



# Huntsville Catalog

2011-2012



# Lee College Huntsville Center Catalog

## Academic Year 2011–2012

Lee College/Huntsville Center is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033-4097, (404) 679-4500, to award the Associate of Arts Degree, Associate of Science Degree, and the Associate of Applied Science Degree. Lee College programs are approved by the Texas Higher Education Coordinating Board and the Texas Education Agency.

The College reserves the right to make changes in the policies set forth in this catalog without notice if necessitated by state or federal action or the needs of the College. Policy changes and/or addenda, if any, will be printed in the class schedules.

This catalog goes into effect the first day of the fall semester 2011.

## Mission Statement

The primary purpose of Lee College is to provide quality instruction to support student learning. Through a variety of programs and services, Lee College prepares students for success in higher education or employment. Lee College also provides a broad-based program of extension courses, distance education, adult education, continuing education, and community service.

## Vision Statement

Lee College provides learning opportunities and experiences to allow each student to excel in an ever-changing environment. (Statements Approved by Board, December, 2006. Effective through August 31, 2012)

## Goals

- We will identify, develop, and implement measures of academic excellence and institutional effectiveness and evaluate the progress of the institution's achievement of its goals and strategic objectives.
- We will review proposed instructional programs, continue evaluating and revitalizing existing curricula and instructional technologies, and provide for lifelong learning and vocational interests.
- We will improve the recruitment, retention, and achievement of all students.
- We will maintain our commitment to educational excellence through intensive efforts to recruit and retain outstanding personnel.
- We will improve the college's linkages with business, industry, and other educational institutions, including high schools, colleges, and universities, to facilitate movement into the job market, within the job market, and/or transfers to this and other institutions.
- We will continue expanding the college's commitment to the economic development of the region by expanding training partnerships with business and industry and by providing opportunities for workers to upgrade their skills.
- We will maintain a safe and inviting physical environment.
- We will provide a cost-effective utilization of human, physical, fiscal, and technological resources.
- We will enhance students' knowledge of other cultures and their understanding of global issues by promoting an international perspective, awareness, and understanding.
- We will support community service through a variety of activities.

*These Goals were first adopted by the Lee College Board of Regents January 17, 2000 and became effective September 1, 2000. They were subsequently adopted for academic years 2001-02, 2002-03, and 2003-04 in January 2001, 2006 respectively. They will remain effective through August 31, 2012.*

## Equal Education Opportunity Statement

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 as required by Title VII, Title IX, Section 504, or 34 C.F.R. Limited English proficiency is not a barrier for admission to the College.

For information regarding student rights or grievance procedures, refer to Chapter 2 and the Appendix of this catalog or contact the Office of the Dean of Student Development and Institutional Planning, Lee College, P.O. Box 818, Baytown, TX 77522-0818, telephone (281)425-6400. Lee College is located at the corner of Lee Drive and Market Street.

## Declaración: Igualdad de Oportunidades en la Educación

Declaración Igual De la Oportunidad De la Educación Lee College no discrimina sobre la base de género, incapacidad, raza, religión, color, edad, origen nacional, o estado veterano en sus programas educativos, actividades, o empleo como es requerido bajo el Título VII, Título IX, Sección 504, o 34 C.F.R. Inglés limitado no impide admisión al colegio.

Para información acerca de los derechos de los estudiantes o del procedimiento de quejas, refiérase al capítulo 2 de este catálogo o póngase en contacto con la oficina del Decano del Desarrollo Estudiantil y Planificación Institucional, 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.

# Table of Contents

<b>Faculty &amp; Administrative Personnel</b> .....	5
<b>Chapter 1</b>	
Admission to Lee College .....	6
Description (TDCJ Policy).....	6
TDCJ Admission Policy.....	8
Post Degree Program Participation.....	10
Technical Program .....	10
Additional Credit Hour Vocational Training .....	12
Transfer Students (LCHC only) .....	12
TSI Information .....	13
Counseling and Advising.....	13
Military Veterans .....	13
Student Financial Aid .....	14
Tuition and Fees .....	14
Administrative Tracking Of Students For Reimbursement .....	14
Dual Enrollment .....	15
<b>Chapter 2</b>	
Student Services .....	16
Student Rights and Responsibilities .....	17
Graduate Guarantee Program.....	17
Academic Honesty Code.....	17
Policies Regarding Credit, Grades, Student Records, and Graduation .....	19
Academic Fresh Start.....	20
Academic Probation and Suspension .....	20
Class Attendance .....	20
TSI Requirements .....	21
Credit by Examination.....	23
Graduation .....	24
Course Numbering System .....	25
<b>Chapter 3</b>	
Degrees and Certificates .....	28
Introduction .....	29
Associate Degrees .....	29
Certificates of Completion.....	30
Lee College Degree and Certificate Listing .....	31
Course Options for Core Curricula AAS Degrees .....	32
Degrees and Certificates Offered.....	33
<b>Chapter 4</b>	
Course Descriptions.....	41
<b>Chapter 5</b>	
About Lee College Huntsville Center .....	48
History of Lee College .....	49
Huntsville Center .....	49

# Faculty & Administrative Personnel

**Allen, Paul**

Faculty, Business  
A.A.S., Navarro  
B.B.A., M.B.A., Sam Houston State University

**Allen, Troy**

Faculty, Truck Driving  
B.S., Sam Houston State University

**Cufr, Jill**

Faculty, Microcomputer Applications  
B.S., Sam Houston State University

**Harrell, Jimmy**

Faculty, Truck Driving  
B.B.A., Texas A&M University

**Hunziker, Brian**

Faculty, Advanced Culinary Arts  
A.A.S., Art Institute of Houston

**Key, Adam**

Faculty, Speech & Sociology  
M. A., Stephen F. Austin  
M. A., Sam Houston State University

**King, Sidney Eugene**

Faculty, Auto Mechanic  
A.A., Western International University

**Knuppel, Wayne**

Faculty, Welding  
A.A., Wharton County Junior College  
B.S., M.Ed., Sam Houston State University

**Koehl, Frederick**

Faculty, Cabinet Making  
B.A., Sam Houston State University

**Langley, James T. Jr.**

Faculty, Horticulture  
B.S., Sam Houston State University

**Lewis, Miecillena**

Faculty, Microcomputer Applications  
B. S., Sam Houston State University

**Lowe, Angela**

Faculty, Culinary Arts  
A.A.S., Ashworth College

**McGlothern, Michael**

Faculty, Microcomputer Applications  
B.A., Sam Houston State University

**Taylor, Corbett**

Faculty, Air Conditioning  
A.A.S. Sullivan Vocational Technical Institute

**Turner, Jason**

Faculty, Cabinet Making  
B.S., Sam Houston State University

**Zuniga, Donna**

Dean  
B.A.T., M.Ed., Sam Houston State University



# Chapter 1

## Admission to LCHC



## DESCRIPTION (TDCJ POLICY)

College academic programs are offered to offenders in the TDCJ who have demonstrated a clear and convincing record of rehabilitation while incarcerated as well as demonstrated an aptitude and capability to do college level study.

Eligible offender students will be responsible for the cost of all tuition, fees, and tests associated with the program. These costs will be referred to as State Reimbursable costs. The offender student may pay these costs at registration by following the TDCJ I-25 withdrawal procedures, or the offender will reimburse the state for these expenses after release. Reimbursement of post-secondary programs will be required for all incarcerated felons who enroll in college courses funded from Strategy C.2.2. Academic/Vocational Skill Budget Line. All colleges and universities listed utilize funds from this budget line. Section 2.00 describes the payment procedures in detail.

LCHC offender students may also pay for college courses through the Federal Incarcerated Individuals Program (IIP) grant if they meet the guidelines, Hazelwood Act funds if eligible, or they may apply for a Mike Hinds Scholarship that will pay a one-time award of \$165.00 in the semester that the student receives the award. No student may receive Mike Hinds Scholarship funds for more than one semester in any calendar year.

Post secondary academic programs consist of junior and senior college credit academic courses which lead to a college degree as well as technical certification programs. These degree programs are provided through interagency/ interlocal contracts with colleges and universities servicing the geographic areas where units are located. All offenders participating in these programs must meet the academic criteria for admission as outlined in the respective college or university catalog. TDCJ has academic criteria that must also be met as well as the requirement that all offenders receive security and classification clearance before entry into a program.

The University of Houston Clear Lake graduate program is available for qualified offenders. Tuition and fee expenses associated with this program are the student's responsibility. At registration, all students must follow the I-25 withdrawal procedures to pay the costs of the course or courses. None of the graduate level expenses are considered State Reimbursable Costs.

The following are the colleges and universities, by unit, with which the TDCJ contracts for college academic programs.



## College/University

## Unit

Alvin Community College  
Jester III  
Stringfellow

Central  
Ramsey I  
Vance

Blinn College

Associate of Arts  
Associate of Science

Blinn College

Pack

Cedar Valley College

Associate of Applied Science

Cedar Valley College

Hutchins

Central Texas College

Associate of Arts  
Associate of Science  
Associate of Applied Science

Central Texas College  
Hilltop  
Mountain View  
San Saba

Gatesville  
Hughes  
Murray  
Woodman

Clarendon College

Associate of Arts  
Associate of Science

Clarendon College

Roach

Coastal Bend College

Associate of Arts  
Associate of Science  
Associate of Applied Science

Coastal Bend College  
(formerly Bee County College)  
Stevenson  
Lamar University

McConnell

Lamar State College

Associate of Arts  
Associate of Science  
Associate of Applied Science

Lee College

Cleveland  
Eastham  
Ellis  
Estelle  
Ferguson  
Hightower  
Huntsville  
Wynne

Lee College

Associate of Arts  
Associate of Science  
Associate of Applied Science

South Plains College

Formby  
Wheeler

South Plains College

Associate of Arts

Southwest Texas Junior College

Associate of Arts

Southwest Texas Junior College

Briscoe  
Dominguez  
Torres

Western Texas College

Associate of Arts  
Associate of Applied Science

Sul Ross State University Rio  
Grande College

Briscoe

## University Degrees

Trinity Valley Community College

Beto  
Coffield  
Michael

Sam Houston State University

BA/Sociology  
BS/Sociology

Western Texas College

Daniel  
Smith  
Wallace

Sul Ross State University Rio  
Grande College

BB  
Administration/General Business

Sam Houston State University

Wynne

Texas A&M University-Central  
Sciences in Business Occupations

BAA and Texas  
BBAM

Texas A&M University-Central Texas  
Mountain View

Hughes

University of Houston-Clear Lake

BAH  
BABS  
MAH  
MAL

University of Houston-Clear Lake

Ramsey

## ACADEMIC DEGREES OFFERED

### Community College Degrees

Alvin Community College

Associate of Arts

## TDCJ COLLEGE ADMISSION POLICY

### Academic Associate Programs

In order for an offender to participate in the college programs, he must meet the following criteria as



established by TDCJ-ID.

These eligibility criteria shall be met by the certification date (day of record) for each class.

The offender shall have a verified high school diploma, GED certificate, or at least nine (9) hours of transferable academic college credit from an accredited institution. Offenders who claim college but cannot provide WSD with an official transcript shall be ineligible to participate.

Offenders who receive a reduction in time earning status, custody level or conviction of a major case after the course certification date shall not be dropped from class unless required by the Warden, Unit Classification Committee or Principal. They will, however, be restricted from re-enrolling the next semester until they have met re-enrollment requirements.

For re-enrollment, offenders may not have had a major disciplinary conviction for six (6) months prior to the class certification date.

Offenders assigned to prisons shall be at least G3/P3 custody and line class I status, or G4 custody with the Warden's written approval.

Offenders assigned to state jail facilities shall be at least G4/J4 custody and line class I status.

Offenders assigned to Substance Abuse Felony Punishment (SAFPF) in Prison Therapeutic Community facilities shall have the appropriate custody level as determined by the facility.

The offender's projected release or maximum expiration date shall be later than the end of the semester in which the offender shall be enrolled. If space is limited, offenders with sufficient time remaining to complete the course and the least amount of time remaining before earliest possible release shall be given priority for enrollment.

Offenders with a parole approval date (FI/FIR) shall participate only at the discretion of the regional Continuing Education Coordinator.

If the offender's voted parole calculated date is the same as the maximum expiration date, and a SA is listed on the parole action computer screen this indicates a "Serve All." Offenders with a "Serve All" status shall be considered ineligible for State reimbursement; all costs shall be paid through TDCJ I-25, or direct payment to the college, scholarships, Hazelwood, or IIP.

Sex offenders who are identified as having a high or moderate risk level and who are within two (2) years of release shall not be enrolled, nor be considered for transfer to such programs unless they are already assigned to a unit that offers the Sex Offender Treatment Program (Hightower, Goree, Hilltop). The only exception would be sex offenders with a high or moderate risk level and an Individual Treatment Plan (ITP) participation code that would make them ineligible on their SOTP or Sex Offender Education Program lines. Such codes include IE, ID, IM, IU, or PA.

The offender shall not be on WSD suspension from college participation. If the offender has a college eligibility date and it falls before or on the certification date, he/she shall be considered eligible.

The offender shall not have a verified Immigration & Customs Enforcement (ICE), federal or felony detainer. Offenders in these categories may participate on a space-available basis if they pay all reimbursable costs at registration by TDCJ-I-25, direct pay, Hazelwood or College Scholarship. The IIP shall not pay for offenders with detainees.

The offender shall have earned appropriate scores on the Level A Form 5/6, 7/8, or 9/10 TABE test as listed, or be Texas Higher Education Assessment (THEA) exempt.

Reading	12.0
Math	8.5
Language	8.5
OR composite	11.0
on the Level A TABE test.	

The college shall be responsible for determining the offender's readiness to take the THEA test and the time frame to take the test. The offender shall be allowed to take the THEA test only TWO (2) times at the State Appropriated or IIP expense. Offenders shall pay for additional testing through the TDCJ I-25 process. Additional information regarding THEA testing requirements and exemptions can be found in Chapter 2: Student Services, subsection Texas Success Initiative Policies.

Targeting priorities for offenders reimbursing the State, based on length of sentence, are listed below.

- Eligible offenders who plan to reimburse the State shall have an initial parole review date of within ten (10) years.
- Eligible offenders who plan to reimburse the State shall then be targeted for entry based on the following categories, with four (4) being the highest priority, and one (1) being low priority. Within each category, offenders shall

be ranked based on projected release and/or maximum expiration date and age.

- Eligible offenders shall receive priority for program placement based on the following:
- 4 – A projected release or maximum expiration date within five (5) years and an age of 35 years or less;
- 3 – A projected release or maximum expiration date within ten (10) years;
- 2 – A projected release or maximum expiration date of 11–15 years; or
- 1 – No projected release date, but has a maximum expiration date within 20 years.

Any offender who does not qualify based on the above targeting criteria is ineligible to use State Reimbursable funds to cover college costs; he must pay for his coursework or qualify for Hazelwood or any other grants or scholarships.

All eligibility requirements can be verified on the TDCJ Mainframe Computer EDIC "B", "C", "E", "F", "H", and "P" screens and/or the WSD Counselor Review Page.

### **Post-Degree Program Participation**

If an offender wants to continue taking courses at the same level of instruction in which he/she already has a degree (whether earned inside or outside of TDCJ) rather than work toward a higher degree, the following shall apply.

The offender shall pay for the cost of all courses at registration by TDCJ I-25, direct payment to the college, or qualify for Hazelwood or any college grants or scholarships.

The offender shall meet all other eligibility requirements.

The offender may enroll on his current unit in any course he chooses, providing there is space available. Eligible offenders working toward a degree have priority for enrollment.

