

2011-2012 Catalog



Lee College Catalog 2011

PO Box 818 • Baytown, Texas 77522-0818
281-427-5611 • www.lee.edu

Lee College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate of Arts Degree, Associate of Arts in Teaching, Associate of Science Degree, and the Associate of Applied Science Degree. Questions or concerns regarding the accreditation may be addressed to the SACS Office at 1866 Southern Lane, Decatur, Georgia, 30033-4097, (404) 679-4500. Lee College programs are approved by the Texas Higher Education Coordinating Board and the Texas Education Agency.

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

The policies, programs, and degrees described in this catalog do not apply to students or programs offered by Lee College through the Texas Department of Criminal Justice.

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

Mission Statement

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

Vision Statement

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

Goals

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

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

Equal Education Opportunity Statement

Lee College is an open enrollment institution and offers a variety of vocational and academic programs. Lee College does not discriminate on the basis of gender, disability, race, color, age, religion, national origin or veteran status in its educational programs, activities, or employment practices as required by Title VII, Title IX, Section 504, ADA, or 34 C.F.R. Limited English proficiency is not a barrier for admission to the College.

For information regarding student rights or appeal procedures, refer to Chapter 2 and 3 of this catalog or contact the Vice President of Student Affairs, Lee College, P.O. Box 818, Baytown, Texas 77522-0818 or call (281) 425-6400. Lee College is located at the corner of Lee Drive and Market and Texas Avenue.

Declaración de Igualdad en la Educación

Lee College no discrimina en base a género, incapacidad, raza, religión, color, edad, nacionalidad, o por condición de veterano militar en los programas educativos, actividades, o empleo como es requerido bajo la Ley VII, Ley IX, Sección 504, o 34 C.F.R. Limitación en el idioma Inglés no impide admisión al colegio.

Para información acerca de los derechos de los estudiantes o del procedimiento de quejas, refiérase al capítulo 2 de este catálogo o póngase en contacto con la oficina del Vicepresidente de Asuntos Estudiantiles, Lee College, Apartado Postal 818, Baytown, TX 77522-0818, teléfono (281) 425-6400. Lee College está situado en la esquina de las calles Lee Drive y Market Street.

Table of Contents

Chapter 1 Admission, Registration and Enrollment	7
General Admission Policy	8
Documents Needed for Admission to the College	10
Registration Information	10
Learning Strategies Course Requirement Based on Placement Scores	11
Texas Success Initiative (TSI)	11
Credit by Examination and Placement into Advanced Classes	13
Enrollment into Special Programs	17
Policies Regarding Credit, Grades, and Student Records	20
Chapter 2 Tuition, Fees and Financial Aid	25
Student Financial Aid	26
Business Office Policies	28
Refund Policy	28
Chapter 3 Student Life Opportunities, Services and Policies	31
Counseling and Advising	32
Student Participation in Decision Making at Lee College	33
Campus Services	34
Library	36
Instructional Labs	36
Student Rights and Responsibilities	36
Information Regarding Classes	38
Graduate Guarantee Program	38
Academic Honesty and Student Policies	40
Student Grievances and Appeal Process	42
Chapter 4 Degree and Certificate Requirements	45
Introduction	46
Associate Degrees	46
Certificates of Completion	47
Course Numbering System	47
Distance Education	48
Lee College Degrees and Certificates Listing	49
Course Options for Core Curricula AA, AS, AAT, and AAS Degrees	53
Definition of Core Curriculum	56
Chapter 5 Degree and Certificate Plans	59
Chapter 6 Course Descriptions	114
Chapter 7 The Community and Lee College	150
Off Campus Education	151
Continuing Education	151
Community Services	152
About Lee College	153
Lee College Personnel	155
Glossary	160
Campus Contacts	163
Index	164
Lee College Main Campus Map	167
Service Area Map	168

Lee College Calendar

FALL SEMESTER – 2011

August	23-25 29	Tuesday-Thursday Monday	Professional Development Activities Classes Begin (Credit & Continuing Education)
September	5 14	Monday Wednesday	Labor Day Holiday (college closed) Day of Record (16 week classes)
November	18 24-27	Friday Thursday-Sunday	Last Day for Student Drops (16 week classes) Thanksgiving Holidays (college closed)
December	8 12-15 16 19 22	Thursday Monday-Thursday Friday Monday Thursday	Last Class Day (16 week session) Final Exams Grades Due Diploma Date Holiday College Begins (Dec. 19-Jan. 5) Last Day Offices Open Winter Break-college offices closed (Dec. 23 through Jan. 2)

Notes:

- All dates subject to change; check the website at www.lee.edu for updates
- Additional dates (including registration dates, dates for other class sessions in each term, payment deadlines and refund schedules) are found at the class schedule web page: www.lee.edu/schedule.asp

SPRING SEMESTER – 2012

Jan	3 10-12 16 17	Tuesday Tuesday-Thursday Monday Tuesday	Offices Open Professional Development Activities Martin Luther King Holiday (college closed) Classes Begin (Credit & Continuing Education)
February	1	Wednesday	Day of Record (16 week classes)
March	12-18	Monday-Sunday	Spring Break (college closed)
April	6 13	Friday Friday	Good Friday Holiday (college closed unless there have been emergency closures-verify by checking web site) Last Day for Student Drops (16 week classes)
May	3 7-10 11 12	Thursday Monday-Thursday Friday Saturday	Last day of credit classes Final exams Grades Due Commencement Ceremonies

SUMMER SEMESTER – 2012

May	14	Monday	May Mini Session Begins (classes meet May 14 – 31) Memorial Day Holiday (college closed)
	28	Monday	
June	4	Monday	Summer I Classes Begin (Credit & Continuing Education)
July	4	Wednesday	Independence Day Holiday (college closed)
	5	Thursday	Last Class Meeting, Summer I 5 week classes
	9	Monday	Classes Begin (Summer II Session)
August	9	Thursday	Last Class Meeting – all remaining summer classes Grades Due Summer Diploma Date
	10	Friday	

FALL SEMESTER – 2012

August	21-23	Tuesday-Thursday	Professional Development Activities Classes Begin (Credit & Continuing Education)
	27	Monday	
September	3	Monday	Labor Day Holiday (college closed) Day of Record (16 week classes)
	12	Wednesday	
November	16	Friday	Last Day for Student Drops (16 week classes) Thanksgiving Holidays (college closed)
	22-25	Thursday-Sunday	
December	6	Thursday	Last Class Day (16 week session) Final Exams Grades Due Diploma Date Holiday College Begins (Dec. 17-Jan. 3) Last Day Offices Open Winter Break-college offices closed (Dec. 24 through Jan. 1)
	10-13	Monday-Thursday	
	14	Friday	
	17	Monday	
	21	Friday	

SPRING SEMESTER – 2013

Jan	2	Wednesday	Offices Open
	8-10	Tuesday-Thursday	Professional Development Activities
	14	Monday	Classes Begin (Credit & Continuing Education)
	21	Monday	Martin Luther King Holiday (college closed)
	30	Wednesday	Day of Record (16 week classes)
March	11-17	Monday-Sunday	Spring Break (college closed)
	29	Friday	Good Friday Holiday (college closed unless there have been emergency closures-verify by checking website)
April	12	Friday	Last Day for Student Drops (16 week classes)
May	2	Thursday	Last day of credit classes
	6-9	Monday-Thursday	Final exams
	10	Friday	Grades Due
	11	Saturday	Commencement Ceremonies

SUMMER SEMESTER – 2013

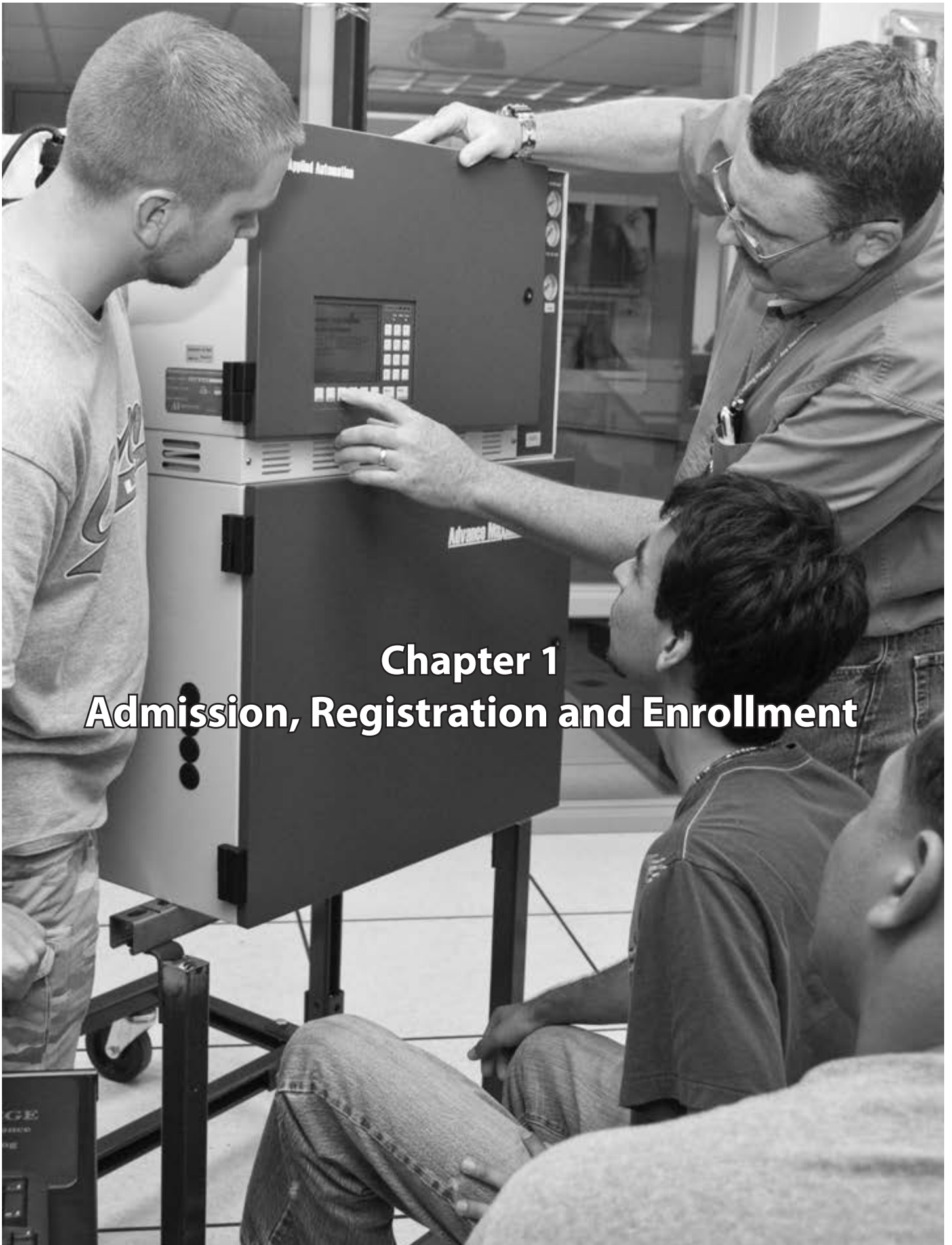
May	13	Monday	May Mini Session Begins (classes meet May 13 – 30)
	27	Monday	Memorial Day Holiday (college closed)
June	3	Monday	Summer I Classes Begin (Credit & Continuing Education)
July	3	Wednesday	Last Class Meeting, Summer I 5 week classes
	4	Thursday	Independence Day Holiday (college closed)
	8	Monday	Classes Begin (Summer II Session)
August	8	Thursday	Last Class Meeting – all remaining summer classes
	9	Friday	Grades Due Summer Diploma Date

Temporary Closing/Cancellations

Students may apply for text notification of Lee College's closings or cancellations through our Lee College Website (<http://www.lee.edu/notify.asp>) which include weather cancellations or delays or other emergency conditions.

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

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



Chapter 1

Admission, Registration and Enrollment

General Admission

General Admission Policy

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

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

Those who do not meet the qualifications listed above (including persons currently enrolled in accredited high schools) may apply for admission on an Individual Approval (IA) basis (see Individual Approval Admission, p. 9).

Lee College maintains an open admissions policy; however, the Texas Success Initiative (TSI), which is a part of state law, requires most students who are First-Time-In-College (FTIC) applicants at publicly funded educational institutions in Texas to be tested in reading, writing, and mathematics for placement purposes only. The Lee College Counseling Center has information regarding tests that satisfy the TSI requirements.

Admission to the College does not imply admission to programs such as the nursing programs or the honors program which employ special admission requirements (see Enrollment In Special Programs, p. 17). Lee College reserves the right to restrict or limit the enrollment of any instructional program.

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

First-Time-In-College (FTIC) Freshmen

Students may enroll as FTIC freshmen if they have graduated from an accredited high school or earned a General Education Development (GED) certificate. In either case, prospective students must produce high school transcripts or GED certificates no later than mid-term of their first semester (see Documents Needed For Admission, p. 10, and Texas Success Initiatives, p. 11).

Transfer/Transient Students

Students who transfer to Lee College from other institutions must have official copies of their transcripts on file in the Office of Admissions and Records no later than mid-term of their first semester at the College. Transcripts used to establish credits for prerequisites may be required earlier.

Students who claim to be exempt from Texas Success Initiative (TSI) testing or claim to have met the TSI College Readiness standard in one or more areas, either because of scores earned on TSI approved tests or courses taken at other colleges or universities, must produce transcripts or other documentation no later than the Day of Record (see College TSI, p. 11).

Transfer students occasionally enroll with the intent of applying the credits they earn at Lee College to degree plans at other schools. Transfer students with this intent may declare themselves Transient Students when they apply for admission. This will simplify the enrollment process, prevent their transcripts from being evaluated for Lee College programs, and may excuse them from some TSI requirements.

Students Enrolled In Accredited High Schools

Persons who are enrolled in accredited high schools may apply for admission to the College under the Individual Approval (IA) admissions policies and, if admitted, may earn credits which can be applied toward Lee College degrees or transferred to other institutions (see Individual Approval Admission, p. 9).

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

In general, students who are enrolled in high school and who wish to take college courses are subject to TSI policies regarding testing, and must satisfy the prerequisites for the courses. They are limited to two college-level courses per semester or term. The policies regarding persons who are enrolled in accredited high schools apply to students who take Lee College courses on their high school campuses for dual credit as well as those who take courses at Lee College sites for college credit only (course prerequisites are a part of the course descriptions included in Chapter 6).

Early College High School Students are not limited in the number of college classes each semester and may earn up to 60 semester credit hours prior to their high school graduation. More information on the Goose Creek Consolidated Early College High School can be found at www.gccisd.net.

Students Enrolled in "Home Schooling"

Persons who have completed the equivalent of an approved high school curriculum through home schooling may apply for admission to the College under the Individual Approval (IA) admission policies (see Individual Approval Admission, p. 9).

