, please contact the Center for Workforce and Community Development.

Kids at College

Lee College offers summer camps and courses for children ranging in age from kindergarten to high school. Combining classroom, hands-on activities, outdoor and field trip experiences with an emphasis on enjoying the learning process, the Kids at College program provides students with the opportunity to learn in a college setting. Camp offerings include volleyball, basketball, tennis, computer technology, bowling, math, arts and crafts, Energy Venture, and career exploration, courses and workshops.

COMMUNITY SERVICES

Minority Access Committees

Since 1986, two volunteer organizations, the Hispanic and the Black Educational Access and Completion Committees (HEACC and BEACC), have worked under the leadership of Lee College to coordinate programs designed to encourage Hispanics, African-Americans, and other under-represented groups pursue an education.

These nationally-recognized committees are dedicated to providing services and activities that encourage educational access to anyone and conduct programs which preserve the heritage of each culture.

Events and programs have included bilingual college planning seminars, financial aid workshops, receptions honoring educators, graduation programs for Hispanic and African-American high school seniors, cooperative programs with other service area organizations and churches, fundraising and scholarship activities, elementary and junior high school tutoring and motivational programs, writing and poster contests, and observance and celebrations of respective holidays.

Wellness Center

The Lee College Wellness Center is located in the Sports Arena on the Lee College campus.

Eddie V. Gray Wetlands Education and Recreation Center

Located on the banks of Goose Creek across from Robert E. Lee High School on Market Street in Baytown, the Eddie V. Gray Wetlands Education and Recreation Center is operated by the City of Baytown, Lee College, and the Goose Creek School District. The center features 5,000 square feet of meeting rooms and laboratory space, as well as 9,000

square feet of open space for the growing of fish and plants and the building of environmental projects. Meeting rooms and the laboratory feature an eight-station computer lab and a teachers' library.

Canoeing, water and boat safety, fly-fishing, and country western line and jitterbug dance classes are examples of the many short-term Lee College Community Education courses offered at the Center.

Lee College TRiO Educational Opportunity Center (EOC)

Located in the Sears wing of San Jacinto Mall, the EOC provides eligible students with services including one-on-one counseling sessions, career and academic advising, assistance with college admission and financial aid applications, assistance with course selection, childcare information, academic counseling, tutoring referrals, and GED information.

In order to receive these services, an adult must be a U.S. citizen or permanent resident, age 19 or older, and plan to attend college.

The EOC is open Monday - Thursday, 8 am to 7 pm and Friday, 8 am to 12:30 pm. Counseling sessions are available by appointment and Walk-Ins are welcome. All services are free.

For additional information, call 832.556.4506 or visit www.lee.edu/eoc.

Student Career and Employment Services

Student employment services are offered to current and former students. See Student Life Opportunities, Services, and Policies for more information.

Performing Arts Center

Constructed over a two-year period, the \$2 million, 57,900- square-foot Lee College Performing Arts Center continues to provide for the cultural enrichment of the local community.

The only facility of its kind in East Harris County, the Performing Arts Center is equipped with industry standard theatrical light and sound systems, drapery systems, an orchestra shell, and other state-of-the-art equipment. The building features the Lisa H. Urban Grand Foyer, the Melva Johnson Black Box Theatre, a 700-seat main theatre with proscenium stage, and various practice and performance halls.

ABOUT LEE COLLEGE

In 1931, the Board of Trustees of the Goose Creek Independent School District identified the need to establish a junior college dedicated to providing educational opportunities to students who could otherwise not afford it. In 1934, they established the Lee Junior College of Goose Creek, Texas.

One hundred seventy-seven students enrolled in the inaugural session. By 1935, enrollment increased 33 percent, bringing the total student population to 236. That same year, the college held its first commencement exercises. Four women, Juanita Barrington (Mrs. David Holm), Byrtis Avey (Mrs. Elmer Brinkley), La Del Payne (Mrs. Barney Hillard), and Hudnall Spence (Mrs. Robert Southwick) received diplomas.

Recognizing the need for both, a strong academic curriculum and a comprehensive technical/vocational curriculum, the founders of the college established the Robert E. Lee Vocational Institute, Vocational Division of Lee

Junior College. No college credit was given for work in the institute until 1941 and it did not become an integral part of the college until 1945, following a two-year period when no technical/vocational courses were offered.