Offenders who have already earned a degree (inside or outside of the TDCJ) shall not be considered for unit transfer for the same level of degree, but may request a transfer to participate in the next higher degree if all eligibility criteria are met.

## **TDCJ COLLEGE ADMISSION POLICY**

### **Technical Programs**

Qualified offenders shall be placed into vocational training programs in priority order with the least amount of time remaining based on projected release date of maximum expiration date.

In addition, the following requirements shall be met.

The offender shall have a verified high school diploma, GED certificate, or at least nine (9) hours of transferable college academic credit from an accredited institution. Offenders assigned to prisons shall be at least G2/P2 custody and line class I status, with no major disciplinary for six (6) months from hearing date, or offenders who are G3/P3 custody and line class I status or G4 custody with the Warden's written approval.

Offenders assigned to state jail facilities shall be at least J4 custody and line I status, with no major disciplinary for six (6) months from hearing date.

Offenders assigned to a Substance Abuse Felony Punishment Facility (SAFPF) shall have the appropriate custody level as determined by the facility with no major disciplinary for six (6) months from the hearing date.

If an offender receives a reduction in time earning status, custody level or conviction of a major case after the course certification date, the offender shall not be dropped from class unless required by the Warden, Unit Classification Committee, or Principal.

The offender's projected release or maximum expiration date shall be later than the end of the semester in which the offender shall be enrolled. If space is limited, offenders with sufficient time remaining to complete the course and the least amount of time remaining before earliest possible release shall be given priority for enrollment.

Offenders with a parole "FI" action date prior to the certification date of the first cycle of a vocational program shall not be eligible for State reimbursement funds. Continued enrollment, if previously enrolled, after receiving a "FI" action shall be at the discretion of the Regional Continuing Education Coordinator to include the determination of eligibility for the use of reimbursable or IIP funds.

Offenders with a "Serve All" status are not eligible for State reimbursement and shall be required to pay all reimbursable costs at registration or qualify for any grant or scholarship funding.

Sex offenders who are identified as having a high or moderate risk level and who are within 2 years of release shall not be enrolled, nor be considered for transfer to such programs unless they are already assigned to a unit that offers the Sex Offender Treatment Program (Hightower, Goree, and Hilltop). The exception to this would be sex offenders who have a high or moderate risk level but have an ITP participation code that would make them ineligible on their SOTP or Sex Offender Education Program lines. Such codes would include IE, ID, IM, IU, PA or PR.

Sex offenders are restricted from enrolling in the following programs:

- Computer Networking
- Computer Repair
- Computer Web Authoring
- Data Processing
- Drafting and
- Truck Driving

Refer to TDCJ Mainframe Computer SOTP screen or AD – 4.09 “Sex Offender Identification Criteria and Methods of Recording Information” for verification.

The offender shall not be on WSD suspension from college participation. If the offender has a college eligibility date on or before the certification date, he shall be considered eligible.

Offenders may participate in as many as two (2) different college-level credit hour vocational programs, only one (1) of which may be taken more than five (5) years before projected release date or maximum expiration date. Prior degrees (associate, baccalaureate, master’s) shall not prohibit eligible offenders from participation.

A college, TDCJ Department or WSD Division may request, in writing, an exception or waiver to the eligibility criteria. The exception/waiver shall be placed in writing to the division of Continuing Education Administrative Office for approval. Appropriate Continuing Education staff shall notify the college in writing of the approval or denial of the request. The following examples of requested exceptions are only allowed if space is available in the classroom.

Sex offenders who completed computer-related training prior to restrictions being in place may request an exception to attend a non-computer-related program.

Offenders who have been parole-eligible for ten years at the beginning of the semester and have no projected release date may request an exception to attend their second vocational program.

Offenders who have taken two vocational programs more than ten years ago may request an exception to attend a third vocational trade if within two years of projected release.

Offenders whose initial degree plan on file requires them to enroll in an additional vocational trade.

Other exception requests shall be reviewed on a case-by-case basis to determine if any exception shall be granted. The Offender Request for Additional Vocational Training form (College 9) shall be completed for all exception requests and forwarded to the Administrator of Post Secondary Programs for processing.

The offender shall not have a verified Immigration and Customs Enforcement (ICE), federal or felony detainer. Offenders in this category may participate on a space-available basis if they pay all reimbursable costs at registration by the TDCJ I-25 process or direct pay.

The offender shall enroll in project RIO if eligible for Project RIO services.

The offender shall meet minimum requirements as established by the appropriate medical and/or classification staff if required for the requested course.

Eligibility requirements can be verified on the TDCJ Mainframe Computer EDIC “B”, “C”, “E”, “F”, “H”, and “P” screens or the WSD Counselor Review Page.

The offender is responsible for all costs of vocational/technical programs at the time of registration. Funding can be provided by State reimbursement agreement, TDCJ-I25, direct pay, or any grants or scholarships for which the offender is qualified.

An offender who requests to repeat a vocational training course for which he previously earned a certificate may do so only at his own expense on a space available basis and only if that course is at the offender’s current unit assignment. All other eligibility requirements and applicable procedures also apply.

In order to receive a CDL for the Truck Driving program, an offender shall obtain a social security card and a certified copy of his birth certificate.

Vocational TABE Requirements	TABE Composite
Advanced Culinary Arts	7.5, Level A or D
Air Conditioning and Refrigeration Repair	8.0, Level A or D
Auto Mechanics	7.5, Level A or D
Cabinet Making	7.5, Level A or D
Construction Carpentry	7.5, Level A or D

Culinary Arts	7.5, Level A or D
Horticulture	7.5, Level A or D
Microcomputer Applications	8.0, Level A or D
Truck Driving***	8.0, Level A or D
Advanced Welding (Welding Prerequisite)	7.5, Level A or D
Welding	7.5, Level A or D

\*\*\* No Sex Offenders; Refer to TDCJ Administrative Directive 4.09 – Sex Offender Identification Criteria and Methods of Recording Information

## **ADDITIONAL CREDIT HOUR TECHNICAL TRAINING PROCEDURES**

### **Procedures**

Offenders may request additional training by contacting the college counselor/advisor or WSD counselor. The college counselor/ advisor or WSD counselor shall assist the offender with completing the Offender Request for Additional Vocational Training (College 9) and forward the form to the Division of Continuing Education Administrative Office for processing.

The Division of Continuing Education shall determine the offender's eligibility by reviewing the eligibility criteria contained in these college operating procedures.

The Administrator of Post Secondary Programs shall review the request and shall approve or deny the request. The Administrator of Post Secondary Programs shall send the form to the offender and Principal with the final disposition of the request.

## **TRANSFER STUDENTS**

Students who wish to transfer to LCHC from other institutions of higher education must complete the TDCJ-ID verification form (HD-316) in order to request transcripts.

Students who wish to transfer from institutions where they are on academic probation and/or suspension may not enter LCHC without the approval of the registrar. Likewise, students who wish to transfer from institutions where they are on disciplinary probation and/or suspension may not enter the College without the approval of the Dean of Student Development.

Students who claim to be TSI-exempt or to have met college readiness standards by other means must produce transcripts or other documentation to prove TSI completion prior to enrollment. Without this documentation, students will be treated as first-time college students for TSI purposes.

Other transfer students who have not produced official transcripts by the end of their first semester will have

holds placed on their Lee College transcripts and will not be allowed to register for additional course work at the LCHC until the hold is removed.

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

The office of Admissions and Records determines the total number of semester credit hours which students may transfer to Lee College from other institutions. Students who are pursuing associate degrees should contact their Huntsville Center counselor to request that their transfer work be evaluated. Also, students seeking certificates of completion who have transfer work in the same program of study should request an evaluation of their transcripts.

Credit for courses equivalent to those listed in this catalog will be given for satisfactory completion of the courses earned at regionally accredited institutions of higher education.

Degree credit for equivalent courses will be awarded according to the previously mentioned procedure for courses that appear on the student's degree plan. Transferred courses that are not required by the student's current degree plan may be accepted as elective courses for the student's degree. A minimum of 25 percent of the course work – i.e., total semester credit hours – required by the student's degree program or 50 percent of the course work 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's degree from Lee College.

Transfer students should consult with a Lee College counselor regarding their transfer hours and degree programs.

Students may be required to obtain official course descriptions from colleges previously attended before transfer credit can be awarded.

Courses in which students earned grades of "D," "F," and "Incomplete" will not be accepted for transfer credit by Lee College.

Grade points earned at other institutions cannot be transferred to Lee College. At 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.

Credit will be considered for military courses based upon the evaluation recommendations outlined in the American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services Manual.

## **TEXAS SUCCESS INITIATIVE POLICY**

TSI is a state-mandated program designed to ensure that all students who register for college-level courses at public colleges and universities have the skills in reading, writing and math which are necessary to succeed.

Summarized below are some key elements of the college's current TSI policy. Students with questions regarding TSI are advised to see a counselor or advisor. Students who are classified TSI Deficient in one or more testing areas must remain enrolled in developmental coursework for at least one area of deficiency until they are classified as college ready in all three areas. They may, however, enroll simultaneously in credit courses in areas in which they are considered college ready.

In order to be awarded an AA or AS degree, a student must be classified as college ready in reading, writing and math. Most AAS degrees require college readiness in reading and writing but not math. See a counselor or advisor for information on which AAS degrees require math college ready status in addition to readiness in reading and writing.

Details regarding THEA testing, TSI policies, completion standards and coursework are included in Chapter 2.

## **COUNSELING AND ADVISING SERVICES**

Lee College employs counselors/advisors whose duties include helping students select courses in which they can succeed and which lead to the realization of their educational goals. In addition, counselors can answer questions related to TSI, financial aid, and the transferability of courses either to or from Lee College.

Lee College is dedicated to providing quality instruction and services to all of the students it enrolls. Students who are having difficulty with classes, student services, other students, or are considering withdrawing from the college for other reasons, are urged to speak with a counselor before dropping a class or failing to attend classes on a regular basis.

The LCHC counselors act as the liaison between the student, TDCJ, and Lee College. A student may make an appointment to see a Lee College counselor by sending an I-60 to the counselor through the unit education office. Students may also contact counselors via truck mail, Box 40, Windham Administration building, or by US mail at the

following address:

Lee College Huntsville Center  
One Financial Plaza, Suite 290  
Huntsville, TX 77340

## **Degree Plans (TDCJ Policy)**

Offenders are required to complete their degree(s) in the most efficient manner possible. Associate, baccalaureate, master's degree offenders shall have a degree plan by the end of the first semester of enrollment in the college's program.

A copy of each offender's degree plan shall be provided by the college to the unit education department for its files.

Degree plans cannot be changed at the offender's request without the written approval of the Regional Continuing Education Coordinator.

Counselors/advisors will also assist veteran students with completion of the paperwork required to utilize veterans' educational benefits.

## **Transfer of Courses to Senior Colleges**

The hours earned at Lee College in academic courses are generally accepted by other accredited colleges and universities to (1) satisfy specific course requirements or (2) 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. Moreover, 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.

The counselors maintain some senior college catalogs and make them available to interested students. The counselors will be pleased to assist students in determining course equivalencies and choosing those courses which are appropriate to their education objectives after they transfer.



## **STUDENT FINANCIAL AID**

Students should consult a counselor for details about the guidelines and qualifications for each of the financial aid sources listed below.

### **TDCJ-ID Loan**

This is an interest free loan. This loan covers the cost of up to 6 academic credit hours per semester and 2 technical programs.

### **Texas Public Education Grant (TPEG)**

It assists academic students who enroll in 7 credit hours or more (TDCJ-ID loans up to 6 credit hours). Students do not reimburse. Amount of grant is determined by available funds. Satisfactory progress required, and students who have earned more than 72 credit hours are not eligible for this grant. The 72 credit hours include incompletes, withdrawals, developmental and requested courses. Vocational courses are not counted.

### **Hazelwood Act**

Home of record must be in Texas – Honorable discharge  
180 Active days of service  
10 years elapsed since military discharge/separation date.

### **Veterans' Educational Benefits**

Your DD 214 is needed. Chapter 30 – The Montgomery GI Bill.

### **Mike Hinds Scholarship**

Your DD 214 is needed. Chapter 30 – The Montgomery GI Bill.

## **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 actions. Counselors can provide students with tuition and fee totals for the next semester.

### **State Reimbursement Costs**

All college expenses incurred, labeled as "State Reimbursable Costs," will either be paid by the offender at registration or repaid by the offender upon release. State Reimbursable Costs are defined as follows:

State Reimbursable Costs include tuition and fees for college credit and non-credit associate and baccalaureate level courses, required testing and graduation fees, TSI tests required at the time of college entry, and for all developmental study courses required as a result

of TSI testing.

As a State Reimbursable Cost, the state will pay for only the cost of 6 or fewer student credit hours each semester. Additional courses each semester will be at the expense of the student, which will be paid at registration from personal funds.

State Reimbursable Costs include tuition and fees for college credit and non-credit vocational courses for each qualified offender student.

Since books are reused each semester, the offender will not be required to reimburse book costs.

In some instances, an offender may not be required to reimburse certain Reimbursable Costs. If an offender is dropped from a course and the reason is deemed excused, he will not be liable for the reimbursement. It will be the responsibility of the Regional Continuing Education Coordinator to track the excused drops and to make the appropriate adjustments to the diskette billings to insure the costs of the dropped course are not added to the offender's account.

## **ADMINISTRATIVE TRACKING OF STUDENTS FOR REIMBURSEMENT**

### **TDCJ Responsibilities**

The TDCJ maintains account records for each offender who enrolls in college-level State Reimbursable Costs programs. The recording of such financial information became effective September 1, 1995, or the first enrollment period after the date.

TDCJ maintains the student account records on the Post Secondary Education Reimbursement (PSER) system, which is accessible on the TDCJ mainframe computer to the Parole Division personnel and the unit education department personnel. Account data is taken from the college/university diskette billings and TSI enrollment documents.

Each student's PSER account includes costs of tuition and fees by college and semester, or enrollment period. Any test fees, such as THEA, also appear. Each offender's account has a total amount owed.

It shall be the responsibility of the Parole Division to collect the reimbursement amount due from parolees and mandatory supervision releases. Payments for State Reimbursable Cost items may be made by the ex-offender in a lump sum or in monthly payments. Monthly payments shall be determined by the Parole Division based on the

ex-offender's ability to pay.

Once reimbursement payments are made, the offender's account balance will be adjusted accordingly by the Parole Division or other collecting party.

### **Offender Payment from Personal Funds**

Rather than reimbursing the state after release, the offender may opt to pay for all coursework completing the Inmate Withdrawal Form (I-25). Also, in the event offender elects to enroll in more than one academic course each semester, he may do so by completing the I-25 for the amount which is in excess of the cost of the initial course.

Additional I-25's will be completed by offenders who wish to participate in a course for which the state will not pay, such as a third vocational program or in additional degree at the same level.

### **Processing of Withdrawal Forms**

The following procedures should be followed in processing I-25's.

The I-25 should be made payable to the college or university in the appropriate amount owed for the academic course, TSI test, or vocational program in which the offender is enrolling.

The trust fund account of each offender submitting an I-25 must be checked by the unit education department to ascertain whether the offender has sufficient funds to cover the tuition payment. When checking the "TF Ending Balance," deduct any amounts in "TF Hold Amount" and the "TF Postage Owed Amount" to arrive at the usable fund balance. Once the accounts have been checked for sufficient "TF Ending Balance," those with insufficient funds are to be denied enrollment for all courses except the initial course which is a State reimbursable cost.

Offenders with sufficient funds should be listed on an email message requesting that the inmate Trust Fund Department place a hold for college tuition on the offender's account. The email should be sent to the Inmate Trust Fund via Telex terminal with a copy to the appropriate Regional Continuing Education Coordinator. The message should list the offenders in alphabetical order, last name; first name; offender number; amount to be withheld; and college/university attending. This process should be completed immediately after college registration as scheduled on each unit. Any late registrations should be processed accordingly, as soon as possible after registration and on an individual basis if necessary.

