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Chapter 4 • Degrees & Certificates Offered

Accounting

Associate of Applied Science in Accounting Technology - Tech Prep

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

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

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

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

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

FIRST SEMESTER		SCH
— ACCT	2401 Principles of Accounting I-Financial	4
— ENGL	1301 English Composition I	3
— <u>POFI</u>	1401 Computer Applications I	4
— POFT	1321 Business Math	3
— ACNT	1331 Federal Income Tax: Individual	3
		17
SECOND SEMESTER		
— ACCT	2402 Principles of Accounting II-Managerial	4
— POFT	2312 Business Correspondence & Communication	3
— ACNT	1311 Introduction to Computerized Accounting	3
— ACNT	1329 Payroll & Business Tax Accounting	3
— ----	---- Business elective*	3
		16
THIRD SEMESTER		
— ACNT	2303 Intermediate Accounting I	3
— ACNT	1313 Computerized Accounting Applications	3
— BUSI	1301 Business Principles	3
— ----	---- Business elective*	3
— SPCH	1315 Principles of Public Speaking	3
		<i>or</i>
— SPCH	1321 Business and Professional Speech	3
— ----	---- Natural Science/Mathematics	4
		19
FOURTH SEMESTER		
— ACNT	2304 Intermediate Accounting II	3
— BUSI	2301 Business Law	3
— ACNT	2309 Cost Accounting	3
— ----	---- Social/Behavioral Science	3
— ----	---- Humanities/Fine Arts	3
— ●ACNT	2389 Internship—Accounting	
		<i>or</i>
— ●ACNT	2302 Accounting Capstone	3
		18
Total Semester Credit Hours for Degree		70

*Business elective to be chosen from BMGT, BUSI, or BUSG courses.

Certificate of Completion in Accounting Technician

The certificate programs in accounting are composed of course work designed to prepare the student for entry-level accounting positions, such as accounts receivable clerk, accounts payable clerk, small office bookkeeper, cashier, or payroll clerk. The programs are designed for the student who plans to seek employment at the end of two or three semesters of training. All courses may apply toward the Associate of Applied Science (AAS) in Accounting Technology degree.

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

FIRST SEMESTER		SCH
— ACCT	2401 Principles of Accounting I-Financial	4
— POFT	1321 Business Math	3
— POFI	1401 Computer Applications I	4
— ACNT	1331 Federal Income Tax: Individual	3
— POFT	1301 Business English	
		<i>or</i>
— ENGL	1301 English Composition I	3
		17
SECOND SEMESTER		
— ACCT	2402 Principles of Accounting II-Managerial	4
— ACNT	1311 Introduction to Computerized Accounting	3
— POFT	2312 Business Correspondence & Communication	3
— ACNT	1329 Payroll & Business Tax Accounting	3
— ACNT	1313 Computerized Accounting Applications	3
— ●ACNT	2386 Internship—Accounting Technician	
		<i>or</i>
— ●ACNT	2301 Accounting Technician Capstone	3
		19
Total Semester Credit Hours for Certificate		36

Certificate of Completion in Advanced Accounting Technician

FIRST SEMESTER		
— ACCT	2401 Principles of Accounting I-Financial	4
— POFT	1321 Business Math	3
— POFI	1401 Computer Applications I	4
— ACNT	1331 Federal Income Tax: Individual	3
— POFT	1301 Business English	
		<i>or</i>
— ENGL	1301 English Composition I	3
		17
SECOND SEMESTER		
— ACCT	2402 Principles of Accounting II-Managerial	4
— ACNT	1311 Introduction to Computerized Accounting	3
— POFT	2312 Business Correspondence & Communication	3
— ACNT	1329 Payroll and Business Tax Accounting	3
— BUSI	1301 Business Principles	3
		16
THIRD SEMESTER		
— ACNT	2303 Intermediate Accounting I	3
— ACNT	1313 Computerized Accounting Applications	3
— ACNT	2309 Cost Accounting	3
— BUSI	2301 Business Law	3
— ●ACNT	2387 Internship-Accounting Technician	
		<i>or</i>
— ●ACNT	2301 Accounting Technician Capstone	3
		15
Total Semester Credit Hours for Certificate		48

● 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.
 Core curriculum courses are shown in bold type. Field of Study (FOS) courses are underlined. If both core and FOS, courses are shown in bold and underline type.
 † Students completing a high school Tech Prep program may receive credit for indicated courses.

Agribusiness

Architecture

Associate of Science in Agribusiness

Students will gain a basic understanding of how agriculture fits into the global marketplace, as well as learning accounting practices.

FIRST SEMESTER		SCH
— ENGL 1301	English Composition I	3
— ECON 2301	Principles of Economics: Macroeconomics	3
— BIOL ----	Biology*	4
— ACCT 2401	Principles of Accounting I - Financial	4
		14
SECOND SEMESTER		
— ENGL 1302	English Composition II	3
— KINE ----	Health, Wellness & Kinesiology	1
— BIOL ----	Biology*	4
— ---- ----	Computer Literacy	3
— ACCT 2402	Principles of Accounting II - Managerial	4
— ECON 2302	Principles of Economics: Microeconomics	3
		18
THIRD SEMESTER		
— GOVT 2301	American Government I	
	or	
— GOVT 2302	American Government II	3
— SPCH ----	Communication: Other	3
— ---- ----	Humanities: Other	3
— HIST 1301	History of the United States to 1877	
	or	
— HIST 1302	History of the United States since 1877	
	or	
— HIST 2301	History of Texas	3
— AGRI 2317	Introduction to Agriculture Economics	3
		15
FOURTH SEMESTER		
— GOVT 2301	American Government I	
	or	
— GOVT 2302	American Government II	3
— HIST 1301	History of the United States to 1877	
	or	
— HIST 1302	History of the United States since 1877	
	or	
— HIST 2301	History of Texas	3
— MATH 1414	College Algebra **	4
— ---- ----	Humanities: Visual/Performing Arts	3
— CHEM 1412	General Chemistry I	4
		17
Total Semester Credit Hours for Degree		64

* BIOL may be chosen from BIOL 1406, 1407, 1411, or 1413.

** Most programs require MATH 2442 Elementary Statistics. Students who qualify should take this course.

Associate of Arts in Architecture

The curriculum is offered for students who are studying for a four- or five-year Bachelor of Architecture degree. Students will gain a basic understanding of architecture and design and be able to create a portfolio of their work. The courses selected are representative of those required during the first two years of study leading to a professional degree in architecture. It is the responsibility of the student to contact the transfer university to obtain its specific course requirements, see an advisor, and enroll in appropriate lower division courses. Upon transfer, students may be required to submit a portfolio of their work for review and acceptance by the selected university.

FIRST SEMESTER		SCH
— ARTS 1316	Drawing I	
	or	
— ARCH 2301	Architectural Freehand Drawing I	3
— ARCH 1311	Introduction to Architecture	3
— ENGL 1301	English Composition I	3
— ---- ----	Social/Behavioral Science: Other	3
— GOVT 2301	American Government I	3
		15
SECOND SEMESTER		
— ARCH 1301	Architectural History I	
	or	
— ARCH 1302	Architectural History II	3
— ARCH 1303	Architectural Design I	3
— MATH 1414	College Algebra or higher **	4
— SPCH 1315	Principles of Public Speaking	3
— HIST 1301	History of the United States to 1877	
	or	
— HIST 1302	History of the United States since 1877	
	or	
— HIST 2301	History of Texas	3
		16
THIRD SEMESTER		
— PHYS 1401	College Physics I	4
— ARCH 1304	Architectural Design II	3
— ENGL 1302	English Composition II	3
— HIST 1301	History of the United States to 1877	
	or	
— HIST 1302	History of the United States since 1877	
	or	
— HIST 2301	History of Texas	3
— ---- ----	Humanities: Other	3
		16
FOURTH SEMESTER		
— ---- ----	Computer Literacy	3-4
— ARCH ----	Architectural elective	
	or	
— ARTS ----	Arts elective	3
— PHYS 1402	College Physics II	4
— GOVT 2302	American Government II	3
— KINE ----	Health, Wellness, Kinesiology	1
— ARCH 1307	Architectural Graphics I	3
		17-18
Total Semester Credit Hours for Degree		64/65

** Most architecture programs require MATH 2412 Precalculus or equivalent as the math requirement. Students who qualify should take this course.

Business Administration and Management

Associate of Science in Business Administration - Field of Study

The Associate of Science in Business Administration degree is designed to provide students with the freshman and sophomore courses that will transfer to Texas public universities for a bachelor of arts (BA/BBA) or bachelor of science (BS) degree in business. This degree plan is based on the latest field of study requirements for business as identified by the Texas Higher Education Coordinating Board.

FIRST SEMESTER		SCH
— ENGL	1301 English Composition I	3
— BCIS	1405 Business Computer Applications	4
— BUSI	1301 Business Principles	3
— KINE	---- Health, Wellness, Kinesiology	1
— MATH	1414 College Algebra	4
		15
SECOND SEMESTER		SCH
— ENGL	1302 English Composition II	3
— ----	---- Humanities: Visual/Performing Arts	3
— MATH	1324 Finite Mathematics with Business Applications	3
— ----	---- Natural Science	4
— SPCH	1321 Business and Professional Speech	3
		16
THIRD SEMESTER		SCH
— ACCT	<u>2401 Principles of Accounting I - Financial</u>	4
— ECON	<u>2301 Principles of Economics: Macroeconomics</u>	3
— GOVT	2301 American Government I	3
— MATH	<u>1425 Calculus with Business Applications</u>	4
— BUSI	2301 Business Law	3
		17
FOURTH SEMESTER		SCH
— ACCT	<u>2402 Principles of Accounting II - Managerial</u>	4
— ECON	<u>2302 Principles of Economics: Microeconomics</u>	3
— GOVT	2302 American Government II	3
— ----	---- Natural Science	4
— ----	---- Social/Behavioral Science	3
		17
Total Semester Credit Hours for Degree		65

Associate of Applied Science in Management - Tech Prep

FIRST SEMESTER		SCH
— BMGT	1301 Supervision	3
— BMGT	1383 Cooperative Education-Business Administration and Management, General *	3
— ENGL	1301 English Composition I	3
— ♦ ITSC	1309 Integrated Software Applications I	3
— ♦ MRKG	1311 Principles of Marketing	3
		15
SECOND SEMESTER		SCH
— ♦ BMGT	1303 Principles of Management	3
— BMGT	1307 High Performance Work Teams	3
— HRPO	1311 Human Relations	3
— SPCH	1321 Business and Professional Speech	3
— ----	---- Social/Behavioral Science	3
		15

THIRD SEMESTER		SCH
— BMGT	1395 Special Topics: Process Control and Supply Chain Management	3
— BMGT	2331 Principles of Quality Management	3
— ENGL	2311 Technical Writing	3
— PHIL	2303 Introduction to Logic	3
	or	
— BUSI	1301 Business Principles	3
— ----	---- Humanities/Fine Arts	3
		15

FOURTH SEMESTER		SCH
— BMGT	2347 Critical Thinking and Problem Solving	3
— ● BMGT	2383 Cooperative Education-Business Administration and Management, General *	3
— PSYC	2301 Introduction to Psychology	3
	or	
— ----	---- Elective -Management/Business Administration	3
— ----	---- Natural Science/Mathematics	4
— ----	---- Social/Behavioral Science	3
		16
Total Semester Credit Hours for Degree		61

* Students who are not employed in qualifying jobs may select from BMGT 2309 or MRKG 2333 in lieu of BMGT 1383; BUSG 2309 will be the capstone course in lieu of BMGT 2383.

Certificate of Completion in Business

FIRST SEMESTER		SCH
— BUSI	1301 Business Principles	3
— BMGT	1303 Principles of Management	3
— BUSI	2301 Business Law	3
— MRKG	1311 Principles of Marketing	3
— ● BMGT	1395 Special Topics: Process Control and Supply Chain Management	3
		15
Total Semester Credit Hours for Certificate		15

Certificate of Completion in International Business

FIRST SEMESTER		SCH
— BUSI	1301 Business Principles	3
— BMGT	1303 Principles of Management	3
— MRKG	1311 Principles of Marketing	3
— ● IBUS	1305 Introduction to International Business and Trade	3
— ----	---- Social/Behavioral Science	3
		15
Total Semester Credit Hours for Certificate		15

Certificate of Completion in Management

FIRST SEMESTER		SCH
— BMGT	1301 Supervision	3
— BMGT	1303 Principles of Management	3
— BMGT	1307 High Performance Work Teams	3
— HRPO	1311 Human Relations	3
		12
SECOND SEMESTER		SCH
— MRKG	1311 Principles of Marketing	3
— BMGT	1383 Cooperative Education-Business Administration and Management, General	3
— ● BMGT	2347 Critical Thinking and Problem Solving	3
— ----	---- Management elective*	3
		12
Total Semester Credit Hours for Certificate		24

* Management elective chosen from BMGT, BUSG, BUSI, MRKG, HRPO.

● 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. Core curriculum courses are shown in bold type. Field of Study (FOS) courses are underlined. If both core and FOS, courses are shown in bold and underline type. ♦ Students completing a high school Tech Prep program may receive credit for indicated courses.

Certificate of Completion in Small Business Operations

The Certificate of Completion in Small Business Operations is designed for individuals who plan to open their own business and/or those students who want to work for a small organization (usually one with less than fifty full-time employees) in a leadership role. With the assistance of the Management Faculty Advisor, these courses can become part of an AAS in Management for students who want to continue their education.

FIRST SEMESTER	SCH
___ BMGT 1301 Supervision	3
___ BMGT 1303 Principles of Management	3
___ BUSI 1307 Personal Finance	3
___ MRKG 1311 Principles of Marketing	3
	12

SECOND SEMESTER	SCH
___● BUSG 2309 Small Business Management	3
___ BUSI 2301 Business Law	3
___ HRPO 1311 Human Relations	3
___ MRKG 2333 Principles of Selling	3
	12
Total Semester Credit Hours for Certificate	24

Certificate of Completion in Supervision

FIRST SEMESTER	SCH
___ BMGT 1307 High Performance Work Teams	3
___ HRPO 1311 Human Relations	3
___ BMGT 1383 Cooperative Education, Business and Management, General	3
	9

SECOND SEMESTER	SCH
___ BMGT 1301 Supervision	3
___● BMGT 2382 Cooperative Education, Business and Management, General	3
	6
Total Semester Credit Hours for Certificate	15

Career Pilot Technology

To be eligible for reduced aircraft usage (rental) rates, each student will register in two ground school courses and one flight course during the regular semesters, and one ground school course and one flight course during the summer semesters. All courses in each certificate apply toward the next level certificate.

Certificate of Completion in Career Pilot

This certificate is designed to prepare students for that part of the aeronautical experience required for the commercial pilot certificate as specified in the Federal Aviation Regulation 61.129. All courses in each certificate apply toward the next level certificate.

FIRST SEMESTER	SCH
___ AIRP 1215 Private Flight	2
___ AIRP 1345 Aviation Safety	3
___ AIRP 1317 Private Pilot Ground School	3
	8
SECOND SEMESTER	SCH
___● AIRP 1255 Intermediate Flight	2
___ AIRP 1343 Aerodynamics	3
___ AIRP 1301 Air Navigation	3
	8
Total Semester Credit Hours for Certificate	16

Certificate of Completion in Instrument Pilot

Completion of the Instrument Pilot Certificate is a prerequisite to the Commercial Pilot Certificate.

FIRST SEMESTER	SCH
___ AIRP 1255 Intermediate Flight	2
___ AIRP 1351 Instrument Ground School	3
___ AIRP 1307 Aviation Meteorology	3
	8

SECOND SEMESTER	SCH
___● AIRP 2250 Instrument Flight	2
___ AIRP 1341 Advanced Air Navigation	3
___ AIRP 2331 Advanced Meteorology	3
	8
Total Semester Credit Hours for Certificate	16

Certificate of Completion in Commercial Pilot

All courses in each certificate apply toward the next level certificate.

FIRST SEMESTER	SCH
___ AIRP 1255 Intermediate Flight	2
___ AIRP 2333 Aircraft Systems	3
___ AIRP 2337 Commercial Ground School	3
	8

SECOND SEMESTER	SCH
___● AIRP 2239 Commercial Flight	2
___ AIRP 1343 Aerodynamics	3
___ AIRP 2331 Advanced Meteorology	3
	8
Total Semester Credit Hours for Certificate	16

Communications

Associate of Science in Communications: Audio Recording

Students will gain a basic understanding of the audio recording industry and be able to create a CD.

FIRST SEMESTER	SCH
___ ENGL 1301 English Composition I	3
___ HIST 1301 History of the United States to 1877	
	<i>or</i>
___ HIST 1302 History of the United States since 1877	
	<i>or</i>
___ HIST 2301 History of Texas	3
___ KINE ---- Health, Wellness, Kinesiology	1
___ ---- ---- Computer Literacy	3
___ MUAP --- Elective***	1
___ COMM 2303 Beginning Audio Recording Techniques	3
___ MUSI 1301 Fundamentals of Music	
	<i>or</i>
___ MUSI 1211 Music Theory I	2-3
	16/17

SECOND SEMESTER	SCH
___ ENGL 1302 English Composition II	3
___ HIST 1301 History of the United States to 1877	
	<i>or</i>
___ HIST 1302 History of the United States since 1877	
	<i>or</i>
___ HIST 2301 History of Texas	3
___ ---- ---- Humanities: Visual/Performing Arts*	3
___ ---- ---- Social/Behavioral Science: Other**	3
___ ---- ---- Mathematics#	3
___ MUAP ---- Elective***	1
___ COMM 2220 Intermediate Recording Techniques	2
	18

THIRD SEMESTER

—	GOVT 2301	American Government I	
		<i>or</i>	
	GOVT 2302	American Government II	3
—	-----	Natural Science	4
—	-----	Communication: Other	3
—	COMM 2122	Advanced Recording & Production Techniques	1
—	COMM 2324	Electronic Music I (Editing Hard Disk)	3
			14

FOURTH SEMESTER

—	GOVT 2301	American Government I	
		<i>or</i>	
	GOVT 2302	American Government II	3
—	-----	Natural Science	4
—	COMM 2389A	Audio Recording Cooperative	3
—	-----	Humanities: Other[^]	3
—	COMM 2325	Electronic Music II (MIDI Interface)	3
			16
Total Semester Credit Hours for Degree			64/65

* MUSI 1306 or 1310 preferred

** Economics courses preferred

[^] Philosophy preferred

*** Choose from MUAP 1169, 1181, 1161, 1187, 1191, or 1157

MATH 1332 or check with transfer university.