International Students

Applicants for admission to the College who are not U.S. citizens

or permanent residents must meet the same standards as native applicants. They must show that they have completed a course of study equivalent to that of an accredited Texas high school or they must follow the Individual Approval (IA) process (see IA Admission, p. 9). In addition, they must meet the following requirements:

1. All admission records must be received at least 45 days before the first class day of a given semester.
2. All applications must be accompanied by payment of a \$50.00 non-refundable fee.
3. International students are subject to all TSI policies and may be required to take a TSI approved test.
4. Provide evidence of proficiency in the English language. This requirement may be satisfied by submitting results from the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). Students need a minimum aggregate (TOEFL) score of 530 on the paper-based test (PBT), 197 on the computer-based test (CBT), or 71 on the Internet-based version (IBT). On the (IELTS), a score of 5.5 or higher is required.
5. Applicants must provide official copies (in English) of their complete academic records. These records should describe the course of instruction in terms of years spent in school and types of subjects and a description of the grading system. These records must be submitted to the Admissions and Records Office where they will be used to determine that the applicant has high school and/or college-level credentials. Original copies of transcripts submitted to the College by the student will not be returned to the student.
6. Students wishing to transfer college-level work to Lee College from foreign institutions must have their transcripts evaluated by an evaluation service approved by the College. Credit for courses taken at foreign institutions will be awarded according to the policies outlined for transfer students.
7. Proof of financial support. A bank statement showing funds on deposit to cover expenses for at least one year of studies (including tuition, fees, books, supplies and living expenses as calculated by the college) as well as a letter pledging support from the sponsor (if the statement is not in the student's name) are required. The international student advisor will provide the dollar amount needed at time of admission appointment.
8. Form I-20 to allow students to get F1 status (student status) will not be issued until all of the requirements listed above have been satisfied.
9. Some non-U.S. citizens may qualify for Texas residency status under state law (see Tuition and Fees, p. 27).

Individual Approval Admission

Individual Approval (IA) admission status is available to applicants for admissions to the College who have not graduated from accredited high schools, do not have GED certificates, and do not have transferable credits from institutions of higher

education. The IA admission policies also provide for students who are (or were) home schooled.

The policies which pertain to IA applicants and students who are fewer than 18 years of age are more restrictive than those which apply to older applicants. Decisions to allow applicants under 18 years of age to enter the College are based on both the person's ability to perform college-level work and his/her level of maturity. Consequently, applicants under age 18 may be required to appear for personal interviews and provide scores from standardized tests.

The College's IA admission policies are described below:

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

- a. Prospective students who meet the criteria listed above and have not completed the equivalent of the junior year of high school may be admitted to the College by the instructional deans or Vice President of Learning.

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

- b. Prospective students who meet the criteria listed above and have completed the equivalent of the junior year of high school (16 high school units) may be admitted to the College by the Vice President of Student Affairs.

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

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

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

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

2. Persons who are 18 year of age or older:
 - a. Prospective students who meet these criteria and wish to enter the College may do so with the approval of the Vice President of Student Affairs. Students who enter the College under these provisions may be restricted to certain courses and/or sections.

Enrollment for Personal Enrichment

Students who are not pursuing certificates or degrees and are not earning credits for transfer to other institutions may declare that their educational goal is "personal enrichment" when they enter the College. Students who do so may avoid some placement testing but are not eligible for state or federal aid (see Personal Enrichment, p. 152).

Documents Needed For Admission To The College

Application For Admission

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

Establishing Residency Status

Students who claim "**Texas residency**" must be prepared to show residence in the state for at least the immediate 12 months prior to the census date of the first term of enrollment. Once a person has lived in Texas for 12 months, the person must be able to show records of gainful employment with a Texas address, deed to property in the state, registration to vote, or registration of an automobile in Texas to demonstrate 12 months of residency. Other documents may be considered if these are not available. Moving to the state solely for educational pursuits does not entitle a student to Texas residency for tuition. These requirements are created by the state legislature and rules are provided to Lee College by the Texas Higher Education Coordinating Board. Other documents which may support a residency petition can include commercial apartment leases, bank statements, and utility billing documents. Dependents of Texas residents may need to present the parent's tax return. See the Admissions and Records Office for more information on residency classification.

See also "Tuition and Fees" in Chapter 2.

Official Transcripts

An official high school transcript of the student's record, GED certificate, or official transcripts from all colleges attended must be on file in the Office of Admissions and Records no later than

mid-term of the first semester of enrollment (sooner if needed for TSI status). Students must request and pay any fees to obtain these documents. Transcripts submitted to the College will not be returned to the student.

Immunization Requirements

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

Registering For Credit

Steps to register:

- Complete the application process (in person or online at www.applytexas.org).
- If required, complete testing assessment at Counseling Center.
- New students must attend orientation and meet with a counselor or advisor.
- Students can then register online or in person (online account information is provided at time of admission) during valid periods as displayed on the website.
- Once registered, payment deadlines must be met either with full or partial payment or financial aid awards.
- Any holds for documents or information needed to complete an admission file, or for any funds or items owed to the college must be cleared prior to registration.

Adding classes:

Students can add additional classes after initial registration during the registration period. After classes start, registration is limited to class changes. See limits on class load, Chapter 3.

Dropping classes:

Students are responsible for dropping classes. There are state-mandated refund policies, and last days to drop before class records appear on transcripts (this is the census date of a term or session). Students need permission from instructors to drop courses after the $\frac{3}{4}$ point in a semester or session (see Considerations When Dropping Classes, p. 22).

Special Registration

Special registrations are noted in class schedules. Special times and locations are available to industrial contract students. Information regarding these registrations is available from the Counseling Center at (281) 425-6384, or the Office of Industrial Liaison (281) 425-6460.

Online Registration

Returning students and new students who have seen counselors may register online at **www.lee.edu**. The class schedule has additional information regarding the registration process and applicable dates.

Course Prerequisites

All courses have prerequisites and students are advised to take courses in the recommended sequences. Students may, in certain circumstances, be allowed to register for courses they do not have the prerequisites for. Waiving prerequisites requires the approval of the instructor of the course (see the Course Descriptions listed in this catalog for course prerequisites).

Placement Tests

The Accuplacer test offered by Lee College can be used to satisfy the TSI testing requirements and is also used as a placement test by the College. Accuplacer includes testing in reading, writing, and mathematics. Accuplacer is computerized and the scores are usually available immediately after the tests are completed. Scores from the Accuplacer test are not used to grant or deny admission to the College.

To meet prerequisites for college-level math, students may use ACT or SAT scores. Students who are exempt from TSI testing requirements through high SAT, ACT, or TAKS scores may take the math section of the Accuplacer for placement purposes.

Lee College offers the Accuplacer tests on a continuous basis. Persons wishing to take the tests may come to the Counseling Center and begin testing if a computer is available; however, it is recommended that students make an appointment. The tests require about three hours to complete.

Students pursuing certificates of completion in Level One certificate programs are not subject to TSI testing. However, all students in these programs must establish their skill levels in reading. In addition, some Level One certificate programs require students to establish skill levels in writing and mathematics.

Learning Strategies Course Requirement Based on Placement Scores

In order to support students with greater academic need, all students attending Lee College for the first time with test scores placing them into two or more developmental courses will be required to successfully complete LSSS 300 (Learning Strategies for Success) when enrolling in six or more credits. Completion of LSSS 300 is defined as earning a grade of "C" or better in the course (otherwise, it shall be repeated). Also, first time students who have tested into only one area of developmental coursework, but two or more developmental levels below a college level course required for their certificate or degree, will be required to successfully complete LSSS 300 their first semester at Lee College when enrolling in six or more credits for the semester. Students will need to re-enroll in LSSS 300 each semester until the course is successfully completed. Students who begin their Lee College enrollment in a summer semester will be given the option to delay the LSSS 300 class to the fall semester.

Registering For Non-Credit (NC)

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

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

Tuition and fees for auditing a course or registering for a course on a non-credit basis are the same as those paid by students registering for credit.

Texas Success Initiative (TSI) Plan

Each public institution of higher education in Texas is required to assess basic skills of admitted students in three components: reading, writing and mathematics. Those students who need additional skill development to bring their skills up to college level are provided with developmental courses and support.

- All first time in college students entering Lee College, unless exempt, must have assessment scores in all components from an approved test to determine readiness meet course prerequisites and/or to enroll in college-level academic coursework.
- A student who has a deficiency in one or more areas will be given an individualized plan that lists the developmental coursework that is required for that student to become college ready.
- Students have completed the Texas Success Initiative (TSI) in each component if they have completed the developmental sequence of courses in reading and writing and have completed MATH 320 or have elected to retake and have passed Accuplacer, THEA or another approved test. Students may not enroll in "C-rule courses" (see list below) without the appropriate test score or passing the developmental course prerequisite.

Exemptions

A student may be exempt from the requirements of the Texas Success Initiative but may be required to take a placement test to determine readiness for courses that have an English, math, or reading prerequisite.

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

- Students are exempt who have met the qualifying standards on the ACT, SAT, or the TAKS as follows:

- **ACT** - composite score of 23 or higher with a minimum of 19 on the English test and the mathematics test. Partial exemption (either reading/writing or math) is granted with a composite score of 23 and a minimum of 19 on either the English test or mathematics test. The score is good for 5 years from the date of the test.
- **SAT** - results on critical reading and math scores added together which equal or exceed 1070 (with a minimum of 500 on each test). Partial exemption is granted for writing/reading or math with a combined score of 1070 and a minimum of 500 on either critical reading or math. Scores are good for 5 years from the date of the test.
- **TAKS** - (exit-level test only): minimum scale score of 2200 on the math section and a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3. Partial exemptions are allowed for either math or reading/writing. The scores are good for 3 years from the date of the test.

- Students who have graduated with an associate or baccalaureate degree from a Texas public institution of higher education.
- A student who is non-degree seeking or non-certificate seeking (see **Non-Degree Seeking Students**).
- A student who is on active-duty serving as a member in the United States armed forces, National Guard, or as a member of the reserve component of the armed forces of the US and has been serving for at least three years preceding enrollment.
- A student who on or after August 1, 1990 was honorably discharged, retired, or released from active duty as a member of the armed forces of the US or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.
- A student who is enrolled in a certificate program of one year or less (level-one, 42 or fewer semester credit hours or the equivalent). Lee College requires that students enrolling in Level-one Certificate Programs take placement testing as required by coursework within the certificate (typically reading).

Transfer Students

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

Writing: ENGL 1301 (English Composition I)
ENGL 1302 (English Composition II)

BUSI 1304 (Business Report Writing and Correspondence)

Reading: ENGL 1301 (English Composition I)
ENGL 1302 (English Composition II)
HIST 1301, 1302 (U.S. History)
ENGL 2322, 2323 (British Literature)
ENGL 2332, 2333 (World Literature)
ENGL 2326, 2328 (American Literature)
PSYC 2301 (General Psychology)
GOVT 2301, 2302 (State, Local, and U.S. Government)
SOCL 1301 (Introduction to Sociology)

Mathematics: MATH 1332 (Contemporary Mathematics I)
MATH 1414 (College Algebra)
MATH 1442 (Elementary Statistics)
Any advanced mathematics course for which the above are prerequisites

Students who have completed the highest level of developmental coursework from a Texas public institution of higher education in reading and writing or a math course equivalent to MATH 320 will also be considered college ready. Any student transferring to Lee College from another Texas public institution of higher education, who is noted on the incoming transcript as "complete" or "satisfied" for all or part of TSI will continue in that status at Lee College.

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

Non-Degree Seeking Students

Casual Students - Students who, upon enrollment, are not seeking a degree or certificate and who are attending Lee College on a temporary basis will not be required to take a test for TSI purposes if he/she meets the prerequisites and/or placement requirements for the course to be taken. The college maintains a list of "personal enrichment" courses that require no prerequisite (testing or course). These students will be exempt from the requirements of the Texas Success Initiative only while enrolled in these courses.

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

Advisement

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

Students with Disabilities

A student who has a documented disability must contact the Counselor for Students with Disabilities prior to testing to make arrangements for any necessary accommodations on Accuplacer with documentation of the disability. Information for accommodations on THEA is found in the THEA registration bulletin.

LC Testing Guidelines for the Texas Success Initiative

- Students may retest on the Accuplacer one time within a registration period.
- Students with scores from other alternative tests should consult with the Counseling Center for placement.
- Students are required to have a Lee College application for admission on file in the Office of Admissions & Records before taking the ACCUPLACER test.
- Students must meet course prerequisites regardless of TSI status.

Credit By Examination and Placement into Advanced Classes

Credit by Examination

Lee College offers credit by examination to give students an opportunity to earn credit for previous knowledge. Types include Advanced Placement (AP) tests (from students still in or recently graduated from high school), the College-Level Examination Program (CLEP), and Departmental Examinations. Content of any examination must be equivalent to a course in the current course catalog of the College.

Examination Availability

Students may take AP examinations at area high schools after they complete the appropriate courses. Scores will be accepted up to three years after the test was taken.

CLEP examinations may be taken at area colleges or universities. Credit is awarded only by meeting minimum scores on CLEP subject examinations.

See www.collegeboard.com/student/testing/clep/exams.html for more information. Departmental examinations must be taken at Lee College. Students may obtain the application

form for these examinations from the Admissions and Records Office and schedule the examinations through the department which offers them. The fee for departmental examinations is \$10 per credit hour and must be paid in advance. A list of available examinations is found on the chart on the following pages.

Credit for the International Baccalaureate (IB) Credential

Lee College awards college credit for certain freshmen students who have completed International Baccalaureate (IB) Examinations with a score of 4 or above. In compliance with the Texas Higher Education Coordinating Board regulations, the College awards 24 semester hours or equivalent course credit in appropriate subject areas to those students who have completed the International Baccalaureate diploma program and who have achieved at least the minimum required score on each examination administered as part of the diploma program.

Official results from the examinations should be submitted to the Admissions & Records Office. For information about the specific exams and college course equivalencies for each exam, see the Registrar.

Credit Limitations

1. Students may receive a maximum of 30 SCH through credit by examination.

Other restrictions apply to the posting of AP credits, the application of transfer credits to degree plans, and eligibility to graduate with honors (see Awarding Credits below, General Graduation Requirements, Minimum Requirements for Associate Degree, and Graduation with Honors, p. 17, 47).

2. Students must meet course prerequisites to take examinations. Examinations may not be taken for courses in which students are currently registered or for courses in which students have received grades, including grades of **"I," "W," and "F."** Examinations may not be taken for any course where the examination course is a prerequisite to a course the student is currently enrolled in or has already received credit for. Prerequisites are found with the Course Descriptions in Chapter 6, p. 115 of this catalog.
3. A year must lapse between attempts to receive credit for the same course by examination. Also, students may not attempt an examination more than twice for the same course.

Awarding Credits

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

1. Generally, students must be enrolled in Lee College at the time credit is awarded. However, with the approval of the Registrar and the instructional deans or Vice President of Learning, former Lee College students may be awarded credit by examination. Former students who wish to receive credit

by examination must meet all other requirements regarding the awarding of these credits.

2. For students to receive credit by examination, whether AP, CLEP, or departmental examination, they must complete an equal number of SCHs in residence at Lee College. For example, students who receive 6 SCHs through examination must earn 6 SCHs in residence before the credits earned by examination can be posted (see Credit Limitations on this page).
3. Before credit will be posted on student transcripts, official copies AP and CLEP scores must be sent directly to and received by Lee College, Office of Admissions and Records, P.O. Box 818, Baytown, TX 77522-0818.
4. Credit by examination through departmental examinations, AP or CLEP will be recorded on students' transcripts with grades of "P" and, as a consequence, will not be a part of the calculation of their cumulative GPAs. The cost for taking a departmental examination is \$10 per credit hour.
5. The credit students receive by examination does not apply toward either their earned or attempted hours for purposes of determining full-time status.
6. A maximum of 15 SCHs may be awarded to students pursuing an Associate of Applied Science Degree in Professional Administrative

Technology who have successfully passed all parts of the Certified Professional Secretary (CPS) Examination. Students who wish to receive this credit must submit an application to the lead instructor of the Professional Administrative Technology Program or to the Chair of the Business Technology Division. If granted, the credits apply to ACNT 1303, POFT 1309, POFT 1349, POFT 2312, and POFT 2331. Students will be charged a fee of \$10 per credit hour when the credit is posted to their transcripts.