The completed I-25's and a photocopy of the email

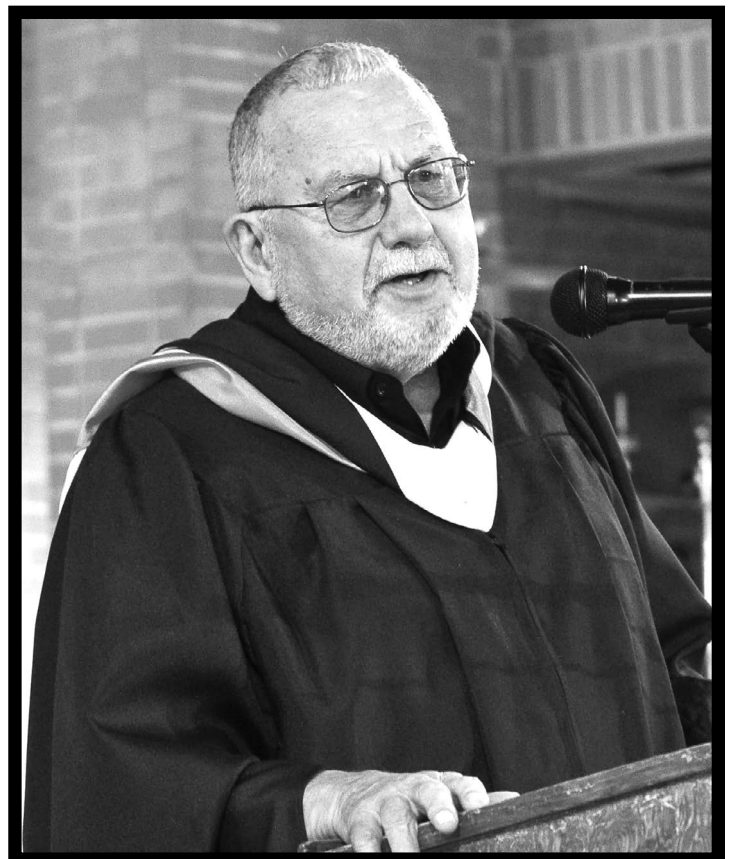
requesting the hold(s) must accompany the appropriate enrollment roster when submitted to the office of the Regional Continuing Education Coordinator.

The Regional Continuing Education Coordinator will forward the I-25's to the WSD Business Office immediately after certification date each semester or enrollment period for further processing. An IOC cover letter must accompany each group of I-25s sent to the Business Office following the below guidelines.

In the event an offender is due a refund for tuition and fees paid from his account, the unit education department must send an IOC to the Regional Continuing Education Coordinator requesting such action. The Regional Continuing Education Coordinator will then follow up by corresponding with the WSD Business Office.

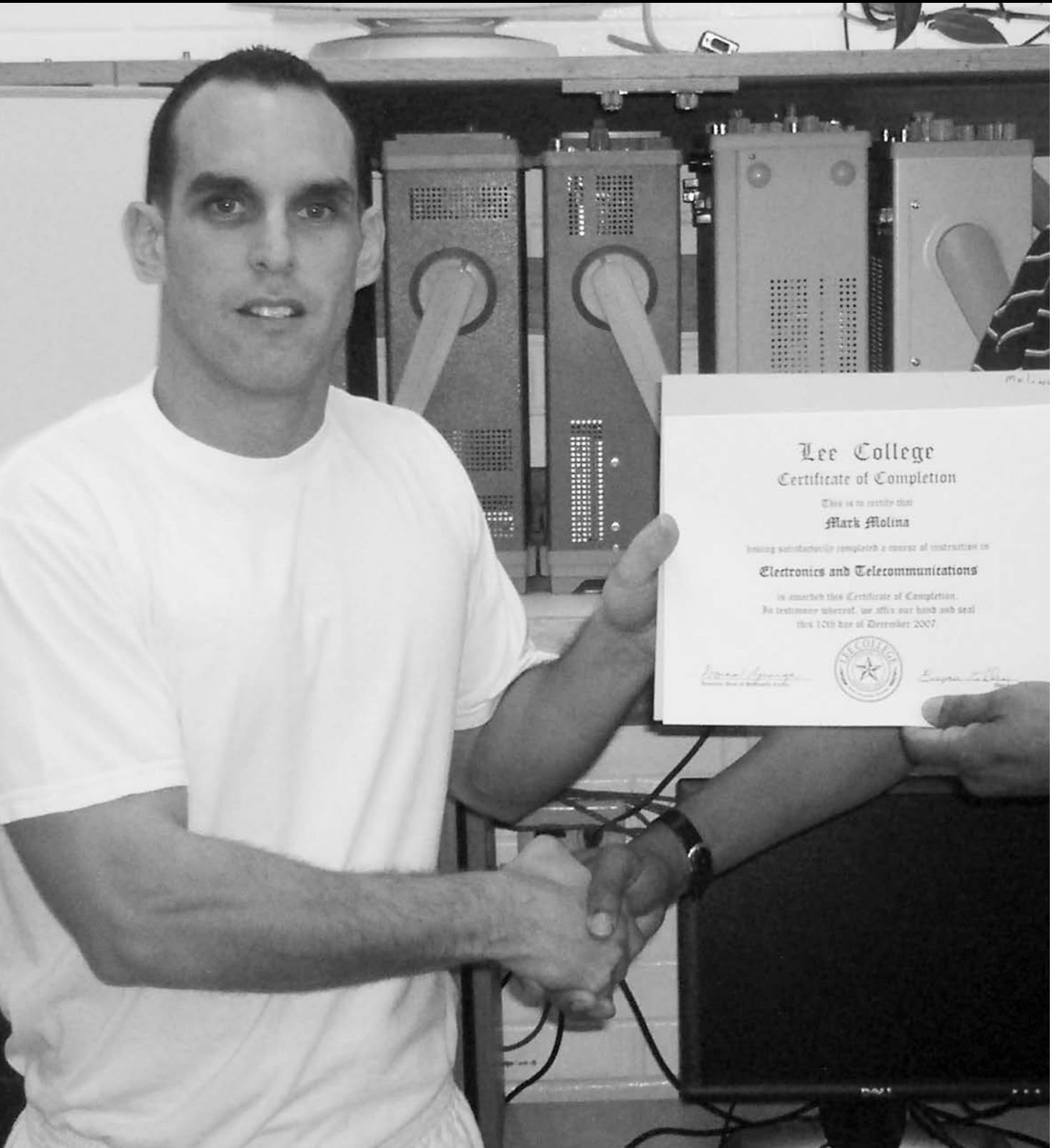
### **DUAL ENROLLMENT**

An offender who is participating in the senior college program will enroll for courses based on his degree plan requirements. If the degree plan requires additional courses at the community college level, an offender may enroll for the lower level courses, and tuition and fees will be considered a State reimbursable cost. If the student enrolls for a class at the community and senior college level simultaneously, the cost of the senior level course will be considered a State reimbursable cost and the lower level course must be paid by the student at registration.



# Chapter 2

## Student Services



# STUDENT RIGHTS AND RESPONSIBILITIES

## Student Responsibilities

Students are responsible for

- Knowing the requirements for the degrees they seek.
- Enrolling in courses that fit into their 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.

## Student Rights

In addition to the rights enjoyed by all citizens and residents, the rights accorded LCHC students 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 pursue grievances against instructors, administrators, or fellow students;
- The right to place letters in their files regarding disciplinary action or grievances.

Note that students may also file grievances and appeal decisions made by instructors and administrators. These procedures can be provided by counselors.

## 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, which 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 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.

Students who would like to question transcript evaluations done by Lee College should first contact the Director of Student Services. If still dissatisfied, the student should forward the information to the LCHC Dean.

## ACADEMIC HONESTY

Academic honesty is essential to maintaining 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 Violations**

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 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 without the expressed permission of 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 an un-administered examination.
- e. Purchasing or otherwise acquiring and submitting as one's own work any research paper or other writing
- f. 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, without 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 materials 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, CDROM, 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 chairs, the Director of Student Services and/or the LCHC Dean 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 Director of Student Services and the LCHC Dean.

The LCHC Dean shall maintain 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 LCHC Dean will treat violations of the Academic Honesty Code in the manner prescribed below.

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

**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.

**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 Director of Student Services and/or the LCHC Dean.

### Student Rights and Student Appeals

Students may appeal instructors' determination that they violated the Academic Honesty Code by following the appeals procedures available through Lee College, available through the LCHC office.

## 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. Classes which have a credit value of three SCH meet for three hours each week, or the equivalent over a shorter session.

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 SCH.

### 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 Repeating Courses" below and

"Developmental Courses" p.??.

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

### Grade Point Average (GPA)

Grade Point Averages (GPAs) are determined by dividing each student's total number of grade points by their total number of SCH attempted. Grade points are determined by the grade awarded in a course and the value of that grade in terms of Grade Points multiplied by the number of Semester Credit Hours (SCH) associated with the course. The example below demonstrates how the GPA is calculated. Grade Points are not awarded in developmental courses (e.g., MATH 310 and READ 302) 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
READ 302	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 second 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 attempt.

### Evaluation of Transfer Credit

Credit for college-level work completed at 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 which 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 be required to obtain official course descriptions from colleges previously attended before transfer credit can be awarded.
5. Courses in which students earned grades of "D," "F," and "Incomplete" will not be accepted as transfer credit by Lee College.
6. Grade points earned at other institutions cannot be transferred to Lee College. At 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.
7. Credit for military courses will be evaluated based upon the evaluation recommendations outlined in the American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services Manual.

### **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 cause students who were granted TASP-Exempt status because of coursework completed prior to September 1989 to lose that status, or the TSI-Exempt status that they gained from being TASP-Exempt. 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 the LCHC Dean. The registrar must sign this form, confirming that the student is eligible for the 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 Probation and Suspension**

Students who have attempted 29 or fewer SCH will be placed on academic probation if their cumulative GPAs drop below 1.75. Students with 30 or more SCH will be placed on academic probation if their cumulative grade point averages fall below 2.00. Such students must see a counselor before enrolling for additional classes.

Students on academic probation may continue to enroll at Lee College as long as their GPA for each semester remains at or above 2.00. Students who are on academic probation and whose semester averages fall below 2.00 will be placed on academic suspension and must obtain the approval of the LCHC Dean before enrolling for additional courses. The Dean may deny approval to enroll to students on academic probation whose semester GPA falls below 2.00.

Students are removed from academic probation (returned to good standing) when their cumulative GPA exceeds 2.00.

### **Grade Reports**

Grade reports will be sent to students as soon as possible after the end of each semester.

Transcripts will not be released by the College if any of the following conditions exists:

1. Unpaid tuition and fees
2. Unpaid library fine
3. Transcripts not received.

### **Class Attendance**

Students who have been absent from class for three hours or three class sessions may be dropped by the instructor for nonattendance, with grades of "F" or "W2." Instructors may, however, develop individual policies regarding absences. See Absences, Appendix 1, for additional policies.

## Incomplete

A grade of "I" indicates incomplete work resulting from illness or other unavoidable circumstances. To be eligible to receive an "I," students must complete at least 75 percent of the work required for the course in question. 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 that the student will receive in the event that the work is not completed.

Students who receive incompletes have one year from the date on which the "I" was awarded to complete the work for the course in question. If the work is not completed within this time period, the Registrar will replace the "I" with a "W5" on the student's permanent record. There is no grade point value for an "I."

## Student Drops

If an offender is dropped or withdrawn from a class after the certification date for a reason other than release, bench warrant, unit transfer, medical, or administrative request due to circumstances beyond the student's control, he will be considered "unexcused" and that offender will be suspended from enrollment in any college academic or vocational course for one (1) year following the semester in which he was originally enrolled. The student will be allowed to continue with any course in which he is simultaneously enrolled and attending.

If the offender is dropped from all developmental classes in which he is enrolled that semester for reasons other than the "excused" reasons listed above, he will also be dropped from his credit classes at the same time. The same one-year suspension from enrollment will also apply.

## 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" in all classes. There is no grade point value for a "W3".

## Withdrawal-Incomplete

Students who receive an "I" in a course have one year to complete the work and have the "I" changed to a letter grade. If the work has not been completed within a year, the "I" will be changed to a "W5" or an "F" depending on the agreement between the student and the instructor who awarded the "I." There is no grade point value for a "W5."

## TEXAS SUCCESS INITIATIVE POLICY AT LCHC

The Texas Success Initiative (TSI) is an academic skills assessment

program that ensures all students who enroll in college-credit-level courses have the necessary skills to succeed in their degree coursework. TSI requires that students' skills be assessed in three subject areas—reading, writing and math—before they enroll in academic classes or Level Two certificate programs. This program was known as the Texas Academic Skills Program (TASP) from 1989 until 2003, when the state revised the program and re-named it TSI. If students still have questions regarding LCHC's TSI policies after reading this section, they should consult a faculty advisor or college counselor for clarification.

## Who Must Test?

All students who enroll in any academic coursework or in any Level Two certificate programs at LCHC must take one of four state-approved tests before they may begin their college classes unless they are deemed TSI-exempt through one of the state-approved exemptions listed below. However, a student does not have to pass any of the sections of the entrance test to begin college classes. After taking one of the approved tests, he may enroll for any college credit class for which he has met the prerequisites while he works to complete his TSI college-readiness requirements.

## Approved Tests and Their Standards for Passing

LCHC administers only the Texas Higher Education Assessment (THEA) test to its first-time college students but accepts transfer scores for any of the other three approved tests: Accuplacer, Asset and Compass. The passing scores for each test are listed below.

THEA:	Reading – 230 Mathematics – 230 (270 required to take College Algebra) Writing – 220
ASSET:	Reading Skills – 41 Elementary Algebra – 38 Writing Skills (objective) – 40 Written Essay – 6
ACCUPLACER:	Reading Comprehension – 78 Elementary Algebra – 63 Sentence Skills – 80 Written Essay – 6
COMPASS:	Reading Skills – 81 Algebra – 39 Writing Skills (objective) – 59 Written Essay – 6

(The minimum passing standard for the written essay portion of all tests is a score of 6. However, an essay with a score of 5 will meet this standard if the student meets the

objective writing test standard.)

Students who score below the scores listed above are required to complete one of the LCHC-approved assessments detailed below before they will be considered college ready.

## TSI Exemptions

The following students are exempt from TSI requirements:

(1) For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards:

(A) ACT: composite score of 23 with a minimum of 19 on the English test and/or the mathematics test shall be exempt for those corresponding sections;

(B) Scholastic Assessment Test (SAT): a combined verbal and mathematics score of 1070 with a minimum of 500 on the verbal test and/or the mathematics test shall be exempt for those corresponding sections; or

(2) For a period of three (3) years from the date of testing, a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with a minimum scale score of 1770 on the writing test, a Texas Learning Index score (TLI) of 86 on the mathematics test and 89 on the reading test.

(3) For a period of three (3) years from the date of testing, a student who is tested and performs on the eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the assessment required under this title for those corresponding sections.

(4) A student who has graduated with an associate or baccalaureate degree from an institution of higher education.

(5) A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.

(6) A student who has previously attended any institution and has been determined to have met readiness standards by that institution.

(7) A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.

(8) A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.

(9) 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 United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.

Students who are TSI exempt, however, must still meet the prerequisites for any course they wish to enroll in. This means that the student may be administered a skills assessment test and may be required to complete some level of developmental studies to meet course prerequisites.

## Course Placement

First-time developmental course placement is based on the score earned on the entry exam.