Computer Information Systems

Associate of Applied Science in Desktop Publishing

FIRST SEMESTER				SCH
—	ITSC 1309	Integrated Software Applications	3	
—	ARTC 1453	Computer Illustration	4	
—	ENGL 1301	English Composition I	3	
—	SOCI 1301	Introductory Sociology	3	
—	-----	Humanities/Fine Arts	3	
			16	
SECOND SEMESTER				
—	ARTC 1413	Digital Publishing I	4	
—	ITSC 1313	Internet/Web Page Development	3	
—	SPCH 1315	Principles of Public Speaking	3	
—	MATH 1414	College Algebra	4	
			14	
THIRD SEMESTER				
—	-----	Elective**	3-4	
—	-----	Elective**	3-4	
—	ITSW 1401	Introduction to Word Processing	4	
—	ECON 2301	Principles of Economics: Macroeconomics	3	
—	PSYC 2301	Introduction to Psychology	3	
			16/18	
FOURTH SEMESTER				
—	● ARTC 2440	Computer Illustration II	4	
—	ITSW 1410	Introduction to Presentation Graphics Software	4	
—	ENGL 2311	Technical Writing	3	
—	-----	Elective	3	
			14	
Total Semester Credit Hours for Degree			60/62	

** Select electives from IMED 1401, ITSC 1321, MRKG 1311.

Certificate of Completion in Desktop Publishing

FIRST SEMESTER				SCH
—	ITSC 1309	Integrated Software Applications I	3	
—	IMED 1401	Introduction to Multimedia		
		<i>or</i>		
	ITSC 1321	Intermediate PC Operating Systems		
		<i>or</i>		
—	MRKG 1311	Principles of Marketing	3-4	
—	ITSW 1401	Introduction to Word Processing	4	
—	ARTC 1453	Computer Illustration	4	
			14/15	
SECOND SEMESTER				
—	ITSW 1410	Introduction to Presentation Graphics Software	4	
—	ARTC 1413	Digital Publishing I	4	
—	● ARTC 2440	Computer Illustration II	4	
—	ITSC 1313	Internet/Web Page Development	3	
			15	
Total Semester Credit Hours for Certificate			29/30	

Associate of Applied Science in Microcomputer Applications

FIRST SEMESTER				SCH
—	ITSC 1309	Integrated Software Applications I	3	
—	ITSC 1321	Intermediate PC Operating Systems	3	
—	ENGL 1301	English Composition I	3	
—	MATH 1414	College Algebra	4	
—	-----	Humanities/Fine Arts	3	
			16	
SECOND SEMESTER				
—	ARTC 1413	Digital Publishing I	4	
—	ITSW 1304	Introduction to Spreadsheets	3	
—	SPCH 1315	Principles of Public Speaking	3	
—	ITSE 1331	Introduction to Visual BASIC Programming	3	
—	-----	Elective	3	
			16	
THIRD SEMESTER				
—	ITSW 1401	Introduction to Word Processing	4	
—	IMED 1401	Introduction to Multimedia	4	
—	ECON 2301	Principles of Economics: Macroeconomics	3	
—	PSYC 2301	Introduction to Psychology	3	
			14	
FOURTH SEMESTER				
—	● ITSW 1410	Introduction to Presentation Graphics Software	4	
—	ITSE 2309	Database Programming	3	
—	ENGL 2311	Technical Writing	3	
—	ACCT 2401	Principles of Accounting I - Financial	4	
—	ITSE 2349	Advanced Visual BASIC Programming		
		<i>or</i>		
	ITSC 1313	Internet/Web Page Development	3	
			17	
Total Semester Credit Hours for Degree			63	

Certificate of Completion in Microcomputer Applications

FIRST SEMESTER				SCH
—	ITSC 1309	Integrated Software Applications I	3	
—	ITSC 1321	Intermediate PC Operating Systems	3	
—	ARTC 1413	Digital Publishing I	4	
—	ITSW 1401	Introduction to Word Processing	4	
			14	

● 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.
 Core curriculum courses are shown in bold type. Field of Study (FOS) courses are underlined. If both core and FOS, courses are shown in bold and underline type.
 ♦ Students completing a high school Tech Prep program may receive credit for indicated courses.

SECOND SEMESTER				
___	ITSE	1331	Introduction to Visual BASIC Programming	3
___	ITSW	1304	Introduction to Spreadsheets	3
___	ITSE	2309	Database Programming	3
___	● ITSW	1410	Introduction to Presentation Graphics Software	4
				13
Total Semester Credit Hours for Certificate				27

Certificate of Completion in Web Design

FIRST SEMESTER				SCH
___	ITSC	1309	Integrated Software Applications I	3
___	ITSC	1321	Intermediate PC Operating Systems	3
___	ITNW	1337	Introduction to the Internet	3
___	ARTC	1453	Computer Illustration	4
				13

SECOND SEMESTER				SCH
___	ITSC	1313	Internet/Web Page Development	3
___	ITSE	2302	Intermediate Web Programming	3
___	ITSE	2309	Introduction to Database Programming	3
___	----	----	Elective*	3-4
				12-13

THIRD SEMESTER				SCH
___	CPMT	1449	Computer Networking Technology	4
___	● ITSE	2413	Web Authoring	4
___	----	----	Elective*	3-4
___	----	----	Elective*	3-4
				14-16
Total Semester Credit Hours for Certificate				39/42

* Electives: Choose from ARTS 2313, 2314, ARTC 2440, INEW 2334, ITSE 1331, 2317, ITSW 1410, MRKG 1311.

Associate of Science in Computer Information Systems

This degree is designed for students whose goal is to transfer to a four-year university.

FIRST SEMESTER				SCH
___	ENGL	1301	English Composition I	3
___	MATH	1414	College Algebra (or more advanced)	4
___	HIST	1301	History of the United States to 1877	
			or	
	HIST	1302	History of the United States since 1877	
			or	
	HIST	2301	History of Texas	3
___	----	----	Computer Literacy	3-4
___	----	----	Natural Science	4
				17/18

SECOND SEMESTER				SCH
___	ENGL	1302	English Composition II	3
___	----	----	Humanities: Visual/Performing Arts	3
___	HIST	1301	History of the United States to 1877	
			or	
	HIST	1302	History of the United States since 1877	
			or	
	HIST	2301	History of Texas	3
___	COSC	1420	"C" Language Programming	4
___	----	----	Natural Science	4
___	KINE	----	Health, Wellness, Kinesiology	1
				18

THIRD SEMESTER				SCH
___	SOCI	1301	Introductory Sociology	3
___	ITSE	1310	Pascal Programming	3
___	GOVT	2301	American Government I	3
___	ACCT	2401	Principles of Accounting I - Financial	4
___	SPCH	1315	Principles of Public Speaking	3
				16

FOURTH SEMESTER				SCH
___	GOVT	2302	American Government II	3
___	ITSE	2359	Advanced Computer Programming	3
___	----	----	Humanities: Other	3
___	BMGT	1303	Principles of Management	3
				12
Total Semester Credit Hours for Degree				63/64

Computer Maintenance Technology

Associate of Applied Science in Computer Maintenance Technology - Tech Prep

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

FIRST SEMESTER				SCH
___	CPMT	1407	Electronic and Computer Skills	4
___	CPMT	1445	Computer Systems Maintenance	4
___	◆ ITSC	1309	Integrated Software Applications I	3
___	◆ CPMT	1411	Introduction to Computer Maintenance	4
___	TECM	1341	Technical Algebra	3
				18

SECOND SEMESTER				SCH
___	CPMT	2445	Computer System Troubleshooting	4
___	TECM	1349	Technical Math Applications	3
___	ITCC	1402	CCNA 1: Networking Basics	4
___	ENGL	----	Written Communication	3
___	----	----	Humanities/Fine Arts	3
				17

THIRD SEMESTER				SCH
___	----	----	Elective*	4
___	SPCH	----	Oral Communications	3
___	BMGT	1307	High Performance Work Teams	3
___	----	----	Social/Behavioral Science	3
___	----	----	Elective*	3
				16

FOURTH SEMESTER				SCH
___	----	----	Natural Science	4
___	● CPMT	----	Capstone Course**	4
___	----	----	Elective*	4
				12
Total Semester Credit Hours for Degree				63

* Electives should be chosen from ITCC or ITNW courses for network maintenance concentration. Otherwise, electives should be chosen from computer related areas.

** The capstone experience will be assigned by the Lead Instructor as CPMT 2449 or CPMT 2488.

Certificate of Completion in Computer Maintenance Technology

FIRST SEMESTER				SCH
___	CPMT	1407	Electronic and Computer Skills	4
___	CPMT	1445	Computer Systems Maintenance	4
___	TECM	1341	Technical Algebra	3
___	CPMT	1411	Introduction to Computer Maintenance	4
				15

SECOND SEMESTER				
—	CPMT	2445	Computer System Troubleshooting	4
—	TECM	1349	Technical Math Applications	3
—	ITCC	1402	CCNA 1: Networking Basics	4
—	● CPMT	----	Capstone Experience**	4
				15
Total Semester Credit Hours for Certificate				30

** The capstone experience will be assigned by the Lead Instructor as CPMT 2449 or CPMT 2488.

Certificate of Completion in Network Maintenance Technology

FIRST SEMESTER				SCH
—	ITCC	1402	CCNA 1: Networking Basics	4
—	CPMT	1411	Introduction to Computer Maintenance	4
—	CPMT	1407	Electronic and Computer Skills	4
				12

SECOND SEMESTER				SCH
—	CPMT	1449	Computer Networking Technology	4
—	ITCC	1406	CCNA 2: Router and Routing Basics	4
—	CPMT	2445	Computer System Troubleshooting	4
				12

THIRD SEMESTER				SCH
—	● CPMT	2449	Advanced Computer Networking Technology	4
—	ITCC	1442	CCNA 3: Switching Basic and Intermediate Routing	4
—	ITCC	1446	CCNA 4: WAN Technologies	4
				12

Total Semester Credit Hours for Certificate **36**

** The capstone experience will be assigned by the Lead Instructor as CPMT 2449 or CPMT 2488.

Computer Programming

Associate of Applied Science in Computer Programming

FIRST SEMESTER				SCH
—	COSC	1301	Microcomputer Applications	3
—	ITSE	1331	Introduction to Visual BASIC Programming	3
—	ENGL	1301	English Composition I	3
—	MATH	1414	College Algebra	4
—	SOCI	1301	Introductory Sociology	3
				16

SECOND SEMESTER				SCH
—	ITSC	1309	Integrated Software Applications I	3
—	ITSE	2349	Advanced Visual BASIC Programming	3
—	COSC	1420	"C" Language Programming	4
—	MATH	1324	Finite Mathematics with Business Applications I	3
—	SPCH	1315	Principles of Public Speaking	3
				16

THIRD SEMESTER				SCH
—	ITSE	2317	JAVA Programming	3
—	ITSE	1310	Pascal Programming	3
—	ECON	2301	Principles of Economics: Macroeconomics	3
—	ENGL	2311	Technical Writing	3
—	----	----	Elective	3
				15

FOURTH SEMESTER				SCH
—	ITSE	2309	Database Programming	3
—	ECON	2302	Principles of Economics: Microeconomics	3
—	● ITSE	2359	Advanced Computer Programming	3
—	ITSE	1364	Practicum (or Field Experience) - Computer and Information Sciences, General	
				<i>or</i>
—	ITSE	1350	Systems Analysis and Design	3
—	----	----	Humanities/Fine Arts	3
				15
Total Semester Credit Hours for Degree				62

Certificate of Completion in Computer Programming

FIRST SEMESTER				SCH
—	COSC	1301	Microcomputer Applications	3
—	ITSE	1331	Introduction to Visual BASIC Programming	3
—	ITSC	1309	Integrated Software Applications I	3
—	ITSE	1310	Pascal Programming	3
—	ITSE	2317	JAVA Programming	3
				15

SECOND SEMESTER				SCH
—	COSC	1420	"C" Language Programming	4
—	ITSE	2349	Advanced Visual BASIC Programming	3
—	ITSE	2309	Database Programming	3
—	● ITSE	2359	Advanced Computer Programming	3
—	ITSC	1364	Practicum (or Field Experience)- Computer and Information Sciences, General	
				<i>or</i>
—	ITSE	1350	System Analysis and Design	3
				<i>or</i>
—	ITSC	1313	Internet/Web Page Development	3
				16

Total Semester Credit Hours for Certificate **31**

Computer Science

Associate of Science in Computer Science - Field of Study

This degree plan is designed for students who plan to major in Computer Science and transfer to a four-year college or university. The Field of Study courses will constitute a semester credit hour transfer block to any public Texas four-year college or university with a Computer Science major. Transferring students shall not be required to repeat courses transferred as part of the field of study curriculum. However, a receiving institution can require additional lower-division courses that may be necessary for specific degree programs. Students should plan very carefully and work with an advisor.

FIRST SEMESTER				SCH
—	ENGL	1301	English Composition I	3
—	COSC	1301	Microcomputer Applications	3
—	COSC	1436	Programming Fundamentals I	4
—	HIST	1301	History of the United States to 1877	
				<i>or</i>
—	HIST	1302	History of the United States since 1877	
				<i>or</i>
—	HIST	2301	History of Texas	3
—	----	----	Humanities: Visual/Performing Arts	3
				16

● 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.
 Core curriculum courses are shown in bold type. Field of Study (FOS) courses are underlined. If both core and FOS, courses are shown in bold and underline type.
 ♦ Students completing a high school Tech Prep program may receive credit for indicated courses.

SECOND SEMESTER

—	HIST	1301	History of the United States to 1877 <i>or</i>	
	HIST	1302	History of the United States since 1877 <i>or</i>	
	HIST	2301	History of Texas	3
—	COSC	1437	Programming Fundamentals II	4
—	ENGL	1302	English Composition II	3
—	----	----	Communication: Other	3
—	MATH	2413	Calculus I with Analytic Geometry	4
				17

THIRD SEMESTER

—	----	----	Humanities: Other	3
—	GOVT	2301	American Government I	3
—	COSC	2325	Computer Organization & Machine Language	3
—	MATH	2414	Calculus II with Analytic Geometry	4
—	PHYS	2425	Mechanics & Heat	4
				17

FOURTH SEMESTER

—	GOVT	2302	American Government II	3
—	COSC	2436	Programming Fundamentals III	4
—	KINE	----	Health, Wellness, Kinesiology	1
—	PHYS	2426	Electricity, Optics & Waves	4
—	----	----	Social/Behavioral Science: Other	3
				15
Total Semester Credit Hours for Degree				65

Cosmetology

Associate of Applied Science in Cosmetology Instructor

To earn this degree, students must have a GED or high school diploma and a valid T.C.C. license.

FIRST SEMESTER				SCH
—	CSME	1435	Orientation to the Instruction of Cosmetology	4
—	CSME	1434	Cosmetology Instructor I	4
—	ENGL	1301	English Composition I	3
—	ITSC	1309	Integrated Software Applications I	3
—	----	----	Elective	3
				17
SECOND SEMESTER				
—	CSME	2414	Cosmetology Instructor II	4
—	CSME	2415	Cosmetology Instructor III	4
—	ENGL	1302	English Composition II <i>or</i>	
	ENGL	2311	Technical Writing	3
—	SPCH	1315	Principles of Public Speaking	3
—	BMGT	1301	Supervision	3
				17
THIRD SEMESTER				
—	CSME	2444	Cosmetology Instructor IV	4
—	BMGT	1307	High Performance Work Teams	3
—	----	----	Natural Science/Mathematics	4
—	HUMA	1301	Introduction to the Humanities I <i>or</i>	
	PHIL	1301	Introduction to Philosophy	3
				14
FOURTH SEMESTER				
—	● CSME	2445	Instructional Theory and Clinic Operation	4
—	HRPO	1311	Human Relations	3
—	----	----	Social/Behavioral Science	3
—	----	----	Elective	3
				13
Total Semester Credit Hours for Degree				61

Certificate of Completion as Cosmetology Student Instructor

To earn this certificate, students must have a GED or high school diploma, a valid T.C.C. license, and successfully complete courses contained in a block unit taught in three semesters.

FIRST SEMESTER				SCH
—	CSME	1435	Orientation to the Instruction of Cosmetology	4
—	CSME	1434	Cosmetology Instructor I	4
				8
SECOND SEMESTER				
—	CSME	2414	Cosmetology Instructor II	4
—	CSME	2415	Cosmetology Instructor III	4
				8
THIRD SEMESTER				
—	● CSME	2444	Cosmetology Instructor IV	4
—	CSME	2445	Instructional Theory and Clinic Operation	4
				8
Total Semester Credit Hours for Certificate				24

Certificate of Completion in Cosmetology

This certificate program will provide for 1500 hours of instruction scheduled on the basis of 32 hours per week, to be completed within 12 months. This program will provide students with an opportunity to learn the basic manipulative and theoretical skills necessary to become a licensed cosmetologist.

To earn a certificate, students must successfully complete courses contained in a block unit taught in three semesters.

To be eligible for licensing by the Texas Cosmetology Commission, the students must have completed the following courses of study and must show satisfactory completion of the state administered exam.