7. Credits for formal courses offered by the military are evaluated and credited in the same manner as courses offered by regionally accredited colleges (see items 8 and 9, p. 21).
8. Lee College grants credit for up to 4 SCHs of Kinesiology activity credit to military veterans who have completed a year or more of active duty and received an honorable discharge. Veterans wishing to receive this credit must present a DD214 to the Office of Admissions and Records. There is no charge for posting these credits.

Credit by Examination/High School Articulations/ Placement into Advanced Classes

Advanced Placement (offered by certain high schools; see collegeboard.com for more information)				
LC Course	Title	Exam Type	Min. Score	SCH
ARTS 1303	Art History I	AP	3	3
ARTS 1304	Art History II	AP	3	3
ARTS 1316	Drawing I	AP	See dept. for procedure	
BIOL 1406	General Biology I	AP	3	4
ECON 2301	Macroeconomics	AP	3	3
ECON 2302	Microeconomics	AP	3	3
ENGL 1301	English Composition I	AP (Lang/Comp or Lit/Comp)	3 on either test	3
ENGL 1301 + 1302	English Composition I & II	AP (Lang/Comp and/or Lit/Comp)	3 on Lang/Comp + 3 on Lit/Comp or 4 on either test	6
ENGL 1301 + 1302 + 2322	English Composition I & II and English Literature: Beowulf to Romantic	AP (Lang/Comp + Lit/Comp)	3 on Lang/Comp + 5 on Lit/Comp	9
GOVT 2301	American Government I	AP	3	3
HIST 1301 + 1302	History of the U.S. to 1877 + History of the U.S. Since 1877	AP	3	6
HIST 2321 + 2322	World Civilizations to 1500 + World Civilizations 1500 – Present	AP	3	6
MATH 2413	Calculus I with Analytic Geometry	AP (Calculus AB)	3	4
PSYC 2301	Introduction to Psychology	AP	3	3
SPAN 1411, 1412, 2311, 2312	Spanish Language & Literature	AP	3	14
College Level Examination Program (offered at nearby testing centers; see collegeboard.com for more details)				
LC Course	Title	Exam Type	Min. Score	SCH
ECON 2301	Macroeconomics	CLEP	50	3
ECON 2302	Microeconomics	CLEP	50	3
ENGL 1301 + 1302	English Composition I & II	CLEP (College Composition – NOT Modular)	50	6
ENGL 2322 + 2323	English Literature: Beowulf to Romantic + English Literature: Romantic to Present	CLEP	50	6
ENGL 2327 + 2328	American Literature to 1860 + American Literature 1860 to Present	CLEP	50	6
GOVT 2301	American Government I	CLEP	50	3
HIST 1301	History of the U.S. to 1877	CLEP	50	3
HIST 1302	History of the U.S. Since 1877	CLEP	50	3
MATH 1316	Trigonometry	CLEP	50	3
MATH 1414	College Algebra	CLEP	50	4
PSYC 2301	Introduction to Psychology	CLEP	50	3
SPAN 1411 + 1412	Beginning Spanish + Intermediate Spanish	CLEP	50	8

Departmental Exams (see Admissions Office to get appropriate forms and begin approval process)^				
LC Course	Title	Exam Type	Min. Score	SCH
ACNT 1303	Introduction to Accounting I	Dept.	70	3
BCIS 1405	Business Computer Applications	Dept.	70	4
COSC 1301	Microcomputer Applications	Dept.	70	3
DFTG 1405	Technical Drafting	Dept.	70	4
DFTG 1409	Basic Computer-Aided Drafting	Dept.	70	4
DFTG 2419	Intermediate Computer-Aided Drafting	Dept.	70	4
ELPT 1321	Introduction to Electrical Safety & Tools	Dept.	70	3
ELPT 1419	Fundamentals of Electricity I	Dept.	70	4
HITT 1305	Medical Terminology	Dept.	70	3
INTC 1312	Intro. to Instrumentation and Safety Tech.	Dept.	70	3
INTC 1425	Instrument Hardware Installation I	Dept.	70	4
INTC 1456	Instrument Calibration	Dept.	70	4
ITSC 1309	Integrated Software Applications I	Dept.	70	3
MCHN 1452	Intermediate Machining I	Dept.	70	4
POFI 1401	Computer Applications I	Dept.	70	4
POFT 1301	Business English	Dept.	70	3
POFT 1325	Business Math and Machine Applications	Dept.	70	3
POFT 2301	Intermediate Keyboarding	Dept.	70	3
PTAC 1302	Introduction to Process Technology	Dept.	70	3
PTAC 1308	Safety, Health and Environment I	Dept.	70	3
PTAC 1352	Process Instrumentation I	Dept.	70	3
SPAN 1411	Beginning Spanish	Dept.	70	4
SPAN 1412	Intermediate Spanish	Dept.	70	4
SPNL 1301	Health Care Spanish	Dept.	70	3
TECM 1341	Technical Algebra	Dept.	70	3
TECM 1349	Technical Math Applications	Dept.	70	3
WLDG 1323	Welding Safety, Tools & Equipment	Dept.	70	3
WLDG 1428	Intro to Shielded Metal Arc Welding (SMAW)	Dept.	70	4
WLDG 1430	Intro to Gas Metal Arc Welding (GMAW)	Dept.	70	4

^All exams are offered at departmental discretion, and may not be available at all times of the year.

Tech Prep Credit

(not a complete listing; these are the most commonly articulated courses available to recent graduates of Texas public high schools. See a counselor or advisor for more details)

Course	Title	HS Class	Min. HS Avg,	SCH
ITSC 1309	Integrated Software Applications I	BEGBCIS	80 (2 sem.)*	3
POFI 1401	Computer Applications I	BEGBCIS	80 (2 sem.)*	4

*Student must have completed the BEGBCIS class for two semesters at a Texas public high school with an overall average of 80. ITSC 1309 is a local articulation. POFI 1401 is the statewide articulation for BEGBCIS. Tech prep credits at LC are free to students pursuing tech-prep degrees. Others pay the per-credit-hour fee (\$10/credit hour).

Other

LC Course	Title	Exam Type	Min. Score	SCH
ENGL 1301	English Composition I	THEA	300#	3
POFT, ACNT	Certified Professional Secy Test (see pg.13)	CPS	Passing	15

Enrollment into Special Programs

Allied Health and Nursing Student Admission

Admission to the Associate Degree Nursing Program and the Vocational Nursing Program is by application and is based on each candidate's personal and academic records. The application processes for these programs are explained in Chapter 5: Degrees and Certificates Plans, Nursing. Contact the Nursing Office for the most recent admission requirements.

No application will be accepted without documentation of required immunizations.

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

1. One dose of Tetanus/Diphtheria toxoid (Td) within the past 10 years.
2. Students who were born on or after January 1, 1957 must show, prior to patient contact, acceptable evidence of vaccination of two doses of measles containing vaccine administered since January 1, 1968.

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

3. Students must show, prior to patient contact, acceptable evidence of vaccination of one dose of rubella vaccine.
4. Students born on or after January 1, 1957 must show, prior to patient contact, acceptable evidence of vaccination of one dose of mumps vaccine.
5. Acceptable documentation of varicella (chicken pox) vaccination is serologic testing for the presence of varicella antibodies or a positive medical history of varicella disease.
6. Students **must** receive series of Hepatitis B vaccine prior to the start of direct patient care or show serologic confirmation of immunity to Hepatitis B virus.

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

A physical examination, inclusive of laboratory work, is required prior to clinical in the Nursing Programs, the Health and Medical Diagnostic and Treatment Services, and Health and Medical Administrative Services Programs.

Students in the Nursing Programs must submit clinic or physician validated results of tuberculosis skin test (Mantoux) administered within three months of beginning the first clinical rotation and yearly thereafter.

A current CPR card for the Professional Rescuer is required prior to clinical for nursing students and must be renewed as required thereafter. **A current standard Red Cross first aid card** is required prior to the first clinical rotation for nursing students and must be renewed every three years.

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

In addition, a criminal background screening will be obtained before the student can register for classes.

Cosmetology

The Cosmetology Operator's Program requires students to complete 1,500 hours of in-class work. Students who complete the program are qualified to sit for the State Board Examination for a Cosmetology License. See Program Advisor for information on Nail Design or Instructor's Program. State law requires GED or HS diploma prior to state mandate testing.

The Honors Program

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

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

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

Honors Guidelines

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

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

1. Minimum ACT score of 26.
2. SAT scores of 1070 and above for (English honors, must also have a critical reading score of ≥ 500).
3. Nine or more hours of college level work with a GPA of 3.5 or better.
4. Top 10% of the high school class rank.

5. Interview with and approval of the Honors instructor teaching course and recommendation(s) from previous instructor(s).

Honors Courses

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

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

Fall courses include American Literature to 1860 (ENGL 2327H) and History of the United States to 1877 (HIST 1301H). Spring courses include American Literature: 1860 to the Present (ENGL2328H) and History of the United States Since 1877 (HIST1301H or HUMA1302H).

The Human Condition:Interdisciplinary Humanities and English Composition (HUMA1301H, HUMA1302H, ENGL1301H, and ENGL1302H) offers students the opportunity to become accomplished writers and critical thinkers through the reading, analysis, and discussion of major ideas and concepts of philosophy, religion, literature, art history, and politics as revealed in writing of classical and contemporary humanists.

Fall courses include HUMA1301H and ENGL1301H; spring courses include HUMA1302H and ENGL1302H.

History and Development of Motion Pictures, taken as either DRAM2366H or ENGL2341H, is a survey of the history and development of motion pictures with emphasis on analysis and understanding of significant movements and schools of filmmaking, critical approaches, sociological impact, and visual aesthetics of motion pictures.

Introduction to Sociology (SOC11301H) is designed to give the student a solid grounding in the major theoretical perspectives in sociology, including Marxism, cultural sociology, feminist sociology, and sociobiology. The course is structured around original readings in each of these subject areas.

Principles of Public Speaking (SPCH1315) will include the research, preparation, and delivery of various types of speeches. The aesthetics of oratory will be examined, not only through personal experience, but also through focused observation and analysis of American political rhetoric, both historic and current. Particular attention will be paid in alternating two-year cycles to the Presidential and Texas Gubernatorial election seasons.

Courses with Optional Honors Contracts

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

ACCT	2402	Principles of Accounting II – Managerial
ARTS	1301	Art Appreciation
ARTS	1303	Art History I
ARTS	1304	Art History II
BIOL	1406	General Biology I
BIOL	1407	General Biology II
BUSI	2301	Business Law (course with optional honors contract)
CHEM	1405	Introductory Inorganic Chemistry
CHEM	1411	General Chemistry I
CHEM	1419	Introductory Organic Chemistry
COMM	2289A	Audio Recording Cooperative
DAAC	2343	Current Issues
DRAM	2120	Theatre Arts Lab III
ENGL	1302	English Composition II
ENGL	23__	Sophomore Level English Courses
ENVR	1401	Environmental Science
GISC	1311	Introduction to Geographical Information Systems
GOVT	2301	American Government I
GOVT	2302	American Government II
HIST	1301	History of U.S. to 1877
HIST	1302	History of U.S. Since 1877
HIST	2301	History of Texas
HIST	2321	History of World Civilizations to 1500
HIST	2322	History of World Civilizations from 1500 to Present
HUMA	1301	Introduction to the Humanities I
HUMA	1302	Introduction to the Humanities II
IBUS	1305	Introduction to International Business & Trade
KINE	1301	Foundations in Physical Education
MUAP	2__	Applied Music (all sophomore major courses)
MUSC	1331	MIDI I
MUSI	2311	Music Theory III
MUSI	2312	Music Theory IV
PHIL	1301	Introduction to Philosophy
PHIL	1304	Introduction to World Religions
PHYS	1401	College Physics I: Mechanics and Heat
PHYS	1402	College Physics II: Sound, Electricity, Magnetism, Light, and Modern Physics
PHYS	1405	General Physics I
PHYS	1407	General Physics II
PHYS	2425	Mechanics and Heat
PHYS	2426	Electricity, Optics, and Waves
PSYC	2314	Life Span Growth and Development
PSYC	2316	Psychology of Personality
RNSG	1343	Complex Concepts of Adult Health
RNSG	2263	Clinical Nursing Registered Nurse Training
SOCI	1301	Introductory Sociology
SOCI	2319	Multi-Cultural Studies
SPCH	1315	Principles of Public Speaking

International Curriculum Program of Study

The International Curriculum Program of Study is designed to provide students with a foundation of general education core courses that are enriched with international topics, perspectives, and focus. The program will better prepare students to successfully pursue their professional and personal endeavors in a global environment. The International Curriculum reinforces a strong academic foundation for students who will continue to pursue their education beyond the two-year institution of higher education. Finally, the program broadens the students' understanding of themselves and their world.

In the program, students will be able to earn college credit hours in a variety of core curriculum courses with an international focus. Upon completion of at least 20 credit hours in designated "internationalized" courses (including an 8 credit hours Foreign Language requirement) and the general requirements of the program, students will receive special recognition at commencement.

Student Admission into the International Curriculum Program

1. Students must meet the necessary documented prerequisites to enroll in an International Curriculum course. Students may be denied enrollment if the class size limit has been reached.
2. Students wishing to complete the International Curriculum Program and receive recognition must apply for admission into the program no later than acquiring 9 credit hours that may apply towards completion of the program. A late admission must be appealed to the International Education Committee for review and approval.
3. International Curriculum Program admission applications will be available in the Counseling Office. Completed applications should be returned to the Counseling Office. Applications will be forwarded to the International Education Committee for review and approval.
4. The International Education Committee will contact students who have been admitted into the program.

Completion and Recognition of Completing the International Curriculum Program

1. In order to complete the International Education Program, students must complete 20 credit hours in designated "internationalized" courses with a "C" or better in each course. Those 20 hours include:
 - a. At least 8 credit hours in a foreign language. A student may test out of the foreign language requirement. If so, the student will be recognized as completing the 8 credit hours foreign language requirement, which will be applied toward the completion requirements of the International Curriculum Program.
 - b. At least 6 credit hours in designated IE Program of Study core.
 - c. At least additional 6 credit hours in IE core and/or IE plan of study electives.

Students who fulfill the requirements will receive special recognition at graduation. Students must verify their completion of the program with the International Education Coordinator so that the student's record may be reviewed before graduation.

International Curriculum Courses

International Curriculum courses have a specific designation in their section numbers in the Lee College Schedule.

International Curriculum Program's Plan of Study

1. Foreign Language Requirement 8 credit hours
 - a. Must complete 8 credit hours in a foreign language with "C" or better in each course.
 - b. Can test out of the foreign language requirement. If so, 8 credit hours will be applied towards the completion requirements of the International Curriculum Program.
2. Core internationalized courses minimum 6 credit hours
 - a. Must complete a minimum of 6 credit hours in the designated core.
 - b. Must complete all internationalized courses with a "C" or better.

Plan of Study Core Courses International Curriculum

Semester course schedules will designate selected sections as having an international emphasis. All courses in this list are applicable to partially fulfill general education core curriculum requirements. Please see pages 53-55 for all core curriculum requirements.