COURSE	THEA	ACCUPLACER
READ 300	0-164	0-45
READ 301	165-199	46-61
READ 302	200-229	62-77
ENGL 301	0-179	0-4
ENGL 302	180-219	Essay score 5 + sent. skills < 80
MATH 310	0-180	Arithmetic 0-37 Elementary Algebra 0-24
MATH 320	181-219	Arithmetic 38-120 Elementary Algebra 25-62
MATH 330	220-229	Elementary Algebra 63-100

## LCHC's TSI Coursework Progression

Any student who earns an A, B or C grade in READ 300 and 301, MATH 310 and 320 or ENGL 301 is automatically promoted to the next higher level course in that subject area. Any student who earns a score of C or higher in the exit class (ENGL 302, READ 302, MATH 330) AND PASSES THE EXIT EXAM FOR THAT SUBJECT AREA will be promoted out of developmental studies in that subject area without

re-taking the THEA test.

Therefore,

1. An A, B or C grade in

MATH 310 promotes the student to MATH 320, and MATH 320 promotes the student to MATH 330.

An A, B or C grade in MATH 330 plus a passing grade on the MATH exit exam promotes the student out of the developmental math program.

2. An A, B or C grade in

READ 300 promotes the student to READ 301, and READ 301 promotes the student to READ 302.

An A, B, or C grade in READ 302 plus a score of 65% or higher on the READ exit exam promotes the student out of the developmental reading program.

3. An A, B or C grade in

ENGL 301 promotes the student to ENGL 302, and

An A, B, or C grade in ENGL 302 plus a combined score of 6, 7 or 8 on the ENGL exit exam essay promotes the student out of the developmental program.

## **LCHC-Approved Methods for Completing TSI Requirements**

1. Developmental Course Completion (see above):

Students will enroll in developmental classes in the subject area(s) that they failed. After moving through the class levels for that subject area in sequence and earning a grade of C or higher in the designated TSI level for college readiness (Math 330, English 302 or Reading 302), they will be considered college ready in that subject area.

2. Credit by Examination: (See explanation below.) Students will have the opportunity each semester to demonstrate their college readiness in each TSI test area for which they are enrolled in a developmental class by taking the exit test for the highest level course in that area. This permits TSI-liable students the opportunity to demonstrate adequate skills to exit developmental studies without taking all levels of developmental coursework.
3. Degree Completion: Students who successfully complete all the courses required by their degree plan for graduation without completing their TSI requirements are considered "college ready" in any deficient area(s).
4. The "C-Rule": The "C-Rule" will be used as a college readiness standard only for transfer students who have

completed C-Rule classes at another college before enrolling at LCHC.

## **Credit by Examination**

Students who are currently enrolled in lower-level developmental classes may complete their Texas Success Initiative (TSI) requirements and exit the developmental studies program in the area(s) of liability for which they are enrolled by earning Credit by Examination for the exit level class for that subject area. This is an early-exit opportunity that diligent students may use to limit the amount of time they are enrolled in developmental courses.

The exit level developmental courses are READ 302, ENGL 302, and MATH 330. In other words, READ 300 and READ 301 students can earn credit by examination for READ 302; ENGL 301 students can earn credit by examination for ENGL 302; MATH 310 and MATH 320 students can earn credit by examination for MATH 330.

All developmental students are administered the exit exam for credit by examination as their final exam each semester. That way, every student will have the opportunity to exit the developmental program via credit by examination each semester that he is enrolled.

The conditions for earning credit by examination are as follows:

1. The student must be enrolled in a developmental course in a given subject area when he attempts credit by examination for that subject. In other words, a student enrolled in READ 301 cannot attempt credit by examination for MATH 320. (At the discretion of the instructor, reading students may be allowed to take the exit exam for writing while they are enrolled in reading.)
2. A student must maintain a C average or higher in the developmental course for which he is enrolled to be eligible for credit by examination no matter what he scores on the exit exam.
3. A student must earn a minimum score on the exit (final) exam to be eligible for credit by examination. For READ 302 and MATH 320, the minimum score on the exam is 65. For MATH 330, the minimum score is 85. For ENGL 302, the student must score a 6 or higher on the exit essay.
4. If the above conditions are met, the instructor has the option but not the obligation to grant the student an early exit via credit by examination. Courses completed through credit by examination are recorded on the student's transcript.

## **C-Rule Classes**

The following are state-recognized C-rule classes. A



student may not enroll in any C-rule class for any failed subject area until he exits the developmental program in that subject area.

READING: Until a student has been declared college-ready in reading, he may not enroll in the classes listed below.

HIST 1301, HIST 1302  
ENGL 1301  
PSYC 2301  
GOVT 2301, GOVT 2302

ENGLISH: Until a student has been declared college-ready in English, he may not enroll in the classes listed below.

ENGL 1301

MATH: Until a student has been declared college-ready in math, he may not enroll in the classes listed below.

MATH 1332 (student must have a score of 230 or higher on THEA or a grade of C or higher in MATH 330.)

MATH 1414 (student must have a score of 270+ on THEA or a grade of C or higher in either MATH 330 or MATH 1332.)

## TRANSCRIPTS

Copies of official college transcripts may be obtained from the Admissions and Records Office at no charge. A signed written request form is required. The address to direct your request is: PO Box 818, Baytown, Texas 77522-0818.

## NAME CHANGE

A student attending Lee College under an alias must insure that his name is changed to his legal name upon release from TDCJ-ID. The student's legal name will not appear on his diploma unless the following records are submitted to the records office: 1) a copy of the birth certificate or comparable legal document, and 2) a notarized statement from someone who knows the student under both names, certifying that he is one and the same person. While in TDCJ-ID, Lee College will enroll students under the name that TDCJ lists, even if it is not the student's correct name.

## GRADE CHANGE POLICY

Students have one year from the date any grade is recorded to request a review of the grade. A student who wishes to protest a grade should consult with the instructor who taught the class and submitted the grade. The instructor will determine the validity of the request. If a change is to be made and the class ended within the previous 12 months, the instructor will send a completed grade change card to Admissions and Records and a correction to the student's

record will be made. Likewise, an instructor may change any grade he or she has issued in the past 12 months by

submitting a grade change card to the Admissions and Records Office.

In the event that the original instructor is not available to review a grade, the student should contact the division chair who will seek out an instructor with expertise in the discipline to review any remaining assignments.

Grade changes for classes which ended more than one year prior to the change date shall be approved by both the instructor (or chair in event the instructor is unavailable) and the LCHC Dean.

If a student feels a clerical (recording) error was made on any grade, he or she may request assistance from the LCHC Dean. Such grades will be corrected if evidence of a purely clerical error exists.

## GENERAL GRADUATION REQUIREMENTS

Those students with approximately 62 or more semester hours of college credit should complete a Petition to Graduate. This petition will inform the counselor of the student's intent to graduate and provide the counseling department with the proper diploma printing information. After receiving the petition, the Lee College secretary will place all necessary transcripts, degree summary sheet and any additional information needed, into the graduation folder for the counselor to evaluate. The counselor will evaluate each prospective graduate's transcripts for necessary course work and will check the student's overall GPA. Once the evaluation is completed, the counselor will send a letter to each prospective graduate confirming or denying graduation status. A copy of the letter will be sent to the WSD college secretary on the TDCJ unit for her records. If the student is denied, the letter will contain a detailed list of courses needed to fulfill graduation requirements and/or the reasons for denial. The most appropriate time to file the petition is when the student registers for his last semester.

The deadline to petition to graduate will be as follows:

Spring – March 15  
Summer – June 15  
Fall – October 15

## Graduation Ceremony

Graduation ceremonies will be held once a year following the spring semester for offenders who have completed degrees. ONLY graduates who completed all requirements for graduation during or before the preceding fall semester are

eligible to attend the graduation ceremony. Students who complete degrees in the spring semester will be eligible to attend the graduation ceremony one year later, at the end of the next spring semester. The exercises will be held on a unit which will be easily accessible for the college or university.

As of January 2001, a new TDCJ policy has been implemented regarding the transportation of offenders to the graduation ceremony. Transportation will be available only for those offenders assigned to facilities that have programs on those units and are participating in the ceremony. Example: Graduation at Wynne – units participating are Eastham, Ellis, Estelle, Ferguson, Hightower, Huntsville, Wynne.

An offender may participate in only one graduation ceremony at each degree level; i.e., once for an associate degree, once for a baccalaureate degree, and once for a master's degree.

The offender shall be at least (G3/P3) and line class I status with no major disciplinary conviction for six (6) prior to graduation. G4 offenders may participate with the unit Warden's approval.

The Principal is responsible for ensuring the Graduation Invitation Form (College 3 A & B) is completed by the offender graduates, approved by the Warden, and submitted to the Regional Continuing Education Coordinator as soon as the college or university identifies the graduates, which shall be at least six (6) weeks prior to the scheduled ceremony.

Offenders may invite guests to the ceremony by providing names and addresses on the Graduation Invitation Form (College 3 A & B). The Principal shall obtain the Warden's approval for the guests prior to invitations being mailed. The extent of the principal's responsibility in screening the names listed shall be directed by the unit Warden.

Graduating offenders with visitation restrictions regarding children can attend the graduation ceremony but attendance at the reception may be denied or restricted at the discretion of the Warden of the host unit.

Each graduate may be allowed up to four visitation permits so relatives or friends from their approved visitor's list may be invited to the ceremony. The principal is responsible for insuring the Graduation Invitation Form is completed by the offender graduates, approved by the Warden, and submitted to the Regional Continuing Education Coordinator as soon as the college or university identifies the graduates, which should be at least six weeks prior to the scheduled ceremony. The number of guests may be limited due to space availability, which will be determined by the unit Warden.

If the student leaves the TDCJ-ID system, the diploma will be mailed to the address on the "Petition to Graduate." If the

address changes, the student must contact the Lee College counselor sending the name and address to:

Lee College Huntsville Center  
One Financial Plaza, Suite 290  
Huntsville, Texas 77340

Additional information regarding the specific graduation requirements for the certificates and degrees offered by Lee College are listed in the next section. (See Graduation Requirements). Information regarding eligibility to graduate with honors is set forth in the section titled "Graduation with Honors." Graduates who meet certain requirements are guaranteed that their job skills will be current (See the Graduate Guarantee Program).

### **Course Waivers and Substitutions for Graduation**

An instructional dean may, in certain circumstances, approve course substitutions or waive courses listed in degree plans. Course substitutions must be of similar content and difficulty.

Physical Education requirements will be waived for offender students.

## **INFORMATION REGARDING CLASSES**

### **Time and Frequency**

A copy of the schedule of classes offered during each semester or term will be posted in the Education Department of each participating unit.

### **Sizes 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. Students enrolled in classes which have been canceled because of low enrollments will be notified.

### **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 post-secondary 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





# Chapter 3

## Degrees and Certificates





## INTRODUCTION

Students enroll at Lee College for many reasons. Some enroll to earn certificates or degrees, others enroll to earn credits for transfer, and still others enroll for personal satisfaction or to improve job skills. Still other students plan to transfer to other institutions and pursue baccalaureate degrees.

We at Lee College appreciate the individuality of the students whom we serve, and we strive to provide courses and programs that allow each student to meet his educational goals. The registration process, the advising process, and the programs offered at Lee College are designed to help students discover, establish, and realize their individual goals.

This section of the catalog is devoted to describing the options available to the Lee College students who (a) plan to earn a certificate or degree from Lee College, or (b) plan to transfer the credits they earn at Lee College to another institution, or (c) both graduate and transfer.

Generally, we urge students to establish educational goals that include earning a certificate or degree while at Lee College. We believe that a person who is able to present a certificate or degree to a university admissions officer or to a prospective employer has a stronger position than someone who can only present a transcript with an equal number of college credits.

Second, a certificate or degree is more attainable than most students realize. Coordinating-Board-approved certificates require from 15 to 59 SCHs; associate degrees require 60 to 72 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 baccalaureate degrees, the additional credits are also a reasonable investment in the future.

We realize, however, that some students may transfer to other institutions without earning a degree at Lee College. Students who plan to transfer to other institutions—whether 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.

## ASSOCIATE DEGREES

### Graduation under a Particular Catalog

Catalog requirements and employers change their needs. Students have some degree of choice about which catalog requirements they want to fulfill. (1) If students have been continuously enrolled at least two terms per academic year, including at least one fall or spring each year, and if they successfully accumulate at least 12 semester credit hours, they can graduate following the degree requirements in any catalog in effect during that continuous enrollment. (2) Students who are continuously enrolled may graduate under the catalog of their initial enrollment if they meet the requirements for graduation within five years of that date or under the catalog in effect at the time of their application for graduation. (3) Students who do not meet the preceding qualifications will graduate under the requirements of the catalog in effect at the time of their application for graduation.

If a program of study or degree is eliminated, students will be required to choose another major.

### Minimum Requirements for Associate Degree

Texas statutes have established a core curriculum for the first two years of study at public institutions. Course options vary among colleges and universities, but all students are required to take classes in English, history, and government. These are required for AA and AS degrees. LCHC students must have a degree plan on file before completing 18 SCHs.

Graduation from Lee College with an AA, AS, or AAS degree requires:

1. Completing at least 60 semester hours of college credit with passing grades, 25 percent of which must be earned at Lee College.
2. Having a grade point average of 2.0 (C average) in all course work in which a grade is awarded.
3. Meeting specific degree requirements.

The dean may allow for course substitutions or waivers as necessary.

## ASSOCIATE OF APPLIED SCIENCE (AAS)

Lee College Huntsville Center offers Associate of Applied Science (AAS) degrees in seven technical areas. AAS degrees require 60 to 72 college credits, or the equivalent of about 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 natural science/ mathematics, social/behavioral sciences, humanities/fine arts, English, oral communications, and computer literacy.

The courses that comprise the core curriculum of the AAS program may be transferred to other institutions and applied to baccalaureate degrees. The transferability of the credits earned in technical courses depends upon the field of study, the type of baccalaureate degree sought, and the policies of the institution receiving the credits.

Students who are considering an AAS program and who may wish to pursue a baccalaureate degree after graduation should discuss their plans with a counselor.

Lee College Huntsville Center offers the following AAS degrees:

- Air Conditioning, Heating and Refrigeration
- Automotive Mechanics
- Cabinet Making
- Horticulture
- Microcomputer Applications
- Welding Technology

## CERTIFICATES OF COMPLETION

Lee College Huntsville Center offers 9 Certificates of Completion. These programs are designed for students who plan to be employed in technical fields. Certificates may require coursework in mathematics and English, but in most cases do not require the student to pass the THEA test for graduation.

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 program are transferable to associate of sciences degrees.

In accordance with TDCJ-ID/Continuing Education Guidelines, offender students who participate in a college-level technical course must demonstrate interest and aptitude for the technical trade. This will be accomplished through the use of the CAPS (or comparable available instrument) which will be administered by the WSD counselor. Before a technical student becomes an academic

student, he must satisfy level A TABE requirements. The offender must have an appropriate composite TABE score as indicated in the following chart or a verified associate or higher degree.

Lee College Huntsville Center offers these Certificates of Completion:

	Required TABE Scores:
Advanced Culinary Arts	7.5, Level A or D
Air Conditioning, Heating, and Refrigeration	8.0, Level A or D
Automotive Mechanics	7.5, Level A or D
Cabinet Making	7.5, Level A or D
Culinary Arts	7.5, Level A or D
Horticulture	7.5, Level A or D
Microcomputer Applications	10.0, Level A or D
Truck and Heavy Equipment Operator	8.0, Level A or D
Welding Technology	7.5, Level A or D

Eligible offenders may participate in no more than two different college technical programs unless written approval for additional training is granted by the Director of the Division of Continuing Education. Prior degrees (associate, baccalaureate, masters) will not prohibit eligible offenders from participation. Offenders who have a projected release, maximum expiration or voted parole F1 action date outside of 5 years, may participate in only one college vocational training program until their release date is within 5 years.