FIRST SEMESTER				SCH
—	CSME	1401	Orientation to Cosmetology	4
—	CSME	1410	Introduction to Haircutting and Related Theory	4
—	CSME	1453	Chemical Reformation and Related Theory	4
—	CSME	1248	Principles of Skin Care	2
				14
SECOND SEMESTER				
—	CSME	2401	The Principles of Hair Coloring and Related Theory	4
—	CSME	2410	Advanced Haircutting and Related Theory	4
—	CSME	1451	Artistry of Hair, Theory and Practice	4
—	CSME	1293	Special Topics in Cosmetic Services, General	2
				14
THIRD SEMESTER				
—	CSME	2337	Advanced Cosmetology Techniques	3
—	● CSME	2441	Preparation for Texas Cosmetology Commission Examination	4
—	CSME	2439	Advanced Hair Design	4
—	CSME	2343	Salon Development	3
				14
Total Semester Credit Hours for Certificate				42

Certificate of Completion in Nail Design

To earn a certificate, students must successfully complete 616 clock hours offered in two semesters.

FIRST SEMESTER				SCH
—	CSME	1330	Orientation to Nail Technology	3
—	CSME	1431	Principles of Nail Technology I	4
				7
SECOND SEMESTER				
—	● CSME	1441	Principles of Nail Technology II	4
—	CSME	2530	Nail Enhancement	5
				9
Total Semester Credit Hours for Certificate				16

Criminal Justice and Corrections

Associate of Science in Criminal Justice - Field of Study

Students will gain basic knowledge about law enforcement, the courts, corrections, and criminal law.

FIRST SEMESTER		SCH
— ENGL	1301 English Composition I	3
— HIST	1301 History of the United States to 1877	
	<i>or</i>	
HIST	1302 History of the United States since 1877	
	<i>or</i>	
HIST	2301 History of Texas	3
----	Humanities: Visual/Performing Arts	3
— KINE	Health, Wellness, Kinesiology	1-3
◆ CRIJ	<u>1301 Introduction to Criminal Justice</u>	3
— COSC	1301 Microcomputer Applications	3
		16/18
SECOND SEMESTER		SCH
— ENGL	1302 English Composition II	3
— HIST	1301 History of the United States to 1877	
	<i>or</i>	
HIST	1302 History of the United States since 1877	
	<i>or</i>	
HIST	2301 History of Texas	3
----	Social/Behavioral Science: Other	3
----	Humanities: Other	3
— CRIJ	<u>1306 Court Systems and Practices</u>	3
		15
THIRD SEMESTER		SCH
— GOVT	2301 American Government I	
	<i>or</i>	
GOVT	2302 American Government II	3
— SPCH	1315 Principles of Public Speaking	3
----	Natural Science	4
— CRIJ	<u>1310 Fundamentals of Criminal Law</u>	3
— CRIJ	<u>2328 Police Systems and Practices</u>	3
		16
FOURTH SEMESTER		SCH
— GOVT	2301 American Government I	
	<i>or</i>	
GOVT	2302 American Government II	3
— MATH	1414 College Algebra	
	<i>or</i>	
MATH	1332 Contemporary Mathematics I	3-4
----	Natural Science	4
— CRIJ	<u>2313 Correctional Systems & Practices</u>	3
— CRIJ	Criminal Justice elective	3
		16/17
Total Semester Credit Hours for Degree		63/66

Associate Of Applied Science In Law Enforcement Tech Prep

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

FIRST SEMESTER		SCH
— ENGL	Written Communication	3
— PSYC	2301 Introduction to Psychology	3
—◆ CRIJ	1301 Introduction to Criminal Justice	3
—◆ CRIJ	2328 Police Systems and Practices	3
—◆ ITSC	1309 Integrated Software Applications I	3
	<i>or</i>	
COSC	1301 Microcomputer Applications	3
		15
SECOND SEMESTER		SCH
— ENGL	Written Communication	3
— CRIJ	1306 Court Systems and Practices	3
—	Humanities/Fine Arts	3
— SOCI	1301 Introduction to Sociology	
	<i>or</i>	
— ANTH	2351 Cultural Anthropology	3
—	Criminal Justice elective *	3
—	Elective	3
		18
THIRD SEMESTER		SCH
— SPCH	1315 Principles of Public Speaking	3
— CRIJ	1310 Fundamentals of Criminal Law	3
— CRIJ	2313 Correctional Systems and Practices	3
—	Criminal Justice elective *	3
—	Elective	3
		15
FOURTH SEMESTER		SCH
—	Natural Science	4
— CRIJ	2314 Criminal Investigation	3
—● CRIJ	2323 Legal Aspects of Law Enforcement	3
—	Criminal Justice elective *	3
—	Elective	3
		16
Total Semester Credit Hours for Degree		64

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

Certificate of Completion in Law Enforcement

FIRST SEMESTER		SCH
— CRIJ	1301 Introduction to Criminal Justice	3
— CRIJ	1310 Fundamentals of Criminal Law	3
— ENGL	Written Communication	3
— ITSC	1309 Integrated Software Applications I	
	<i>or</i>	
COSC	1301 Microcomputer Applications	3
— CRIJ	2313 Correctional Systems and Practices	3
		15
SECOND SEMESTER		SCH
— CRIJ	1306 Court Systems and Practices	3
— CRIJ	2314 Criminal Investigation	3
—	Criminal Justice elective *	3
— PSYC	2301 Introduction to Psychology	3
		12

● 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.
 Core curriculum courses are shown in bold type. Field of Study (FOS) courses are underlined. If both core and FOS, courses are shown in bold and underline type.
 ◆ Students completing a high school Tech Prep program may receive credit for indicated courses.

THIRD SEMESTER

—●	CRIJ	2328	Police Systems and Practices	3
—	SOCI	1301	Introduction to Sociology or	
	ANTH	2351	Cultural Anthropology	3
—	SPCH	1315	Principles of Public Speaking	3
—	----	----	Criminal Justice elective *	3
—	----	----	Elective	3

Total Semester Credit Hours for Certificate 42

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

Drafting Technology

Associate of Applied Science in Drafting Technology

The Drafting Technology program provides training experience in traditional board drafting as well as computer-aided drafting. The associate of applied science degree prepares students for entrance into the drafting profession confident of having received a strong foundation in drafting disciplines and skills.

Note: Students should review the catalog course descriptions to determine specific course prerequisites. Some drafting electives may have another drafting elective as a prerequisite. Students planning to transfer should see a counselor or a faculty advisor for a transferable course substitution.

FIRST SEMESTER				SCH
—	DFTG	1405	Technical Drafting	4
—	DFTG	1409	Basic Computer-Aided Drafting	4
—	----	----	Computer Literacy	3-4
—	TECM	1349	Technical Math Applications	3
—	POFT	1132	Workplace Diversity	1
				15-16

SECOND SEMESTER				
—	DFTG	----	Elective	4
—	DFTG	2419	Intermediate Computer-Aided Drafting	4
—	----	----	Social/Behavioral Science	3
—	ENGL	1301	English Composition I	3
—	----	----	Humanities/Fine Arts	3
				17

THIRD SEMESTER				
—	DFTG	----	Elective	4
—	DFTG	----	Elective	4
—	POFT	2312	Business Correspondence & Communication	3
—	----	----	Elective outside major *	
			or	
	ELPT	1325	National Electrical Code I	
			or	
	WLDG	1313	Introduction to Blueprint Reading for Welders	3-4
				14-15

FOURTH SEMESTER				
—	DFTG	----	Elective	4
—●	DFTG	2438	Final Project-Advanced Drafting	
			or	
●	DFTG	2486	Internship-Drafting and Design Technology/ Technician, General	4
—	----	----	Natural Science	4
—	----	----	Oral Communications	3
				15
Total Semester Credit Hours for Degree				61/63

* Choose from CNBT 1411, 1442, 2442, or ELPT 1325, or WLDG 1313.

** DFTG Electives should be chosen from DFTG 1417, 1419, 1433, 1458, 2400, 2408, 2410, 2421, 2423, 2427, 2428, 2430, 2431, 2432, 2435, 2440, 2442, 2445, 2459.

The following two certificate exit points allow students to seek employment after a concentrated drafting program. (First semester courses may not be substituted in the Drafting Science & Technology Certificate.)

Certificate of Completion in Drafting Theory & Practices

FIRST SEMESTER				SCH
—	DFTG	1405	Technical Drafting	4
—	DFTG	1409	Basic Computer-Aided Drafting	4
				8

SECOND SEMESTER				
—	DFTG	----	Elective*	4
—●	DFTG	2419	Intermediate Computer-Aided Drafting	4
				8

Total Semester Credit Hours for Certificate 16

* DFTG Electives should be chosen from DFTG 1417, 1419, 1433, 1458, 2400, 2408, 2410, 2421, 2423, 2427, 2428, 2430, 2431, 2432, 2435, 2440, 2442, 2445, 2459.

Certificate of Completion in Drafting Science & Technology

Students should review the catalog course descriptions to determine specific course prerequisites. Some drafting electives may have another drafting elective as a prerequisite. Students planning to transfer should see a counselor or a faculty advisor for a transferable course substitution.

FIRST SEMESTER				SCH
—	DFTG	1405	Technical Drafting	4
—	DFTG	1409	Basic Computer-Aided Drafting	4
				8

SECOND SEMESTER				
—	DFTG	----	Elective*	4
—	DFTG	2419	Intermediate Computer-Aided Drafting	4
				8

THIRD SEMESTER				
—	DFTG	----	Elective*	4
—	DFTG	----	Elective*	4
				8

FOURTH SEMESTER				
—	DFTG	----	Elective*	4
—●	DFTG	2486	Internship-Drafting and Design Technology/ Technician, General	
			or	
●	DFTG	2438	Final Project Advanced Drafting	4
				8
Total Semester Credit Hours for Certificate				32

* DFTG Electives should be chosen from DFTG 1417, 1419, 1433, 1458, 2400, 2408, 2410, 2421, 2423, 2427, 2428, 2430, 2431, 2432, 2435, 2440, 2442, 2445, 2459.

Drama

Associate of Arts in Drama

Students will gain a basic understanding of all facets of the theatre from acting to set design. Students will gain the skill to compete for entry level positions.

FIRST SEMESTER		SCH
—	----- Humanities: Visual/Performing Arts	3
—	DRAM 1351 Introduction to Acting	3
—	DRAM 1120 Theatre Arts Lab I	1
—	ENGL 1301 English Composition I	3
—	DRAM 2336 Voice and Diction	3
—	----- Natural Science	4
		17
SECOND SEMESTER		
—	DRAM 1330 Elementary Stagecraft	3
—	----- Social/Behavioral Science: Other	3
—	DRAM ----- Drama elective*	3
—	DRAM 1121 Theatre Arts Lab II	1
—	ENGL 1302 English Composition II	3
—	MATH ----- Mathematics	3
		16
THIRD SEMESTER		
—	HIST 1301 History of the United States to 1877	
	<i>or</i>	
	HIST 1302 History of the United States since 1877	
	<i>or</i>	
	HIST 2301 History of Texas	3
—	DRAM ----- Drama elective*	3
—	DRAM 2120 Theatre Arts Lab III	1
—	----- Humanities: Other	3
—	GOVT 2301 American Government I	3
—	----- Computer Literacy	3
—	KINE ----- Health, Wellness, Kinesiology	1
		17
FOURTH SEMESTER		
—	HIST 1301 History of the United States to 1877	
	<i>or</i>	
	HIST 1302 History of the United States since 1877	
	<i>or</i>	
	HIST 2301 History of Texas	3
—	DRAM ----- Drama elective(s)*	4-6
—	GOVT 2302 American Government II	3
—	----- Natural Science	4
		14-16
Total Semester Credit Hours for Degree		64/66

*Drama electives to be chosen from DRAM 1341, 1352, 2121, 2189, 2331, 2361, 2362, 2366

Education

Associate of Arts in Teaching: Early Childhood to Grade 4 Specialization - Field of Study

Students will gain a basic understanding of the general role of education within the context of community, families, and child development, as well as the role of agencies. Upon completion, students will have enough hours to seek jobs as daycare workers or substitute teachers.

FIRST SEMESTER		SCH
—	ENGL 1301 English Composition I	3
—	HIST 1301 History of the United States to 1877	
	<i>or</i>	
	HIST 1302 History of the United States Since 1877	3
—	----- Natural Science	4
—	MATH 1414 College Algebra	4
—	<u>TECA 1311 Educating Young Children</u>	3
		17
SECOND SEMESTER		
—	ENGL 1302 English Composition II	3
—	HIST 2301 History of Texas *	3
—	----- Humanities: Visual & Performing Arts	3
—	----- Natural Science	4
—	<u>MATH 1350 Fundamentals of Mathematics I</u>	3
		16
THIRD SEMESTER		
—	GOVT 2301 American Government I	
	<i>or</i>	
	GOVT 2302 American Government II	3
—	----- Social/Behavioral Science: Other	3
—	SPCH 1315 Principles of Public Speaking	
	<i>or</i>	
	SPCH 1321 Business and Professional Speech	3
—	KINE ----- Health, Wellness, Kinesiology	1
—	<u>MATH 1351 Fundamentals of Mathematics II</u>	3
—	<u>TECA 1318 Wellness of the Young Child</u>	3
		16
FOURTH SEMESTER		
—	GOVT 2301 American Government I	
	<i>or</i>	
	GOVT 2302 American Government II	3
—	----- Humanities: Other	3
—	BCIS 1405 Business Computer Applications *	4
—	<u>TECA 1303 Family, School, and Community</u>	3
—	<u>TECA 1354 Child Growth and Development</u>	3
		16
Total Semester Credit Hours for Degree		65

* Recommended

● 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.
 Core curriculum courses are shown in bold type. Field of Study (FOS) courses are underlined. If both core and FOS, courses are shown in bold and underline type.
 ♦ Students completing a high school Tech Prep program may receive credit for indicated courses.

Associate of Arts in Teaching Early Childhood to Grade 4 - Field of Study

Along with understanding the general role of education, students will focus on math and science for primary learners. Upon completion, students will have enough hours to seek jobs as substitute teachers.

FIRST SEMESTER			SCH
___ ENGL	1301	English Composition I	3
___ HIST	1301	History of the United States to 1877	
		or	
___ HIST	1302	History of the United States Since 1877	3
___ ----	----	Natural Science	4
___ MATH	1414	College Algebra	4
___ EDUC	1301	Introduction to the Teaching Profession	3
			17

SECOND SEMESTER			SCH
___ ENGL	1302	English Composition II *	3
___ HIST	2301	History of Texas	3
___ ---	---	Humanities: Visual & Performing Arts	3
___ ---	---	Natural Science	4
___ MATH	1350	Fundamentals of Mathematics I	3
			16

THIRD SEMESTER			SCH
___ GOVT	2301	American Government I	
		or	
___ GOVT	2302	American Government II	3
___ ---	---	Social/Behavioral Science: Other #	3
___ SPCH	1315	Principles of Public Speaking	
		or	
___ SPCH	1321	Business and Professional Speech	3
___ KINE	---	Health, Wellness, Kinesiology	1
___ MATH	1351	Fundamentals of Mathematics II	3
___ ---	---	Natural Science ###	3-4
			16-17

FOURTH SEMESTER			SCH
___ GOVT	2301	American Government I	
		or	
___ GOVT	2302	American Government II	3
___ ---	---	Humanities: Other	3
___ BCIS	1405	Business Computer Applications ##	4
		Natural Science ###	3-4
___ EDUC	2301	Introduction to Special Populations	3
			16-17
Total Semester Credit Hours for Degree			65/67

*Check with transfer institution since ENGL 2311, Technical Writing may be required.

GEOG 1303 recommended

Recommended

Biological (BIOL) and Physical Science courses (CHEM, ENVR, GEOL, PHYS) are required. PHYS 1415 is recommended.

Associate of Arts in Teaching Early Childhood Grade 4 to 8 Generalist- Field of Study

Along with understanding the general role of education, students will focus on math skills of the late primary and intermediate learners. Upon completion, students will have enough hours to seek jobs as daycare workers or substitute teachers.

FIRST SEMESTER			SCH
___ ENGL	1301	English Composition I	3
___ HIST	1301	History of the United States to 1877	
		or	
___ HIST	1302	History of the United States Since 1877	3
___ ----	----	Natural Science ###	4
___ MATH	1414	College Algebra	4
___ EDUC	1301	Introduction to the Teaching Profession	3
			17

SECOND SEMESTER			SCH
___ ENGL	1302	English Composition II *	3
___ HIST	2301	History of Texas	3
___ ---	---	Humanities: Visual & Performing Arts	3
___ ---	---	Natural Science ###	4
___ MATH	1350	Fundamentals of Mathematics I	3
			16

THIRD SEMESTER			SCH
___ GOVT	2301	American Government I	
		or	
___ GOVT	2302	American Government II	3
___ ---	---	Social/Behavioral Science: Other #	3
___ SPCH	1315	Principles of Public Speaking	
		or	
___ SPCH	1321	Business and Professional Speech	3
___ KINE	---	Health, Wellness, Kinesiology	1
___ MATH	1351	Fundamentals of Mathematics II	3
___ ---	---	Natural Science ###	3-4
			16/17

FOURTH SEMESTER			SCH
___ GOVT	2301	American Government I	
		or	
___ GOVT	2302	American Government II	3
___ ---	---	Humanities: Other	3
___ BCIS	1405	Business Computer Applications ##	4
		Natural Science ###	3-4
___ EDUC	2301	Introduction to Special Populations	3
			16-17
Total Semester Credit Hours for Degree			65/67

*Check with transfer institution since ENGL 2311, Technical Writing may be required.

GEOG 1303 recommended

Recommended

Check with transfer institution for specific requirements

Associate of Arts in Teaching: Education Certification - Field of Study

Along with understanding the general role of education, students will focus on an area of specialization applied to early childhood through grade 12 or grades 8 through 12. Upon completion, students will have enough hours to seek jobs as substitute teachers.