ANTH	2351	Cultural Anthropology
ARTS	1303	Art History
ARTS	1304	Art History II
ENGL	2331	Cross-Cultural Literature
ENGL	2332	World Literature: Greeks to Renaissance
ENGL	2333	World Literature: Fifteenth Century to Present
GEOG	1303	World Regional Geography
HIST	2321	History of World Civilizations to 1500
HIST	2322	History of World Civilizations from 1500 to present
PHIL	1301	Introduction to Philosophy – Designated Section (Emphasis on Eastern Philosophy)
PHIL	1304	Introduction to World Religions

1. Designated Elective Courses maximum 6 credit hours
 - a. Can complete a maximum of 6 credit hours in the designated elective courses with a "C" or better in each course.

Plan of Study Elective Courses International Curriculum

Semester course schedules will designate selected sections as having an international emphasis. All courses in this list are applicable to general education core curriculum requirements.

ARCH	1301	Architectural History I
ARCH	1302	Architectural History II
ENGL	2322	English Literature: Beowulf to Romantic
ENGL	2323	English Literature: Romantic to Present
ENGL	2351	Mexican-American Literature
IBUSI	1305	Introduction to International Business
HUMA	1301	Introduction to the Humanities I
HUMA	1302	Introduction to the Humanities II
HUMA	1305	Introduction to Mexican-American Studies
PHIL	1304	Introduction to Philosophy
SOCI	2319	Multi-Cultural Studies

Policies Regarding Credit, Grades, and Student Records

The Semester Credit Hour (SCH)

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

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

Grades and Grade Points

Grades awarded in credit classes at Lee College, their grade point value, and their meanings are set forth below. Also, see **"Grades for Repeating Courses," to the right of this page** and **"Developmental Courses," p. 22.**

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

*See drop explanations

Grade Point Average (GPA)

Grade Point Average (GPAs) are determined by dividing each student's total number of grade points by their total number of SCHs attempted. Grade points are determined by the grade awarded in a course and the value of that grade in terms of Grade Points and the number of Semester Credit Hours (SCH) associated with the course. The example demonstrates how the GPA is calculated. Grade Points are not awarded in developmental courses (e.g. MATH 310 and READ 302) and grades earned in these courses (whether letter grades or number grades) are not included in the computation of GPAs.

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

Course	Grade	SCHs	x GPs = GPA
BIOL	1406	B	4 x 3 = 12
ENGL	1302	A	3 x 4 = 12
KINE	1101	A	1 x 4 = 4
READ	302	0	0 x 0 = 0
HIST	1301	Withdrawal	W x 0 = 0

Totals 8 28 GPA = 28/8=3.5

Grades for Repeated Courses

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

Evaluation of Transfer Credit

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

1. The Office of Admissions and Records determines the total number of SCH that students may transfer to Lee College from other institutions. Students who are pursuing associate degrees and have earned at least 15 SCH at the College should request that their transfer work be evaluated. Transcript evaluation request forms are available in the Admissions and Records Office. Students seeking certificates of completion who have transfer work in the same program of study should request that their transcripts be evaluated. Official transcripts will not be returned to students.
2. Credit for courses equivalent to those listed in the catalog will be given for credit earned at regionally accredited institutions of higher education.
3. A minimum of 25 percent of total coursework required by the student's degree program or 50 percent of the coursework required by the student's certificate of completion program must be taken in residence at Lee College for the student to become eligible to receive a certificate of completion or an associate degree from Lee College. Transfer students should consult with a counselor regarding their transfer hours and degree programs. In addition, 25 percent of the student's major field of study semester credit hours must be taken in residence at Lee College.
4. Students may enroll for as many as 18 SCH (semester credit hours) each long semester or 7 SCH each summer session without special permission. Because of state laws, students may enroll in a maximum of 3 SCH during a holiday or mini session.

Students who wish to enroll for more than 18 SCH during the long semester or more than 7 SCH each summer session must have approval of an instructional official. These credit hours include simultaneous enrollment at other institutions for a part or all of a term. If the simultaneous enrollment includes distance education classes, proctored exams must be taken in the Lee College Counseling Center unless another location

and proctor are approved in advance by the instructional deans or Vice President of Learning. External credits resulting in overloads may not be applied to a student's degree plan if the overload was not pre-approved.

5. Students may be required to obtain official course descriptions from colleges previously attended before transfer credit can be awarded.
6. Courses in which students earned grades of **"D," "F,"** and **"incomplete"** will not be accepted as transfer credit by Lee College. Religion classes are generally not transferable.
7. Grade points earned at other institutions cannot be transferred to Lee College. All Lee College, students' cumulative grade point averages – which are based solely on grades earned at the College – are used to determine their eligibility to graduate and their eligibility to receive honors at graduation.
8. Kinesiology credit may be granted to students who have served at least one year of active duty in the military. Required documentation includes the student's DD 214 (see Awarding Credits, p. 13).
9. Credit will be evaluated for military training based upon the evaluation recommendations outlined in the American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services Manual.
10. For information regarding credit by examination (for example, CLEP, AP, and departmental examinations), see the section regarding Credit by Examination and Placement in Advanced Classes, p. 15.

Academic Fresh Start

Under state law, students may petition their college or university to have all records of courses attempted 10 or more years earlier disregarded in the determination of their cumulative GPAs. The policy is designed to give students who had **"false starts"** as undergraduates a better chance of entering graduate and/or professional schools. Invoking the policy will not cause students who were granted TASP-Exempt status because of coursework completed prior to September 1989 to lose that status, or the TSI-Exempt status that they gain from being TASP-Exempt. Students requesting a Fresh Start should be aware that this action does not remove any grades from the student's transcript.

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

Academic Probation and Suspension

Certificate and degree-seeking students will receive a warning before going into probation. Students who have attempted 18 SCH and have a GPA below 2.0 will be placed on academic probation and are required to receive academic advising before registering. Students who have attempted 24 SCH and have a GPA below 2.0 will be placed on academic suspension and maybe denied enrollment for a minimum of one term (one long semester or 10-week summer session). Students are returned to good standing when for two subsequent semesters they take a minimum of 6 SCH and their term GPA exceeds 2.0.

Grade Reports

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

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

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

Class Attendance

Students who have been absent from class for three hours or three sessions may be dropped by the instructor for nonattendance, with grades of **"F"** or **"W2."** Instructors may, however, develop individual policies regarding absences (see Absences, Chapter 3, for additional policies).

Posting Grades

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

Incomplete

A grade of **"I"** indicates incomplete work resulting from illness or other unavoidable circumstances. To be eligible to receive an **"I"** students must have completed at least 75 percent of the work required for the course in question during the original term of enrollment. To receive an **"I"** a student must enter into a contract with the instructor of the course regarding the work that is to be completed and the grade that the student will receive in the event that the work is not completed. The remaining work must normally be completed within one calendar year unless

the student and instructor have agreed to a longer period for completion. Instructors have the right to submit any grade at any time to replace an "I" grade, including a grade of "F."

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

After one year has lapsed, if the "I" grade has not been changed to another grade by the instructor, the "I" grade will be replaced with a "W5." There is no grade point value for a "W5."

Considerations when Dropping Courses

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

Surcharges for Certain Repeated Classes

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

The surcharge is assessed at the non-resident tuition rate (\$85 per credit hour) in addition to the regular tuition rate based on the student's residency.

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

Six Drop Policy

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

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

Drops During Drop Period

During the first $\frac{3}{4}$ of any class term (most commonly, the first 12 weeks of a 16-week class), students may drop any class(es) for any reason. These deadlines are printed in the college calendar

found in catalogs and schedules or can be obtained from the Admissions and Records Office. Students are requested, but not required, to notify their instructors when they drop classes.

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

As of fall 2001, most drops made during the drop period will result in a grade of W1. Prior to fall 2001, W1 grades indicate a student-initiated drop.

Drops After Drop Period

After the $\frac{3}{4}$ point in any class term has passed, drops will result in a grade of W2. All of these drops must be approved or initiated by an instructor.

Administrative Withdrawal

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

Resignation (Complete Withdrawal)

Students may resign from all of their classes in any semester up until the end of the semester. These students are required to speak to a Lee College counselor prior to processing of the resignation.

After fall 2001, resignations may be indicated by grades of W1, W2, or W4. Prior to fall 2001, all resignations were indicated by grades of W4.

Non-Credit (Audit) Grade

Auditing students will receive grades of "NC." For more on audit status, see p. 11.

Developmental Courses Policies Regarding Grades and Student Records

Lee College offers sequences of developmental courses in reading, mathematics, and writing as well as English for students whose native language is not English (ESOL), and a college study skills course. Developmental courses, all of which have three-digit course numbers, do not apply toward Lee College degrees or certificates and are not transferable to other colleges or universities.

Effective fall 2005, students who attempt developmental courses will receive grades of A-C, SP or F. The meaning of these grades are as follows:

<u>Grades</u>	<u>Interpretations</u>
---------------	------------------------

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

*Student moves on the next level of developmental math, reading or writing class

- or exits the developmental sequence in MATH 330, READ 302 or ENGL 302.
- SP Skills in progress; student made effort, but must repeat course.
- F Failure—student must repeat course.

Students in developmental math, reading or writing may also exit the developmental sequence by retaking and passing the THEA (or an alternative such as Accuplacer) in the subject area.

Students in developmental courses may also receive grades of W1 through W4. W grades have the same meaning in developmental and credit courses. Incompletes (noted by the grade "I") are not issued in developmental courses. College credit is not awarded for the completion of developmental courses, and grades in developmental courses are not included in the computation of grade point averages. The hours attempted in developmental courses are considered a part of students' course loads and are used to determine their full-time/part-time status and their eligibility to receive scholarships and/or financial aid. Grades received in developmental courses are recorded on students' transcripts.

MATH 350, a developmental course in math for Allied Health students is graded on a pass/fail basis.

In prior years numeric grading was used in math, reading, and English courses in the developmental sequences. For information on how to interpret numeric grades, contact the Admissions and Records Office, 281-425-6393.

Grade Change Policy

Students have one year from the date a grade is recorded to request a review of the grade. A student who wishes to protest a grade should consult with the instructor who taught the class and submitted the grade. The instructor will determine the validity of the request. If a change is to be made and the class ended within the previous 12 months, the instructor will send a completed grade change card to Admission and Records and a correction to the student's record will be made. Even without student request, an instructor may change any grade he or she has issued in the past 12 months by submitting a grade change card to Admissions and Records Office.

In the event that the original instructor is not available to review a grade, the student should contact the division chair who will determine the validity of the request.

Grade changes for classes which ended more than one year prior to the change date shall be approved by both the instructor or division chair in event the instructor is unavailable and the instructional deans or Vice President of Learning.

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

Transcripts

Copies of official college transcripts may be obtained from the Admissions and Records Office at no charge. A signed request is required. Students may download the transcript request form from the College's web page.

Official credit transcripts consist of the following: identification of the student, TSI status and method of satisfying TSI components (math, reading, and writing), record of courses taken and course test credit during all semesters where graded classes were recorded, cumulative statistics including credit hours attempted, earned, and related grade points, along with GPA, as well as degrees or certificates earned by the student at Lee College. Core curriculum and honors course notations are also displayed.

Definition of Students' Records

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

Articulation Agreements

University:

Articulation agreements have been made with several four-year universities. Students should contact the Counseling Center in Moler Hall for specific course requirements before making a degree plan.

High Schools:

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





Chapter 2
Tuition, Fees, and Financial Aid

Student Financial Aid

Financial Aid Application

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

Lee College is committed to assisting students who require financial assistance to attend college. The Financial Aid Office administers three broad program areas: grants, employment, and loans. The Free Application for Federal Student Aid (FAFSA) is required for all need-based financial aid programs and a separate on-line application is required for scholarships. The scholarship can be found at

<https://stars.lee.edu/stars>.

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

When To Apply

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

Loans

Lee College participates in the Federal Direct Loan Programs, which include the Stafford and PLUS loans. All students interested in applying for a student loan must complete the FAFSA to qualify. The Financial Aid Office provides workshops and individual help for students who must complete the FAFSA. Detailed information regarding student loans is available from the Financial Aid Office. Students who have received loans must notify the Financial Aid Office each year to re-certify their loans. Lee College is not currently participating in any private student loans.

Financial Aid Eligibility

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

- a. Be accepted for admission to the College or be enrolled in a degree or certificate program.
- b. Not be in default on any loan.
- c. Not owe a refund on a loan, grant, or scholarship.
- d. Be in good academic standing.
- e. Maintain satisfactory academic progress (SAP).
- f. Transfer students must provide the Financial Aid Office with a list of other colleges or universities they attended, even if they did not receive aid while attending those institutions.

Federal Pell Grant

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

and their status regarding federal aid is available from the Financial Aid Office.

Federal Supplemental Education Opportunity Grant (SEOG)

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

Texas Public Education Grant (TPEG)

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

Texas Educational Opportunity Grant

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

- Have not been convicted of a felony or a crime involving a controlled substance, registered with Selective Service if required.
- Have an EFC (Estimated Family Contribution) of \$2000 or less.
- Enroll at least half-time (6 semester hours).
- Do not have an Associate Degree.

Awards will be made based on these requirements and the school's funding level in the Fall Semester. These awards will not be available for registration.

Leveraging Educational Assistance Partnership Program

LEAP/SLEAP is a state/federal grant based on financial need as determined by government regulations and cost of attendance.

Toward Excellence, Access, and Success (Texas)

The Toward Excellence, Access, and Success (TEXAS) Grant Program makes funds available to Texas residents who have graduated from accredited Texas high schools no earlier than Fall 1998. Students must have completed the recommended or advanced high school curriculum and be able to demonstrate financial need.

Texas B-On Time Loans

This program, which was implemented in January 2004, allows students to borrow funds from the state and includes a provision whereby the loans may be forgiven. If the borrower completes his/her program (associate degree or certificate) with a 3.00 or better GPA and has not attempted more than 6 credit hours more than the program requires, the loan may be forgiven. More information regarding this program is available from the Financial Aid Office.

Lee College Foundation Scholarships

Lee College Foundation was founded in 1968. The Foundation provides scholarships to Lee College students each year. Scholarship applications are available at

<https://stars.lee.edu/stars>

Institutional and Departmental Scholarships

Institutional/Departmental Scholarships are available in various areas of the College including athletics, academic studies, technical and applied science, and fine arts. Students interested in such scholarships should contact their instructors. For further information or to apply, contact the Lee College Financial Aid Office.

Student Assistants and Work-Study Students

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

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

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

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

Financial Aid Satisfactory Progress Statement

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

Financial Aid Warning

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

Financial Aid Suspension

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

Financial Aid Appeals

Students on Financial Aid Suspension may appeal for reinstatement of their financial aid eligibility. This process is

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

Financial Aid: Probation

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

Repayment of Federal Funds

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

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

Tuition and Fees

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

Residency Requirements

The legal residence of students enrolling at Lee College will be determined by Admissions and Records Office. The documentation required to establish residency is discussed under Documents Needed for Admission (see p. 9). For tuition purposes, the student will be classified as follows:

Out-of-District Residency

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

In-District Residency

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

Non-Resident

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

Texas Tuition Residency for Undocumented Students

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

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

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

Students who feel that they meet these requirements are encouraged to see the registrar and complete the necessary affidavit. Students who are entitled to Texas residency under this law may also be eligible for in-district residency. Citizens of countries other than the U.S. who do not meet all conditions for Texas residency under this law will need to seek admission as international students (see p. 7). They are subject to the non-resident rate for tuition unless or until they obtain legal permission to stay in the U.S. under an immigration status that allows them to establish Texas residency. See the registrar or the international student advisor for details.