## GRADUATION REQUIREMENTS

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 a degree or certificate.

Students in certificate programs which are not TSI required must establish their reading levels when admitted to the college. To graduate, students must score 8.0 on the EA test in reading or its equivalent or successfully complete Reading 301.

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.

Graduates who meet certain requirements are guaranteed that their job skills will be current.



# Degrees and Certificates

<b>Program Area of Interest</b>	<b>Abbreviation</b>	<b>Certificate or Degree</b>
Air Conditioning, Heating and Refrigeration	HART	AAS/Air Conditioning, Heating and Refrigeration Cert/Air Conditioning, Heating and Refrigeration
Automotive Mechanics	AUMT	AAS/ Automotive Mechanics Cert/Automotive Mechanics
Cabinet Making	CRPT, WDWK	Cert/Cabinet Making
Culinary Arts	CHEF Cert/Culinary Arts	
Horticulture	HALT AAS/Horticulture Cert/Horticulture	
Pastry Chef	PSTR Cert/Pastry Chef	
Truck, Bus and Other Commercial Operator	CVOP	Cert/Truck and Heavy Equipment Operator
Welding	WLDG	AAS/Welding Technology Cert/Welding Technology



# Course Options for Core Curricula

## Associate of Applied Science Degree (AAS)

A course can be counted only once in meeting core curriculum requirements. (See the Degree and Certificate Plans section of this catalog for AAS degrees and suggested sequencing of courses.)

### Communication

3

ENGL	1301	English Composition I
	1302	English Composition II
	2311	Technical Writing
BUSI	1304	Business Report Writing and Correspondence

### Social/Behavioral Science

3

ECON	2301	Principles of Economics: Macroeconomics
GOVT	2301	American Government I
	2302	American Government II
HIST	1301	History of the U.S. to 1877
	1302	History of the U.S. Since 1877
	2301	History of Texas
PSYC	2301	Introduction to Psychology
	2314	Life Span Growth & Development
SOCI	1301	Introduction to Sociology

### Mathematics/Natural Science

3-4

MATH	1332	Contemporary Math I
MATH	1414	College Algebra (or more advanced)
BIOL	1411	General Botany
	1413	General Zoology
	1424	Plant Taxonomy
	2401	Human Anatomy & Physiology I
	2402	Human Anatomy & Physiology II
GEOL	1403	Physical Geology
	1404	Historical Geology
	1405	Environmental Geology
ENVR	1401	Environmental Science

### Oral Communication

3

SPCH	1315	Principles of Public Speaking
	1318	Interpersonal Communications
	1321	Business and Professional Speech

### Humanities/Fine Arts

3

HUMA	1301	Introduction to the Humanities I
ARTS	1301	Art Appreciation
	1303	Art History I
MUSI	1306	Music Appreciation

**Core Curriculum Credit Hours: 16 minimum**

**TOTAL DEGREE CREDIT HOURS: 60 (MINIMUM)**

# Huntsville Center Degrees and Certificates Plans

## Air Conditioning, Heating, and Refrigeration

### Associate of Applied Science in Air Conditioning, Heating, and Refrigeration

### Certificate of Completion in Air Conditioning, Heating, and Refrigeration

#### FIRST SEMESTER

___HART	1407	Refrigeration Principles	4
___HART	1403	Air Conditioning Control Principles	3
___-----	-----	<b>Written Communication</b>	<b>3</b>
___TECM	1341	Technical Algebra	3
			<b>14</b>

#### SECOND SEMESTER

___HART	2445	Residential Air Conditioning Systems Design	4
___----	----	<b>Social/Behavioral Science</b>	<b>3</b>
___----	----	<b>Math/Natural Science</b>	<b>4</b>
___----	----	Business Elective **	3
			<b>14</b>

#### THIRD SEMESTER

___HART	1445	Gas and Electric Heating	4
___SPCH	----	<b>Oral Communication</b>	<b>3</b>
___----	----	<b>Humanities/Fine Arts</b>	<b>3</b>
___----	----	Business Elective **	6
			<b>16</b>

#### FOURTH SEMESTER

___*HART	2436	Air Conditioning Troubleshooting	4
___ITSC	1409	Integrated Software Applications I	4
___----	----	Business Elective **	3
___SOCL	2319	Multi-Cultural Studies	3
___----	----	Academic Elective	3-4
			<b>17-18</b>

**Total Semester Credit Hours for Degree**                      **61-62**

**\*\* Business Elective must be chosen from BUSI, BMGT**

#### FIRST SEMESTER

___HART	1407	Refrigeration Principles	4
___HART	1403	Air Conditioning Control Principles	3
			<b>7</b>

#### SECOND SEMESTER

___HART	2445	Residential Air Conditioning Systems Design	4
___HART	1445	Gas and Electric Heating	4
			<b>8</b>

#### THIRD SEMESTER

___*HART	2436	Air Conditioning Troubleshooting	4
			<b>4</b>

**Total Semester Credit Hours for Certificate**                      **20**

- Students should plan to take this capstone course in their last semester and should speak with their advisor prior to registering for the final semester. Completion of the semester course sequence is dependent on TDCJ/Lee College Huntsville Center semester unit schedule offerings. Core curriculum courses are shown in bold type.

# AUTOMOTIVE MECHANICS

## Associate of Applied Science in Automotive Mechanics

### FIRST SEMESTER

___AUMT 1405	Intro. to Automotive Technology	SCH	4
___AUMT 1410	Automotive Brake System		4
___-----	<b>Written Communication</b>		3
___TECM 1341	Technical Algebra		3
			<b>14</b>

### SECOND SEMESTER

___AUMT 1313	Automotive Suspension and Steering Systems Theory		3
___COSC 1301	Microcomputer Application		3
___-----	<b>Social/Behavioral Science</b>		3
___-----	Business Elective**		3
___-----	<b>Math/Natural Science</b>		3-4
			<b>15-16</b>

### THIRD SEMESTER

___AUMT 1416	Automotive Suspension and Steering Systems		4
___-----	<b>Oral Communication</b>		3
___-----	<b>Humanities/Fine Arts</b>		3
___-----	Business Elective **		6
			<b>16</b>

### FOURTH SEMESTER

___*AUMT 1407	Automotive Electrical Systems		4
___ITSC 1409	Integrated Software Applications I		4
___-----	Business Elective **		3
___SOCI 2319	Multi-Cultural Studies		3
___-----	Academic Elective		3-4
			<b>17-18</b>

**Total Semester Credit Hours for Degree 62-63**

**\*\* Business Elective must be chosen from BUSI, BMGT**

## Certificate of Completion in Automotive Mechanics

### FIRST SEMESTER

___AUMT 1405	Intro. to Automotive Technology	SCH	4
___AUMT 1410	Automotive Brake System		4
___AUMT 1313	Automotive Suspension and Steering Systems Theory		3
			<b>11</b>

### SECOND SEMESTER

___AUMT 1416	Automotive Suspension and Steering Systems		4
___*AUMT 1407	Automotive Electrical Systems		4
			<b>8</b>
	<b>Total Semester Credit Hours for Certificate</b>		<b>19</b>

- Students should plan to take this capstone course in their last semester and should speak with their advisor prior to registering for the final semester. Completion of the semester course sequence is dependent on TDCJ/Lee College Huntsville Center semester unit schedule offerings. Core curriculum courses are shown in bold type.

# CABINET MAKING

## Associate of Applied Science in Cabinet Making

### FIRST SEMESTER

_____	-----	<b>Written Communication</b>	<b>SCH</b>
_____	CRPT 1429	Introduction to Carpentry	3
_____	WDWK 1413	Cabinet Making I	4
_____	TECM 1301	Industrial Mathematics	4
			3
			<b>14</b>

### SECOND SEMESTER

_____	-----	<b>Oral Communications</b>	<b>SCH</b>
_____	CNBT 1446	Construction Estimating	3
_____	-----	<b>Social/Behavioral</b>	3
_____	WDWK 2451	Cabinet Making II	4
_____	TECM 1349	Technical Math Applications	4
			3
			<b>17</b>

### THIRD SEMESTER

_____	-----	<b>Natural Science/Mathematics</b>	<b>SCH</b>
_____	WDWK 2431	Cabinet Making III	3-4
_____	CRPT 1415	Conventional Wall Systems	4
_____	-----	Business elective	4
			3
			<b>14-15</b>

### FOURTH SEMESTER

_____	-----	<b>Humanities/Fine Arts</b>	<b>SCH</b>
_____	CRPT 1445	Conventional Interior Finish Systems	3
_____	CNBT 2317	Green Building	4
_____	-----	<b>Social Behavioral Science</b>	3
_____	*WDWK1491	Special Topics in Cabinet Maker & Millworker	3
			4
			<b>17</b>
			<b>62-63</b>

**Total Semester Hours for Degree**

## Certificate of Completion in Cabinet Making

### FIRST SEMESTER

_____	CRPT 1429	Introduction to Carpentry	<b>SCH</b>
_____	TECM 1301	Industrial Mathematics	4
_____	WDWK 1413	Cabinet Making I	3
			4
			<b>11</b>

### SECOND SEMESTER

_____	CNBT 1446	Construction Estimating	4
_____	WDWK 2451	Cabinet Making II	4
_____	WDWK 2431	Cabinet Making III	4
_____	CRPT 1415	Conventional Wall System	4
			<b>16</b>

### THIRD SEMESTER

_____	CRPT 1445	Conventional Interior Finish Systems	4
_____	CNBT 2317	Green Building	3
_____	*WDWK1491	Special Topics in Cabinet Maker & Millworker	4
			<b>11</b>

**Total Semester Hours for Degree**

**38**

- Students should plan to take this capstone course in their last semester and should speak with their advisor prior to registering for the final semester. Completion of the semester course sequence is dependent on TDCJ/Lee College Huntsville Center semester unit schedule offerings. Core curriculum courses are shown in bold type.

# CULINARY ARTS

## Certificate of Completion in Culinary Arts

### FIRST SEMESTER

___CHEF 1305	Sanitation and Safety
___CHEF 1301	Basic Food Preparation
___IFWA 2346	Quantity Procedures

### SECOND SEMESTER

___PSTR 1301	Fundamentals of Baking
___*CHEF2301	Intermediate Food Preparation

**Total Semester Credit Hours for Certificate**

### SCH

3  
3  
3  
9

3  
3  
6

15

## Certificate of Completion in Advanced Culinary Arts

### FIRST SEMESTER

___CHEF 2331	Advanced Food Preparation
___CHEF 2302	Saucier
___PSTR 2331	Advanced Pastry Shop

### SECOND SEMESTER

___CHEF 1310	Garde Manger
___CHEF 1302	Principles of Healthy Cuisine

**Total Semester Hours for Certificate**

### SCH

3  
3  
3  
9

3  
3  
6

15



- Students should plan to take this capstone course in their last semester and should speak with their advisor prior to registering for the final semester. Completion of the semester course sequence is dependent on TDCJ/Lee College Huntsville Center semester unit schedule offerings. Core curriculum courses are shown in bold type.

# HORTICULTURE

## Associate of Applied Science in Horticulture

### FIRST SEMESTER

___HALT 1401	Principles of Horticulture	<b>SCH</b>	4
___HALT 2423	Horticulture Pest Control		4
___ ---- ----	<b>Written Communication</b>		<b>3</b>
___TECM1341	Technical Algebra		3
		<b>14</b>	

### SECOND SEMESTER

___HALT 2420	Nursery Production and Management		4
___ ---- ----	Business Elective		3
___ ---- ----	<b>Social/Behavioral Science</b>		<b>3</b>
___ ---- ----	<b>Math/Natural Science</b>		<b>4</b>
		<b>14</b>	

### THIRD SEMESTER

___HALT 1422	Landscape Design		4
___ ---- ----	<b>Oral Communications</b>		<b>3</b>
___ ---- ----	<b>Humanities/Fine Arts</b>		<b>3</b>
___COSC 1301	Microcomputer Applications		3
___ ---- ----	Business Elective **		3
		<b>16</b>	

### FOURTH SEMESTER

___*HALT 2414	Plant Propagation		4
___ITSC 1409	Integrated Software Applications I		4
___ ---- ----	Business Elective **		3
___SOCI 2319	Multi-Cultural Studies		3
___ ---- ----	Academic Elective		3-4
		<b>17-18</b>	

**Total Semester Credit Hours for Degree** **61-62**

\*\* Business Elective must be chosen from BUSI, BMGT

## Certificate of Completion in Horticulture

### FIRST SEMESTER

___HALT 1401	Principles of Horticulture	<b>SCH</b>	4
___HALT 2423	Horticulture Pest Control		4
			<b>8</b>

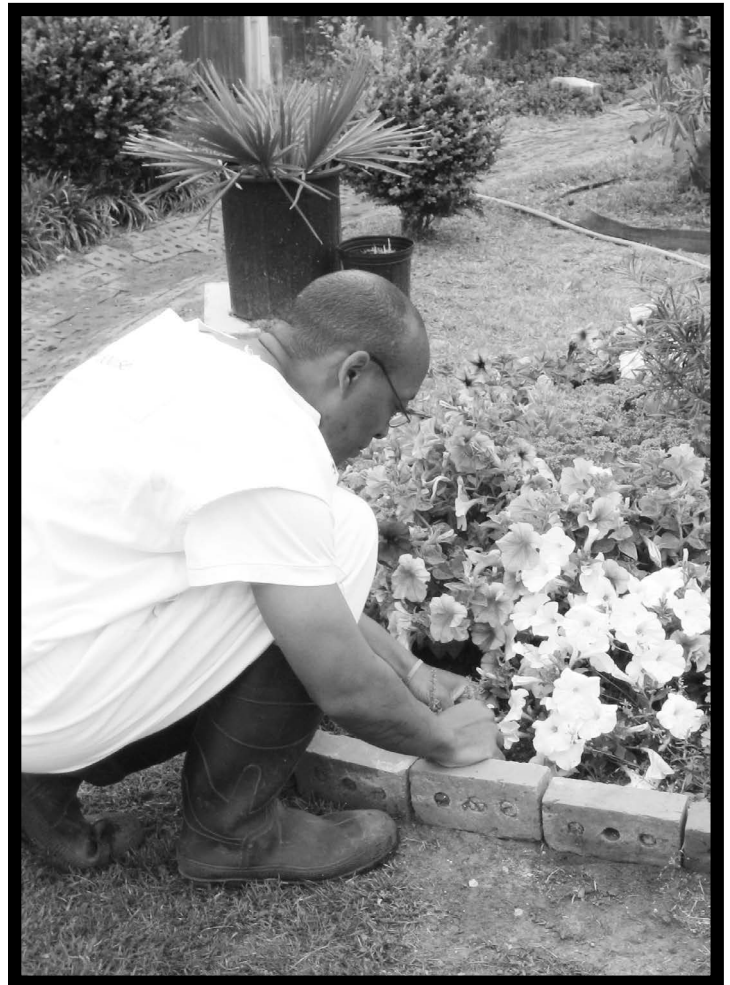
### SECOND SEMESTER

___HALT 2420	Nursery Production and Management		4
___HALT 1422	Landscape Design		4
			<b>8</b>

### THIRD SEMESTER

___*HALT2414	Plant Propagation		4
			<b>4</b>

**Total Semester Credit Hours for Certificate** **20**



- Students should plan to take this capstone course in their last semester and should speak with their advisor prior to registering for the final semester. Completion of the semester course sequence is dependent on TDCJ/Lee College Huntsville Center semester unit schedule offerings. Core curriculum courses are shown in bold type.