See a counselor for specific courses.

Grades 8-12 Certification Areas

- History
- Mathematics
- Physical Science
- Mathematics & Physics
- Speech
- Mathematics & Physical Science & Engineering
- Technology Applications
- Science
- Life Science

EC-Grade 12 Certification Areas

- Art
- Theatre
- Music
- Technical Applications
- Physical Education

FIRST SEMESTER			SCH
___ ENGL	1301	English Composition I	3
___ HIST	1301	History of the United States to 1877	
		or	
___ HIST	1302	History of the United States Since 1877	
		or	
___ HIST	2301	History of Texas	3
___ ----	----	Natural Science	4
___ ----	----	Computer Literacy	3-4
___ ----	----	Specialization*	3-4
			16-18

SECOND SEMESTER

___ ENGL	1302	English Composition II	3
___ HIST	1301	History of the United States to 1877 <i>or</i>	
	HIST	1302 History of the United States Since 1877 <i>or</i>	
	HIST	2301 History of Texas	3
___ MATH	1414	College Algebra	4
___ ----	----	Natural Science	4
___ ----	----	<u>Specialization*</u>	3-4
			17/18

THIRD SEMESTER

___ GOVT	2301	American Government I <i>or</i>	
	GOVT	2302 American Government II	3
___ ----	----	Humanities: Visual & Performing Arts	3
___ SPCH	1315	Principles of Public Speaking <i>or</i>	
	SPCH	1321 Business and Professional Speech	3
___ ----	----	<u>Specialization*</u>	3-4
___ EDUC	1301	<u>Introduction to the Teaching Profession</u>	3
			15/16

FOURTH SEMESTER

___ GOVT	2301	American Government I <i>or</i>	
	GOVT	2302 American Government II	3
___ ----	----	Humanities: Other	3
___ ----	----	Social/Behavioral Science: Other	3
___ KINE	----	Health, Wellness, and Kinesiology	1
___ ----	----	<u>Specialization**</u>	3-0
___ EDUC	2301	<u>Introduction to Special Populations</u>	3
			16-13
Total Semester Credit Hours for Degree			64/65

*Choose from above certification areas and complete only 12 SCHs to satisfy specialization, i.e., those taking 4 SCH courses will only need to take three courses.

**If 12 SCHs have already been taken in the specialization, an additional course is not required.

Electrical Technology

Associate of Applied Science in Electrical Technology

FIRST SEMESTER				SCH
___ ELPT	1325	National Electrical Code I	3	
___ ELPT	1419	Fundamentals of Electricity I	4	
___ TECM	1341	Technical Algebra	3	
___ ITSC	1309	Integrated Software Applications I	3	
___ ----	----	Natural Science	4	
			17	
SECOND SEMESTER				
___ ELPT	1420	Fundamentals of Electricity II	4	
___ ELPT	1455	Electronic Applications	4	
___ TECM	1349	Technical Math Applications	3	
___ ENGL	----	Written Communication	3	
___ ----	----	Humanities/Fine Arts	3	
			17	

THIRD SEMESTER

___ ELPT	2405	Motors and Transformers	4
___ ELPT	2319	Programmable Logic Controllers I	3
___ SPCH	1315	Principles of Public Speaking	3
___ ENGL	----	Written Communication	3
___ ELPT	1445	Commercial Wiring	4
			17

FOURTH SEMESTER

___ ● ELPT	1441	Motor Control	4
___ ELPT	----	Elective*	3
___ ----	----	Social/Behavioral Science	3
___ ----	----	Elective	3
			13
Total Semester Credit Hours for Degree			64

*Electrical Studies elective may be chosen from ELPT 1321, 2301, 2325, 2331, 2355.

Certificate of Completion in Electrical Technology

FIRST SEMESTER				SCH
___ ELPT	1325	National Electrical Code I	3	
___ ELPT	1419	Fundamentals of Electricity I	4	
___ ELPT	----	Elective*	3	
			10	

SECOND SEMESTER

___ ELPT	1420	Fundamentals of Electricity II	4
___ ELPT	1455	Electronic Applications	4
___ ELPT	2405	Motors and Transformers	4
			12

THIRD SEMESTER

___ ELPT	2319	Programmable Logic Controllers I	3
___ ELPT	1445	Commercial Wiring	4
___ ● ELPT	1441	Motor Control	4
			11
Total Semester Credit Hours for Certificate			33

*Electrical Studies elective may be chosen from ELPT 2301, 1321, 2325, 2331, 2355.

English

Associate Of Arts In English

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

FIRST SEMESTER				SCH
___ ENGL	1301	English Composition I	3	
___ SPAN	1411	Beginning Spanish	4	
___ HIST	1301	History of the United States to 1877 <i>or</i>		
	HIST	1302 History of the United States since 1877 <i>or</i>		
	HIST	2301 History of Texas	3	
___ MATH	1414	College Algebra <i>or</i>		
	MATH	1332 Contemporary Mathematics I	3-4	
___ KINE	----	Health, Wellness, Kinesiology	1	
			14/15	

● 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.
 Core curriculum courses are shown in bold type. Field of Study (FOS) courses are underlined. If both core and FOS, courses are shown in bold and underline type.
 ♦ Students completing a high school Tech Prep program may receive credit for indicated courses.

SECOND SEMESTER

—	ENGL	1302	English Composition II	3
—	SPAN	1412	Intermediate Spanish	4
—	HIST	1301	History of the United States to 1877 or	
	HIST	1302	History of the United States since 1877 or	
	HIST	2301	History of Texas	3
—	SPCH	1315	Principles of Public Speaking	3
—	----	----	Computer Literacy	3-4
				16/17

THIRD SEMESTER

—	GOVT	2301	American Government I	3
—	ENGL	----	Literature	3
—	----	----	Social/Behavioral Science: Other	3
—	----	----	Natural Science	4
—	----	----	Humanities: Visual/Performing Arts	3
				16

FOURTH SEMESTER

—	GOVT	2302	American Government II	3
—	----	----	Humanities: Other	3
—	----	----	Natural Science	4
—	----	----	Literature	3
—	----	----	Elective	3
				16

Total Semester Credit Hours for Degree 62/64

Gerontology

Certificate of Completion in Gerontology Long-Term Care

FIRST SEMESTER				SCH
—	GERS	1301	Introduction to Gerontology	3
—	GERS	1342	Aging and Mental Health	3
—	GERS	1302	Directing Activities in Long-Term Care Environments	3
—	GERS	2330	Issues of Long-Term Care	3
—	GERS	1303	Fitness and Wellness for the Aging Population	3
				15
SECOND SEMESTER				
—	GERS	1306	Practical ElderCare Skills	3
—	GERS	2366	Studies in Aging Practicum	3
—	●PSYT	1325	Death and Dying	3
				9
Total Semester Credit Hours for Certificate				24

Health & Medical Administrative Services

Associate of Applied Science in Health Information Technology Tech Prep

This tech prep degree program is a professional program which is designed to lead to an associate of applied science degree.

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

This program is accredited by the Commission on Accreditation of Allied Health Education Programs, in cooperation with the Council on Accreditation of the American Health Information Management Association. Students are eligible to apply to take the national examination to become a Registered Health Information Technician (RHIT).

In the academic study program, students study anatomy and physiology, medical terminology, basic disease processes, medical transcription and word processing, record storage and retrieval, medicolegal aspects, quality improvement, data processing, health record science, hospital statistics, and human resource management.

This program offers preparation for a technical area of service in hospitals, clinics, and related health facilities. Students are trained in assembling, analyzing, coding, abstracting, transcribing, filing, and maintaining health records. Part of the learning experience will include working in the health information management department of a hospital or other health care facility. Mastery of the national examination furthers job opportunities and increases salary.

FIRST SEMESTER

—	HITT	1305	Medical Terminology	3
—	◆ITSC	1309	Integrated Software Applications I	3
				6

SECOND SEMESTER

—	ENGL	1301	English Composition I	3
—	BIOL	2401	Human Anatomy and Physiology I	4
—	HITT	1349	Pharmacology	3
—	HITT	1301	Health Data Content and Structure	3
—	HITT	1345	Health Care Delivery Systems	3
				16

THIRD SEMESTER

—	BIOL	2402	Human Anatomy and Physiology II	4
—	MRMT	1307	Medical Transcription Fundamentals	3
—	HITT	1341	Coding and Classification Systems	3
—	BIOL	2305	Pathophysiology	3
—	PSYC	2301	Introduction to Psychology	3
				16

FOURTH SEMESTER

—	HITT	2160	Clinical - Health Information/Medical Records Technology/Technician	1
—	SPCH	----	Oral Communications	3
				4

FIFTH SEMESTER

—	HITT	1355	Health Care Statistics	3
—	MRMT	2433	Advanced Medical Transcription	4
—	HITT	2260	Clinical - Health Information/Medical Records Technology/Technician	2
—	HITT	1353	Legal and Ethical Aspects of Health Information	3
—	HITT	2335	Coding and Reimbursement Methodologies	3
				15

SIXTH SEMESTER

—	HITT	2339	Health Information Organization and Supervision	3
—	HITT	2343	Quality Assessment and Performance Improvement	3
—	●HITT	2261	Clinical - Health Information Medical Records Technology/Technician	2
—	ENGL	1302	English Composition II	3
—	----	----	Humanities/Fine Arts	3
				14

Total Semester Credit Hours for Degree 71

Certificate of Completion in Medical Transcription

The Medical Transcription Certificate will qualify students to work as a medical transcriptionist.

Prerequisites for the certificate program include a minimum typing speed of 40 wpm and a minimum 12th grade reading level as determined by Lee College placement testing. The certificate can be completed in one year by attending full-time.

The Lee College certificate program provides approved curriculum in medical terminology, medical sciences, composition and com-

puter skills. A transcription practicum provides for a capstone experience. A voluntary certification examination is administered by the American Association for Medical Transcription (AAMT).

Job opportunities are available in hospitals, clinics, physicians' offices, and a variety of healthcare facilities, transcription services, as well as self-employment.

FIRST SEMESTER			SCH
—	HITT	1305 Medical Terminology	3
—	BIOL	2404 The Human Body	4
—	HITT	1349 Pharmacology	3
—	ITSC	1309 Integrated Software Applications I	3
			13
SECOND SEMESTER			
—	MRMT	1307 Medical Transcription Fundamentals	3
—	ENGL	1301 English Composition I	3
—	POFT	1301 Business English	3
—	POFI	2301 Word Processing	3
			12
THIRD SEMESTER			
—	MRMT	2433 Advanced Medical Transcription	4
—	● MRMT	1167 Practicum (or Field Experience) - Medical Transcription/Transcriptionist	1
—	HITT	1353 Legal and Ethical Aspects of Health Information	3
—	POFT	2312 Business Correspondence & Communication	3
Total Semester Credit Hours for Certificate			36

Certificate of Completion in Coding

The Certificate of Completion in Coding will qualify students to work as a medical coder.

Prerequisites for the certificate program include a minimum 12th grade reading level as determined by Lee College placement testing.

The Lee College certificate curriculum covers coding conventions and principles that allow the learner to sequence codes according to established guidelines and standards, and demonstrate knowledge in reimbursement methodologies. Part of the learning experience includes a clinical. A voluntary certification examination is administered by the American Health Information Management Association (AHIMA).

FIRST SEMESTER			SCH
—	HITT	1305 Medical Terminology	3
—	ITSC	1309 Integrated Software Applications I	3
—	BIOL	2401 Human Anatomy and Physiology I	4
—	HITT	1301 Health Data Content and Structure	3
			13
SECOND SEMESTER			
—	BIOL	2402 Anatomy and Physiology II	4
—	HITT	1341 Coding and Classification Systems	3
—	BIOL	2305 Pathophysiology	3
—	HITT	1349 Pharmacology	3
			13
THIRD SEMESTER			
—	HITT	2335 Coding and Reimbursement Methodologies	3
—	HITT	1353 Legal & Ethical Aspects of Health Information	3
—	● HITT	2161 Clinical - Health Information Medical Records Technology/Technician	1
			7
Total Semester Credit Hours for Certificate			33

Humanities

Associate of Arts in Humanities

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

FIRST SEMESTER			SCH
—	ENGL	1301 English Composition I	3
—	----	---- Natural Science	4
—	HIST	1301 History of the United States to 1877	
		<i>or</i>	
—	HIST	1302 History of the United States since 1877	
		<i>or</i>	
—	HIST	2301 History of Texas	3
—	MATH	1414 College Algebra	
		<i>or</i>	
—	MATH	1332 Contemporary Mathematics I	3-4
—	----	---- Computer Literacy	3-4
			16/18
SECOND SEMESTER			
—	ENGL	1302 English Composition II	3
—	----	---- Natural Science	4
—	HIST	1301 History of the United States to 1877	
		<i>or</i>	
—	HIST	1302 History of the United States since 1877	
		<i>or</i>	
—	HIST	2301 History of Texas	3
—	----	---- Communication: Other	3
—	----	---- Humanities/Social Science elective	3
			16
THIRD SEMESTER			
—	GOVT	2301 American Government I	3
—	ENGL	---- Literature	3
—	----	---- Social/Behavioral Science: Other	3
—	----	---- Social/Behavioral Science elective	3
—	----	---- Humanities: Visual/Performing Arts	3
—	KINE	---- Health, Wellness, Kinesiology	1
			16
FOURTH SEMESTER			
—	GOVT	2302 American Government II	3
—	----	---- Humanities: Other	3
—	----	---- Humanities elective	3
—	----	---- Elective	3
—	ENGL	---- Literature	3
			15
Total Semester Credit Hours for Degree			63/65

Instrumentation Technology

Associate of Applied Science in Instrumentation Technology

FIRST SEMESTER			SCH
—	INTC	1312 Introduction to Instrumentation and Safety Technology	3
—	INTC	1456 Instrumentation Calibration	4
—	CPMT	---- Elective *	4
—	ITSC	1309 Integrated Software Applications I	3
—	TECM	1341 Technical Algebra	3
			17

● 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.
 Core curriculum courses are shown in bold type. Field of Study (FOS) courses are underlined. If both core and FOS, courses are shown in bold and underline type.
 ♦ Students completing a high school Tech Prep program may receive credit for indicated courses.

SECOND SEMESTER				
—	INTC	1441	Principles of Automatic Control	4
—	CPMT	----	Elective *	4
—	TECM	1349	Technical Math Applications	3
—	ENGL	----	Written Communication	3
—	----	----	Humanities/Fine Arts	3
				17

THIRD SEMESTER				
—	INTC	1343	Application of Industrial Automatic Control	3
—	----	----	Elective**	3
—	SPCH	----	Oral Communications	3
—	BMGT	1307	High Performance Work Teams	3
—	----	----	Elective***	4
				16

FOURTH SEMESTER				
—	● INTC	2436	Distributed Control and Programmable Logic	4
—	----	----	Natural Science/Mathematics	4
—	----	----	Social/Behavioral Science	3
—	INTC	2450	Fieldbus Process Control Systems	4
				15
Total Semester Credit Hours for Degree				65

*Electives to be chosen from CPMT 1407, 1411, 1445.

**Electives to be chosen from INTC 1305, 2339, PTAC 1302.

***Electives to be chosen from INTC 1425, 2405, CPMT 2433, ELPT 1457.

Certificate of Completion in Instrumentation Technology

FIRST SEMESTER				SCH
—	INTC	1312	Introduction to Instrumentation Technology	3
—	INTC	1456	Instrumentation Calibration	4
—	TECM	1341	Technical Algebra	3
—	CPMT	----	Elective	4
				14

SECOND SEMESTER				
—	CPMT	----	Elective	4
—	INTC	1441	Principles of Automatic Control	4
—	TECM	1349	Technical Math Applications	3
				11

THIRD SEMESTER				
—	● INTC	2436	Distributed Control and Programmable Logic	4
—	INTC	1343	Application of Industrial Automatic Control	3
				7
Total Semester Credit Hours for Certificate				32

CPMT Electives to be chosen from CPMT 1407, 1411, 1445.

Certificate of Completion in Instrumentation Fitter

FIRST SEMESTER				SCH
—	INTC	1305	Introduction to Electronic Instrumentation	3
—	INTC	1425	Instrument Hardware Installation I	4
				7

SECOND SEMESTER				
—	● INTC	2405	Instrument Hardware Installation II	4
—	ELPT	1457	Industrial Wiring	4
				8

Total Semester Credit Hours for Certificate **15**

Kinesiology/Physical Education

The program is designed for kinesiology/physical education majors who desire to: (1) promote vigorous mental, emotional, social, and physical health; (2) develop motor skills; and (3) prepare students for desirable leisure-time activities. A maximum of four (4) credits of kinesiology/physical education activity classes may be applied to the associate degree at Lee College for non-kinesiology/physical education majors. Those majoring in kinesiology/physical education may take up to eight (8) credits.

Students may take a physical activity course within the same sport, using the beginning and experienced sequence. The same course may not be repeated for credit.

Associate of Science in Kinesiology/Physical Fitness

The Associate of Science in Kinesiology combines the requirements of students who desire to teach, coach, or have an interest in fitness and wellness. Kinesiology/Physical Education majors should also consider the requirements of the senior college to which they intend to transfer and plan their community college scholastic schedule accordingly. It is also suggested to consult the senior university catalog for elective options.