Books and Other Materials/Services

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

Business Office Policies

Payments

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

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

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

Students Enrolled in Other Texas Colleges

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

Returned Checks

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

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

Accounts Not Paid and Clear

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

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

Refund Policy

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

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

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

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

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

Refund Schedules

Sixteen-Week (or longer)

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

Fourteen-Week (14W)

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

Thirteen-Week (13W)

Prior to the 1st class day	100%*
During 1st-13th class days	70%*

During 14th-16th class days 25%*
 Thereafter No Refund

Twelve-Week Classes (12W)

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

Twelve-Week Classes (12A)

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

Twelve-Week Classes (12B)

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

Twelve-Week Classes (12C)

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

Eight-Week Classes (8W1)

Prior to the 1st class day 100%*
 During the 1st-8th class days 70%*
 During the 9th-10th class days 25%*
 Thereafter No Refund

Eight-Week Classes (8W2)

Prior to the 1st class day 100%*
 During the 1st-8th class days 70%*
 During the 9th-10th class days 25%*
 Thereafter No Refund

Seven-Week Classes (7WA)

Prior to the 1st class day 100%*
 During the 1st-7th class days 70%*
 During the 8th-9th class days 25%*
 Thereafter No Refund

Seven-Week Classes (7WB)

Prior to the 1st class day 100%*
 During the 1st-7th class days 70%*
 During the 8th-9th class days 25%*
 Thereafter No Refund

Five-Week Classes (5W1)

Prior to the 1st class day 100%*
 During the 1st-5th class days 70%*
 During the 6th class day 25%*
 Thereafter No Refund

Five-Week Classes (5W2)

Prior to the 1st class day 100%*
 During the 1st-5th class days 70%*
 During the 6th class day 25%*
 Thereafter No Refund

Three-Week Mini (MIN)

Prior to the 1st class day 100%*
 During the 1st-3rd class days 70%*

During the 4th class days 25%*
 Thereafter No Refund

Two-Week (2W)

Prior to the 1st class day 100%*
 During the 1st-2nd class day 70%*
 Thereafter No Refund

***less non-refundable fees**

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

Reduction in Semester Credit Hour Load

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

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

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

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

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

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

- Six-Week course during 6th-7th class days.
- Twelve-Week course during 13th-15th class days.
- 25% refund on dropped credit hour.
- Thereafter no refund.

Military Veterans

Advisors and counselors in the Lee College Counseling Center are available to assist veterans in their educational benefits. A plethora of information can be found at the GI Bill's website, www.gibill.va.gov. Questions or comments regarding VA benefits can be directed to va@lee.edu. Students must observe the following college policies:

1. Notify the Counseling Center of all enrollment transactions (registration, add/drop, resignation).
2. Enroll in courses listed on your degree plan located in this catalog.
3. Complete the "Request for Certification" form each semester and submit the completed form to the counseling center via e-mail (va@lee.edu), fax (832.556.4004), or in person.
4. Military veterans who have successfully completed credit hours at another college or university must submit a transcript from that college or university.

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

Vocational Rehabilitation

The Department of Assistive and Rehabilitation Services (DARS) offers assistance to adults with disabilities and support for job readiness, which often includes college training. Application for services should be made at the student's local Department of Assistive and Rehabilitation Office. Please note that vouchers for qualified students must be submitted to the Lee College Business Office by the payment deadline in order to hold classes. For services in the Baytown area, or for more information, contact the Baytown Field Office at 281-420-3690.

STUDENT CENTER

Chapter 3 **Student Life Opportunities, Services, and Policies**



Student Life Counseling and Advising

The Lee College Counseling Center professionals will help you get off to the right start at Lee College. Through assessment, orientation, and academic counseling and advising, we will evaluate your skill levels, introduce you to the programs and services we have to offer, and teach you how to utilize your degree plan, catalog and schedule so you are able to select the appropriate courses. If you take advantage of the information provided, you will be able to:

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

The Counseling Center is located in Moler Hall. Students are welcome on a walk-in basis, but appointments are encouraged for students with detailed academic counseling/advising and/or career exploration. The Center is open Mondays/Tuesdays 7:30 a.m. to 7:30 p.m.; Wednesdays/Thursdays 7:30 a.m. to 5:00 p.m.; and Fridays 7:30 a.m. to 12:30 p.m.

If you have questions or would like to make an appointment, please contact us at 281-425-6384 or email us at:

counselor@lee.edu

Students with Disabilities

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

Individuals needing special services should meet with Counselor for Students with Disabilities in the Counseling Center in Moler Hall to request any assistance or accommodations. For more information or to set up a meeting, students can call (281) 425-6384.

Transfer of Courses to Senior Colleges

The credits earned at Lee College in academic courses are generally accepted by other accredited colleges and universities to satisfy specific course requirements or count as electives.

Students are responsible for knowing the requirements associated with the degrees they seek for enrolling in courses that fit into degree programs and for taking courses in proper sequence to ensure orderly progression of work.

Students planning to transfer to four-year schools should be aware that each senior college determines its own list of courses required for each degree it offers. However, different colleges require different courses for the same degree. Therefore, students who plan to transfer to other institutions should use the degree plan requirements at that institution to guide their

choice of courses at Lee College. The best source of information regarding degree plan requirements is the official catalog of the institution. Most catalogs are available on the institution's web site.

The Counseling Center includes a Career and Transfer Center with computers loaded with bookmarks to university websites, transfer guides, and career research tools. There are also a number of career and transfer related books and handouts available for student use. Lee College counselors and advisors are familiar with course requirements of area colleges and universities and will assist students in determining course equivalences and courses that are appropriate to their educational objectives after they transfer.

Student Class Load

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

Maximum load: Students may enroll for as many as eighteen SCHs each long semester or 7 SCHs each summer session. Because of state laws, students may only enroll in a maximum of 3 SCHs during a holiday or mini session.

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

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

Financial Aid: Students must attempt 12 or more SCHs in long semesters to qualify for the maximum amount of federal or state financial aid such as the Pell Grant Program. Students who enroll in fewer than 12 credits will be awarded aid on a prorated basis. For example, students taking six to eight credits will receive 50 percent of their aid and students taking nine to eleven credits will receive 75 percent of their aid. Scholarships: The

class load requirements for students who receive scholarships administered by Lee College vary.

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

Student Identification

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

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

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

Parking Permits

Students who plan to park a vehicle (or vehicles) on campus must obtain a parking permit. These permits are available during regular on-campus registration and may be obtained at the cashier's window in Moler Hall. There is no charge for the first permit; a dollar charge is made for subsequent permits.

Students who park motorcycles on campus need not obtain permits but should contact the security office for a list of approved parking areas. Motorcycles parked on grass or sidewalks will be ticketed. Traffic accidents, thefts, or damage to vehicles should be reported to the Campus Security Office.

Student Services

Student Participation in Decision Making at Lee College

Students are encouraged to participate in decision making at Lee College, both in college governance and in student organizations. The College recognizes the Student Congress as the principal voice of the student body in matters related to college policy. Student Congress representatives meet with the President, instructional deans or Vice President of Learning, and other campus leaders as members of the President's Council. Student Congress representatives also serve on the Lee College Planning Committee.

Lee College policies regarding student discipline and student grievances incorporate student participation. Students who appeal a disciplinary decision made by the Vice President of Student Affairs do so before a committee composed of students nominated by the Student Congress, faculty members, and administrators. In either case, a majority of the committee may reverse the previous decision.

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

Student Congress and Student Clubs

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

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

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

How to Join a Club or Form a New Club

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

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

Art Association

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

Athletics

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

As a member of the National Junior College Athletic Association,

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

Drama

Lee College theatre students participate in all phases of theatre production: set design, set construction, lighting, make-up, acting, sound, publicity, and box office. Students are exposed to a wide variety of theatrical experiences through field trips to see productions by local theatres, both amateur and professional. SRO, Standing Room Only, is the College's Drama Club.

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

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

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

Gulf Coast Intercollegiate Conference (GCIC)

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

Intramural Competitions

Intramural competitions are offered each semester at Lee College. Information regarding participation in table tennis, 8-ball, chess, basketball, racquetball, flag football, softball, and volleyball is available from the students activities coordinator's office, which is located in the Student Center.

Campus Activities Board

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

Multicultural Institute

To help students develop cultural awareness, Lee College has created the LC Multicultural Institute. The 6-month-long project is designed to give cultural insights to a "Class" of 15 international students and 15 native students. Through a series of seminars about cultural groups represented in the Greater Houston Area, institute members broaden their understanding of cultures and the world.

Members of the Institute will meet on selected Fridays to learn about specific countries and regions. Guest speakers and faculty lecturers will contribute to these morning seminars. The group

will visit restaurants and other venues representative of these tentative cultural "destinations."

Application Requirements

- Curiosity about world cultures.
- 2.5 or higher GPA.
- 100-word statement describing reasons for applying for acceptance into the Institute and what the applicant might contribute to the group.

Completion Requirements

Institute completers are recognized at the annual Honors Day when they have:

- Attended four on-campus Friday seminars and Houston area excursions.
- Attended an on-campus work place diversity workshop.
- Submitted a post-Institute essay of at least 250 words.

Participant selection

Selection is based on the applicant's academic eligibility and essay. Applications and deadlines are available at:

www.lee.edu/international.

Music Activities

Numerous solo and ensemble performance opportunities are available to Lee College students. The Chamber Choir, Lee College Concert Choir, Baytown Community Choir, Lee College Jazz Ensemble, Baytown Concert Band, and Baytown Symphony Orchestra fulfill instructional goals with concerts on campus and in the community, and offer travel and social enrichment through participation in festivals and tours. Solo opportunities for students enrolled in private lessons (available on all band and orchestral instruments, piano, organ, guitar, and voice) are provided through departmental recitals, by competition in various auditions, and by being featured with one of the Lee College ensembles. Interested students should contact the Office of Visual and Performing Arts Division at 281-425-6821 for additional information. Financial assistance is available to qualified Lee College students.

Student Ambassadors Program

Lee College Student Ambassadors represent Lee College both on and off campus. Through their diversity and passion, Ambassadors promote the benefits of education. The Ambassadors provide high schools and the surrounding community with resources and information about Lee College Programs and Recruitment Activities. The organization is always looking for people from diverse backgrounds and programs who demonstrate excellent communication skills, and leadership potential. A scholarship of \$500 is awarded to each Ambassador who accomplishes 45 hours of service per semester. For more information on this program or to apply, please contact the Office of College Realitions at 281-425-6260 or **recruiting@lee.edu**.

Campus Services Bookstore

All textbooks and other supplies needed by Lee College students are available in the College Bookstore, which is located in Moler Hall. Books may be purchased online at: **www.leecollegebooks.com**. In addition, the bookstore stocks a variety of stationery, clothing, and personal items. The class

schedule contains bookstore policies. For more information on services provided by the bookstore, please call 281-425-6360.

Campus Security

Lee College provides a Campus Security Office as a service to students. Security officers are on duty twenty-four hours a day, seven days a week. They are available to escort persons to and from parking lots, to assist in starting stalled vehicles, and to open vehicles which were inadvertently locked.

Incidents involving crime, theft, vandalism, automobile accidents, or damage to vehicles should be reported to the Campus Security Office. The office may be contacted by dialing 281-425-6888 (off-campus), by using campus extension 6888, or by picking up one of the red emergency telephones that are located around campus.

Childcare Services

Childcare services are offered to students, employees, and the community at the Diana Gray Center. Church Women United operates the childcare, and offers a creative learning curriculum designed to meet the needs of infants, toddlers, and preschoolers. Flexible scheduling allows students to secure childcare that is compatible with their class schedules and study time. For more information, contact the Diana Gray Center at 281-427-2507.

Childcare assistance is offered to eligible technical students through the Special Populations Office who might not otherwise be able to afford childcare while in classes. Childcare assistance is generally available for children through sixth grade at most licensed childcares in the Lee College service area while parents are in day classes. This service is available pending continuation of funding. For more information, contact the Special Population Office at 281-425-6492 or 281-425-6559.

Food Services

The Rebel Roost (snack bar) in Moler Hall and the Cyber Café in the Student Center serve the College family in comfortable and attractive surroundings. The Rebel Roost offers a full menu of choices for breakfast, lunch, and dinner. In addition to the regular menu, a home-cooked meal is available from 10:30 a.m.-2:00 p.m. on the steamtable. A food service meal card is available to students who wish to purchase meals for the entire semester. For more information on dining options, please call the Rebel Roost at 281-425-6402.

Student Career and Employment Office

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

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

The office also hosts annual job fairs which bring employers on-campus. Job fairs are an excellent opportunity for students to fill out applications for hire, present their resumé to interested employers, and research employment opportunities. For more information contact the Student Career & Employment Office at 281-425-6572 or online at:

www.lee.edu/hirearebel.

Project LeeWay

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

Special Populations Office

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

Student Health

Lee College does not provide a health center or campus-based medical care for its students. The College does provide emergency (red) telephones and instructions in the hallways of each campus building and first aid boxes in the instructional laboratories where there are chemicals, tools, or equipment that increase the risk of injury to students and faculty.

In addition, campus security officers carry first aid kits, are equipped with radios, and have an established procedure for contacting an emergency medical service in the event of a serious injury, accident, or illness. Students are strongly encouraged to obtain their own health insurance coverage.

Student Housing

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

Library

The Lee College Library extends its facilities and resources to students, faculty, staff, and community members. Located on the first floor of the Advanced Technology Center (ATC), the library continually updates its print and electronic materials, giving patrons a variety of resources that can be accessed in the library, or remotely. It holds over 68,000 books and more than 600 print periodicals. In addition it provides electronic books, government documents, and access to over 85 article, art, and video databases.

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

Taking online or other distance education courses? Go to the library's website for information about resources and services available for Lee College Distance Education students. Need more specific help? Go to the Library Resources Course in WebCT at <http://webct.lee.edu>. Library hours are posted on the front door and on the library's website. For more information call the library at 281-425-6584.

Instructional Labs

LRC for Allied Health and Nursing

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

Mathematics Lab

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

Reading Lab/Writing Center

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

Writing Center offers individual tutoring and provides writing and grammar materials. Hours are posted each term.

ATC Open Computer Lab

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

Students Rights and Responsibilities

Student Rights

Students are responsible for:

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

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

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

Note that students may also file grievances and appeal decisions made by instructors and administrators. These procedures are described at www.lee.edu

Student Records and Right to Privacy

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

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

Directory Information

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

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

Student's Right to Review Their Records

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

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

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

Challenging the Accuracy of College Records

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

Informal Review

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

Formal Review

If the informal review does not clarify the question of accuracy or record keeping, the student may request a formal review. The instructional deans or Vice President of Learning will appoint and chair committees to hear challenges concerning academic

records. The Vice President of Student Services for Development and Success will appoint and chair committees that hear the challenges concerning non-academic records.

Student Records and Transcripts

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

Academic Records

- Office of Admissions and Records
- Counseling Office – Director of Counseling

Student Affairs Records

- Vice President of Student Affairs
- Counseling Office – Director of Counseling

Financial Records

- Business Office – Vice President of Financial Services
- Office of Financial Aid – Financial Aid Director
- Office of Veterans Services – Director of Counseling

Applications to Nursing Programs

- Allied Health Division Office

Continuing Education Programs

- Continuing Education Office - Director of Continuing Education

Offices and Individuals with Access to Student Records

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

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

Students' Right to Know: Graduation Rates and Crime Statistics

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

each year and published in brochures that are available in the Counseling Center.