By the mid-1940s, the administration and faculty of the college had become increasingly aware that the college needed its own governing board. In 1945, Walter Rundell, one of the original faculty members, became Dean of Lee College. Dean Rundell became the guiding force behind major developments for the two decades which followed.

In 1948, the college's name was changed to Lee College. That same year, Lee College gained accreditation from the Southern Association of Colleges and Schools. The Association urged Lee College to develop a campus facility separate from the high school.

A successful bond election in 1949 led to the completion of the first two buildings - the Administration Building and the Gymnasium. The college moved to the new campus in 1951. Following the move to a separate campus, the growth of the college exceeded the expectations of its leaders and plans for additional buildings were accelerated. A Liberal Arts Building (now John Britt Hall) was added in 1958. By 1961, the campus had doubled in size. The Library was completed and the Gymnasium expanded in 1962. Construction of Moler Hall, Technical Vocational Building One, and Bonner Hall soon followed.

Under the leadership of Dean Rundell, Lee College successfully separated from the local public school district in 1965. On August 18, 1965, Lee College's first Board of Regents, appointed by the public school board, and assumed governance of the College.

In 1966, the College, under the leadership of Dean Rundell and George Beto and in cooperation with the Texas Department of Corrections, began a program of courses in the state's prison system. This program has grown from an initial enrollment of 182 students to a current enrollment of more than 1,000 students.

In 1966, Dr. Richard Strahan became the first full-time president of Lee College. Since the separation from the local public school district, the college has had nine presidents:

Dr. Richard Strahan	1966 -1971
Dr. Raymond Cleveland	1971 - 1973
Dr. Jim Sturgeon	1973 - 1976
Dr. Robert Cloud	1976 - 1986
Dr. Vivian B. Blevins	1986 - 1991
Dr. Jackson N. Sasser	1992 - 2001
Dr. Martha M. Ellis	2002 - 2008
Dr. Michael Murphy	2009 - 2012
Dr. Dennis Brown	2012 - present

The Lee College Foundation was established in 1968. A non- profit dedicated to providing scholarship to deserving Lee College students, the Foundation has a current portfolio balance of more than \$6.5 million and awards more than 200 scholarship each year. In 1969, Lee College, in cooperation with two Liberty County School districts, began offering courses in Liberty and Dayton.

In 1972, course offerings were expanded to include community education courses, as well as the senior adults program. These community-oriented, short-term courses have experienced a dramatic growth in popularity and are further evidence of the flexibility of the community college concept.

In 1986, Lee College partnered with San Jacinto Mall to offer programs and services to constituents outside the College's service area. That same year, the Friends of Lee College, a group of volunteers dedicated to funding and supporting college educational programs, was also established. Under the leadership of John B. Tucker, this group raised more than \$2 million to support programs and facilities improvements.

A focus on local economic development leads to the establishment of the Small Business Development Center in 1987. Additionally that year, Lee College began instituting new industrial programs and revising existing curriculums in an effort to respond to the needs of local industries.

In 1987 the college instituted an agreement with the University Of Texas School Of Nursing in Galveston, enabling registered nurses the opportunity to pursue a Bachelor of Science Degree in Nursing.

A successful bond election in 1988 enabled the college to initiate a construction program featuring a new science building, a lecture hall, and major renovations to several campus facilities.

The 711 West Texas property, acquired in 1990, was renovated to house a performing and fine arts complex in addition to an allied health suite named the McNulty-Haddick Complex, in honor of Alma Haddick and her husband Luther.

In February 2000, local voters passed a \$20 million bond election to build a new advanced technology center/library, a completely renovated gymnasium and newly constructed sports/wellness complex. Other renovations and additional parking were also included.

Today, more than 13,000 Lee College students are enrolled in academic, technical education and non-credit continuing education programs each semester. Basic education is available for those seeking to improve skills in reading, writing, mathematics, and language, in addition to a nationally-acclaimed honors curriculum.

Lee College Setting and Facilities

Lee College is a public community college, located in Baytown, Texas, approximately thirty miles east of Houston.

The college is situated on an attractive 40-acre campus. The buildings are complemented by lighted tennis courts, a sports complex including an arena and a multi-generational wellness center with racquet ball courts and a heated swimming pool, an Advanced Technology Center and Library, a Performing Arts Center (PAC), and Technical Education Center in McNair.