FIRST SEMESTER				SCH
—	ENGL	1301	English Composition I	3
—	HIST	1301	History of the United States to 1877	
			<i>or</i>	
	HIST	1302	History of the United States since 1877	
			<i>or</i>	
	HIST	2301	History of Texas	3
—	MATH	----	Mathematics	3
—	----	----	Computer Literacy	3
—	KINE	1301	Foundations in Physical Education	3
—	KINE	----	Elective	1
				16

SECOND SEMESTER				SCH
—	ENGL	1302	English Composition II	3
—	HIST	1301	History of the United States to 1877	
			<i>or</i>	
	HIST	1302	History of the United States since 1877	
			<i>or</i>	
	HIST	2301	History of Texas	3
—	----	----	Humanities: Visual/Performing Arts	3
—	----	----	Social/Behavioral Science: Other	3
—	KINE	1305	The Healthy American	3
—	----	----	Elective	1
				16

THIRD SEMESTER				SCH
—	BIOL	2401	Human Anatomy and Physiology I	
			<i>or</i>	
	BIOL	1406	General Biology I	4
—	GOVT	2301	American Government I	3
—	KINE	1306	First Aid	3
—	KINE	2356	Care and Prevention of Athletic Injuries	3
—	KINE	1332	Elementary and Recreational Game Skills	3
				16

Machine Shop

FOURTH SEMESTER			
—	KINE	1338	Introduction to Physical Fitness and Sport 3
—	BIOL	2402*	Human Anatomy and Physiology II
			or
	BIOL	1407*	General Biology II 4
—	GOVT	2302	American Government II 3
—	----	----	Communication: Other 3
—	----	----	Humanities: Other 3
—	KINE	----	Elective 1
			17
Total Semester Credit Hours for Degree			65

* Students should choose BIOL 2402 if they completed BIOL 2401 earlier. Students should choose BIOL 1407 if they completed BIOL 1406 earlier.

Liberal Arts

Associate of Arts in Liberal Arts-Honors Sequence, American Studies Option

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

FIRST SEMESTER				SCH
—	ENGL	1301	English Composition I 3	
—	HUMA	1301	Introduction to the Humanities I 3	
—	GOVT	2301	American Government I 3	
—	KINE	----	Health, Wellness, Kinesiology 1	
—	----	----	Natural Science 4	
			14	
SECOND SEMESTER				
—	ENGL	1302	English Composition II 3	
—	HUMA	1302	Introduction to the Humanities II 3	
—	----	----	Elective 3	
—	GOVT	2302	American Government II 3	
—	----	----	Natural Science 4	
			16	
THIRD SEMESTER				
—	ENGL	2327	American Literature to 1860 3	
—	HIST	1301	History of the United States to 1877 3	
—	----	----	Social/Behavioral Science: Other 3	
—	----	----	Humanities: Visual/Performing Arts 3	
—	----	----	Computer Literacy 3-4	
			15/16	
FOURTH SEMESTER				
—	ENGL	2328	American Literature: 1860 to Present 3	
—	HIST	1302	History of the United States Since 1877 3	
—	----	----	Elective 3	
—	MATH	1414	College Algebra or	
	MATH	1332	Contemporary Mathematics I 3-4	
—	----	----	Communication: Other 3	
			15-16	
Total Semester Credit Hours for Degree			60/62	

Associate of Applied Science in Machine Shop - Machinist Option

FIRST SEMESTER				SCH
—	MCHN	1317	Machine Shop Blueprint Reading 3	
—	MCHN	1452	Intermediate Machining I 4	
—	TECM	1341	Technical Algebra 3	
—	ITSC	1309	Integrated Software Applications I 3	
—	----	----	Natural Science 4	
			17	
SECOND SEMESTER				
—	MCHN	1454	Intermediate Machining II 4	
—	MCHN	2441	Advanced Machining I 4	
—	TECM	1349	Technical Math Applications 3	
—	ENGL	----	Written Communication 3	
—	----	----	Humanities/Fine Arts 3	
			17	
THIRD SEMESTER				
—	MCHN	2445	Advanced Machining II 4	
—	ENGL	----	Written Communication 3	
—	SPCH	----	Oral Communications 3	
—	MCHN	2403	Fundamentals of Computer Numerical Controlled (CNC) Machine Controls 4	
—	----	----	Elective * 3	
			17	
FOURTH SEMESTER				
—	MCHN	2434	Operation of CNC Machining Centers 4	
—	● MCHN	1416	Machine Tool Repair 4	
—	----	----	Social/Behavioral Science 3	
			11	
Total Semester Credit Hours for Degree			62	
*May chose MCHN 1300				

Associate of Applied Science in Machine Shop - Millwright Option

FIRST SEMESTER				SCH
—	MCHN	1317	Machine Shop Blueprint Reading 3	
—	MCHN	1425	Millwright I 4	
—	TECM	1341	Technical Algebra 3	
—	ITSC	1309	Integrated Software Applications I 3	
—	----	----	Natural Science 4	
			17	
SECOND SEMESTER				
—	MCHN	1429	Millwright II 4	
—	MCHN	2405	Millwright III 4	
—	TECM	1349	Technical Math Applications 3	
—	ENGL	----	Written Communication 3	
—	----	----	Humanities/Fine Arts 3	
			17	
THIRD SEMESTER				
—	HYDR	1345	Hydraulics and Pneumatics 3	
—	MCHN	2407	Millwright IV 4	
—	ENGL	----	Written Communication 3	
—	SPCH	----	Oral Communications 3	
—	MCHN	1343	Machine Shop Mathematics 3	
			16	

● 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.
 Core curriculum courses are shown in bold type. Field of Study (FOS) courses are underlined. If both core and FOS, courses are shown in bold and underline type.
 ♦ Students completing a high school Tech Prep program may receive credit for indicated courses.

Math/Physics/ Pre-Engineering

FOURTH SEMESTER			
●	MCHN 2412	Millwright V	4
---	----	Elective*	3
---	----	Social/Behavioral Science	4
---	----	Elective	3
Total Semester Credit Hours for Degree			14
			64

*May chose MCHN 1300.

Certificate of Completion in Machine Shop - Machinist Option

FIRST SEMESTER			
---	MCHN 1317	Machine Shop Blueprint Reading	SCH 3
---	MCHN 1452	Intermediate Machining I	4
			7
SECOND SEMESTER			
---	MCHN 1454	Intermediate Machining II	4
---	MCHN 2441	Advanced Machining I	4
---	MCHN 2445	Advanced Machining II	4
			12
THIRD SEMESTER			
●	MCHN 1416	Machine Tool Repair	4
Total Semester Credit Hours for Certificate			23

Certificate of Completion in Machine Shop - Millwright Option

FIRST SEMESTER			
---	MCHN 1317	Machine Shop Blueprint Reading	SCH 3
---	MCHN 2405	Millwright III	4
---	MCHN 1343	Machine Shop Mathematics	3
			10
SECOND SEMESTER			
---	HYDR 1345	Hydraulics and Pneumatics	3
---	MCHN 2407	Millwright IV	4
			7
THIRD SEMESTER			
●	MCHN 2412	Millwright V	4
Total Semester Credit Hours for Certificate			21

Certificate of Completion in Machine Shop - Millwright Helper Option

FIRST SEMESTER			
---	MCHN 1317	Machine Shop Blueprint Reading	SCH 3
---	MCHN 1425	Millwright I	4
			7
SECOND SEMESTER			
---	MCHN 1429	Millwright II	4
●	MCHN 2405	Millwright III	4
			8
Total Semester Credit Hours for Certificate			15

Associate of Science in Math/Physics/Pre-Engineering

This degree concentration begins preparing students for a bachelor's degree in math, physics, or engineering. However, additional courses beyond those required for the AS degree may be needed to place students at the junior level or meet program prerequisites. Students should select a transfer university early in their program and seek the advice of an academic advisor or counselor about course selection and additional credits that may be needed.

FIRST SEMESTER				SCH
---	ENGL 1301	English Composition I		3
---	HIST 1301	History of the United States to 1877		
			<i>or</i>	
---	HIST 1302	History of the United States since 1877		
			<i>or</i>	
---	HIST 2301	History of Texas		3
---	KINE ----	Health, Wellness, Kinesiology		1
---	MATH 2413	Calculus I with Analytic Geometry *		4
---	----	Computer Literacy		3
				14
SECOND SEMESTER				
---	ENGL 1302	English Composition II		3
---	HIST 1301	History of the United States to 1877		
			<i>or</i>	
---	HIST 1302	History of the United States since 1877		
			<i>or</i>	
---	HIST 2301	History of Texas		3
---	MATH 2414	Calculus II with Analytic Geometry		4
---	MATH 2418	Linear Algebra		4
---	----	Humanities: Visual/Performing Arts		3
				17
THIRD SEMESTER				
---	GOVT 2301	American Government I		3
---	----	Natural Science **		4
---	MATH 2415	Calculus III with Analytic Geometry		4
---	MATH 2420	Differential Equations		4
---	----	Social/Behavioral Science: Other		3
				18
FOURTH SEMESTER				
---	GOVT 2302	American Government II		3
---	----	Communication: Other		3
---	----	Humanities: Other		3
---	----	Natural Science **		4
---	----	Math (sophomore level) or Physics		3-4
				16/17
Total Semester Credit Hours for Degree				65/66

* Placement scores will indicate the appropriate level at which math sequence should start.

** Suggested options for those interested in physics and pre-engineering are CHEM 1411, CHEM 1412, PHYS 2425, and PHYS 2426.

Mental Health Services

Associate of Applied Science in Alcohol and Drug Abuse Counseling

The degree program is designed for those who seek licensure as Licensed Chemical Dependency Counselors and/or certification as Certified Alcoholism and Drug Abuse Counselors as well as the associate of applied science degree.

Prerequisites for the program include 12th grade reading level.

The program is approved by the Texas Commission on Alcohol and Drug Abuse. In order to be eligible to take the state test the student must have a high school diploma or GED, complete 270 classroom hours of approved curriculum, have 4000 hours of approved supervised experience working with chemically dependent persons, and complete 300 hours of approved supervised field work practicum.

The Lee College degree program provides 435 hours of approved curriculum in chemical dependency specific/related education including HIV training required for licensure/certification, and 352 hours of approved supervised field work practicum. The student is responsible for obtaining the 4000 hours of supervised work experience.

FIRST SEMESTER		SCH
— DAAC 1319	Introduction to Alcohol and Other Drug Addictions	3
— DAAC 1304	Pharmacology of Addiction	3
— ENGL 1301	English Composition I	3
— PSYC 2301	Introduction to Psychology	3
— SOCI 1301	Introductory Sociology	3
		15
SECOND SEMESTER		
— DAAC 1311	Counseling Theories	3
— DAAC 1341	Counseling Alcohol and Other Drug Addictions	3
— ENGL 1302	English Composition II	3
<i>or</i>		
ENGL 2311	Technical Writing	3
— ----	Social/Behavioral Science	3
— ITSC 1309	Integrated Software Applications I	3
		15
THIRD SEMESTER		
— DAAC 1309	Assessment Skill of Alcohol and Other Drug Addictions	3
— ----	Natural Science/Mathematics	4
— SPCH ----	Oral Communications	3
— DAAC 1314	Dynamics of Group Counseling	3
		13
FOURTH SEMESTER		
— ----	Elective*	3
— DAAC 1307	Addicted Family Intervention	3
— DAAC 2280	Cooperative Education-Substance Abuse/Addiction Counseling	2
— ----	Social/Behavioral Science	3
— ----	Humanities/Fine Arts	3
		14
FIFTH SEMESTER		
— DAAC 1343	Current Issues	3
— DAAC 1317	Basic Counseling Skills	3
— ● DAAC 2281	Cooperative Education-Substance Abuse/Addiction Counseling	2
— ----	Elective*	3
		11
Total Semester Credit Hours for Degree		68

*Recommended elective: DAAC 1391

Certificate of Completion in Alcohol and Drug Abuse Counseling

Certificate exceeds 270 contact hours required by Texas Commission on Alcohol and Drug Abuse for eligibility to take state test for licensure and TAADAC requirements for certification.

FIRST SEMESTER		SCH
— DAAC 1319	Introduction to Alcohol and Other Drug Addictions	3
— DAAC 1304	Pharmacology of Addiction	3
— DAAC 1311	Counseling Theories	3
		9
SECOND SEMESTER		
— DAAC 1317	Basic Counseling Skills	3
— DAAC 1309	Assessment Skill of Alcohol and Other Drug Addictions	3
— DAAC 1314	Dynamics of Group Counseling	3
		9
THIRD SEMESTER		
— DAAC 1307	Addicted Family Intervention	3
— DAAC 1343	Current Issues	3
— DAAC 2280	Cooperative Education-Substance Abuse/Addiction Counseling	2
		8
FOURTH SEMESTER		
— DAAC 1341	Counseling Alcohol and Other Drug Addictions	3
— ● DAAC 2281	Cooperative Education-Substance Abuse/Addiction Counseling	2
		5
Total Semester Credit Hours for Certificate		31

Music

Music Majors

Music majors are required to enroll in four semesters of applied music and to meet repertoire and performance requirements. Students are required to attend a one-hour weekly lesson and any assigned master classes. They will perform on at least one recital per semester and at a jury which serves as the final examination. Students will participate in the Performance/Lecture Seminar and will fulfill the recital attendance requirement of a specified number of concerts and/or recitals per semester.

General course content applicable to individual instruction in all applied areas. (The specific requirements of each applied area will be determined by the instructor.)

Applied Music (Music Majors)

MUAP 1203, 1204, 2203, 2204
Violin-Freshman, Sophomore

MUAP 1207, 1208, 2207, 2208
Viola-Freshman, Sophomore

MUAP 1211, 1212, 2211, 2212
Cello-Freshman, Sophomore

MUAP 1215, 1216, 2215, 2216
Str-Bass-Freshman, Sophomore

MUAP 1219, 1220, 2219, 2220
Flute-Freshman, Sophomore

● 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.
 Core curriculum courses are shown in bold type. Field of Study (FOS) courses are underlined. If both core and FOS, courses are shown in bold and underline type.
 ♦ Students completing a high school Tech Prep program may receive credit for indicated courses.

MUAP 1223, 1224, 2223, 2224
Oboe-Freshman, Sophomore

MUAP 1227, 1228, 2227, 2228
Bassoon-Freshman, Sophomore

MUAP 1231, 1232, 2231, 2232
Clarinet-Freshman, Sophomore

MUAP 1235, 1236, 2235, 2236
Saxophone-Freshman, Sophomore

MUAP 1239, 1240, 2239, 2240
Trumpet-Freshman, Sophomore

MUAP 1243, 1244, 2243, 2244
French Horn-Freshman, Sophomore

MUAP 1247, 1248, 2247, 2248
Trombone-Freshman, Sophomore

MUAP 1255, 1256, 2255, 2256
Tuba-Freshman, Sophomore

MUAP 1259, 1260, 2259, 2260
Percussion-Freshman, Sophomore

MUAP 1263, 1264, 2263, 2264
Class Guitar-Freshman, Sophomore

MUAP 1267, 1268, 2267, 2268
Organ-Freshman, Sophomore

MUAP 1271, 1272, 2271, 2272
Piano-Freshman, Sophomore

MUAP 1283, 1284, 2283, 2284
Voice-Freshman, Sophomore

MUAP 1289, 1290, 2289, 2290
Bass Guitar-Freshman, Sophomore

MUAP 1293, 1294, 2293, 2294
Elec Guitar-Freshman, Sophomore

MUAP 1125, 1126, 2125, 2126, 1225, 1226, 2225, 2226
Woodwind-Bassoon

MUAP 1129, 1130, 2129, 2130, 1229, 1230, 2229, 2230
Woodwind-Clarinet

MUAP 1133, 1134, 2133, 2134, 1233, 1234, 2233, 2234
Woodwind-Saxophone

MUAP 1137, 1138, 2137, 2138, 1237, 1238, 2237, 2238
Brass-Trumpet

MUAP 1141, 1142, 2141, 2142, 1241, 1242, 2241, 2242
Brass-French Horn

MUAP 1145, 146, 2145, 2146, 1245, 1246, 2245, 2246
Brass-Trombone

MUAP 1153, 1154, 2153, 2154, 1253, 1254, 2253, 2254
Brass-Tuba

MUAP 1157, 1158, 2157, 2158, 1257, 1258, 2257, 2258
Percussion

MUAP 1161, 1162, 2161, 2162, 1261, 1262, 2261, 2262
Str-Class Guitar

MUAP 1165, 1166, 2165, 2166, 1265, 1266, 2265, 2266
Organ

MUAP 1169, 1170, 2169, 2170, 1269, 1270, 2269, 2270
Piano

MUAP 1181, 1182, 2181, 2182, 1281, 1282, 2281, 2282
Voice

MUAP 1187, 1188, 2187, 2188, 1287, 1288, 2287, 2288
Str-Bass Guitar

MUAP 1191, 1192, 2191, 2192, 1291, 1292, 2291, 2292
Str-Elec Guitar

MUAP 1195, 1196, 1295, 1296, 2295, 2296
Folk Country Instrument

Applied Music for Non-Majors

Applied lessons may be taken for elective credit. These students will be required to meet the same lesson attendance and jury requirements as majors but will perform on recitals only at the instructor's discretion. All fore-mentioned objectives apply to elective credit study, however, instructors will have greater flexibility in the choice and amount of repertoire required, dependent upon the student's level of ability. Beginners need to enroll in MUSI courses for piano, voice and guitar. (MUSI 1181, 1182, 1183, 1184, 1192, 1193).

MUAP 1101, 1102, 2101, 2102, 1201, 1202, 2201, 2201
Strings-Violin

MUAP 1105, 1106, 2105, 2106, 1205, 1206, 2205, 2206
Strings-Viola

MUAP 1109, 111, 2109, 2110, 1209, 1201, 2209, 2210
Strings-Cello

MUAP 1113, 1114, 2113, 2114, 1213, 1214, 2213, 2214
Strings-Str Bass

MUAP 1117, 1118, 2117, 2118, 1217, 1218, 2217, 2218
Woodwind-Flute

MUAP 1121, 112, 2121, 2122, 1221, 1222, 2221, 2222
Woodwind-Oboe

Associate of Arts in Music - Field of Study

The Associate of Arts (AA) Music is structured to meet the needs of students who will ultimately pursue a baccalaureate degree in music as well as those students who will complete their studies at Lee College. Music courses included in this curriculum are transferable as part of the state approved Field of Study in Music curriculum. The AA in Music also includes 32 credit hours of the state mandated General Education Core. Students should meet minimum standards in one specified area of performance, which will be declared their area of applied concentration.