Information Regarding Classes Time and Frequency

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

Size of Classes

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

Graduate Guarantee Program Transfer Credit

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

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

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

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

Transfer Limitation Notice

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

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

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

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

Transfer Dispute Resolution

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

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

Guarantee of Job Competency

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

1. The graduate must have earned the associate of applied science degree or certificate of completion beginning May, 1993 or thereafter in a technical, vocational or occupational program identified in the College's general catalog as of fall 1992 or later.
2. The graduate must have completed requirements of the associate of applied science degree or certificate of completion with Lee College, with a minimum of 80 percent of credits earned at Lee College and must have completed the degree or certificate within a five-year time span.
3. Graduates must be employed full-time in an occupation directly related to the area of program concentration as certified by the instructional deans or Vice President of Learning.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by Lee College as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, instructional deans or Vice President of Learning, Director of Counseling, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to 12 credit hours related to the identified skill deficiency and to those classes regularly scheduled during the periods covered by the retraining plan.

8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

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

Student Conduct

Student Behavior

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

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

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

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

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

Student Appeals

Students may appeal decisions regarding student conduct, following the appeals procedures available on p.43.

Absences Due to School Functions

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

Absences Due to Religious Holy Days

Students may be absent from classes for the observance of a religious holy day and will be allowed to take an examination

or complete an assignment scheduled for that day within a reasonable time as established by the instructor.

Alcohol

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

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

Lee College does not permit or condone the use of alcoholic beverages and assumes no liability for such. Information regarding alcohol abuse and treatment options are available from the Lee College Counseling Center.

Controlled Substances

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

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

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

Disruption of Operations or Events

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

Dress and Grooming

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

Firearms, Fireworks, and Explosives

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

Gambling

Gambling in any form is prohibited on college property.

Gangs

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

Hazing

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

Hazing includes but is not limited to:

- Any type of physical brutality;
- Any type of physical activity, such as sleep deprivation, exposure to elements, confinement in a small space, calisthenics;
- Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the students to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student;
- Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation;
- Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

A person commits an offense if the person:

- Engages in hazing;
- Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
- Intentionally, knowingly, or recklessly permits hazing to occur; or
- Has firsthand knowledge of the planning of a specific hazing incident involving a student, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report the incident to the Vice President of Student Services for Development and Success.

Consent is not a defense against a charge of hazing. It makes no difference whether the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Anyone associated with and/or involved in hazing activities will be subject to disciplinary action by the College and possible

criminal charges.

Roller Skates, Roller Blades, and Skateboards

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

Smoking

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

Vandalism

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

Academic Honesty

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

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

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

Academic Honesty Code

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

1. Acquiring Information

- a. Acquiring information for any assigned work or examination from any source not authorized by the instructor.
- b. Working with another person or persons on any assignment or examination when not specifically permitted by the instructor.

- c. Observing the work of other students during any examination.
- d. Using, buying, selling, stealing, soliciting, copying, or possessing, in whole or part, the contents of an unadministered examination.
- e. Purchasing or otherwise acquiring and submitting as one's own work any research paper or other writing assignment prepared by others.

2. Providing Information

- a. Providing answers for any assigned work or examination when not specifically authorized by the instructor to do so.
- b. Informing any person or persons of the contents of any examination prior to the time the examination is given.

3. Plagiarism

- a. Incorporating the work or idea of another person into one's own work, whether paraphrased or quoted without acknowledging the source of that work or idea.
- b. Attempting to receive credit for work performed by another person, including papers obtained in whole or part from individuals or other sources.
- c. Copying computer programs or data files belonging to someone else.

4. Conspiracy

- a. Agreeing with one or more persons to commit any act of academic dishonesty.

5. Fabrication of Information

- a. Falsifying the results obtained from research or a laboratory experiment.
- b. Presenting results of research or laboratory experiments without the research or laboratory experiments having been performed.
- c. Substituting for another student to take an examination or to do any academic work for which academic credit will be received.
- d. Changing answers or grades after an academic work has been returned to the student and claiming instructor error.
- e. Submitting work for credit or taking an examination and employing a technique specifically prohibited by the instructor in that course, even if such technique would be acceptable in other courses.

6. Abuse of Resource Materials

- a. Mutilating, destroying, concealing, stealing, or altering any material provided to assist students in the completion of academic work, including library books, journals, computer files, microfilm and microfiche files, materials placed on reserve by the instructor, on any such materials as the instructor may provide or assign.
- b. Copying without permission of the owner, or mutilating or destroying any media, printed or electronic (for example, film, video, music, graphics, art, photography, manuscript, Internet or World Wide Web sources, CD-ROM, or electronic databases).

Procedures

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

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

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

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

The Vice President of Student Services for Development and Success will treat violations of the Academic Honesty Code in the manner described below:

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

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

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

Student Rights and Student Appeals

Students may appeal instructors' determination that they violated the Academic Honesty Code by following the appeals procedures on p. 41.

Sexual Harassment

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

Disciplinary actions for sexual harassment committed by

employees include, but are not limited to, written warning, demotion, transfer, suspension, or dismissal. Disciplinary actions for sexual harassment committed by students include, but not limited to, written warning, removal from class, or expulsion with notation on the student's permanent record.

For more information on the College's policy on sexual harassment, go to www.lee.edu/hr/harassment.asp

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

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

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

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

1. Threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom or work assignments or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.
2. Unwelcome verbal expressions, sexual innuendoes and comments, including comments on a person's body, dress, appearance or sexual activities; humor or jokes about sex or females/males in general; pestering a person for dates, whether directly or indirectly by telephone, on or off campus.
3. Unwelcome sexually suggestive sounds or gestures, including throwing kisses or whistling.
4. Sexually suggestive objects, pictures, videotapes, electronic mail, audio recordings or literature unrelated to educational purposes, placed in the work or study area that may embarrass or offend individuals.

5. Unwelcome or inappropriate touching, patting, or pinching including giving unrequested neck or shoulder massages.
6. Consensual sexual relationships where such relationships lead to favoritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.

Reporting Sexual Harassment: A recommended course of action for students who feel that they are being subjected to sexual harassment is for them to tell or otherwise inform the harasser that the conduct is unwelcome and must stop. However, this is not required, and in some circumstances this course of action may not be feasible, may be unsuccessful, or the individual may be uncomfortable dealing with the matter in this manner. Copies of the sexual harassment procedures are available in the Counseling Center and the Admissions and Records Office, or online at:

www.lee.edu/hr/harassment.asp.

These procedures call for students who feel that they have been subjected to sexual harassment to discuss their complaints with counselors, faculty members, college administrators, or others whom they trust. In addition, two persons have been designated to answer questions about the College's Sexual Harassment policies and/or receive formal complaints. They are: Becki Griffith, Admissions Office, telephone 281-425-6399, and Keith Scheffler, 909 Decker Drive, telephone 281-425-6498.

Student Appeals Introduction

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

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

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

General Principles

The appeals process applies to both the informal and formal procedures. It can be waived, or an addendum may be added to the formal appeal if all parties to the appeal and corresponding college personnel charged with resolving it agree to do so. All meetings called by college personnel to resolve appeals are confidential and closed to the public.

Deadlines may be extended due to extenuating circumstances, illness, or college events such as registration or final exams.

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

Items that can be appealed though this process

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

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

Resolution of policy governed by state and federal regulations

Policies and procedures based on state and federal laws are resolved within specific departments. Please see Chapters 3 and 4 of the Lee College Catalog for appeals regarding residence, financial aid, transfer credit, or sexual harassment.

Level 1 Informal Resolution

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

Level 2 Formal Appeal

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

Written Statement

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

Instructional Appeal:

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

(if applicable, the appropriate instructional administrator) to those named in the appeal.

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

Non-instructional Appeal:

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

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

Appeal Response and Decision

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

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

Acceptance of Decision

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

Level 3 Appeals Committee

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

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

Appeals Meetings

Appeals meetings are held the second week of the month.

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

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

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

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

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

Meeting Protocol:

- The appeals meeting is not an open public meeting.
- The Appeals Committee chairperson is responsible for establishing the purpose of the meeting and maintaining order.

- The committee may set time limit for presentations.
- Students will present their appeal and corresponding evidence (oral, written, tape) to support the written appeal statement.
- Members of the committee may ask questions or seek clarification from students and/or Lee College employees.
- Students may ask questions or seek clarification from Lee College employees.
- Students may present an oral summary to the committee.
- Members of the committee may request additional information, documents, or witnesses during the meeting. They may seek additional information or request additional meetings with students and/or Lee College employees.

Response to the Appeal

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

Appeal Ends

There is no further appeal after Level 3.



Chapter 4
Degree and Certificate Requirements

Introduction

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

Generally, students are encouraged to establish educational goals that include earning a certificate or degree while at Lee College. First, a person who is able to present a certificate or degree to a university admissions officer or to a prospective employer may be in a stronger position than someone who can only present a transcript with an equal number of college credits.

Second, a certificate or degree is more attainable than most students realize. Coordinating Board approved certificates require from 15 to 59 semester credit hours; associate degrees require 60 to 66 credits. For students considering a career in a technical field, an investment of one to four semesters of study is very reasonable. For students planning to earn baccalaureate degrees, the additional credits or effort needed to earn additional credits is also a reasonable investment in the future.

Some students, however, may wish to transfer to other institutions without earning a degree at Lee College. Students who plan to transfer to other institutions -- whether with or without a Lee College degree -- should obtain a catalog from the institution to which they plan to transfer and work with a Lee College counselor in the selection of their courses. Course options and degree requirements at universities vary from institution to institution and, in many cases, from college to college within institutions.

Advisory Committees

Community Advisory Committees assist Lee College with the identification and measurement of program needs, particularly in the applied sciences, community service, and general adult educational areas. College personnel, industry representatives, and area schools work together to identify the relevant content for the program or course, recommend necessary equipment, and evaluate program outcomes. Lay advisory committees work with the Office of the President, the Applied Sciences, Community Education Division, Office of College Relations, and the campus as a whole.

Associate Degrees General Graduation Requirements

To be considered candidates for degrees, students must submit applications for graduation. These applications may be obtained from and must be returned to the Admissions and Records Office. Students who wish to receive certificates of completion should apply through the appropriate division office.

Additional information regarding the specific graduation requirements for the degrees and certificates offered by Lee College are listed in the next section. Information regarding eligibility to graduate with honors is set forth in the section titled "Graduation with Honors," (p. 47). Graduates who meet certain requirements are guaranteed that their job skills will be current (see Guarantee for Job Competency Program, p. 38).

Course Waivers and Substitutions for Graduation

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

Commencement

Lee College holds Commencement Ceremonies each year in May. Persons who completed the requirements for certificates and/or associate degrees during the previous summer or fall terms as well as spring candidates, are encouraged to participate in a May ceremony. The approved cap and gown may be purchased in the bookstore.

Generally, commencement is a celebration reserved for students who have completed all of the requirements for certificates and degrees. However, since Lee College only has one commencement ceremonies once a year, students in associate degree programs who are very close to the completion of their program may petition the Vice President of Student Affairs for permission to participate in a commencement ceremony as "future graduates." To be eligible to participate, future graduates must (a) be within 3-9 SCHs of completion of the requirements for an associate degree, and (b) have an overall GPA of 2.5 or higher. Tickets for guests may not be available for future graduates.

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

Graduation Under a Particular Catalog

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

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

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

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

Minimum Requirements for Associate Degree

Texas statutes have established a core curriculum for the first two years of study at public institutions. Course options vary among colleges and universities, but all students are required to take classes in English, history, and government which are required for AA, AAT, and AS degrees.

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

1. Completing at least 60 college credit hours with passing grades. A minimum of 25% of the coursework required for the degree must be earned at Lee College with at least 25% of the field of study taken at Lee College. Any transfer work accepted must have a grade of "C" or better. Transfer students should consult with a counselor regarding their transfer hours and degree programs.
2. Having a grade point average of at least 2.0 (C average) in all course work in which a grade was awarded.
3. Meeting specific degree requirements.
4. A maximum of four kinesiology/physical education credits may apply toward degrees other than kinesiology/physical education.
5. All candidates for degrees must be TSI complete in all relevant components.

Graduation with Honors

Students in associate degree programs may graduate from the College with honors if they complete, at Lee College, fifty percent or more of the coursework required by their degrees and meet the following requirements regarding their cumulative GPAs: Graduation Honors, GPA Summa Cum Laude-3.86 to 4.00 Magna Cum Laude-3.75 to 3.85 Cum Laude-3.5 to 3.74.

Second Associate Degree

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

Associate of Arts (AA) Associate of Arts in Teaching (AAT) Associate of Science (AS)

The Associate of Arts (AA), Associate of Arts in Teaching (AAT), and Associate of Science (AS) degrees are designed for students who plan to transfer to four-year institutions and pursue baccalaureate degrees. AA, AAT and AS degrees include 60 to 66 hours of freshman and sophomore courses. Degrees are based on the core curriculum, developed by the State of Texas, and are updated to include Fields of Study as they become available from the state. The AAT degree is designed for teacher preparation and specifically transfers to upper division education programs. Because of common course numbering and similarity in degree plans, students can easily matriculate to universities

with most credits being accepted by public post-secondary institutions in Texas.

Associate of Applied Science (AAS)

Lee College offers Associate of Applied Science (AAS) degrees in 27 technical areas. AAS degrees require 60 to 72 college credits, or the equivalent of about two full years of college work. The curriculum for AAS degrees includes coursework in a technical area as well as a core curriculum which includes courses in natural science/mathematics, social/behavioral sciences, humanities/fine arts, written communication, oral communications.

Core Curriculum Completion

Lee College recognizes completion of the core curriculum for students seeking AA, AAT, and AS degrees that have completed all the core curriculum with Lee College with a GPA of 2.0 or better. At graduation students will receive an acknowledgement for Core Curriculum Completed. All students who complete the core curriculum will have it noted on their transcript.

Certificates of Completion

Lee College offers 54 Certificates of Completion. These programs are designed for students who are employed -- or plan to be employed -- in technical fields.

In most cases, the credits earned in a certificate program can be applied to an associate of applied science degree in the same area of study; however, there are programs in which this is not the case. In a few cases, the credit earned in certificate programs are transferable to associate of science degrees.

Students who are considering a certificate program as a first step in the process of earning an associate or baccalaureate degree should discuss their plans with a counselor.

Graduation Requirements – Certificate

All students in technical programs are required to successfully complete a capstone experience to demonstrate their ability to transfer classroom knowledge to a job situation. This requirement must be completed prior to the award of a degree or certificate.

Students in certificate programs which are not TSI-required must establish their reading levels when admitted to the college. To graduate, students must score 46 or higher on the Lee College placement test in reading or its equivalent or successfully complete READ 300.

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

Graduates who meet certain requirements are guaranteed that their job skills will be current (see "Guarantee for Job Competency Program," p. 38).

Course Numbering System

Lee College participates in the Texas Common Course Numbering System which designates equivalent course content among many public and some private colleges and universities in the state of Texas. Its purpose is to assist students in making a

smooth transfer from one post-secondary institution to another. However, the fact that a course is not part of the numbering system does not necessarily mean that it will not transfer or meet degree requirements.

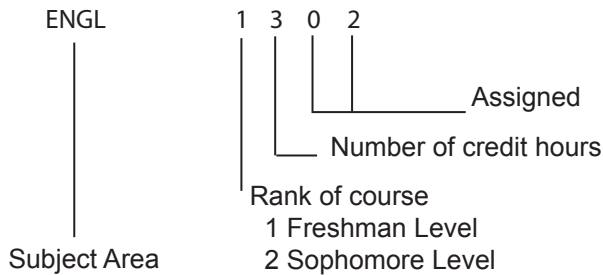
Each course has an individual alphanumeric code (such as ENGL 1302). The alphabetic part of the code indicates the subject area.