Rundell Hall houses the admissions office, counseling center, financial aid, and cashier,. A 25,000-square-foot newly renovated Student Center provides meeting space for student organizations and recreational and study areas, as well as a Cyber Café with gourmet coffee and Internet access.

Lee College is the only two-year (community) college in the country with a Fieldbus Center.

LEE COLLEGE ADMINISTRATORS AND FACULTY

ADAMS, Dale

Faculty, English & Humanities
B.S., B.A., M.A., University of North Texas
Ph.D., University of Texas, Austin

ANDERSON, Dana

Faculty, Developmental Education HC/LC
A.A.S., Columbia Basin College
B.A., Eastern Washington University
M.S., Capella University
M.A., D.Ed., Reading Endorsement, George Fox University

AGUILAR, Frederick

Counselor
B.S.W., University of Texas at El Paso
M.S.W., University of Texas at Austin

ALLEN, Paul

Division Chair, Academic Studies HC/LC
Faculty, Business Management HC/LC
B.B.A., M.B.A., Sam Houston State University

ALLEN, Tracy

Director Nursing
Faculty, ADN Nursing
A.A.S., Lee College
B.S.N., M.S.N., Texas Tech University Health Sciences Center
FNP-University of Massachusetts-Boston
Registered Nurse

ALLISON, Colelia

Instructional Designer Specialist, H.S.I. STEM Grant
B.S., The University of Mississippi
M.S., Mississippi State University

ARAMBURO, Daisy

Outreach & Articulation Specialist, H.S.I. STEM Grant
A.S., Lee College
B.S., M.A., University of Houston, Clear Lake

ARANA, Raul

Math Lab Coordinator
B.B.A., University of Houston, Clear Lake

ARMSTRONG, Luke

Faculty, Economics
B.A., University of California, San Diego
M.A., San Diego State University

ARRIGO, Paul

Director, Library
B.A., Creighton University
M.L.I.S., University of Texas, Austin

BAKER, Jack

Faculty, Industrial Systems/Millwright
A.A.S., Lee College

BAKER, Judy

Faculty, Business HC/LC
B.S., University of La Verne
M.B.A., Florida Institute of Technology

BARCLAY, Margaret

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M.S., Texas Tech University

BAREFIELD, Roy

Faculty, ADN Nursing
A.S., Midwestern State University
A.A.S., Lee College
B.S.N., University of Texas Medical Branch at Galveston
M.S.N., Lamar University

BARRERA, Regina

Science Lab Coordinator
B.S., University of Houston

BAUMAN, Edward

Faculty, Instrumentation
B.S.T., University of Houston

BEAGNYAM, Lennette

Faculty, ADN Nursing
B.S.N., Tuskegee University
M.S.N., University of Alabama, Birmingham
Registered Nurse

BENNETT, Scott

Student Success Advisor
B.S., Texas A&M University

BOOKER, Kenneth

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M.M., University of Houston
D.M.A., University of Texas, Austin

Branch, Lakeisha

Instruction and Outreach Librarian
B.A., Southern Methodist University

M.A., Webster University
M.L.I.S., University of South Florida

BROWN, Dennis

President
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B.S., Northern Arizona University
M.A., Arizona State University
Ph.D., New Mexico State University

BROWN-ASKEY, Treva

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BUCKNER III, Oris

Faculty, Criminal Justice,
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M.A., Southern University, New Orleans

BUXKEMPER, Felix

Counselor HC/LC
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B.A.T., M.Ed., Sam Houston State University

BURNETT JR., Charles

Industrial Training Specialist

BURSE, Jeanine

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M.S., Ph.D., Tulane University

BUSHART, Howard

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Faculty, Alcohol & Drug Abuse Counseling
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B.A., M.A., University of Houston, Clear Lake
Licensed Chemical Dependency Counselor

BYAL, Dana

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A.A.S., Lee College

CAMP, Elizabeth

Data Analyst, H.S.I. STEM Grant
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M.P.H., University of Texas Health Science Center at Houston

CAMP, James

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M.S., Massachusetts Institute of Technology
Ph.D., University of Houston

CASTILLO, Francisca

Faculty, Developmental Reading & Spanish
B.S., M.S., University of Houston, Clear Lake

CHAMPAGNE, Roy

Faculty, Kinesiology/Men's Basketball Coach
B.S., University of South Western Louisiana