# MICROCOMPUTER APPLICATIONS SYSTEMS

## Associate of Applied Science in Microcomputer Applications

### FIRST SEMESTER

___ITSC 1321	Intermediate PC Operating Systems
___ITSW 1401	Introduction to Word Processing
-----	<b>Written Communication</b>
___MATH1414	<b>College Algebra</b>
___----	<b>Humanities/Fine Arts</b>

### SECOND SEMESTER

___ITSW 1304	Introduction to Spread Sheets
___ITSE 2309	Database Programming
-----	<b>Oral Communication</b>
___ITSW 1410	Introduction to Presentation Graphic Software
___----	Elective

### THIRD SEMESTER

___ARTC 2413	Digital Publishing II
___IMED 1316	Web Design I
___ECON 2301	Principles of Economics: Macroeconomics
___PSYC 2301	Introduction to Psychology
___----	Elective

### FOURTH SEMESTER

___*IMED 2315	Web Design II
___ENGL 2311	Technical Writing
___ACCT 2401	Principles of Accounting I
___----	Computer Elective

**Total Semester Credit Hours for Degree**

### SCH FIRST SEMESTER

3	___ITSC 1321	Intermediate PC Operating Systems	3
4	___ITSW 1401	Introduction to Word Processing	4
3	___ITSW 1304	Introduction to Spread Sheets	3
4			<b>10</b>
3			
<b>17</b>			

### SECOND SEMESTER

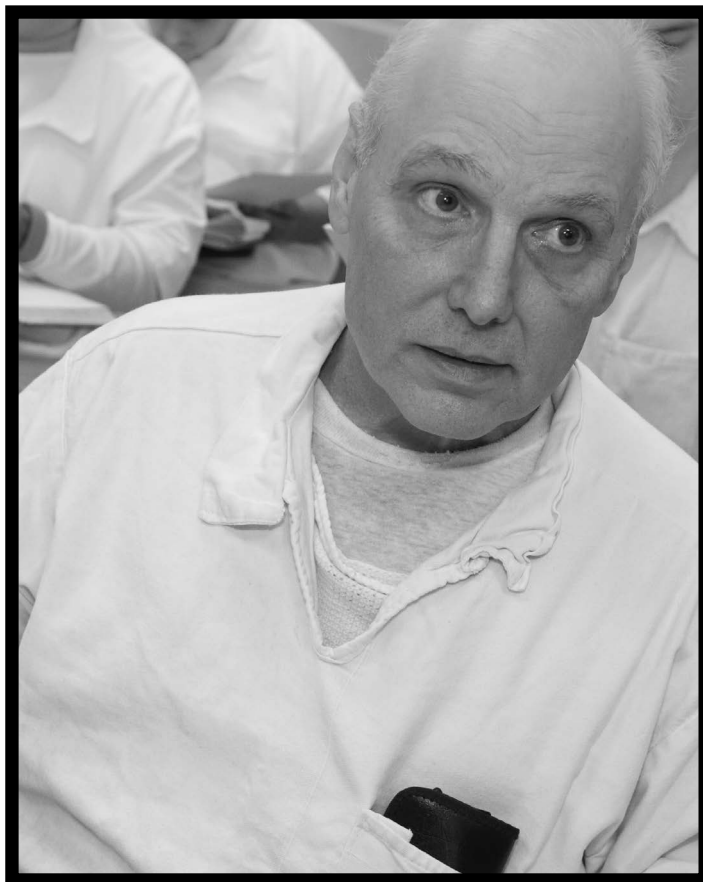
	___ITSE 2309	Database Programming	3
3	___ITSW 1410	Introduction to Presentation Graphic Software	4
3	___ARTC 2413	Digital Publishing II	4
3			<b>11</b>

### THIRD SEMESTER

4	___IMED 1316	Web Design I	3
3	___*IMED2315	Web Design II	3
<b>16</b>			<b>6</b>

**Total Semester Credit Hours for Certificate**

**27**



- Students should plan to take this capstone course in their last semester and should speak with their advisor prior to registering for the final semester. Completion of the semester course sequence is dependent on TDCJ/Lee College Huntsville Center semester unit schedule offerings. Core curriculum courses are shown in bold type.

# TRUCK, BUS, AND OTHER COMMERCIAL OPERATOR

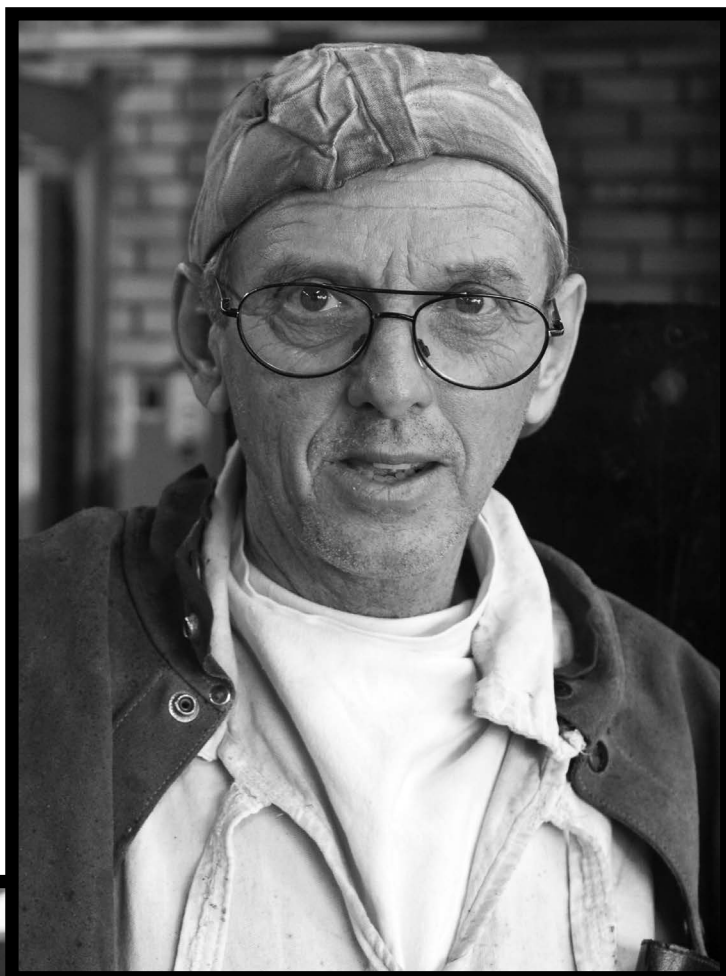
## Certificate of Completion in Truck and Heavy Equipment Operator

FIRST SEMESTER		SCH
___ CVOP 2201	Federal Motor Carrier Safety Regulations	2
___ CVOP 1245	Commercial Drivers License Overview	2
___ CVOP 1205	Commercial Drivers License Written Skills	2
___ CVOP 2209	Semi Tractor-Trailer Operator Driving Skills	2
		<b>8</b>

SECOND SEMESTER		SCH
___ CVOP 2205	Fundamental Driving Skills	2
___ CVOP 2233	Advanced Driving Skills I	2
___ CVOP 2237	Advanced Driving Skills II	2
___ CVOP 2235	Defensive Driving Course-Professional Truck Driver	2
		<b>8</b>

THIRD SEMESTER		SCH
___ CVOP 1211	Driving Skills for Transporting Passengers	2
___ CVOP 2231	Trucking Environment and Lifestyle	2
___ *CVOP1201	Commercial Drivers' License Driving Skills	2
		<b>6</b>

**Total Semester Credit Hours for Certificate** **22**



- Students should plan to take this capstone course in their last semester and should speak with their advisor prior to registering for the final semester. Completion of the semester course sequence is dependent on TDCJ/Lee College Huntsville Center semester unit schedule offerings. Core curriculum courses are shown in bold type.

# WELDING

## Associate of Applied Science in Welding Technology

### FIRST SEMESTER

___WLDG	1457	Intermediate Shielded Metal Arc Welding (SMAW)	
___WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	
___WLDG	2406	Intermediate Pipe Welding	
___----		<b>Written Communication</b>	<b>3</b>
___TECM	1341	Technical Algebra	3

### SECOND SEMESTER

___WLDG	2413	Intermediate Welding Using Multiple Process	
___WLDG	2453	Advanced Pipe Welding	
___----		<b>Social/Behavioral Science</b>	<b>3</b>
___----		<b>Math/Natural Science</b>	<b>4</b>

### THIRD SEMESTER

___WLDG	1430	Introduction to Gas Metal Arc (GMAW) Welding	4
___WLDG	1412	Introduction to Flux Core Welding (FCAW)	4
___WLDG	1434	Introduction to Gas Tungsten ARC (GTAW) Welding	4
___----		<b>Oral Communications</b>	<b>3</b>
___----		<b>Humanities/Fine Arts</b>	<b>3</b>

### FOURTH SEMESTER

___WLDG	1417	Introduction to Layout and Fabrication	4
___*WLDG	1453	Intermediate Layout and Fabrication	4
___COSC	1301	Microcomputer Applications	3
___----		Elective	3

**Total Semester Credit Hours for Degree**

**SCH**

4

4

4

**3**

3

18

4

4

**3**

**4**

**15**

4

4

4

**3**

**3**

**18**

4

4

3

3

**14**

**65**

## Certificate of Completion in Welding Technology

### FIRST SEMESTER

___WLDG	1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
___WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4

### SECOND SEMESTER

___WLDG	2406	Intermediate Pipe Welding	4
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### THIRD SEMESTER

___WLDG	2413	Intermediate Welding Using Multiple Process	4
___*WLDG	2453	Advanced Pipe Welding	4

**Total Semester Credit Hours for Certificate**

**SCH**

4

4

**8**

4

**4**

4

4

**8**

**20**

## Certificate of Completion in Combination Welding

### FIRST SEMESTER

___WLDG	1430	Introduction to Gas Metal Arc (GMAW) Welding	4
___WLDG	1412	Introduction to Flux Core Welding (FCAW)	4
___WLDG	1434	Introduction to Gas Tungsten ARC (GTAW) Welding	4

### SECOND SEMESTER

___WLDG	1417	Introduction to Layout and Fabrication	4
___WLDG	1453	Intermediate Layout and Fabrication	4

**Total Semester Credit Hours for Certificate**

**SCH**

4

4

4

**12**

4

4

**8**

**20**



- Students should plan to take this capstone course in their last semester and should speak with their advisor prior to registering for the final semester. Completion of the semester course sequence is dependent on TDCJ/Lee College Huntsville Center semester unit schedule offerings. Core curriculum courses are shown in bold type.

# Chapter 4

## Course Descriptions





**ENGL 301 (THEA score 0-179)****Fundamentals of Writing I**

Practice in development of effective sentences and paragraphs with emphasis on structure, clarity, unity, and development of topic. Review of fundamentals of grammar, punctuation, and spelling. Credit for this course is non-transferable.

Pre/Corequisite: READ 300 or equivalent.  
Lecture Hrs = 3, Lab Hrs = 0

**ENGL 302 (THEA score 180-219)****Fundamentals of Writing II**

Practice in development of full-length themes with emphasis on structure, organization, unity, and development of thesis. Credit for this course is non-transferable.

Prerequisite: ENGL 301 or ESOL 301: READ 300 or equivalent.

Lecture Hrs = 3, Lab Hrs = 0.

**MATH 310****Basic Mathematics (THEA score 0-180)**

This course provides the basic arithmetic skills of addition, subtraction, multiplication, and division of whole numbers; fractions, and decimals; ratio and proportion; percent; English and metric systems of measurement; averages; exponents; square roots; problem-solving; geometry; logic; and introduction to algebra. Credit for this course is non-transferable.

Pre/Corequisite: READ 300 or equivalent.

Lecture Hrs = 3, Lab Hrs = 0

**MATH 320****Introductory Algebra (THEA score 181-219)**

This course provides a strong emphasis on algebraic skills and concepts of the numbers of ordinary arithmetic and their properties; integers and rational numbers; polynomials in one or more variables; factoring; fractional expressions; solving systems of equations; solving radical, linear and quadratic equations; inequalities; sets; and applied problems. Credit for this course is non-transferable.

Prerequisite: MATH 310 or equivalent, READ 300 or equivalent.

Lecture Hrs = 3, Lab Hrs = 0

**MATH 330 (THEA score 220-229)****Intermediate Algebra**

This course covers real numbers and their properties, linear equations, system of equations, polynomials and functions, fractional expressions and equations, exponents, powers, roots, quadratic equations and functions, equations of second degree and their graphs, inequalities and sets, exponential and logarithmic functions, and problem-solving. Credit for this course is non-transferable.

Prerequisite: MATH 320 or equivalent, READ 300 or equivalent.

Lecture Hrs = 3, Lab Hrs = 0

**READ 300 (THEA score 0-164)****Beginning College Reading Skills**

A course designed for students who need extensive work in college-level reading skills.

Emphasis is on vocabulary development, interpretation and evaluation of basic sentence and paragraph patterns, articulative training, and concept development necessary for effective reading. Credit for this course is non-transferable.

Lecture Hrs = 3, Lab Hrs = 0

**READ 301 (THEA score 165-199)****Intermediate College Reading Skills**

Improvement of reading habits and skills. Includes a study of the theory and mechanics of good reading. Emphasis is on developing vocabulary and improving comprehension. Credit for this course is non-transferable.

Prerequisite: READ 300 or equivalent.

Lecture Hrs = 3, Lab Hrs = 0

**READ 302 (THEA score 200-229)****Advanced College Reading Skills**

This course is designed to improve reading effectiveness at the college and/or professional level. Emphasis is placed on skills related to vocabulary, comprehension, and reading speed. It is suggested for college students, business and professional people, and other adults who recognize a need for greater efficiency in reading. Credit for this course is non-transferable.

Prerequisite: READ 301 or equivalent.

Lecture Hrs = 3, Lab Hrs = 0

Course Descriptions for Credit Courses (\* Denotes technical capstone course)

**ACCT 2401****Principles of Accounting 1 - Financial**

This course introduces accounting concepts, principles, and procedures with an emphasis on financial accounting statements for corporations and accounting processes for a service and merchandise enterprise. The course focuses on elements of the balance sheet and income statement including current, plant and intangible assets, deferrals, accruals, current and long-term liabilities, and stock transactions. In addition, ethics, accounting systems and control, short and long-term securities are also studied.

Prerequisite: READ 301 or equivalent

Lecture Hrs = 3, Lab Hrs = 3

**ACCT 2402****Principles of Accounting II – Managerial**

This course emphasizes managerial accounting concepts, including a study of cost behavior, budgeting, cost-volume profit analysis, manufacturing cost accounting, variance analysis, and cost controls. Tax and management decisions, cash flows, responsibility accounting, ethics and corporate structure analysis are also studied.

Prerequisite: ACCT 2401, READ 301 or equivalent

Lecture Hrs = 3, Lab Hrs = 3

**ARTC 2413****Digital Publishing II**

Course includes layout procedures from thumbnails and roughs to final comprehensive and print output. Emphasis on design principles for the creation of

advertising and publishing materials and techniques for efficient planning and documenting projects.

Lecture Hrs = 2, Lab Hrs = 4

**ARTS 1303****Art History I**

A survey of painting, sculpture, and architecture from prehistoric times through the 13th century. Alternatively, the course may be presented topically.

Pre/Corequisite: READ 301 or equivalent

Lecture Hrs = 3, Lab Hrs = 0

**ARTS 1301****Art Appreciation**

A general education course open to all: design principles from the layman's point-of-view. Critical evaluation of selected works of painting, sculpture, and architecture.

Pre/Corequisite: READ 301 or equivalent.