AA students are required to enroll in either Class Piano or in Applied Piano (as determined by the instructor) until exit proficiency requirements are met.

Students are required to attend the Performance/Lecture Seminar that includes lectures, performances by guest artists, student recitals and other activities providing enrichment experiences for students. Concert attendance is required every semester.

FIRST SEMESTER			SCH
—	MUSI	1211 Music Theory I*	2
—	MUSI	1216 Elementary Sight Singing and Ear Training I *	2
—	MUSI	1181 Class Piano (or Applied Piano)	1
—	MUEN	1141 Lee College Concert Choir	
		or	
	MUEN	1135 Jazz Ensemble	
		or	

—	MUEN	1123	<u>Baytown Symphony Orchestra</u> or	
—	MUEN	1125	<u>Concert Band</u>	1
—	MUAP	12--	<u>Applied Music</u>	2
—	ENGL	1301	English Composition I	3
—	HIST	1301	History of the United States to 1877 or	
—	HIST	1302	History of the United States since 1877 or	
—	HIST	2301	History of Texas	3
—	KINE	----	Health, Wellness, Kinesiology	1
—	----	----	Performance/Lecture Seminar (required)	0
—	----	----	Recital Attendance (required)	0
				15

SECOND SEMESTER

—	MUSI	1212	<u>Music Theory II **</u>	2
—	MUSI	1217	<u>Elementary Sight Singing and Ear Training II **</u>	2
—	MUSI	1182	Class Piano (or Applied Piano)	1
—	MUEN	1141	<u>Lee College Concert Choir</u> or	
—	MUEN	1135	<u>Jazz Ensemble</u> or	
—	MUEN	1123	<u>Baytown Symphony Orchestra</u> or	
—	MUEN	1125	<u>Concert Band</u>	1
—	MUAP	12--	<u>Applied Music</u>	2
—	ENGL	1302	English Composition II	3
—	HIST	1301	History of the United States to 1877 or	
—	HIST	1302	History of the United States since 1877 or	
—	HIST	2301	History of Texas	3
—	MUSI	1307	<u>Survey of Music Literature **</u>	3
—	----	----	Performance/Lecture Seminar (required)	0
—	----	----	Recital Attendance (required)	0
				17

THIRD SEMESTER

—	MUSI	2211	<u>Music Theory III</u>	2
—	MUSI	2216	<u>Advanced Sight Singing and Ear Training I</u>	2
—	MUSI	1181	Class Piano (or Applied Piano)	1
—	MUEN	2141	<u>Lee College Concert Choir</u> or	
—	MUEN	2135	<u>Jazz Ensemble</u> or	
—	MUEN	2123	<u>Baytown Symphony Orchestra</u> or	
—	MUEN	2125	<u>Concert Band</u>	1
—	MUAP	22--	<u>Applied Music</u>	2
—	GOVT	2301	American Government I	3
—	MATH	----	Mathematics	3
—	----	----	Communication: Other	3
—	----	----	Performance/Lecture Seminar	0
—	----	----	Recital Attendance	0
				17

FOURTH SEMESTER

—	MUSI	2212	<u>Music Theory IV</u>	2
—	MUSI	2217	<u>Advanced Sight Singing and Ear Training II</u>	2
—	MUEN	2141	<u>Lee College Concert Choir</u> or	
—	MUEN	2135	<u>Jazz Ensemble</u> or	
—	MUEN	2123	<u>Baytown Symphony Orchestra</u> or	
—	MUEN	2125	<u>Concert Band</u>	1
—	MUAP	22--	<u>Applied Music</u>	2
—	GOVT	2302	American Government II	3
—	----	----	Natural Science	4

—	----	----	Computer Literacy	3
—	----	----	Performance/Lecture Seminar	0
—	----	----	Recital Attendance	0
—	----	----	Piano Proficiency ***	0
			Total Semester Credit Hours for Degree	66

* Course offered in fall semesters only

** Course offered in spring semesters only

*** Continue Class Piano or private lessons until piano proficiency is met.

Applied Music

Private study is available on all orchestra and band instruments, piano, organ, guitar and voice for college credit. Lessons in the student's area of concentration are required of all music majors and minors. Private instruction is available to all other Lee College students with top priority given to those enrolled in performance ensembles. Private lessons are also available to high school age students under the concurrent enrollment program. Beginning, intermediate and advanced levels of applied instruction are available. Class lessons in piano, guitar and voice are available for "first time" registrants as a non-music major.

Associate of Arts in Church Music

The Associate of Arts (AA) in Church Music is structured to meet the needs of students who will ultimately pursue a baccalaureate degree in music as well as those students who will complete their studies at Lee College. The AA in Church Music includes 29 credit hours of the state mandated General Education Core.

Students should meet minimum standards in one specified area of performance, which will be declared their area of applied concentration. Students are encouraged to select piano, organ, voice, or conducting as their area of concentration for this degree.

AA students are required to enroll in either Class Piano or in Applied Piano (as determined by the instructor) until exit proficiency requirements are met.

Students are required to attend the weekly Performance/Lecture Seminar that includes lectures, performances by guest artists, student recitals and other activities providing enrichment experiences for students.

Concert attendance is required every semester.

				SCH
—	MUSI	1211	<u>Music Theory I *</u>	2
—	MUSI	1216	<u>Elementary Sight Singing and Ear Training I *</u>	2
—	MUSI	1181	Class Piano (or Applied Piano)	1
—	MUEN	1141	<u>Lee College Concert Choir</u> or	
—	MUEN	1135	<u>Jazz Ensemble</u> or	
—	MUEN	1123	<u>Baytown Symphony Orchestra</u> or	
—	MUEN	1125	<u>Concert Band</u>	1
—	MUAP	11--	<u>Applied Music</u>	1
—	ENGL	1301	English Composition I	3
—	HIST	1301	History of the United States to 1877 or	
—	HIST	1302	History of the United States since 1877 or	
—	HIST	2301	History of Texas	3
—	KINE	----	Health, Wellness, Kinesiology	1
—	MUSI	1308	Seminar in Church Music I	3
—	----	----	Performance/Lecture Seminar (required)	0
—	----	----	Recital Attendance (required)	0
				17

● 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.

Core curriculum courses are shown in bold type. Field of Study (FOS) courses are underlined. If both core and FOS, courses are shown in bold and underline type.

◆ Students completing a high school Tech Prep program may receive credit for indicated courses.

Natural Sciences

SECOND SEMESTER

—	MUSI	1212	Music Theory II **	2
—	MUSI	1217	Elementary Sight Singing and Ear Training II**	2
—	MUSI	1182	Class Piano (or Applied Piano)	1
—	MUEN	1141	Lee College Concert Choir	
			or	
	MUEN	1135	Jazz Ensemble	
			or	
	MUEN	1123	Baytown Symphony Orchestra	
			or	
	MUEN	1125	Concert Band	1
—	MUAP	11--	Applied Music	1
—	ENGL	1302	English Composition II	3
—	MUSI	1307	Survey of Music Literature **	3
—	MUSI	1309	Seminar in Church Music II	3
—	----	----	Performance/Lecture Seminar (required)	0
—	----	----	Recital Attendance (required)	0
				16

THIRD SEMESTER

—	MUSI	2211	Music Theory III	2
—	MUSI	2216	Advanced Sight Singing and Ear Training I	2
—	MUSI	1181	Class Piano (or Applied Piano)	1
—	MUEN	2141	Lee College Concert Choir	
			or	
	MUEN	2135	Jazz Ensemble	
			or	
	MUEN	2123	Baytown Symphony Orchestra	
			or	
	MUEN	2125	Concert Band	1
—	MUAP	22--	Applied Music	2
—	GOVT	2301	American Government I	3
—	MATH	----	Mathematics	3
—	----	----	Communication: Other	3
—	----	----	Performance/Lecture Seminar	0
—	----	----	Recital Attendance	0
				17

FOURTH SEMESTER

—	MUSI	2212	Music Theory IV	2
—	MUSI	2217	Advanced Sight Singing and Ear Training II	2
—	MUEN	2141	Lee College Concert Choir	
			or	
	MUEN	2135	Jazz Ensemble	
			or	
	MUEN	2123	Baytown Symphony Orchestra	
			or	
	MUEN	2125	Concert Band	1
—	MUAP	21--	Applied Music	1
—	GOVT	2302	American Government II	3
—	----	----	Natural Science	4
—	----	----	Computer Literacy	3
—	----	----	Performance/Lecture Seminar	0
—	----	----	Recital Attendance	0
—	----	----	Piano Proficiency***	0
				16
			Total Semester Credit Hours for Degree	66

* Course offered in fall semesters only

** Course offered in spring semesters only

***Continue Class Piano or private lessons until piano proficiency is met.

Associate of Science in Natural Sciences

This degree concentration begins preparing students for a bachelor's degree in biology, chemistry, environmental science, and geology. However, additional courses beyond those required for the AS degree may be needed to place students at the junior level or meet prerequisites for their program. Students should select a transfer university early in their program and seek the advice of an academic advisor or counselor about course selection.

FIRST SEMESTER

—	ENGL	1301	English Composition I	SCH	3
—	HIST	1301	History of the United States to 1877		
			or		
	HIST	1302	History of the United States since 1877		
			or		
	HIST	2301	History of Texas		3
—	MATH	1414	College Algebra (or higher) #		4
—	----	----	Natural Science		4
—	----	----	Communication: Other		3
					17

SECOND SEMESTER

—	ENGL	1302	English Composition II		3
—	HIST	1301	History of the United States to 1877		
			or		
	HIST	1302	History of the United States since 1877		
			or		
	HIST	2301	History of Texas		3
—	----	----	Natural Science		4
—	----	----	Computer Literacy		3
—	----	----	Natural Science *		3-4
					16-17

THIRD SEMESTER

—	GOVT	2301	American Government I		3
—	----	----	Social/Behavioral Science: Other **		3
—	----	----	Natural Science *		3-4
—	----	----	Natural Science *		3-4
—	----	----	Humanities: Visual/Performing Arts		3
					15-17

FOURTH SEMESTER

—	----	----	Humanities: Other		3
—	GOVT	2302	American Government II		3
—	KINE	----	Health, Wellness, Kinesiology		1
—	----	----	Natural Science *		3-4
—	----	----	Elective ***		3
					13-14
			Total Semester Credit Hours for Degree		61/65

Placement scores will indicate the appropriate level at which the math sequence should begin.

* Natural Science majors options include:

BIOL 1322, 1411, 1413, 1406, 1407, 2305, 2401, 2402, 2404, 2421

CHEM 1411, 1412, 2423, 2425

PHYS 1401, 1402, 2425, 2426

GEOL 1403, 1404, 1405

ENVR 1401

* Pre-BSN Nursing students should take BIOL 2401, 2402, 2421, 1322, CHEM 1419.

** Pre BSN Nursing students should take PSYC 2301

*** Pre BSN Nursing students should take PSYC 2317 or SOCI 1301 (Natural Science majors should choose from Natural Science majors options above)

Nursing (ADN)

Bachelor of Science Nursing Program

Lee College does not grant nursing baccalaureate degrees; however, through an arrangement with the University of Texas School of Nursing Galveston, students enroll in the Flexible Option Track (RN to BSN) and core courses for the Master of Science in Nursing degree. Students may utilize the Lee College testing center services, the Learning Resource Center, and the Allied Health Learning Resource Center. The BSN courses are on the web.

Students interested in the flex option should contact the Lee College Allied Health Division or the School of Nursing at the University of Texas at Galveston, phone (409) 772-6111, or www.son.utmb.edu.

Associate of Applied Science in Nursing Program - Tech Prep

The purpose of the Associate Degree Nursing Tech Prep program is to prepare students with beginning competencies to practice as registered nurses upon successful writing of the National Council Licensure Examination for Registered Nurses. **The program is accredited by the Board of Nurse Examiners for the state of Texas and the National League for Nursing Accrediting Commission.** Information regarding the program can be obtained from the NLNAC at 61 Broadway, New York, New York 10006, (212) 363-5555 extension 153.

It is recommended that the applicant complete some or all of the general education courses in the curriculum prior to entry into the program.

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

Associate Degree Nursing (ADN) Program Admission Requirements

Applications are taken year-round, students are strongly encouraged to turn in applications by February 1 for consideration for admission. Students are responsible to make application to Lee College before applying to the nursing program. Students are responsible for furnishing official transcripts to the Admissions and Records Office and a copy to the Allied Health office. The student is required to request transcript evaluation of transfer courses, once admitted into the program. The ADN Admission Committee informs applicants of admission status. Students selected may enter the program provided admission requirements are satisfied.

- No grade of "D" or below in degree plan courses
- Prerequisite courses GPA of 2.5 (RNSG 1301, BIOL 2401, ENGL 1301, PSYC 2301)
- Science GPA of 2.5 in degree plan courses completed
- Criminal background checks. See Allied Health office for details
- Texas Department of Health and Human Services required immunizations (see Allied Health Admission)

Admission requirements are monitored continuously and may change between catalogs. Contact the Allied Health office for most current requirements including:

- Overall GPA in degree plan
- GPA of prerequisite courses
- GPA of natural science courses completed in the degree plan
- Number of courses completed in degree plan
- Non-degree plan science courses completed, such as chemistry, biology, life science, pathophysiology and nutrition
- Non-degree plan academic courses such as Sociology, History, Government, Statistics

The Board of Nurse Examiners for the state of Texas requires schools to inform enrolled student, (verbally and in writing), about eligibility requirements and to maintain students' signed receipt of the required information.

The Board of Nurse Examiners has identified certain circumstances that may render a potential candidate ineligible for licensure as a registered nurse in the State of Texas. The Board provides individuals the opportunity to petition the Board for a Declaratory Order as to their eligibility in accordance with Article 301.257 of the Nursing Practice Act.

If you are required to answer "YES" to any of the following questions, please request a Declaratory Order Petition from the Board of Nurse Examiners, P.O. Box 430, Austin, Texas 78767-0430, and return it to the Board's office. **Processing your Petition may take 6 to 12 months, or longer, after you provide all required documentation and depending on your circumstance.** Once all requested documents have been received, you will be notified that the Petition has been transferred to the Enforcement Department for review.

1. If you have had any licensing authority: 1) refuse to issue you a license; 2) revoke a license; 3) annul a license; 4) cancel a license; 5) accept surrender of a license; 6) suspend a license; 7) place a license on probation; 8) refuse to renew a professional license or certificate held by you now or previously; or 9) ever fine, censure, reprimand, or otherwise discipline a license issued to you.
2. If you have been arrested in any state, territory, or country, including expunged offenses and deferred adjudication(s) with or without prejudice of guilt for anything other than a minor traffic violation. (DUIs, DWIs, and PIs must be reported and are not considered minor traffic violations.) **EFFECTIVE 9/1/03, "minor in possession" (MIP) is no longer required to be reported to the Board.**
3. If you have ever been convicted, adjudged guilty by a court, pled guilty or pled nolo contendere to any crime (felony or misdemeanor) whether or not a sentence was imposed (excluding minor traffic violations).
4. If you have any criminal charges pending against you in any court.
5. If you have been diagnosed, treated, or hospitalized in the past five (5) years for schizophrenia or other psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder.
6. If you have been addicted or treated for the use of alcohol or any other drug within the past five (5) years.
7. If you have been issued any order concerning your eligibility for examination or licensure by this Board or ever received a proposal of ineligibility.

FIRST SEMESTER PREREQUISITES	SCH
— BIOL 2401 Human Anatomy and Physiology I	4
— <u>RNSG 1301 Pharmacology</u>	3
— ENGL 1301 English Composition I	3
— PSYC 2301 Introduction to Psychology	3
	13

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

SECOND SEMESTER	SCH
— PSYC 2314 Life Span Growth and Development*	3
— RNSG 1209 Introduction to Nursing	2
— RNSG 1205 Nursing Skills I	2
— RNSG 1341 Common Concepts of Adult Health	3
— RNSG 1361 Clinical - Nursing - Registered Nurse Training	3
— BIOL 2402 Human Anatomy and Physiology II*	4
	17

● 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.
 Core curriculum courses are shown in bold type. Field of Study (FOS) courses are underlined. If both core and FOS, courses are shown in bold and underline type.
 ♦ Students completing a high school Tech Prep program may receive credit for indicated courses.

THIRD SEMESTER

___	RNSG	1343	Complex Concepts of Adult Health	3
___	RNSG	1362	Clinical - Nursing - Registered Nurse Training	3
___	RNSG	2201	Care of Children and Families	2
___	RNSG	2161	Clinical - Nursing - Registered Nurse Training	1
___	BIOL	2421	Microbiology*	4
				13

FOURTH SEMESTER

___	◆ ITSC	1309	Integrated Software Applications I*	3
___	----	----	Humanities/Fine Arts*	3
___	ENGL	1302	English Composition II*	3
___	----	----	Oral Communications*	3
				12

FIFTH SEMESTER

___	RNSG	1251	Care of the Childbearing Family	2
___	RNSG	1162	Clinical - Nursing - Registered Nurse Training	1
___	RNSG	2213	Mental Health Nursing	2
___	RNSG	2160	Clinical - Nursing - Registered Nurse Training	1
___	SPNL	1301	Health Care Spanish*	3
				9

SIXTH SEMESTER

___	RNSG	2331	Advanced Concepts of Adult Health	3
___	● RNSG	2121	Management of Client Care	1
___	RNSG	2362	Clinical - Nursing - Registered Nurse Training	3
___	RNSG	1146	Legal and Ethical Issues for Nurses	1
				8

Total Semester Credit Hours for Degree **72**

Progression requires:

- Overall 2.0 GPA in degree plan
- No grade of "D" or below in degree plan courses

Graduation requires:

- Completion of RNSG prefix courses within 5 years of graduation
- Overall GPA of 2.0 in degree plan
- No grade of "D" or below in degree plan courses

Associate of Applied Science in Nursing - Transitional Entry

Applications are taken year around, students are strongly encouraged to turn in applications by February 1 for consideration for admission. Students are responsible for furnishing official transcripts to the Admissions and Records Office and a copy to the Allied Health office. The student is required to request transcript evaluation of transfer courses, once admitted into the program. The ADN Admission Committee informs applicants of admission status. Students selected may enter the program provided admission requirements are satisfied.