CHANCE, Paul

Faculty, Process Technology
B.S., Henderson State University

CHARLES-BABB, JoAnn

Faculty, ADN Nursing
A.S., Andrews University
M.S.N., Rutgers
Registered Nurse

CHILDRESS, Layton

Dean of Applied Sciences
B.S. Liberty University
M.S. University of Central Missouri
Certificate Central Virginia Community College

CHRISTIE, Daniel

Information Service Specialist
B.S., M.A., Stephen F. Austin State University

CLAYTON, Jeffrey

Faculty, English & Humanities
B.A., University of Mary Hardin-Baylor
Ph.D., Auburn University

COATS, Christopher

Digital Communications Manager
B.A., Mississippi State University

COFFMAN, Rosemary

Associate Dean, Student Affairs
B.A., University of Central Arkansas
M.Ed. University of Arkansas
Ph.D., University of Houston

COLEMAN, Keith

Faculty, Logistics
B.A., Norfolk State University

COLEMAN, Melvin

Faculty, Truck Driving HC/LC
B.S., Sam Houston State University

COLSON, Valda Jeannie

Online Learning/Reference Librarian

B.S., M. A., Columbia International University
M.L.S., University of South Carolina

COMEAX, Gerald

Faculty, Welding
A.A.S., Lee College

CONNOLLY, Carolyn

Faculty, Health Information Technology
B.A., Sacred Heart Dominican College Registered Health Information Administrator

COOKSON, Cassandra

Division Chair, Social & Behavioral Sciences
Faculty, History
B.A., M.A., Texas A&M University

COVINGTON, Marti

Public Relations Manager
B.A., The University of Mississippi

COX, Graeme

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Faculty, Kinesiology
M.S., University of Houston

CUMMINGS, Susan

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B.A., University of Houston
M.A., University of Houston, Clear Lake

DANDO, Kelly

ExxonMobil Grant Project Director
A.A., Lee College
B.S., University of Houston, Clear Lake
M.Ed., Stephen F. Austin University

DAVIS, Kewana

Counselor, Special Populations/Perkins Grant
B.S., University of Houston - Downtown
M.A., Prairie View A&M

DEMARY, Roger

Web Services Manager
B.A., Louisiana State University

DENSON, Gary

Faculty, Process Technology
A.A.S., Lee College

DOBBERTINE, James

Division Chair, Mathematics, Engineering & Sciences
Faculty, Environmental Science
B.A., Concordia University
M.S., University of Houston, Clear Lake

DUNN, Jennifer

Faculty, Psychology
B.S., M.A., University of Houston, Clear Lake

DYER, Bryant

Faculty, Process Technology
A.A.S., Lee College
B.A., Baylor University

EAGLIN, Quanisha

Program Manager, Community Education
A.S., Lee College
B.S., Kaplan University

EARLEYWINE, Jeffrey

Faculty, Developmental English
B.S., Indiana University
M.Ed., Benedictine University

EDWARDS, Stewart

Faculty, History
B.A., Brigham Young University
M.A., Ph.D., Florida State University

ELLIOT, John

Faculty, Welding
A.A.S., Lee College

ENSMINGER, David

Faculty, English & Humanities
B.A., University of New Mexico
M.A., City University of New York
M.S., University of Oregon

EVANS, Steve

Vice President, Finance & Administration
A.A.S., Howard College
B.B.A., San Angelo State University

EVANS, Jimmy

Network Support Specialist
A.A.S., Lee College

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Glossary

Colleges use many words in special ways. This alphabetical list explains those special meanings used in this catalog and by the Lee College staff.

Academic probation - describes the situation that occurs when a student's grade average falls below a C- (2.0 grade point average). The student must raise that average in the next semester or withdraw from the college.

Academic Suspension - failure to maintain or achieve the minimum cumulative GPA required. A student placed on suspension will be dismissed from the college for a specific period of time, usually one semester.

Accredited - having the official approval for college programs and/or degrees by various groups. This approval gives Lee College students many benefits, including the ability to transfer credits to other colleges and universities.

Accuplacer - Lee College's state-approved test to determine college readiness for TSIA standards.

Add - enrollment in a course after registration. An official form must be completed in the Admissions Office.

Admission - steps that students follow before attending classes at a college.

Alien - a student who is not a citizen of the United States.

Alumni - graduates of a college or university.

American College Test (ACT) - one of the several tests used as a part of college entrance requirements. Lee College does not require the ACT.