Lecture Hrs = 3, Lab Hrs = 0

**ARTS 1304****Art History II**

A survey of painting, sculpture, and architecture from the 14th century to the present. Alternatively, the course may be presented topically.

Pre/Co requisite: READ 301 or equivalent

Lecture Hrs = 3, Lab Hrs = 0

**AUMT 1405****Introduction to Automotive to Automotive Technology**

An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, fasteners, professional responsibilities, and automotive maintenance. May be taught manufacturer-specific.

Lecture Hrs = 2, Lab Hrs = 8

**AUMT 1313****Automotive Suspension and Steering Systems Theory**

A study of automotive suspension and steering systems including the theory of wheel and tire construction and alignment angles and procedures.

Lecture Hrs = 2, Lab Hrs = 4

**AUMT 1407****Automotive Electrical Systems**

An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of batteries, charging and starting systems, and electrical accessories. Emphasis on electrical schematic diagrams and service manuals. May be taught manufacturer-specific.

Lecture Hrs = 2, Lab Hrs = 8

**AUMT 1416****Automotive Suspension and Steering Systems**

A study of automotive suspension and steering systems including tire and wheel problem diagnosis, component repair, and alignment procedures. May be taught manufacturer-specific.

Lecture Hrs = 2, Lab Hrs = 8

**\*AUMT 1410**

**Automotive Brake Systems**

Operation and repair of drum/disc type brake systems. Emphasis on safe use of modern equipment. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. May be taught with manufacturer-specific instructions.

Lecture Hrs = 2, Lab Hrs = 8

**BIOL 1411**

**General Botany**

This course presents a panorama of plant life and how plants function, live, reproduce, and interact with their environment and man. The botanical principles discussed will convey a conceptual unity to the knowledge about plants and their relationships in a dynamic world.

Pre/Corequisite: READ 302 or equivalent.

Lecture Hrs = 3, Lab Hrs = 3

**BIOL 1413**

**General Zoology**

This course presents a panorama of animal life and how animals function, live, reproduce and interact with their environment and man. The zoological principles discussed will convey a conceptual unity to the knowledge about animals and their relationships in a dynamic world.

Pre/Corequisite: READ 302 or equivalent.

Lecture Hrs = 3 Lab Hrs = 3

**BIOL 1424**

**Plant Taxonomy**

Taxonomy of flowering plants and principles of identification and classification of plants; nomenclature, characteristics, and field identification of the different plant groups.

Pre/Co requisite: Read 302 or equivalent.

Lecture Hrs = 3 Lab Hrs = 3

**BIOL 2401**

**Human Anatomy and Physiology I**

This course consists of the fundamentals of human anatomy and physiology with the emphasis on etiology and functions of anatomical systems. Laboratory includes dissection of a mammal, study of selected mammalian organs, histological studies, and physiological experiments.

Prerequisite: Read 302 or equivalent.

Lecture Hrs = 3 Lab Hrs = 3

**BIOL 2402**

**Human Anatomy & Physiology II**

A continuation of BIOL 2401.

Prerequisite: BIOL 2401(C or better). Read 302 or equivalent or instructor approval.

Lecture Hrs = 3 Lab Hrs = 3

**BMGT 1301**

**Supervision**

A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined.

Pre/Corequisite: READ 300 or equivalent.

Lecture Hrs = 3 Lab Hrs = 0

**BMGT 1303**

**Principles of Management**

Concepts, terminology, principles, theories, and issues in the field of management.

Prerequisite: READ 301 or equivalent.

Lecture Hrs = 3 Lab Hrs = 0

**BUSI 1301**

**Business Principles**

Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary.

Prerequisite: READ 301 or equivalent.

Lecture Hrs = 3 Lab Hrs = 0

**BUSI 1304**

**Business Report Writing and Correspondence**

Theory and applications for technical reports and correspondence in business.

Prerequisite: READ 302 or equivalent and ENGL 302 or equivalent

Lecture Hrs = 3, Lab Hrs. = 0

**BUSI 1307**

**Personal Finance**

Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans.

Pre/Corequisite: READ 301 or equivalent.

Lecture Hrs = 3 Lab Hrs = 0

**BUSI 2301**

**Business Law**

Principles of law which form the legal framework for business activity.

Pre/Corequisite: READ 301 or equivalent.

Lecture Hrs = 3 Lab Hrs = 0

**CHEF 1301**

**Basic Food Preparation**

A study of the fundamental principles of food preparation and cookery to include Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism.

Lecture Hrs = 1, Lab Hrs = 8

**CHEF 1302**

**Principles of Healthy Cuisine**

Introduction to the principles of planning, preparation, and presentation of nutritionally balanced meals. Adaptation of basic cooking techniques to lower the fat and caloric content. Alternative methods and ingredients will be used to achieve a healthier cooking style.

Lecture Hrs. = 1, Lab Hrs. = 7

**CHEF 1305**

**Sanitation and Safety**

A study of personal cleanliness; sanitary practices in food preparation; causes investigation, control of illness caused by food contamination (hazard Analysis Critical Control Points); and workplace safety

standards.

Lecture Hrs = 2, Lab Hrs = 4

**CHEF 1310**

**Garde Manger**

A study of specialty foods and garnishes. Emphasis on design, techniques, and display of fine foods.

Lecture Hrs. = 1, Lab Hrs. = 7

**CHEF 2301**

**Intermediate Food Preparation**

Continuation of previous food preparation course. Topics include the concept of pre-cooked food items; discuss and prepare various fruits, vegetables, starches, and farinaceous dishes; and discuss and prepare sandwiches and salads.

Lecture Hrs. = 1, Lab Hrs. = 7

**CHEF 2302**

**Saucier**

Instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and the pairing of sauces with a variety of foods.

Lecture Hrs. = 1, Lab Hrs. = 7

**CHEF 2331**

**Advanced Food Preparation**

Topics include the concept of pre-cooked food items and the preparation of canapés, and hors d'oeuvres, and breakfast items.

Lecture Hrs = 1, Lab Hrs = 8

**COSC 1301**

**Microcomputer Applications**

Overview of computer information systems. Introduces computer hardware, software, procedures, systems, and human resources and explores their integration and application in business and other segments in society. The fundamentals of computer problem solving and programming in a higher level programming language may be discussed and applied.

Prerequisite: READ 301 or equivalent.

Lecture Hrs = 3, Lab Hrs = 0

**CNBT 1446**

**Construction Estimating I**

Fundamentals of estimating materials and labor costs in construction.

Lecture Hrs. = 2, Lab Hrs. = 4

**CNBT 2317**

**Green Building**

Methods and materials used for buildings that conserve energy, water, and human resources.

Lecture Hrs. = 2, Lab Hrs. = 2

**CRPT 1415**

**Conventional Wall Systems**

Conventional wall systems with emphasis on wood frame construction. Includes identification of components; construction of wall systems; safe work practices; and the use, and maintenance of tools and equipment.

Lecture Hrs. = 2, Lab Hrs. = 6

**CRPT 1429****Introduction to Carpentry**

An introduction to the carpentry trade including safety, tools, equipment, terminology, and methods.  
Lecture Hrs = 2, Lab Hrs = 6

**CRPT 1445****Conventional Interior Finish Systems**

Installation of interior finish systems and components including the placement and installation of doors, trim, floor, wall, and ceiling finishes. Emphasis on safe work practices and the use, and maintenance of tools and equipment.  
Lecture Hrs. – 2, Lab Hrs. - 6

**\*CVOP 1201****Commercial Drivers License Driving Skills**

Overview of the State of Texas Class A Commercial Drivers License driving test. In-depth coverage of in-cab air brake test, proper shifting, right and left-hand turns, movement in traffic, parking of a tractor-trailer, highway and city driving, and backward movement and control.  
Lecture Hrs = 1, Lab Hrs = 4

**CVOP 1205****Commercial Drivers License Written Skills**

Overview of the State of Texas Class A Commercial Drivers License written test. In-depth coverage of air brakes, combination vehicle, doubles and triples, tankers, and hazardous materials. Includes preparation for mastery of the Commercial Drivers License written examination.  
Lecture Hrs = 2, Lab Hrs = 0

**CVOP 1211****Driving Skills for Transporting Passengers**

Overview of the State of Texas Class A or Class B Commercial Drivers License driving test. In-depth coverage of the in-cab air brake test, proper shifting, right and left hand turns, movement in traffic, parking of a vehicle designed to transport passengers, highway and city driving, and backward movement and control.  
Lecture Hrs = 1, Lab Hrs = 4

**CVOP 1245****Commercial Drivers License Overview**

Overview of the State of Texas Class A Commercial Drivers License written test and preparation of mastery of the Commercial Drivers License written examination.  
Lecture Hrs = 2, Lab Hrs = 0

**CVOP 2201****Federal Motor Carrier Safety Regulations**

Overview of Federal Motor Carrier Safety Regulations and their application to the commercial vehicle operator. Presentation of the Federal Motor Carrier Safety Regulations including driver's record of duty status, physical requirements, drug and/or alcohol testing, safety requirements of equipment, and safety procedures.  
Lecture Hrs = 2, Lab Hrs = 0

**CVOP 2205****Fundamental Driving Skills**

Operation of a tractor-trailer combination. Emphasis on the safe maneuvering and control of the tractor-trailer in numerous traffic situations and sharing the highway with other vehicles.  
Lecture Hrs = 1, Lab Hrs = 4

**CVOP 2209****Semi Tractor-Trailer Operator Driving Skills**

Operation of a tractor-trailer combination in city and highway conditions including control and maneuvering of the vehicle through various traffic situations with numerous tractor-trailer combinations.  
Lecture Hrs = 1, Lab Hrs = 2

**CVOP 2231****Trucking Environment and Lifestyle**

The environment of the trucking industry, the lifestyle associated with the truck driver, and methods for coping with trucking environment and lifestyle.  
Lecture Hrs = 1, Lab Hrs = 4

**CVOP 2233****Advanced Driving Skills I**

Operation of a tractor-trailer combination in city and highway conditions. Includes controlling and maneuvering the vehicle through various traffic situations in different conditions with numerous tractor-trailer combinations.  
Lecture Hrs = 1, Lab Hrs = 4

**CVOP 2235****Defensive Driving Course – Professional Truck Driver**

Defensive driving techniques. Includes identification of hazardous situations and methods for recognizing, understanding, and taking corrective action to prevent accidents in a tractor-trailer combination.  
Lecture Hrs = 2, Lab Hrs = 0

**CVOP 2237****Advanced Driving Skills II**

Continuation of tractor-trailer operation in city and highway conditions. Exploration and practical applications of space management techniques, improved methods for control in difficult traffic situations, and effective operation in various conditions.  
Lecture Hrs = 1, Lab Hrs = 4

**ECON 2301****Principles of Economics: Macroeconomics**

This course emphasizes macroeconomics; economic analysis of forces determining levels of income, prices, and employment; economic growth; explanation of economic terms and institutions; and consideration of current problems.  
Prerequisite: READ 301 or equivalent, MATH 310 or equivalent.  
Lecture Hrs = 3, Lab Hrs = 0

**ECON 2302****Principles Economics - Microeconomics**

This course emphasizes microeconomics; economic analysis of decision making in

perfect and imperfect product and factor markets, explanation of economic terms and institutions, and consideration of current problems.

Prerequisite: READ 301 or equivalent, MATH 310 or equivalent.  
Lecture Hrs = 3, Lab Hrs = 0

**ENGL 1301****English Composition I**

A concentrated study of the fundamentals of English usage; training in accurate reading and writing of prose, chiefly expository.  
Prerequisite: ENGL 302 or equivalent, READ 302 or equivalent.  
Lecture Hrs = 3, Lab Hrs = 0

**ENGL 1302****English Composition II**

A study of the principles of effective writing through analysis of selected novels, short stories, poems, and plays. Study of methods of library research and of writing research papers. Research required.  
Prerequisite: ENGL 1301 (C or better).  
Lecture Hrs = 3, Lab Hrs = 0

**ENGL 2311****Technical Writing**

A course designed to develop professional document writing in the technical and business world. Requirements include an original report of considerable scope and length. Research required.  
Prerequisite: ENGL 1301.  
Lecture Hrs = 3, Lab Hrs = 0

**ENVR 1401****Environmental Science**

A general study of ecological concepts; an introduction to chemical and biological principles that relate to ecology; an introduction to resources including animal, plant, energy, water, soil, and air. A study of pollution problems and solutions. Laboratory exercises include soil testing, water quality measurements, field sampling techniques, and related studies.  
Pre/Corequisite: READ 301 or equivalent.  
Lecture Hrs = 3, Lab Hrs = 3

**GEOL 1301****Earth Science**

This course presents an overview of the major ecological and geological features of selected United State National Parks and Monuments. THIS IS NOT A FOUR-HOUR SCIENCE LAB COURSE; IT IS AN ELECTIVE.  
Prerequisite: READ 301 or equivalent  
Lecture Hrs = 3, Lab Hrs = 0

**GEOL 1403****Physical Geology**

Earth forms, structures, materials and processes which have formed them. An introduction to minerals, rocks and topographic maps.  
Prerequisite: Read 301 or equivalent.  
Lecture Hrs = 3, Lab Hrs = 3

**GEOL 1404****Historical Geology**

A history of the earth and the development



of its life forms and land forms throughout geologic time. Introduction to fossils and geologic maps.  
Prerequisite: READ 301 or equivalent.  
Lecture Hrs = 3, Lab Hrs = 3

### **GEOL 1405**

#### **Environmental Geology**

Environmental geology is an introductory survey to some of the various processes that help to shape our earth, the resources that come from it, and the problems that arise from their use. Lab studies will investigate such problems as flooding, faulting, subsidence, landfills, and other pertinent land use issues.  
Prerequisite: READ 302 or equivalent.  
Lecture Hrs = 3, Lab Hrs = 3

### **GOVT 2301**

#### **American Government I**

Theory and forms of government, political socialization, United States and Texas constitutions, federalism, civil rights and civil liberties, and political parties and elections. This course will fulfill Texas teacher certification requirements in government for individuals with out-of-state degrees.  
Prerequisite: ENGL 301 or equivalent, READ 302 or equivalent  
Lecture Hrs = 3, Lab Hrs = 0

### **GOVT 2302**

#### **American Government II**

United States and Texas executive, legislative, and judicial branches, governmental finance, foreign policy, and county and municipal government.  
Prerequisite: ENGL 301 or equivalent, READ 302 or equivalent.  
Lecture Hrs = 3, Lab Hrs = 0

### **HALT 1401**

#### **Principles of Horticulture**

An overview of the horticulture industry, plant science, terminology, classification, propagation, environmental responses, and careers and opportunities in the field of horticulture.  
Lecture Hrs = 2, Lab Hrs = 8

### **HALT 1422**

#### **Landscape Design**

A study of the principles and elements of landscape design. Topics include client interview, site analysis, plan view, scale, plant selection, basic drawing and drafting skills, and plan preparation.  
Lecture Hrs = 2, Lab Hrs = 8

### **\*HALT 2414**

#### **Plant Propagation**

A study of the sexual and asexual propagation of plants used in horticulture. Topics include propagation by seeds, cuttings, grafting, budding, layering, division, separation, and tissue culture; and environmental factors of propagation.  
Lecture Hrs = 2, Lab Hrs = 8

### **HALT 2420**

#### **Nursery Production and Management**

An overview of the procedures for

establishing and operating a commercial nursery. Topics include site selection, structures, equipment, stock selection, production practices, harvesting, marketing, and management practices.  
Lecture Hrs = 2, Lab Hrs = 8