The first number (of the four-digit numbers) generally indicates the rank of the course:

- 1 – freshman level.
- 2 – sophomore level.

The second number indicates the number of semester hours credit.

The third and fourth numbers are assigned to each course with some designating a required sequence of completion. See prerequisites for required order.



Three-digit course numbers indicate a developmental level course and credit does not apply toward Lee College degrees or certificates and is not transferable to another college or university.

Distance Education

Distance Learning

Distance learning provides quality education in a non-traditional environment, where the student and faculty member are in different locations. Lee College faculty strive to promote superior online learning through the college's online learning management system.

Lee College offers several options for students who are self motivated and prefer independent learning. Distance learning courses require an orientation with the instructor, either personally or online. Courses are completed during a single semester with deadlines set by instructors for course assignments and exams.

Distance Education

Distance Education provide courses in which a majority (more than 50 percent) of the instruction occurs when the student(s) and instructor(s) are not in the same place. Two categories of distance education courses are defined as:

Fully Distance Education Course

A course which may have mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review, or an in-person test.

Hybrid/Blended Course

A course in which a majority (more than 50 percent but less than 85 percent), of the planned instruction occurs when the student(s) and instructor(s) are not in the same place.

Distance Education Course Length at Lee College

Classes may be offered in a variety of lengths throughout the semester. During the Spring & Fall semester, classes will be offered in 16 week, 12 week, or 8 week sessions. During the summer semester, classes will be offered in 10 weeks or 5 weeks.

Lee College Course Delivery System

Courses will be offered online through Lee College's Learning Management System (LMS).

Hardware and Software Requirements

To be successful in an online course, students who use their personal computers must have high speed internet access. Online course users will need at least 2 Internet browsers- for PC users, Internet Explorer and Mozilla Firefox, and for MAC users, Safari and Mozilla Firefox. PC users need an operating system of Windows XP, Windows Vista, or Windows 7. MAC users need an operating system of 10.5 or 10.6. To view all information, including pop-ups, etc, Java should be installed on the computer.

Virtual College of Texas (VCT)

Through a cooperative agreement, Texas community colleges share online courses. Students register through Lee College and are supported by local counseling, library, tutoring and testing services while they take classes from remote sites. Enrollment procedures are outlined in the class schedule. Testing is provided through the Counseling Center in Moler Hall on the Baytown campus. The VCT Internet site may be accessed at <http://www.vct.org> or <http://www.lee.edu/distance/virtual.asp>.

Virtual Classroom Conduct

As with all Lee College face-to-face courses, all students are to follow Lee College Policy and Procedures, and Students Conduct/Behavior as stated in Chapter 1, Admission, Registration and Enrollment, and Chapter 3 Student Life Opportunities, Services and Policies. Students who violate these policies are subject to disciplinary action, which may include denial of access to courses.

Degrees and Certificates

Area of Interest	Abbreviation	Program Certificate or Degree	Page
Accounting Technology	ACCT, ACNT	AAS/Accounting Technology - High School Articulation	60
		Cert/Accounting Technician	60
		Cert/Advanced Accounting Technician	60
ADN		See Nursing	
Agribusiness	AGRI	AS/Agribusiness	61
Alcohol & Drug Abuse Counseling		See Mental Health Services	
Architecture	ARCH	AA/Architecture	61
Art		See Visual Arts	
Audio Engineering	MUSB, MUSC, RTVB	See Communications	
Biology		See Natural Sciences	
Business Administration & Management	BMGT, BUSI	AS/Business Administration	62
	BUSG, MRKG	AAS/Management - High School Articulation	62
	HRPO, IBUS	Cert/Business	63
		Cert/Entrepreneurship	63
		Cert/International Business	63
		Cert/Management	63
		Cert/Marketing	63
		Cert/Supervision	63
Career Pilot Technology	AIRP	Cert/Career Pilot	64
		Cert/Commercial Pilot	64
		Cert/Instrument Pilot	64
Chemistry		See Natural Sciences	
CISCO		See Computer Maintenance Technology	
Communications	MUSB, MUAP, COMM	AS/Communications: Audio Recording	65
	MUSC, RTVB	AAS/Audio Engineering Technology	65
		Cert/Audio Engineering Technology	66
		Cert/Music Studio Production	66
		Cert/Sound Reinforcement Technology	66
Computer Information Systems	ARTC, ITSC	AAS/Personal Computer Support Specialist	67
	ITSE, IMED	Cert/Personal Computer Support Specialist I & II	67
	ITSW	AAS/E-Business Web Developer Specialist	68
		Cert/E-Business Web Developer Specialist I & II	68
		AAS/Digital Media	68
		Cert/Digital Media I & II	69
Computer Maintenance Technology	CPMT, ITCC	AAS/Computer Maintenance Technology - High School Articulation	70
		Cert/Computer Maintenance Technology	70
		Cert/Network Maintenance Technology	70
Computer Programming Computer Science	COSC	AS/Computer Science - Field of Study	71

Area of Interest	Abbreviation	Program Certificate or Degree	Page
Construction Engineering Technology CNBT, DFTG	Cert/Construction Management Technology	72
Cosmetology CSME	AAS/Cosmetology Instructor	73
		Cert/Cosmetology	73
		Cert/Cosmetology HS Dual Credit	74
		Cert/Cosmetology Student Instructor	74
		Cert/Nail Design	73
Criminal Justice and Corrections CRIJ	AS/Criminal Justice – Field of Study	75
		AAS/Law Enforcement - High School Articulation	75
		Cert/Law Enforcement	76
Drafting Technology DFTG	AAS/Computer Aided Drafting & Design Engineering Tech.	77
		Cert/Computer Aided Drafting & Design	77
		Cert/Computer Aided Drafting & Design Advanced Tech.	77
		AAS/Process Piping Design	78
		Cert/Process Instrumentation and Electrical Design	78
		Cert/Process Piping Design	78
DramaDRAM	AA/Drama	79
		AA/Technical Theatre	79
Drug Abuse Counseling	See Mental Health Services	
Economics ECON	See Social Sciences	
Education EDUC/TECA	AAT/Early Childhood to 6th Grade (Early Childhood Specialization Only)	80
		AAT/Early Childhood to 6th Grade Generalist (Special Education, ESL & Bilingual)	80
		AAT/Early Childhood Grade 4th to 8th Generalist	81
		AAT/Education Certification 8th Grade to 12th Grade	81
		AAS/Child Development	82
		Cert/Child Development Associate Training Marketable Skills	82
Electrical Technology ELPT	AAS/Electrical Technology	83
		Cert/Electrical Technology	83
		Cert/Wiring Installation	83
Engineering	See Math/Physics/Pre-Engineering	
English ENGL	AA/English	84
Environmental Science	See Natural Sciences	
Foreign Language	See Spanish	
Game Design GAME, ARTV	AAS/Game Development Specialist	85
		Cert/Game Specialist	85
		Cert/Game Designer	85
Geography GEOG	See Social Sciences	
Geology	See Natural Sciences	
Government GOVT	See Social Sciences	

Area of Interest	Abbreviation	Program Certificate or Degree	Page
Health Information Technology	HITT, MRMT	AAS/Health Information Technology - High School Articulation Cert/Medical Transcription Cert/Cancer Data Management Cert/Coding	86 86 87 87
History	HIST	See Social Sciences	
Humanities	HUMA	AA/Humanities	88
Industrial Systems	MCHN, HYDR (Formally Machine Shop)	AAS/Industrial Systems Technician Cert/Industrial Systems-Machinist Cert/Industrial Systems-Millwright	89 89 89
Instrumentation Technology	INTC	AAS/Instrumentation Technology Cert/Analytical Instrumentation Cert/Industrial Instrumentation Cert/Instrumentation Technology	90 90 90 90
Kinesiology/Physical Education	KINE	AS/Kinesiology/Health AS/Kinesiology/Physical Fitness AS/Kinesiology/Recreation	91 91 92
Law Enforcement		See Criminal Justice and Corrections	
Liberal Arts		AA/Liberal Arts–Honors Sequence American Studies Option AA/Liberal Arts–Mexican American Studies Option	93 93
Machine Shop		See Industrial Systems	
Management		See Business Administration and Management	
Manufacturing Engineering Technology	PTAC	AAS/Manufacturing Engineering Technology	94
Mathematics	MATH	AS/Math/Physics/Pre-Engineering	94
Mechanical Engineering Technology	INMT, ENGR ENGT, ENTC	AS/Mechanical Engineering Technology Cert/Mechanical Engineering Technology	95 95
Medical Records Technology		See Health Information Technology	
Mental Health Services	DAAC	AAS/Alcohol and Drug Abuse Counseling Cert/Alcohol and Drug Abuse Counseling Cert/Substance Abuse Prevention	96 96 96
Millwright		See Industrial Systems	
Music	MUAP, MUEN, MUSI	AA/Music – Field of Study AA/Church Music	98 99
Natural Sciences	BIOL, CHEM, ENVR, GEOL	AS/Natural Sciences	100
Nursing	RNSG, VNSG	AAS/Nursing (ADN) - High School Articulation AAS/Nursing (ADN) – Transitional Entry Cert/Vocational Nursing	101 102 103
Office Technology		See Professional Administrative Technology	
Philosophy	PHIL	See Social Sciences	

Area of Interest	Abbreviation	Program Certificate or Degree	Page
Paralegal Studies	LGLA.....	AAS/Paralegal Studies - High School Articulation	104
		Cert/Paralegal Studies	104
Physical Education		See Kinesiology/Physical Education	
Physics		See Math/Physics/Pre-Engineering	
Photography.....		See Visual Arts	
Pilot Training.....		See Career Pilot Technology	
Pipefitting Technology	PFPB.....	AAS/Pipefitting Technology - High School Articulation	105
		Cert/Pipefitting Technology.....	105
		Cert/Pipefitter Helper.....	105
Political Science.....		See Social Sciences	
Process Technology	PTAC, SCIT.....	AAS/Process Technology - High School Articulation	106
		Cert/Process Technology.....	106
Professional Administrative Tech.....	POFT, POFI.....	AAS/Professional Administrative Tech. - High School Articulation ..	107
		Cert/Administrative Technology I	107
		Cert/Administrative Technology II.....	107
		Cert/Administrative Technology III	108
Psychology PSYC.....		See Social Sciences	
Safety Management.....	OSHT	AAS/Safety Management Technology	108
		Cert/Safety Management Technology	108
Secretarial		See Professional Administrative Technology	
Social Sciences	ECON, GEOG, GOVT	AA/Social Science.....	109
	HIST, PHIL, PSYC, SOCI		
Social Work	SOCW	AA/Social Work	109
Sociology.....	SOCI.....	See Social Sciences	
Spanish.....	SPAN,	AA/Spanish	110
Speech		AA/Speech	110
Theatre.....		See Drama	
Transfer.....		AS/Transfer	111
Transitional Nursing.....		See Nursing	
Visual Arts	ARTS	AA/Visual Arts	112
		AA/Visual Arts: Imaging	112
Vocational Nursing		See Nursing	
Voice		See Music or Drama	
Welding	WLDG, NDTE.....	AAS/Welding Technology - High School Articulation	113
		Cert/Welding Technology	113
		Cert/Welding Inspection Technology	113

Course Options for Core Curricula

Associate of Arts Degree (AA) Associate of Arts Teaching (AAT) Associate of Science Degree (AS)

The primary purpose of the AA, AAT, and AS degrees is to prepare students to transfer and meet prerequisites for junior level courses. The degree and certificate section of this catalog suggests sequencing of courses for degrees. For Field of Study degrees, refer to the specific degree plan for the required core curriculum courses. Music field of study has a few credits required in Natural Science (4), Humanities (0), and Social/Behavioral Science (12). Plans may change based on legislative mandate (**See current class schedule for any changes**). A course can be counted only once in meeting core curriculum requirements. Honors sections of these courses meet core curriculum requirements.

Communication - Both of the following (6): **9**

ENGL	1301	English Composition I
	1302	English Composition II
Other - One of the following (3):		
SPCH	1311	Introduction to Speech Communication
	1315	Principles of Public Speaking
	1318	Interpersonal Communication
	1321	Business and Professional Communication
	1342	Voice and Diction
DRAM	2336	Voice and Diction

Mathematics - One of the following: **3-4**

MATH	1316	Plane Trigonometry
	1324	Finite Mathematics with Business Applications
	1332	Contemporary Mathematics I
	1414	College Algebra
	2412	Pre-Calculus
	2413	Calculus I with Analytical Geometry
	2414	Calculus II with Analytical Geometry
	2442	Elementary Statistics

Natural Science - Two of the following: **8**

BIOL	1406	General Biology I	
	1407	General Biology II	
	1411	General Botany	
	1413	General Zoology	
	1424	Plant Taxonomy	
	1475	Introduction to Oceanography	
	2401	Human Anatomy & Physiology I	
	2402	Human Anatomy & Physiology II	
	2404	The Human Body	
	2416	Genetics	
	2421	Microbiology	
	CHEM	1405	Introductory Inorganic Chemistry
		1411	General Chemistry I
1412		General Chemistry II	
1419		Introductory Organic Chemistry	
2423		Organic Chemistry I	
ENVR	2425	Organic Chemistry II	
	1401	Environmental Science I	
GEOL	1402	Environmental Science II	
	1403	Physical Geology	
PHYS	1404	Historical Geology	
	1405	Environmental Geology	
	1401	College Physics I: Mechanics & Heat	
	1402	College Physics II: Sound, Electricity Magnetism, Light, and Modern Physics	
	1405	General Physics I	
	1407	General Physics II	
	1411	Introductory Astronomy I	
	1412	Introductory Astronomy II	
	1415	Physical Science	
	2425	Mechanical and Heat	
2426	Electricity, Optics, and Waves		

Humanities - One of the following (3):..... 6

Visual/Performing Arts

ARCH	1301	Architectural History I
	1302	Architectural History II
	1311	Introduction to Architecture
ARTS	1301	Art Appreciation
	1303	Art History I
	1304	Art History II
DRAM	1310	Introduction to the Theatre
	2361	History of Theatre I
	2362	History of Theatre II
	2366	History and Development of Motion Pictures
MUSI	1301	Fundamentals of Music
	1306	Music Appreciation (non-majors)
	1310	Contemporary American Music

Other - One of the following (3):

ENGL	2321	English Literature: Beowulf to Romantic
	2322	English Literature: Romantic to Present
	2323	English Literature: Romantic to Present
	2326	American Literature Survey
	2327	American Literature to 1860
	2328	American Literature: 1860 to Present
	2331	Cross-Cultural Literature
	2332	World Literature: Greeks to Renaissance
	2333	World Literature: Fifteenth Century to Present
	2341	Forms of Literature
	2351	Mexican-American Literature
HIST	2321	History of World Civilizations to 1500
	2322	History of World Civilizations from 1500 to Present
HUMA	1301	Introduction to the Humanities I
	1302	Introduction to the Humanities II
	1305	Introduction to the Mexican-American Studies
PHIL	1301	Introduction to Philosophy
	1304	Introduction to World Religions
	2306	Introduction to Ethics

Social/Behavioral Science - 15

Government - Both of the following (6):

GOVT	2301	American Government I
	2302	American Government II

History - Two of the following (6):

HIST	1301	History of the U.S. to 1877
	1302	History of the U.S. Since 1877
	2301	History of Texas

Other - One of the following (3):

ECON	2301	Principles of Economics: Macroeconomics
	2302	Principles of Economics: Microeconomics
GEOG	1303	World Regional Geography
PSYC	2301	Introduction to Psychology
	2314	Life Span Growth and Development
SOCI	1301	Introductory Sociology
	1306	Social Problems
	2319	Multi-Cultural Studies

Health, Wellness, & Kinesiology - One of the following.....1

KINE	1101 or 1102	Bowling, Beginning/Experienced
	1103 or 1104	Exercise, Beginning/Experienced
	1105 or 1106	Golf, Beginning/Experienced
	1107 or 1108	Cycling, Beginning/Experienced
	1109 or 1110	Pilates, Beginning/Experienced

1111 or 1112	Aerobics Components, Beginning/Experienced .
1113 or 1114	Racquetball, Beginning, Experienced
1115 or 1116	Swimming, Beginning/Experienced
1117 or 1118	Tennis, Beginning/Experienced
1119 or 1120	Volleyball, Beginning/Experienced
1121 or 1122	Water Aerobics, Beginning/Experienced
1123 or 1124	Weight Training, Beginning/Experienced
1125 or 1126	Sailing, Beginning/Experienced
1127 or 1128	Yoga, Beginning/Experienced
1129 or 1130	Basketball, Beginning/Experienced
1141 or 1142	Self-Defense, Beginning/Experienced
1133 or 1134	Yogalates, Experienced
1143 or 1144	Walking and Jogging
1151	Skin and Scuba Diving, Beginning
1152	Scuba Diving, Experienced

1183M, 1184M
2183M or 2184M Basketball Team

1185W, 1186W
2185W or 2186W Tennis Team

1187W, 1188W
2187W or 2188W Volleyball Team

1301	Foundations in Physical Education
1304	Personal Health
1305	The Heathy American
1306	First Aid
1332	Elementary and Recreational Game Skills
1338	Concepts of Physical Fitness
2155	Water Safety

Core Curriculum Credit Hours **42-43**

Associate of Applied Science Degree (AAS)

AAS degrees do not require the entire 42-43 SCH Core Curriculum, as most AA and AS degrees. However, a minimum of 16 SCH of General Education courses are required in AAS plans and are described below. AAS degree earners will not have the description “**core complete**” on their transcripts unless they have completed the entire 42-43 SCH Core defined for AA and AS degrees.