Applied Science (Technical) - the Applied Science Division includes a wide variety of highly technical credit courses and degree and certificate programs designed to meet the needs of students who seek employment. Some applied science courses are transferable to university-level study.

Articulation - an agreement between two institutions whereby students receive credit for prior education.

Assessment - the process of discovering the strengths and weaknesses in students' school backgrounds in order to place students in courses in which they can succeed.

Associate Degree - general name for any one of the degrees offered by a community college. Lee College offers Associate of Arts (AA), Associate of Applied Sciences (AAS), and Associate of Science (AS) Degrees.

Associate Degree (ADN) - an Associate of Applied Science Degree (AAS) that permits students to take the National Test for Registered Nurses (RN).

Associate of Applied Science - the Associate of Applied Science Degree (AAS) provides the student a degree in a chosen technical major and is intended for students who plan to enter the workforce upon program completion.

Associate of Arts - the Associate of Arts Degree (AA) provides the student the opportunity to obtain the first two years of college credits toward a four-year Baccalaureate degree.

Associate of Arts in Teaching - the Associate of Arts in Teaching (AAT) degree provides students the opportunity to obtain the first two years of college credits toward a four-year Baccalaureate degree in Education.

Associate of Science - the Associate of Science degree (AS) provides the student the opportunity to obtain the first two years of college credits toward a four-year Baccalaureate degree.

Audit - enrollment in a credit class for no credit.

Bachelor Degree - formal name for a four-year college degree; examples include the Bachelor of Arts (BA) and the Bachelor of Science (BS). An Associate degree (two-year degree) is the highest degree offered at Lee College.

Calendar - the schedule of dates for official college activities.

Capstone Course - a comprehensive course taken during a student's last semester that demonstrates program mastery.

Catalog - official annual college publication containing information about its regulations, requirements, policies, and procedures. The catalog includes general information, admissions information, general academic regulations, general non-academic information, financial aid and scholarship information, and educational programs of study.

Certificate of Completion and Certificates - programs of study up to 59 credits designed for entry-level employment or knowledge upgrade.

College-level Courses - all credit courses offered by Lee College. Note that developmental courses have a three digit course number.

Commencement - a graduation ceremony in which colleges and universities award certificates and degrees to students.

Community College (Junior College) - a two-year college is also known as a community college. Most often, community colleges offer associate degrees, certificates, and courses for transfer to universities.

Complete Withdrawal - this is the process of withdrawing from all classes after registration. See drop.

Concurrent or Dual Enrollment - system whereby a student takes a course at one institution and receives credit at more than one institution.

Community Education - courses offered for non-credit; may or may not offer Community Education Unit (CEUs).

Core Courses - those general education courses that degree plans require; for example, English 1302, History 1301, etc. Also referred to as core curriculum.

Course - work accomplished in a class during a semester or term. Each course successfully completed adds a certain number of semester hours of credit to a student's transcript.

Course Load - total number of semester hours that a student takes during a semester.

Course number - the course number identifies each course with a prefix that designates the subject area and a number that designates that particular course; for example, HUMA 1301. Developmental courses have three digit numbers.

Course Waiver - official permission to omit one course in a degree plan.

Credit - see Semester Credit Hour.

Credit Courses - courses taken for credit that accumulate toward a college degree or certificate.

Credit hour - see Semester Credit Hour.

Curriculum (plural form curricula) - courses of study offered by a college or the particular course of study of a department or a class.

Dean - an administrator of the college who has responsibility for a particular area.

Degree plan - series of courses laid out for an individual student's degree.

Degree program - courses required to complete a particular degree. These are listed under each particular program of study.

Developmental Courses - courses designed to help prepare students for college-level coursework. These courses cannot be applied to certificates or degrees at Lee College or transferred to other institutions.

Drop - withdrawal from a particular course. See the Student Services chapter for an explanation of the Lee College drop policy.

Early Registration - the period in which students can register for next semester classes prior to the end of the current semester (see the calendar for dates).

Electives - a course selected by the student that is optional to the degree or certificate plan.

Extension Courses - classes taught at another location other than the main campus.

Extracurricular Activities - activities outside the classroom that contribute to a well-rounded education. They can include activities such as intramural sports, clubs, organizations, student government, and recreational and social events.

Faculty - the faculty is composed of all people who instruct classes on a college campus.

Fees - charges other than tuition costs, such as student activity fees and specific course fees.

Field of Study - courses that will satisfy lower-division requirements for a baccalaureate degree in a specific academic area.