- No grade of "D" or below in degree plan courses.
- Prerequisite courses GPA of 2.5 in BIOL 2401, ENGL 1301, PSYC 2301.
- Science GPA of 2.5 in degree plan courses completed
- Criminal background checks. See Allied Health office for details
- Texas Department of Health and Human Services required immunizations (see Allied Health Admission)

Admission requirements are monitored continuously and may change between catalogs. Contact the Allied Health office for most recent admission requirements including:

- Overall GPA in degree plan
- GPA of prerequisite courses
- GPA of natural science courses completed in the degree plan
- Number of courses completed in degree plan
- Non-degree plan science courses completed, such as chemistry, biology, life science, pathophysiology and nutrition.
- Non-degree plan academic courses such as Sociology, History, Government, Statistics.

The Board of Nurse Examiners for the state of Texas requires schools to inform enrolled student, (verbally and in writing) about eligi-

bility requirements and to maintain students' signed receipt of the required information.

The Board of Nurse Examiners has identified certain circumstances that may render a potential candidate ineligible for licensure as a registered nurse in the state of Texas. (See further details on page 64 - ADN requirements)

Prerequisites

FIRST SEMESTER				SCH
___	BIOL	2401	Human Anatomy and Physiology I	4
___	◆ ITSC	1309	Integrated Software Applications I	3
___	ENGL	1301	English Composition I	3
___	PSYC	2301	Introduction to Psychology	3
				13

Once admitted into the program all courses must be taken in the sequence designated at the time of admission. If any RNSG course must be repeated, the lab/clinical corresponding course must be repeated also.

SECOND SEMESTER

___	BIOL	2402	Human Anatomy and Physiology II	4
___	ENGL	1302	English Composition II	3
___	PSYC	2314	Life Span Growth and Development	3
___	* ----	----	Humanities/Fine Arts	3
___	* ----	----	Oral Communications	3
				16

THIRD SEMESTER

___	BIOL	2421	Microbiology	4
___	# RNSG	1209	Introduction to Nursing	2
___	# RNSG	1205	Nursing Skills I	2
___	# RNSG	1341	Common Concepts of Adult Health	3
___	# RNSG	1361	Clinical - Nursing - Registered Nurse Training	3
___	RNSG	2207	Transition to Nursing Practice	2
				16

FOURTH SEMESTER

___	##RNSG	1343	Complex Concepts of Adult Health	3
___	##RNSG	1362	Clinical - Nursing - Registered Nurse Training	3
___	##RNSG	2201	Care of Children and Families	2
___	##RNSG	2161	Clinical - Nursing - Registered Nurse Training	1
				9

FIFTH SEMESTER

___	RNSG	1251	Care of the Childbearing Family	2
___	RNSG	1162	Clinical - Nursing - Registered Nurse Training	1
___	RNSG	2213	Mental Health Nursing	2
___	RNSG	2160	Clinical - Nursing - Registered Nurse Training	1
___	SPNL	1301	Health Care Spanish	3
				9

SIXTH SEMESTER

___	RNSG	2331	Advanced Concepts of Adult Health	3
___	● RNSG	2121	Management of Client Care	1
___	RNSG	2362	Clinical - Nursing - Registered Nurse Training	3
___	RNSG	1146	Legal and Ethical Issues for Nurses	1
				8

Total Semester Credit Hours for Degree **71**

* These courses may be taken after admission to the program.

Credit awarded upon completion of RNSG 1343, 1362, 2201, 2161.

Grade awarded in these courses will be transcribed for RNSG 1205, 1209, 1341, 1361.

Progression requires:

- overall 2.0 GPA in degree plan courses
- no grade of "D" or below in degree plan courses

Graduation requires:

- completion of RNSG prefix within 5 years of graduation
- overall GPA of 2.0 in degree plan
- no grade of "D" or below in degree plan courses

Nursing (VN)

Certificate of Completion in Vocational Nursing

The purpose of the vocational nursing program is to prepare individuals to perform basic nursing skills as defined by the Vocational Nurse Act. The VN program is accredited by the Board of Vocational Nurse Examiners.

Admission to the Vocational Nursing program is based on the following point selection process:

Required Points

- Apply for admission to Lee College, submit to the Admission and Records office an official transcript from high school or GED certificate, and any/all colleges attended,
- Application for VN program on file in Allied Health office,
- Copy of high school diploma or GED certificate in VN folder in Allied Health office,
- Degree plan from Counseling Center signed by counselor,
- Documented 13th grade reading level,
- Complete Lee College assessment/placement tests and complete developmental courses, if required,
- Demonstrate competencies in Allied Health math: "C" or better in MATH 110, or "C" or better on advance placement test for MATH 110
- Mandatory interview with VN faculty member.

Bonus Points

- BIOL 2404-Human Body-no older than 2 years, "B" or better is required. (If this course is taken prior to entering the VN program, the student will not have to take BIOL 2404, which is required during the fall semester of the VN program.)
OR
- BIOL 2401 AND BIOL 2402-no older than 2 years, "B" or better is required. (If these courses are taken prior to entering the VN program, the student will not have to take BIOL 2404, which is required during the fall semester of the VN program.)
- HITT 1305-Medical Terminology. (If this course is taken prior to entering the VN program, the student will not have to take HITT 1305 which is required during the fall semester of the VN program.)
- COSS 300-Study Skills
- ITSC 1309-Integrated Software Applications I
- GPA (based on BIOL 2404 or BIOL 2401 and 2402, MATH 110 and HITT 1305) – (4.0 = 1 point; 3.9-3.0 = .75 point; 2.9-2.0 = .50 point.)

Applications are taken year round; students are encouraged to apply by February 1 for fall entry. Obtain a VN admission packet in the Allied Health office or the Counseling Center. No points are calculated for admission after May 30th. Class size is limited and there are more applicants than slots. Completion of recommended bonus courses does not guarantee admission to program.

After successful completion of this program, the graduate is eligible to take the National Council Licensure Examination for Practical Nurses. Upon passing the examination, the graduate is licensed as a vocational nurse.

The Board of Nurse Examiners has identified certain circumstances that may render a potential candidate ineligible for licensure as a regis-

tered nurse in the State of Texas. The Board provides individuals the opportunity to petition the Board for a Declaratory Order as to their eligibility in accordance with Article 301.257 of the Nursing Practice Act.

If you are required to answer "YES" to any of the following questions, please detach the request for a Declaratory Order Petition from the Board of Nurse Examiners, P.O. Box 430, Austin, Texas 78767-0430, and return it to the Board's office. **Processing your Petition may take 6 to 12 months, or longer, after you provide all required documentation and depending on your circumstance.** Once all requested documents have been received, you will be notified that the Petition has been transferred to the Enforcement Department for review.

1. If you have had any licensing authority: 1) refuse to issue you a license; 2) revoke a license; 3) annul a license; 4) cancel a license; 5) accept surrender of a license; 6) suspend a license; 7) place a license on probation; 8) refuse to renew a professional license or certificate held by you now or previously; or 9) ever fine, censure, reprimand, or otherwise discipline a license issued to you.
2. If you have been arrested in any state, territory, or country, including expunged offenses and deferred adjudication(s) with or without prejudice of guilt for anything other than a minor traffic violation. (DUIs, DWIs, and PIs must be reported and are not considered minor traffic violations.) **EFFECTIVE 9/1/03, "minor in possession" (MIP) is no longer required to be reported to the Board.**
3. If you have ever been convicted, adjudged guilty by a court, pled guilty or pled nolo contendere to any crime (felony or misdemeanor) whether or not a sentence was imposed (excluding minor traffic violations).
4. If you have any criminal charges pending against you in any court.
5. If you have been diagnosed, treated, or hospitalized in the past five (5) years for schizophrenia or other psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder.
6. If you have been addicted or treated for the use of alcohol or any other drug within the past five (5) years.
7. If you have been issued any order concerning your eligibility for examination or licensure by this Board or have you ever received a proposal of ineligibility.

FIRST SEMESTER			SCH
—	VNSG 1402	Applied Nursing Skills I	4
—	VNSG 1304	Foundations of Nursing	3
—	VNSG 1329	Medical-Surgical Nursing I	3
—	VNSG 1363	Clinical - Licensed Vocational Nurse (LVN) Training	3
—	BIOL 2404	The Human Body	4
—	HITT 1305	Medical Terminology	3
			20
SECOND SEMESTER			
—	VNSG 1331	Pharmacology	3
—	VNSG 1432	Medical-Surgical Nursing II	4
—	VNSG 2461	Clinical - Licensed Vocational Nurse (LVN) Training	4
			11
THIRD SEMESTER			
—	VNSG 1330	Maternal-Neonatal Nursing	3
—	VNSG 2331	Advanced Nursing Skills	3
—	VNSG 1219	Professional Development	2
—	● VNSG 2361	Clinical - Licensed Vocational Nurse (LVN) Training	3
			11
Total Semester Credit Hours for Certificate			42

● 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. Core curriculum courses are shown in bold type. Field of Study (FOS) courses are underlined. If both core and FOS, courses are shown in bold and underlined type. ♦ Students completing a high school Tech Prep program may receive credit for indicated courses.

Paralegal Studies

Pipefitting

Associate of Applied Science in Paralegal Studies - Tech Prep

Paralegals (also called "Legal Assistants") work under the supervision of an attorney and assist in the delivery of legal services. They do substantive legal work the supervising attorney would otherwise do; however, paralegals are **not** attorneys. Paralegals generally may **not provide legal services directly to the public**, except as permitted by law. Paralegals are important members of the legal service team. They perform such functions as interviewing clients and witnesses, drafting legal documents, conducting legal research, and attending depositions and court hearings.

Paralegals are found in a number of work settings, including law offices, government agencies, and corporate offices.

This program is approved by the **American Bar Association**. It consists of both legal and general education courses. It is intended for the training of paralegals and is not a pre-law course of study.

FIRST SEMESTER			SCH
—	ENGL	1301 English Composition I	3
—	◆ POFI	1401 Computer Applications I	4
—	LGLA	1307 Introduction to Law and the Legal Professions	3
—	LGLA	1301 Legal Research and Writing	3
—	LGLA	1355 Family Law	3
			16
SECOND SEMESTER			
—	SPCH	1315 Principles of Public Speaking	3
—	----	Humanities/Fine Arts	3
—	ENGL	1302 English Composition II	3
—	LGLA	1353 Wills, Trusts and Probate Administration	3
—	LGLA	1351 Contracts	3
—	LGLA	1345 Civil Litigation	3
			18
THIRD SEMESTER			
—	GOVT	2301 American Government I	3
—	LGLA	2303 Torts and Personal Injury Law	3
—	LGLA	----- Elective +	3
—	LGLA	2309 Real Property	3
—	POFT	1309 Administrative Office Procedures I	3
—	POFT	2301 Intermediate Keyboarding	3
			18
FOURTH SEMESTER			
—	----	Natural Science/Mathematics	4
—	ACNT	1303 Introduction to Accounting I or	
	BUSI	1307 Personal Finance	3
—	LGLA	----- Elective +	3
—	LGLA	2307 Law Office Management	3
—	● LGLA	2333 Advanced Legal Document Preparation	3
—	POFT	1132 Workplace Diversity	1
			17
Total Semester Credit Hours for Degree			69

+ Legal specialty elective to be chosen from LGLA 1343, 2301, 2311, 2313, 2323, 2331, or 2388.

Associate of Applied Science in Pipefitting Technology - Tech Prep

FIRST SEMESTER			SCH
—	PFPB	1350 Plumbing and Pipefitting Equipment and Safety	3
—	PFPB	1408 Basic Pipefitting Skills	4
—	TECM	1349 Technical Math Applications	3
—	◆ ITSC	1309 Integrated Software Applications I	3
—	----	Natural Science	4
			17
SECOND SEMESTER			
—	PFPB	1305 Basic Blueprint Reading for Pipefitters	3
—	PFPB	2401 Pipe Fabrication and Installation I	4
—	SPCH	----- Oral Communications	3
—	ENGL	----- Written Communication	3
—	----	Humanities/Fine Arts	3
			16
THIRD SEMESTER			
—	PFPB	2408 Piping Standards and Materials	4
—	PFPB	2338 Blueprint Reading for Pipefitters	3
—	PFPB	2441 Pipe Fabrication and Installation II	4
—	BMGT	1307 High Performance Work Teams	3
—	----	Elective	3
			17
FOURTH SEMESTER			
—	● PFPB	2343 Pipe Practices	3
—	----	Social/Behavioral Science	3
—	PFPB	2449 Field Measuring, Sketching and Layout	4
—	----	Elective	3
			13
Total Semester Credit Hours for Degree			63
Certificate of Completion in Pipefitting Technology			
FIRST SEMESTER			SCH
—	PFPB	1350 Plumbing and Pipefitting Equipment and Safety	3
—	PFPB	1408 Basic Pipefitting Skills	4
			7
SECOND SEMESTER			
—	PFPB	1305 Basic Blueprint Reading for Pipefitters	3
—	PFPB	2401 Pipe Fabrication and Installation I	4
			7
THIRD SEMESTER			
—	PFPB	2408 Piping Standards and Materials	4
—	PFPB	2338 Blueprint Reading for Pipefitters	3
—	PFPB	2441 Pipe Fabrication and Installation II	4
			11
FOURTH SEMESTER			
—	● PFPB	2343 Pipe Practices	3
			3
Total Semester Credit Hours for Certificate			28

Certificate of Completion in Pipefitter Helper

FIRST SEMESTER			SCH
—	PFPB 1350	Plumbing and Pipefitting Equipment and Safety	3
—	PFPB 1408	Basic Pipefitting Skills	4
			7
SECOND SEMESTER			
—	PFPB 1305	Basic Blueprint Reading for Pipefitters	3
—	PFPB 2401	Pipe Fabrication and Installation I	4
			7
THRID SEMESTER			
—	● PFPB 2338	Blueprint Reading for Pipefitters	3
			3
Total Semester Credit Hours for Certificate			17

Process Technology

Associate of Applied Science in Process Technology - Tech Prep

The process technology programs prepare the student to enter the operations or laboratory technician field in refinery and manufacturing.

FIRST SEMESTER			SCH
—	◆ PTAC 1302	Introduction to Process Technology	3
—	◆ PTAC 1308	Safety, Health, and Environment I	3
—	PTAC 1410	Process Technology I - Equipment	4
—	PTAC 1332	Process Instrumentation I	3
—	SCIT 1414	Applied General Chemistry I	4
			17
SECOND SEMESTER			
—	PTAC 2314	Principles of Quality	3
—	PTAC 2420	Process Technology II - Systems	4
—	SCIT 1318	Applied Physics I	3
—	PTAC 2346	Process Troubleshooting	3
—	CHEM 1419	Introductory Organic Chemistry I	4
			17
THIRD SEMESTER			
—	ENGL ----	Written Communication	3
—	TECM 1341	Technical Algebra	3
—	PHYS ----	Natural Science*	4
—	SPCH 1315	Principles of Speaking	3
—	◆ ITSC 1309	Integrated Software Applications I	3
			16
FOURTH SEMESTER			
—	----	Social/Behavioral Science	3
—	HRPO 1311	Human Relations	3
—	● PTAC 2438	Process Technology III - Operations	4
—	----	Humanities/Fine Arts	3
			13
Total Semester Credit Hours for Degree			63

*Choose from Natural Science AA/AAT/AS Core listing.

Certificate of Completion in Process Technology

FIRST SEMESTER			SCH
—	PTAC 1302	Introduction to Process Technology	3
—	PTAC 1308	Safety, Health, and Environment I	3
—	PTAC 1410	Process Technology I - Equipment	4
—	PTAC 1332	Process Instrumentation I	3
—	SCIT 1414	Applied General Chemistry I	4
			17

SECOND SEMESTER			SCH
—	PTAC 2314	Principles of Quality	3
—	PTAC 2420	Process Technology II - Systems	4
—	PTAC 2346	Process Troubleshooting	3
—	● PTAC 2438	Process Technology III - Operations	4
—	SCIT 1318	Applied Physics I	3
			17
Total Semester Credit Hours for Certificate			34

Professional Office Technology

Associate of Applied Science in Professional Office Technology - Tech Prep

The Professional Office Technology Program prepares students for administrative support careers in today's business and industry.

FIRST SEMESTER			SCH
—	POFT 1301	Business English	3
—	POFT 1309	Administrative Office Procedures I	3
—	POFT 1321	Business Math	3
—	POFT 1132	Workplace Diversity	
			<i>or</i>
—	POFT 1127	Introduction to Keyboarding	1
—	POFI 2301	Word Processing	3
—	----	Humanities/Fine Arts	3
			16
SECOND SEMESTER			
—	ENGL 1301	English Composition I	3
—	◆ POFT 2301	Intermediate Keyboarding	3
—	POFT 1364	Practicum (or Field Experience) - Administrative Assistant and Secretarial Science, General	
			<i>or</i>
—	POFT 1349	Administrative Office Procedures II	3
—	POFT 2312	Business Correspondence & Communication	3
—	----	Social/Behavioral Science	3
			15
THIRD SEMESTER			
—	ENGL 1302	English Composition II	
			<i>or</i>
—	ENGL 2311	Technical Writing	3
—	POFI 2340	Advanced Word Processing	3
—	POFT 1365	Practicum (or Field Experience) - Administrative Assistant and Secretarial Science, General	
			<i>or</i>
—	POFI 2331	Desktop Publishing for the Office	3
—	POFI 1401	Computer Applications I	4
—	----	Oral Communications	3
			16
FOURTH SEMESTER			
—	----	Natural Science/Mathematics	4
—	● POFT 2331	Administrative Systems	
			<i>or</i>
—	● POFT 2364	Practicum (or Field Experience) - Administrative Assistant and Secretarial Science, General	3
—	POFI 1349	Spreadsheets	3
—	ACNT 1303	Introduction to Accounting I	3
—	POFI 1341	Computer Applications II	3
			16
Total Semester Credit Hours for Degree			63

● 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.
 Core curriculum courses are shown in bold type. Field of Study (FOS) courses are underlined. If both core and FOS, courses are shown in bold and underline type.
 ◆ Students completing a high school Tech Prep program may receive credit for indicated courses.