### **HALT 2423**

#### **Horticultural Pest Control**

Examination of federal, state, and local laws and regulations governing the control of horticultural pests. Topics include procedures; methods; safety requirements; integrated pest management (IPM); and chemical, natural, and biological controls.  
Lecture Hrs = 2, Lab Hrs = 8

### **HART 1403**

#### **Air Conditioning Control Principles**

A basic study of HVAC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits; a review of Ohm's law as applied to air conditioning controls and circuits.  
Lecture Hrs = 2, Lab Hrs = 8

### **HART 1407**

#### **Refrigeration Principles**

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety.  
Lecture Hours = 2, Lab Hours = 8

### **HART 1445**

#### **Gas and Electric Heating**

Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems.  
Lecture Hrs = 2, Lab Hrs = 8

### **\*Hart 2436**

#### **Air Conditioning Troubleshooting**

An advanced course in application of trouble-shooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests.  
Lecture Hrs = 2, Lab Hrs = 8

### **HART 2445**

#### **Residential Air Conditioning Systems Design**

Study of the properties of air and results of cooling, heating, humidifying or dehumidifying, heat gain and heat loss calculations including equipment selection and balancing the air system.  
Lecture Hrs = 2, Lab Hrs = 8

### **HIST 1301**

#### **History of the United States to 1877**

The political, economic, social, and intellectual history of the United States from the discovery of America to 1877.  
Prerequisite: ENGL 301 or equivalent, READ 302 or equivalent.  
Lecture Hrs = 3, Lab Hrs = 0

### **HIST 1302**

#### **History of the United States Since 1877**

The political, economic, social, and

intellectual history of the United States from 1877 to the present day.  
Prerequisite: ENGL 301 or equivalent, READ 302 or equivalent.  
Lecture Hrs = 3, Lab Hrs = 0

### **HIST 2301**

#### **History of Texas**

Texas history from colonization to the present day with attention given to political, social, economic, and intellectual history. Designed for any students interested in local history, the course is particularly recommended for prospective teachers in the public schools of Texas.  
Prerequisite: ENGL 301 or equivalent, READ 302 or equivalent.  
Lecture Hrs = 3, Lab Hrs = 0

### **HIST 2321**

#### **History of World Civilizations to 1500**

A comparative historical study of Europe, Asia, Africa, the Americans, and Australia to 1500. A research component is required for honors credit.  
Prerequisite: ENGL 301 or equivalent, READ 302 or equivalent.  
Lecture Hrs = 3, Lab Hrs = 0

### **HIST 2322**

#### **History of World Civilizations from 1500 to Present**

A comparative historical study of Europe, Asia, Africa, the Americans, and Australia from 1500 to the present. A research component is required for honors credit.  
Prerequisite: ENGL 301 or equivalent, READ 302 or equivalent.  
Lecture Hrs = 3, Lab Hrs = 0

### **IFWA 2346**

#### **Quantity Procedures**

Exploration of the theory and application of quantity procedures for the operation of commercial, institutional, and industrial food services. Emphasis on quantity cookery and distribution.  
Lecture Hrs. = 1. Lab Hrs. = 7

### **IMED 1316**

#### **Web Design I**

Instruction in web design and related design issues including mark-up languages, web sites and browsers.  
Lecture Hrs = 2, Lab Hrs = 4

### **\*IMED 2315**

#### **Web Design II**

A study of mark-up language advanced layout techniques for creating web pages. Emphasis on identifying the target audience and producing web sites according to accessibility standards, cultural appearance, and legal issues.  
Lecture Hrs = 2, Lab Hrs = 4

### **ITSC 1321**

#### **Intermediate PC Operating Systems**

Custom operating system installation, configuration, and troubleshooting. Manage file systems, memory, and peripheral devices.  
Lecture Hrs. = 2, Lab Hrs. = 4

**ITSC 1405****Introduction to PC Operating Systems**

Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Lecture Hrs = 2, Lab Hrs = 4

**ITSC 1409****Integrated Software Applications I**

Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. Prerequisite: COSC 1301 Lecture Hrs = 3, Lab Hrs = 3

**ITSE 1321****Intermediate PC Operating Systems**

Custom operating system installation, configuration, and troubleshooting. Manage file systems, memory, and peripheral devices. Lecture Hrs = 2, Lab Hrs = 4

**ITSE 2309****Database Programming**

Database development using database programming techniques emphasizing database structures, modeling, and database access. Lecture Hrs = 1, Lab Hrs = 6

**ITSW 1304****Introduction to Spreadsheets**

Instruction in the concepts, procedures, and application of electronic spreadsheets. Lecture Hrs = 1, Lab Hrs = 6

**ITSW 1410****Introduction to Presentation Graphics Software**

Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development. Lecture Hrs = 3, Lab Hrs = 4

**MATH 1332****Contemporary Mathematics I**

This course assists students in becoming familiar with sets, logic, different numeration systems, number theory, the real numbers and their properties, mathematical systems, equations, inequalities, graphs, and functions. Prerequisite: Math 320 or equivalent, ENGL 301 or equivalent, Read 302 or equivalent. Lecture Hrs = 3, Lab Hrs = 0

**MATH 1414****College Algebra**

This course covers the study of quadratics; polynomial, rational, logarithmic, and exponential functions; systems of equations; progressions; sequences and series; and matrices and determinants. Prerequisite: ENGL 301 or equivalent, Math

330 or equivalent (C or higher) or Math 1332 or equivalent (C or higher). Lecture Hrs = 4, Lab Hrs = 0

**PSTR 1301****Fundamental of Baking**

Fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts and doughnuts. Instruction in flours, fillings and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the evaluation of baked products. Lecture Hrs = 1, Lab Hrs = 7

**PSTR 2331****Advanced Pastry Shop**

A study of classical desserts, French and International pastries, hot and cold desserts, ice creams and ices, chocolate work, and decorations. Emphasis on advanced techniques. Lecture Hrs. = 1, Lab Hrs. = 7

**PSYC 2301****Introduction of Psychology**

A survey of the fields of general psychology; the biological and psychological basis of human behavior, intelligence, motivation, emotion, learning, personality, memory, and psychopathology. Prerequisite: ENGL 301 or equivalent, READ 302 or equivalent. Lecture Hrs = 3, Lab Hrs = 0

**PSYC 2314****Life Span Growth and Development**

A study of the relationship of the physical, emotional, social, and mental factors of growth and development throughout the life span from birth to death. Prerequisite: READ 302 or equivalent, ENGL 301 or equivalent. Lecture Hrs = 3, Lab Hrs = 0

**PSYC 2315****Psychology of Adjustment**

This course uses psychological theory and principles to examine issues related to personal growth and development. Prerequisite: READ 302 or equivalent, ENGL 301 or equivalent. Lecture Hrs = 3, Lab Hrs = 0

**PSYC 2317****Statistics for Behavioral Sciences**

A course designed to provide a background in statistics for students in psychology and the social sciences. Includes elementary probability theory, measures of central tendency, variability, correlation and regression, the normal curve of probability, and statistical inference. Prerequisite: PSYC 2301, READ 302 or equivalent, ENGL 301 or equivalent, MATH 330 or equivalent. Lecture Hrs = 3, Lab Hrs = 0

**PSYC 2318****Juvenile Delinquency**

Nature and extent of delinquency;

comparison of explanatory models and theories; evaluation of prevention, control, and treatment programs.

Prerequisite: READ 302 or equivalent, ENGL 301 or equivalent. Lecture Hrs = 3, Lab Hrs = 0

**SOCI 1301****Introductory Sociology**

The principles of social organization including the study of social groups, culture, social change, personality population, rural and urban communities, social class and caste systems, and social institutions such as the family, recreation and religion. Prerequisite: ENGL 301 or equivalent, READ 302 or equivalent. Lecture Hrs = 3, Lab Hrs = 0

**SOCI 1306****Social Problems**

Social disorganization and reorganization with emphasis on the following topics: mental illness, suicide, drug addiction, alcoholism, sex deviation, crime, gambling, minority groups, divorce, and retirement. Prerequisite: ENGL 301 or equivalent, READ 302 or equivalent. Lecture Hrs = 3, Lab Hrs = 0

**SOCI 2301****Marriage and Family**

A sociological examination of marriage and family life. Problems of courtship, mate selection, divorce, and marriage adjustment in modern American society. Prerequisite: ENGL 301 or equivalent, READ 302 or equivalent. Lecture Hrs = 3, Lab Hrs = 0

**SOCI 2319****Multi-Cultural Studies**

This course focuses on the conflicts, dilemmas, and social problems that arise in multicultural societies. Special emphasis is placed on issues such as racism, sexism, and the 'politics of identity'. The course also examines a variety of remedies for the problems noted above. These include: the expansion of civil rights, affirmative action, and recognition of minority cultures. Prerequisite: ENGL 301 or equivalent, READ 302 or equivalent. Lecture Hrs = 3, Lab Hrs = 0

**SOCI 2336****Criminology**

Crime as a form of deviant behavior. Nature and extent of crime; past and present theories. Evaluation of prevention, control, and treatment programs. Prerequisite: ENGL 301 or equivalent, READ 302 or equivalent. Lecture Hrs = 3, Lab Hrs = 0

**SPCH 1315****Principles of Public Speaking**

Preparation and delivery of various types of speeches. Emphasis on such fundamental principles as self-confidence, poise, directness, posture, stress, voice, and articulation. Speech types include

announcements and expository, persuasive, after dinner, and radio speeches.

Prerequisite: READ 300 or equivalent.

Lecture Hrs = 3, Lab Hrs = 0

### **SPCH 1321**

#### **Business and Professional Speech**

Business and Professional Speech applies the techniques of oral communication to business and professional settings that people might encounter in business situations. Discussion and practical application include methods and theory; problem-solving; the research, organization, and presentation of speeches; trends in media; interviewing.

Prerequisite: READ 300 or equivalent.

Lecture Hrs = 3, Lab Hrs = 0

### **SPCH 1318**

#### **Interpersonal Communication**

Designed for the student who wants to improve communication skills in one-to-one settings or small groups. Includes subjects such as listening, assertive communication and dealing appropriately with conflict. Emphasis on self-improvement.

Prerequisite: READ 300 or equivalent.

Lecture Hrs = 3, Lab Hrs = 3

### **TECM 1301**

#### **Industrial Mathematics**

Math skills applicable to industrial occupations. Includes fraction and decimal manipulation, measurement, percentage, and problem-solving techniques for equations and ratio/proportion applications.

Lecture Hrs = 2, Lab Hrs = 6

### **TECM 1341**

#### **Technical Math Applications**

Fundamentals of trigonometry and geometry as used in a variety of technical settings. Topics include the use of plane and solid geometry to solve areas and volumes encountered in industries.

Prerequisite: Read 300 or equivalent, MATH 310 or equivalent.

Lecture Hrs = 3, Lab Hrs = 0

### **TECM 1349**

#### **Technical Math Applications**

Fundamentals of trigonometry and geometry as used in a variety of technical settings. Topics include the use of plane and solid geometry to solve areas and volumes encountered in industry.

Prerequisite: READ 300 or equivalent.

Lecture Hrs. = 3, Lab Hrs. = 0

### **WDWK 1413**

#### **Cabinet Making I**

Design and construction of base cabinets and wall cabinets for kitchens and bathrooms. Emphasis on the safe use of portable and stationary power tools.

Lecture Hrs = 2 Lab Hrs = 6

### **\*WDWK 1491**

#### **Special Topics in Cabinet Maker and Millworker**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

Lecture Hrs = 3, Lab Hrs = 4

### **WDWK 2351**

#### **Cabinet Making II**

Advanced skills in machine woodworking and hand craftsmanship. Emphasizes advanced design and door and drawer construction, laminate installation.

Lecture Hrs = 2, Lab Hrs = 6

### **WDWK 2359**

#### **Advanced Woodworking**

The third course in a sequence of courses in which students develop skills of building fine furniture. Emphasizes design and function. Students will build a quality piece of furniture.

Lecture Hrs = 2, Lab Hrs = 4

### **WDWK 2431**

#### **Cabinet Making III**

Techniques of furniture making.

Lecture Hrs. = 2, Lab Hrs. = 6

### **WLDG 1412**

#### **Introduction to Flux-Cored Arc Welding (FCAW)**

An overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and butt joints using self-shielding and dual-shield electrodes.

Lecture Hrs = 2, Lab Hrs = 8

### **WLDG 1417**

#### **Introduction to Layout and Fabrication**

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

Lecture Hrs = 2, Lab Hrs = 8

### **WLDG 1430**

#### **Introduction to Gas-Metal Arc Welding (GMAW)**

A study of the principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs.

Lecture Hrs = 2, Lab Hrs = 8

### **WLDG 1434**

#### **Introduction to Gas Tungsten Arc (GTAW) Welding**

An introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs.

Lecture Hrs = 2, Lab Hrs = 8

### **\*WLDG 1453**

#### **Intermediate Layout and Fabrication**

An intermediate course in layout and fabrication. Includes design and production of shop layout and fabrication. Emphasis on symbols, blueprints, and written specifications.

Lecture Hrs = 2, Lab Hrs = 8

### **WLDG 1457**

#### **Intermediate Shielded-Metal Arc Welding (SMAW)**

A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions.

Lecture Hrs = 2, Lab Hrs = 8

### **WLDG 2406**

#### **Intermediate Pipe Welding**

A comprehensive course on pipe welding using the shielded-metal arc welding (SMAW) process. Position of welds will be 1G, 2G, 5G, and 6G using various electrodes. Topics covered include electrode selection, equipment setup, and safe shop practices.

Lecture Hrs = 2, Lab Hrs = 8

### **WLDG 2413**

#### **Intermediate Welding Using Multiple Processes**

Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shielded-metal arc welding (SMAW), gas-metal arc welding (GMAW), flux-cored arc welding (FCAW), gas-tungsten arc welding (GTAW), or any other approved welding process.

Lecture Hrs = 2, Lab Hrs = 8

### **WLDG 2443**

#### **Advanced Shielded-Metal Arc Welding**

Advanced topics based on accepted welding codes. Training with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions.

Lecture Hrs = 2, Lab Hrs = 8

### **\*WLDG 2453**

#### **Advanced Pipe Welding**

Advanced topics involving pipe welding using the shielded-metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes.

Lecture Hrs = 2, Lab Hrs = 8

# Chapter 5

## About Lee College/Huntsville Center



## History of Lee College

Lee College was established in 1934, and when registration was completed for that first semester, 177 students had enrolled in the inaugural session of Lee Junior College of Goose Creek, Texas. The Board of Trustees of the Goose Creek Independent School District had agreed as early as 1931 that a junior college should be established to provide educational opportunity to students who could not otherwise afford it.

The first graduation was on May 24, 1935, with four women receiving diplomas: Juanita Barrington (Mrs. David Holm), Byrtis Avery (Mrs. Elmer Brinkley), La Del Payne (Mrs. Barney Hillard) and Hudnall Spence (Mrs. Robert Southwick). A 33 percent increase in the fall of 1935 boosted the enrollment to 236.

The founders of the college were interested in providing a strong academic curriculum and a comprehensive occupational curriculum. In 1936 the vocational program was initiated. Later it became known as the Robert E. Lee 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 name was changed to Lee College. In the 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.

## Huntsville Center

A significant event in the history of Lee College occurred in 1966, when the college, under the leadership of Dean Rundell and George Beto, in cooperation with the Texas Department of Corrections, began a program of courses in the state's prison system. This program has grown from 182 students that first year to a current enrollment which exceeds 1200 students.

Today a wide range of academic and technical courses is taught by Lee College Huntsville Center (LCHC) at the Texas Department of Criminal Justice – Institutional Division. LCHC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate of Arts, Associate of Science, and Associate of Applied Science degrees. Certificates of Completion are also awarded in several technical programs.