Financial Aid - the money available to help students attend college.

Full-time Student - a student who is taking 12 or more semester hours in any fall or spring semester.

Fully Online Learning Course - a course which may have mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review, or an in-person test.

Grade point Average (GPA) - overall average of student's grades. Divide the number of semester hours attempted into the grade points accumulated.

Gulf Coast Intercollegiate Conference (GCIC) - competition among Gulf Coast colleges in music and intramurals.

Hazelwood Act - money available from the state of Texas for the education of Texas veterans.

Honors program - a program designed to provide students with an enriched intellectual experience. Students interested in honors classes should contact the honors coordinator.

Hybrid/Blended Course - a course in which a majority (more than 50 percent but less than 85 percent) of the planned instruction occurs when the student(s) and instructor(s) are not in the same place.

In-District - the area around a community college that is part of the taxing district for that college. Tuition is lower for in-district residents (see tuition schedule).

Incomplete (I) - the grade given when illness or some other serious cause prevents a student from completing the requirements of a course during that semester.

Individualized Class (Self-paced Instruction) - classes in which students complete the requirements on their own time, under the direction of an instructor and outside the classroom setting.

Intramural - activities that provide competition within the college rather than between two colleges.

Long Term - semesters consisting of 16 or more weeks, i.e., Fall and Spring semesters.

Lyceum - a series of Lee College cultural programs offered to students and the community.

Major/Minor - student's chosen field of study; it usually requires the successful completion of a specified number of credit hours. A minor is a secondary field of study requiring fewer hours.

Mentor - faculty or staff member who serves as a contact for college students who are enrolled for the first time.

Needs Analysis - process to determine a student's eligibility for financial aid.

Non-Credit Status (NC) - the designation given to students who do not wish to receive credit for a course. The student receives a grade of NC.

Non-Traditional Student - an adult student for whom several or many years have passed between his or her previous education and the start or continuation of a college program. "Non-traditional" may also refer to any student who is not the traditional 18-year-old high school graduate (e.g., a single parent, a GED graduate, or a part-time student who works full-time).

Online Learning - a course in which a majority (more than 50 percent) of the instruction occurs when the student(s) and instructor(s) are not in the same place. Two categories of online learning courses are defined as: Fully Online Learning and Hybrid/Blended.

Out-of-District - the area outside of the taxing district for a community college. Tuition is higher for out-of-district students.

Overload - additional courses over the usual 18 hours permitted.

Pell Grant - money given by the federal government for tuition and books for students who demonstrate financial need.

Placement - the process of discovering students' strengths and weaknesses and placing them in courses that fit their abilities and backgrounds.

Plagiarism - use of the words or thoughts of an author without giving that author credit. While most students' plagiarism is unintentional, it is a serious offense. Students should consult their instructors regarding this issue.

Prerequisite - courses or skills required as background for college-level courses.

Program - plan of study which, when completed, results in a degree or certificate.

Registration - process of signing up for particular classes and paying fees. Registration is necessary every semester before attending classes.

Remediation - process of assisting the student develop the basic skills required for college work. See Developmental Courses.

Resident - a student who has lived in Texas for at least one year prior to the date of registration.

Resignation - the process of withdrawing from all classes during a semester.

Schedule of Classes - a list of courses with sections, semester credit hours, room numbers, times, days, and instructors for the semester, published prior to registration for each semester.

Scholastic Aptitude Test (SAT) - one of several tests whose scores are used as part of a college's entrance requirements. Lee College does not require the SAT.

Section - a particular class. On the class schedule the number that follows the decimal point is the section number. It separates that class from all others with the same course number.

Semester Credit Hour (SCH) - the customary unit of measure for counting college credit. Classes which meet three hours per week in long semesters usually have three credits. For courses offered by Lee College, the second digit of the course number is the number of credits associated with the course. Three digit numbers do not award college credit, i.e., READ 300.

Semester (Term) - the period of time during which classes are offered is called a semester. For example, the semester system consists of a Fall (August - December) semester, a Spring (January - May) semester, and a Summer (June - August) semester. At Lee College, and at some other colleges and universities, there are often intersession terms or semesters (during the Christmas holidays, for example). See the current class schedule for exact dates.

Senior College - a college or university that offers a bachelor degree or above.

Short Term - semesters consisting of less than 16 weeks, i.e., summer semesters.