Certificates of Completion in Office Assistant, Administrative Assistant, And Administrative Specialist

All courses in each certificate apply toward the next level certificate and must be completed for each level certificate to be awarded.

The ability to type 30-35 words per minute is recommended for POFT 2301. POFT 1329 should be taken before taking this course if the student's typewriting speed is less than 30 words per minute.

Certificate of Completion in Office Assistant

FIRST SEMESTER		SCH
___	POFT 1301 Business English	3
___●	POFT 1309 Administrative Office Procedures I	3
___	POFT 1329 Beginning Keyboarding	
	<i>or</i>	
___	POFT 2301 Intermediate Keyboarding	3
___	POFI 2301 Word Processing	3
___	POFT 1321 Business Math	3
___	POFT 1132 Workplace Diversity	1
Total Semester Credit Hours for Certificate		16

Certificate of Completion in Administrative Assistant

FIRST SEMESTER		SCH
___	POFT 1301 Business English	3
___	POFT 1309 Administrative Office Procedures I	3
___	POFT 2301 Intermediate Keyboarding	3
___	POFI 2301 Word Processing	3
___	POFT 1321 Business Math	3
___	POFT 1132 Workplace Diversity	1
		16

SECOND SEMESTER		SCH
___●	POFT 1349 Administrative Office Procedures II	
	<i>or</i>	
●	POFT 1364 Practicum (or Field Experience) - Administrative Assistant and Secretarial Science, General	3
___	POFI 1401 Computer Applications I	4
___	POFI 2340 Advanced Word Processing	3
___	POFT 2312 Business Correspondence & Communication	3
		13
Total Semester Credit Hours for Certificate		29

Certificate of Completion in Administrative Specialist

FIRST SEMESTER		SCH
___	POFT 1301 Business English	3
___	POFT 1309 Administrative Office Procedures I	3
___	POFT 2301 Intermediate Keyboarding	3
___	POFI 2301 Word Processing	3
___	POFT 1321 Business Math	3
___	POFT 1132 Workplace Diversity	1
		16

SECOND SEMESTER		SCH
___	POFT 1349 Administrative Office Procedures II	
	<i>or</i>	
___	POFT 1364 Practicum (or Field Experience) - Administrative Assistant and Secretarial Science, General	3
___	POFI 1401 Computer Applications I	4
___	POFI 2340 Advanced Word Processing	3
___	POFT 2312 Business Correspondence & Communication	3
		13

THIRD SEMESTER		SCH
___●	POFT 2331 Administrative Systems	
	<i>or</i>	
●	POFT 1365 Practicum (or Field Experience) - Administrative Assistant and Secretarial Science, General	3
___	POFI 2331 Desktop Publishing for the Office	3
___	POFI 1349 Spreadsheets	3
___	POFI 1341 Computer Applications II	3
		12
Total Semester Credit Hours for Certificate		41

Professional Writing

Associate of Science in Professional Writing

Using technical writing as a foundation, students will learn to design professional publications and write documents for business and industry.

FIRST SEMESTER		SCH
___	ENGL 1301 English Composition I	3
___	HIST 1301 History of the United States to 1877	
	<i>or</i>	
___	HIST 1302 History of the United States since 1877	
	<i>or</i>	
___	HIST 2301 History of Texas	3
___	---- ---- Natural Science	4
___	COMM 2305 Business Publication Design	3
___	---- ---- Computer Literacy	3-4
		16/17

SECOND SEMESTER		SCH
___	ENGL 1302 English Composition II	3
___	HIST 1301 History of the United States to 1877	
	<i>or</i>	
___	HIST 1302 History of the United States since 1877	
	<i>or</i>	
___	HIST 2301 History of Texas	3
___	ENGL 2311 Technical Writing	3
___	ENGL 2189L Legal Writing	
	<i>or</i>	
___	ENGL 2189F Feature Writing	1
___	---- ---- Natural Science	4
___	---- ---- Social/Behavioral Science: Other	3
		17

THIRD SEMESTER		SCH
___	GOVT 2301 American Government I	
	<i>or</i>	
___	GOVT 2302 American Government II	3
___	SPCH ---- Communication: Other	3
___	MATH ---- Mathematics	4
___	---- ---- Humanities: Visual/Performing Arts	3
___	ENGL 2189I International Technical Communication	1
___	ENGL 2189 Elective	1
		15

FOURTH SEMESTER		SCH
___	GOVT 2301 American Government I	
	<i>or</i>	
___	GOVT 2302 American Government II	3
___	---- ---- Humanities: Other	3
___	KINE ---- Health, Wellness, Kinesiology	1
___	COMM 2389P Professional Writing Internship	3
___	ENGL 2315 Advanced Technical Writing	3
		13
Total Semester Credit Hours for Degree		61/62

Social Sciences

Associate of Arts in Social Sciences

Students will gain a basic understanding of society through historical events and sociological and economic development.

FIRST SEMESTER		SCH
—	ENGL 1301 English Composition I	3
—	HIST 1301 History of the United States to 1877	
	<i>or</i>	
	HIST 1302 History of the United States since 1877	
	<i>or</i>	
	HIST 2301 History of Texas	3
—	---- ---- Natural Science	4
—	MATH 1414 College Algebra (or more advanced)	
	<i>or</i>	
—	MATH 1332 Contemporary Mathematics I	3-4
—	---- ---- Computer Literacy	3-4
		16/18
SECOND SEMESTER		SCH
—	ENGL 1302 English Composition II	3
—	HIST 1301 History of the United States to 1877	
	<i>or</i>	
	HIST 1302 History of the United States since 1877	
	<i>or</i>	
	HIST 2301 History of Texas	3
—	---- ---- Natural Science	4
—	SPCH 1315 Principles of Public Speaking	3
—	---- ---- Elective	3
		16
THIRD SEMESTER		SCH
—	GOVT 2301 American Government I	3
—	---- ---- Humanities: Visual/Performing Arts	3
—	ENGL ---- Literature	3
—	SOCI 1301 Introductory Sociology	3
—	PSYC 2301 Introduction to Psychology	3
—	KINE ---- Health, Wellness, Kinesiology	1
		16
FOURTH SEMESTER		SCH
—	GOVT 2302 American Government II	3
—	---- ---- Humanities: Other	3
—	---- ---- Social Science elective	3
—	---- ---- Social Science elective	3
—	ECON 2301 Principles of Economics: Macroeconomics	
	<i>or</i>	
	ECON 2302 Principles of Economics: Microeconomics	3
		15
Total Semester Credit Hours for Degree		63/65

Spanish

Associate of Arts in Spanish

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

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

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

FIRST SEMESTER		SCH
—	ENGL 1301 English Composition I	3
—	---- ---- Social/Behavioral Science: Other	3
—	HIST 1301 History of the United States to 1877	
	<i>or</i>	
	HIST 1302 History of the United States since 1877	
	<i>or</i>	
	HIST 2301 History of Texas	3
—	SPAN 1411 Beginning Spanish	4
		13
SECOND SEMESTER		SCH
—	ENGL 1302 English Composition II	3
—	MATH 1414 College Algebra	
	<i>or</i>	
	MATH 1332 Contemporary Mathematics I	3-4
—	HIST 1301 History of the United States to 1877	
	<i>or</i>	
	HIST 1302 History of the United States since 1877	
	<i>or</i>	
	HIST 2301 History of Texas	3
—	SPAN 1412 Intermediate Spanish	4
—	KINE ---- Health, Wellness, Kinesiology	1
—	---- ---- Elective outside one's major	3
		17/18
THIRD SEMESTER		SCH
—	---- ---- Humanities: Other	3
—	GOVT 2301 American Government I	3
—	---- ---- Natural Science	4
—	---- ---- Computer Literacy	3-4
—	SPAN 2311 Spanish: Reading, Conversation, Composition and Grammar Review	3
		16/17
FOURTH SEMESTER		SCH
—	GOVT 2302 American Government II	3
—	---- ---- Natural Science	4
—	---- ---- Humanities: Visual/Performing Arts	3
—	---- ---- Communication: Other	3
—	SPAN 2312 Spanish: Reading, Conversation, Composition and Grammar Review	3
		16
Total Semester Credit Hours for Degree		62/64

Transfer

Associate of Science in Transfer

Students will meet core curriculum requirements and choose an area of concentration to prepare for upper division coursework where more specific fields of study are not available through AA, AS, or AAT degrees offered by Lee College. Electives in the concentration must be chosen from academic courses in the same rubric (exceptions need an instructional dean's approval); technical courses do not apply. Academic courses are listed in the State of Texas Academic Course Guide Manual found at <http://www.thecb.state.tx.us>. The AS in transfer is only available to students who have not already earned an AA, AS, or AAT degree from Lee College, and it is not awarded simultaneously with another AA, AS, or AAT degree from Lee College.

FIRST SEMESTER		SCH
—	ENGL 1301 English Composition I	3
—	MATH 1414 College Algebra (or more advanced)	4

● 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.
 Core curriculum courses are shown in bold type. Field of Study (FOS) courses are underlined. If both core and FOS, courses are shown in bold and underline type.
 ♦ Students completing a high school Tech Prep program may receive credit for indicated courses.

—	HIST	1301	History of the United States to 1877 <i>or</i>	
	HIST	1302	History of the United States since 1877 <i>or</i>	
	HIST	2301	History of Texas	3
—	----	----	Computer Literacy	3-4
—	----	----	Elective *	3
				16/17

SECOND SEMESTER

—	ENGL	1302	English Composition II	3
—	HIST	1301	History of the United States to 1877 <i>or</i>	
	HIST	1302	History of the United States since 1877 <i>or</i>	
	HIST	2301	History of Texas	3
—	----	----	Social/Behavioral Science	3
—	KINE	----	Health, Wellness, Kinesiology	1-3
—	----	----	Elective *	3
				13/15

THIRD SEMESTER

—	----	----	Communication: Other	3
—	----	----	Natural Science	4
—	GOVT	2301	American Government I	3
—	----	----	Humanities: Other	3
—	----	----	Elective *	3
				16

FOURTH SEMESTER

—	----	----	Natural Science	4
—	GOVT	2302	American Government II	3
—	----	----	Humanities: Visual/Performing Arts	3
—	----	----	Elective	3
—	----	----	Elective	3
				16
Total Semester Credit Hours for Degree				61/64

*Electives must be academic courses in the same discipline, identified by the same rubric. Exceptions must be approved by an instructional dean.

Visual Arts

Associate of Arts in Visual Arts

Students will gain a basic understanding of two-and/or three-dimensional design and apply those principles to their own work. They will develop technical proficiency and an understanding of aesthetic principles basic to one or more media to prepare them to transfer to a four-year art program or further explore their medium of choice. Students seeking a bachelor of arts degree may want to take courses to meet the freshman art core (ARTS 1301, 1303, 1304, 1311, 1312, 1316, 1317), recommended by the Texas Association of Schools of Arts, as well as courses in painting, sculpture, ceramics, digital imaging and photography. Students should select a transfer university early in their program and seek the advice of an academic advisor, counselor, or art instructor about course selection and prerequisites for their program.

FIRST SEMESTER				SCH
—	ARTS	1303	Art History I <i>or</i>	
	ARTS	1304	Art History II	3
—	ARTS	1311	Design I *	3
—	ARTS	1316	Drawing I	3
—	ENGL	1301	English Composition I	3
—	HIST	1301	History of the United States to 1877 <i>or</i>	
	HIST	1302	History of the United States since 1877 <i>or</i>	
	HIST	2301	History of Texas	3
				15

SECOND SEMESTER

—	ARTS	1303	Art History I <i>or</i>	
	ARTS	1304	Art History II	3
—	----	----	Humanities: Other	3
—	ARTS	1317	Drawing II	3
—	ENGL	1302	English Composition II	3
—	----	----	Natural Science	4
				16

THIRD SEMESTER

—	ARTS	----	Art elective	3
—	----	----	Humanities: Visual/Performing Arts	3
—	GOVT	2301	American Government I	3
—	HIST	1301	History of the United States to 1877 <i>or</i>	
	HIST	1302	History of the United States since 1877 <i>or</i>	
	HIST	2301	History of Texas	3
—	----	----	Communication: Other	3
—	----	----	Social/Behavioral Science: Other	3
—	KINE	----	Health, Wellness, Kinesiology	1
				19

FOURTH SEMESTER

—	GOVT	2302	American Government II	3
—	----	----	Computer Literacy	3
—	----	----	Natural Science	4
—	MATH	----	Mathematics	3
—	ARTS	----	Elective	3
				16
Total Semester Credit Hours for Degree				66

* Offered once a year.

Visual Arts: Imaging

Associate of Arts in Visual Arts: Imaging

Students will gain a basic understanding of imaging software and the technical aspects of digital imaging to be able to manipulate images for aesthetic or graphic arts productions and/or online presentations.

FIRST SEMESTER				SCH
—	ENGL	1301	English Composition I	3
—	HIST	1301	History of the United States to 1877 <i>or</i>	
	HIST	1302	History of the United States since 1877 <i>or</i>	
	HIST	2301	History of Texas	3
—	KINE	----	Health, Wellness, Kinesiology	1
—	ARTS	1316	Drawing I	3
—	ARTS	1311	Design I *	
			<i>or</i>	
	ARTS	2313	Design Communications I	3
—	ARTS	1303	Art History I	3
				16
SECOND SEMESTER				
—	ENGL	1302	English Composition II	3
—	HIST	1301	History of the United States to 1877 <i>or</i>	
	HIST	1302	History of the United States since 1877 <i>or</i>	
	HIST	2301	History of Texas	3
—	----	----	Communication: Other	3
—	----	----	Computer Literacy	3
—	ARTS	2314	Design Communications II	3
—	ARTS	----	Elective	3
				18

THIRD SEMESTER

—	GOVT 2301	American Government I	
		<i>or</i>	
	GOVT 2302	American Government II	3
—	-----	Natural Science	4
—	-----	Social/Behavioral Science: Other	3
—	ARTS 2348	Digital Art I	3
—	ARTS ----	Elective	3
			16

FOURTH SEMESTER

—	GOVT 2301	American Government I	
		<i>or</i>	
	GOVT 2302	American Government II	3
—	-----	Natural Science	4
—	-----	Humanities: Other	3
—	MATH ----	Mathematics	3
—	ARTS 2349	Digital Art II	3
			16
		Total Semester Credit Hours for Degree	66

* Offered once a year.

Welding

Associate of Applied Science in Welding Technology - Tech Prep

FIRST SEMESTER			SCH
—	◆ WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
—	WLDG 1313	Introduction to Blueprint Reading for Welders	3
—	TECM 1341	Technical Algebra	3
—	ENGL ----	Written Communication	3
—	WLDG 1323	Welding Safety, Tools, and Equipment	3
			16
SECOND SEMESTER			
—	◆ WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)	4
—	WLDG 1337	Introduction to Metallurgy	3
—	TECM 1349	Technical Math Applications	3
—	BMGT 1307	High Performance Work Teams	3
—	-----	Natural Science	4
			17
THIRD SEMESTER			
—	WLDG 1435	Introduction to Pipe Welding	4
—	WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
—	WLDG 1327	Welding Codes	3
—	◆ ITSC 1309	Integrated Software Applications I	3
—	-----	Humanities/Fine Arts	3
			17
FOURTH SEMESTER			
—	WLDG 2453	Advanced Pipe Welding	4
—	● WLDG 2451	Advanced Gas Tungsten Arc (GTAW) Welding	4
—	SPCH ----	Oral Communications	3
—	-----	Social/Behavioral Science	3
—	-----	Elective	3
			17
		Total Semester Credit Hours for Degree	67

Certificate of Completion in Welding Technology

FIRST SEMESTER			SCH
—	WLDG 1313	Introduction to Blueprint Reading for Welders	3
—	WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
—	WLDG 1323	Welding Safety, Tools, and Equipment	3
			10
SECOND SEMESTER			
—	WLDG 1337	Introduction to Metallurgy	3
—	WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)	4
—	WLDG 1430	Introduction to Gas Metal Arc (GMAW) Welding	4
			11
THIRD SEMESTER			
—	WLDG 1435	Introduction to Pipe Welding	4
—	WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
—	WLDG 1327	Welding Codes	3
			11
FOURTH SEMESTER			
—	WLDG 2453	Advanced Pipe Welding	4
—	● WLDG 2451	Advanced Gas Tungsten Arc (GTAW) Welding	4
			8
		Total Semester Credit Hours for Certificate	40

Certificate of Completion in Welding Inspection Technology

FIRST SEMESTER			SCH
—	WLDG 1313	Introduction to Blueprint Reading for Welders	3
—	WLDG 1337	Introduction to Metallurgy	3
—	NDTE 1301	Film Interpretation of Weldments	3
—	NDTE 1310	Liquid Penetrant/Magnetic Particle Testing	3
			12
SECOND SEMESTER			
—	● NDTE 2411	Preparation for Welding Inspection Certification	4
—	WLDG 1327	Welding Codes	3
			7
		Total Semester Credit Hours for Certificate	19

● 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.
 Core curriculum courses are shown in bold type. Field of Study (FOS) courses are underlined. If both core and FOS, courses are shown in bold and underline type.
 ◆ Students completing a high school Tech Prep program may receive credit for indicated courses.