Sophomore - student who has earned at least 30 credit hours toward a degree or certificate.

Student Assistant - part-time (no more than 19.5 hours per week) work on campus. The pay rate is minimum wage.

Student Service Fee - the money that all students pay to support student publications, organizations, and activities.

Syllabus - a description of a college course including its title, course number, required text(s), stated objectives, and requirements.

Transfer Student - a student who applies credit earned from one college or university to a program at another. For example, many Lee College students transfer to a four-year college or university.

Transcript - record of courses attempted and grades earned. Individuals may obtain a copy of their transcript from the Admissions and Records Office.

Tuition - the basic charge per semester hour for college courses.

Withdrawal - see Drop.

Work Study - college work study is a program that allows students with documented financial need to apply for part-time (no more than 19.5 hours per week) employment on campus. The pay is minimum wage.

Campus Contacts

Counseling 281.425.6384 | Switchboard 281.427.5611

Subject	Contact	Telephone Number
Adding or Dropping a Class	Admissions Office	281.425.6393
Academic Curricula	Dean, Academic Studies	281.425.6445
Admissions Information	Admissions Office	281.425.6393
Advanced Placement	Counseling Center	281.425.6384
Allied Health	Allied Health Office	281.425.6477
Athletics	Kinesiology, Athletics & Wellness	281.425.6487
Black Ed. Access Committee (BEACC)	Outreach Office (BEACC)	281.425.6260
Books and Supplies	Bookstore	281.425.6360
Business Matters	Business Office	281.425.6324 or 281.425.6317
Career Counseling	Counseling Center	281.425.6384
Change of Major	Admissions Office	281.425.6393
Change of Name or Address	Admissions Office	281.425.6393
Child Care	Baytown Childcare Center	281.427.2507
Class Schedules	Counseling Center	281.425.6384
Community Education	Community Education Office	281.425.6311
Cosmetology	Cosmetology Office	281.425.6286
Counseling/Advising Services	Counseling Center	281.425.6384
Credit by Examination	Admissions Office	281.425.6393
Degree Requirements	Admissions Office	281.425.6393
Disability Services	Counselor-Students with Disabilities	281.425.6384
Drama/Music	Visual & Performing Arts Division	281.425.6821
Dual Credit	Dual Credit Coordinator	281.425.6434
English	Division Chair	281.425.6417
Evaluations of Transcript Credit	Admissions Office	281.425.6393
Financial Aid	Financial Aid Office	281.425.6389
Graduation Requirements	Admissions Office	281.425.6260
Hispanic Ed. Access Committee (HEACC)	Outreach Office (HEACC)	281.425.6563

Honors Program	Honors Coordinator	281.425.6438
I.D. Cards	Bookstore	281.425.6360
International Student Services	Admissions Office	281.425.6393
Job Placement	Student Career & Employment Office	281.425.6572
Library	Library	281.425.6379 or 800.261.9556
Lost & Found	Security	281.425.6475
Instructional Media Assistance	My LC Helpdesk	281.425.6952
Minority Access Completion Committee	Outreach Office	281.425.6260
Nursing	Nursing Office	281.425.6229
Online Learning	Online Learning Coordinator	281.425.6495
Parking	Security	281.425.6475
Project Leeway	Special Populations Office	281.425.6559
Publicity & Publications	College Relations Office	281.425.6260
Recruitment	Student Affairs	281.425.6260
Registration	Admissions Office	281.424.6393
Residency Issues	Admissions Office	281.425.6393
Scholarship & Loans	Financial Aid Office	281.425.6389
Small Business Development Center	Director of SBDC	281.425.6309
Student Activities/Organizations	Student Activities Director	281.425.6861
Student Congress	Student Activities Director	281.425.6861
Testing & Placement	Counseling Center	281.425.6384
Technical Curricula	Dean, Applied Science	281.425.6445
Transcript Request	Admissions Office	281.425.6395
Tuition & Fees	Business Office	281.425.6321 or 281.425.6322
Use of College Facilities	Coordinator of Facilities	832.556.4031
Veterans' Affairs	Veterans Center	832.556.4300
Waiver of Course	Admissions Office	281.425.6393
Wellness Center	Arena	281.425.6271
Wetlands Center	Community Education	281.425.6311
Withdrawal from College	Adm. Office/Counseling Center	281.425.6393 or 281.425.6384
Workforce	Workforce/Industrial Training	281.425.6311