Written Communication	3
BUSI 1304	Business Report Writing and Correspondence	
ENGL 1301	English Composition I	
1302	English Composition II	
2311	Technical Writing	

While only three hours of Written Communication are required for an AAS degree, students who plan to transfer to a university should take 6 hours to meet university requirements.

Social/Behavioral Science **3**
Choose one from Social/Behavioral Science options from the AA/AS/AAT Core Curriculum.

Natural Science/Mathematics **4**
Choose one from Mathematics or Natural Science options from the AA/AS/AAT Core Curriculum.

Oral Communications	3
One of the following:		
SPCH 1311	Introduction to Speech Communication	
1315	Principles of Public Speaking	
1318	Interpersonal Communication	
1321	Business and Professional Communication	
1342	Voice and Diction	

Humanities/Fine Arts **3**
Choose one from Humanities options from the AA/AS/AAT Core Curriculum.

Core Curriculum Credit Hours **16 minimum**

Definition of Core Curriculum

The State of Texas has mandated for the intellectual development of college students through an integrated model of competencies, perspectives, and exemplary educational objectives that can be supplemented through institutionally designed options. The definitions that follow parallel the course options for core curricula.

Definition of Core Curriculum Competencies

The Core Curriculum guidelines described here are predicated on the judgement that a series of basic intellectual competencies – reading, writing, speaking, listening, critical thinking, and computer literacy are essential to the learning process in any discipline and should form any core curriculum. Although students can be expected to come to college with some experience in exercising these competencies, they often need further instruction and practice to meet college standards, and later, to succeed in both their major field of academic study and their chosen career or profession.

Reading: Reading at the college level means the ability to analyze and interpret a variety of printed materials – books, articles, and documents. A core curriculum should offer students the opportunity to master both general methods of analyzing printed materials and specific methods for analyzing the subject matter of individual disciplines.

Writing: Competency in writing is the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience. Although correct grammar, spelling, and punctuation are each a fundamental element in any composition, they do not automatically ensure that the composition itself makes sense or that the writer has much of anything to say. Students need to be familiar with the writing process, including how to discover a topic, how to develop and organize it, and how to phrase it effectively for their audience. These abilities can be acquired only through practice and reflection.

Speaking: Competence in speaking is the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience. Developing this competency includes acquiring poise and developing control of the language through experience in making presentations to small groups, large groups, and through the media.

Listening: Listening at the college level means the ability to analyze and interpret various forms of spoken communication.

Critical Thinking: Critical thinking embraces methods for applying both qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct alternative strategies. Problem solving is one of the applications of critical thinking, used to address an identified task.

Perspectives

Another imperative of a core curriculum is that it contains courses that help students achieve the following:

1. Establish broad and multiple perspectives on the individual in relationship to the larger society and world in which he or she lives, and to understand the responsibilities of living in a culturally and ethnically diversified world;
2. Stimulate a capacity to discuss and reflect upon individual, political, economic, and social aspects of life in order to understand ways in which to be a responsible member of society;
3. Recognize the importance of maintaining health and wellness;
4. Develop a capacity to use knowledge of how technology and science affect their lives;
5. Develop personal values for ethical behavior;
6. Develop the ability to make aesthetic judgements;
7. Use logical reasoning in problem solving; and
8. Integrate knowledge and understanding the interrelationships of the scholarly disciplines.

Educational Exemplary Objectives

Some of these intellectual competencies have traditionally been tied in specific courses required of all students during their two years of college. For example, courses in college composition, together with mathematics, have long been the cornerstone experience of the freshman year. But a single course or two course sequence in college composition can do little more than introduce students to the principles and practices of good writing. Within the boundary of three to six semester credit hours of course work, neither of these sequences can guarantee proficiency. Moreover, in most curricula there are no required courses specifically dedicated to reading or to critical thinking. Thus, if a core curriculum is to prepare students effectively, it is imperative that, insofar as possible, these intellectual competencies be included among the objectives of many individual core courses and reflected in their course content.

Communication (*composition, speech, modern language*)

The objective of a communication component of a core curriculum is to enable the student to communicate effectively in clear and correct prose in a style appropriate to the subject, occasion, and audience.

1. To understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.
2. To understand the importance of specifying audience and purpose and to select appropriate communication choices.
3. To understand and appropriately apply modes of expression, i.e., descriptive, expository, narrative, scientific, and self expressive, in written, visual, and oral communications.
4. To participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
5. To understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.
6. To develop the ability to research and write a documented paper and/or to give an oral presentation.

Mathematics

The objective of the mathematics component of the core curriculum is to develop a quantitatively literate college graduate. Every college graduate should be able to apply basic

mathematics tools in the solution of real-world problems.

1. To apply arithmetic, algebraic, geometric, higher-order thinking and statistical methods to modeling and solving real-world situations.
2. To represent and evaluate basic mathematics information verbally, numerically, graphically, and symbolically.
3. To expand mathematical reasoning skills and formal logic to develop convincing mathematical arguments.
4. To use appropriate technology to enhance mathematical thinking and understanding and to solve mathematical problems and judge reasonableness of the results.
5. To interpret mathematical models such as formulas, graphs, tables and schematics, and draw inferences from them.
6. To develop the limitations of mathematical and statistical models.
7. To develop the view that mathematics is an evolving discipline interrelated with human culture, and understand its connections to other disciplines.

Natural Sciences

The objective of the study of a natural sciences component of a core curriculum is to enable the student to understand, construct, and evaluate relationships in the natural sciences, and to enable the student to understand the bases for building and testing theories.

1. To understand and apply method and appropriate technology to the study of natural sciences.
2. To recognize scientific and quantitative methods and the differences between these approaches and other methods of inquiry and to communicate findings, analyses, and interpretation both orally and in writing.
3. To identify and recognize the differences among competing scientific theories.
4. To demonstrate knowledge of the major issues and problems facing modern science, including issues that touch upon ethics, values, and public policies.
5. To demonstrate knowledge of the interdependence of science, technology and their influence on, and contribution to, modern culture.

Humanities and Visual/Performing Arts

The objective of the Humanities and Visual/Performing Arts in a core curriculum is to expand the student's knowledge of the human condition and human cultures, especially in relation to behaviors, ideas, and values expressed in works of human imagination and thoughts. Through study in disciplines such as literature, philosophy, and the visual/performing arts, students will engage in critical analysis, form aesthetic judgements, and develop an appreciation of the arts and humanities as fundamental to the health and survival of any society. Students should have experience in both the Arts and Humanities.

1. To demonstrate awareness of the scope and variety of works in the Arts and Humanities.
2. To understand those works as expressions of individual and human values within a historical and social context.
3. To respond critically to works in the Arts and Humanities.
4. To engage in the creative process or interpretive performance and comprehend the physical and intellectual demands required of the author or visual or performing artist.
5. To articulate an informed personal reaction to works in the Arts and Humanities.
6. To develop an appreciation for the aesthetic principles that

guide or govern the humanities and arts.

7. To demonstrate knowledge of the influence of literature, philosophy, and/or the arts on intercultural experience.

Social and Behavioral Sciences

The objective of a social and behavioral sciences component of a core curriculum is to increase students' knowledge of how social and behavioral scientists discover, describe, and explain the behaviors and interactions among individuals, groups, institutions, events, and ideas. Such knowledge will better equip students to understand themselves and the roles they play in addressing the issues facing humanity.

1. To employ the appropriate methods, technologies, and data that social and behavioral scientists use to investigate the human condition.
2. To examine social institutions and processes across a range of historical periods, social structure, and culture.
3. To use and critique alternative explanatory systems or theories.
4. To develop and communicate alternative explanations or solutions for contemporary social issues.
5. To analyze the effects of historical, social, political, economic, cultural, and global forces on the area under study.
6. To comprehend the origins and evolution of U.S. and Texas political systems, with a focus on the growth of political institutions, the constitutions of the U.S. and Texas, federalism, civil liberties, and civil and human rights.
7. To understand the evolution and current role of the U.S. in the world.
8. To differentiate and analyze historical evidence (documentary and statistical) and differing points of view.
9. To recognize and apply reasonable criteria for the acceptability of historical evidence and social research.
10. To analyze, critically assess, and develop creative solutions to public policy problems.
11. To recognize and assume one's responsibility as a citizen in a democratic society by learning to think for oneself, by engaging public discourse, and by obtaining information through the news media and other appropriate information sources about politics and public policy.
12. To identify and understand differences and commonalities within diverse cultures.

GEOG 1303-World Regional Geography*

Students will possess a general knowledge of their world and their relationship with society.

1. To understand the important role the United States plays in many of these global issues.
2. To form critical views of contemporary global issues through awareness and to assess the general political, economic, and social development issues of the world through relevant analyses.
3. To provide critical evaluation of various viewpoints concerning a specific issue expressed through several means of communication, such as written, oral, and visual material, and to effectively organize and communicate their findings.
4. To acquire and improve general reading, writing, and analytical skills that can be applied to personal and professional endeavors in and beyond their World Regional Geography course.
5. To internationalize their academic curriculum and higher education experience.

Health, Wellness, and Kinesiology*

By requiring a Kinesiology credit as part of the core curriculum, with no exemption for age, Lee College emphasizes lifelong wellness and learning. Students may choose from courses that support lifelong activity and health within the range of their physical condition.

1. Utilizing the Surgeon General Report, examine the benefits of physical activity as it relates to personal health and life span development, as well as the workplace.
2. Understand the basic principles of exercise to develop lifelong habits for mental and physical well being.
3. Apply knowledge of the benefits of physical activity to develop a personal exercise plan or develop personal health goals.

* Institution Option



Chapter 5
Degree and Certificate Plans

ACCOUNTING

Associate of Applied Science Accounting Technology - High School Articulation – AT2

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

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

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

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

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

FIRST SEMESTER		SCH
-- ACCT	2401 Principles of Accounting I - Financial	4
-- ENGL	1301 English Composition I	3
-- POFI	1401 Computer Applications I	4
-- POFT	1325 Business Math and Machine Applications	3
-- ACNT	1331 Federal Income Tax: Individual	3
		17

SECOND SEMESTER		SCH
-- 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		SCH
-- ACNT	2303 Intermediate Accounting I	3
-- ACNT	1313 Computerized Accounting Applications	3
-- BUSI	1301 Business Principles	3
-- SPCH	1315 Principles of Public Speaking	3
	or	
-- SPCH	1321 Business & Professional Communication	3
-- ----	---- Natural Science/Mathematics	4
		16

FOURTH SEMESTER		SCH
-- 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	3
	or	
-- • ACNT	2302 Accounting Capstone	3
		18

Total Semester Credit Hours for Degree **67**

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

Certificate of Completion Accounting Technician–TA1

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

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

FIRST SEMESTER		SCH
-- ACCT	2401 Principles of Accounting I - Financial	4
-- POFT	1325 Business Math and Machine Applications	3
-- POFI	1401 Computer Applications I	4
-- ACNT	1331 Federal Income Tax: Individual	3
-- POFT	1301 Business English	
	or	
-- ENGL	1301 English Composition I	3
		17

SECOND SEMESTER		SCH
-- 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 Technology/ Technician & Bookkeeping	3
	or	
-- • ACNT	2302 Accounting Capstone	3
		19
Total Semester Credit Hours for Certificate		36

Certificate of Completion Advanced Accounting Technician–AT1

FIRST SEMESTER		SCH
-- ACCT	2401 Principles of Accounting I - Financial	4
-- POFT	1325 Business Math and Machine Applications	3
-- POFI	1401 Computer Applications I	4
-- ACNT	1331 Federal Income Tax: Individual	3
-- POFT	1301 Business English	
	or	
-- ENGL	1301 English Composition I	3
		17

SECOND SEMESTER		SCH
-- 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
-- BUSI	1301 Business Principles	3
		16

THIRD SEMESTER		SCH
-- 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 Technology/ Technician & Bookkeeping	3
	or	
-- • ACNT	2302 Accounting 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. Core and Field of Study courses are shown in bold and underline type.**

AGRIBUSINESS

Associate of Science Agribusiness-AG3

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		SCH
-- ENGL	1302 English Composition II	3
-- KINE	---- Health, Wellness & Kinesiology	1
-- BIOL	---- Biology*	4
--	---- Elective	3/4
-- ACCT	2402 Principles of Accounting II - Managerial	4
-- ECON	2302 Principles of Economics: Microeconomics	3
		18/19
THIRD SEMESTER		SCH
-- GOVT	2301 American Government I or	3
-- GOVT	2302 American Government II	3
-- SPCH	---- Communication: Other	3
--	---- Humanities: Other	3
-- HIST	---- Social/Behavioral Science: History	3
-- AGRI	---- Elective++	3
		15
FOURTH SEMESTER		SCH
-- GOVT	2301 American Government I or	3
-- GOVT	2302 American Government II	3
-- HIST	---- Social/Behavioral Science: History	3
-- MATH	1414 College Algebra**	4
--	---- Humanities: Visual/Performing Arts	3
-- CHEM	1411 General Chemistry I	4
		17
Total Semester Credit Hours for Degree		64/65

* 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.

++ AGRI may be chosen from AGRI 2317 or 1319.

ARCHITECTURE

Associate of Arts Architecture-AR4

This curriculum is offered for students who are studying for a four-year or five year Bachelor of Architecture Degree. 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. The quality of the portfolio will effect course transfer and placement at the selected university.

FIRST SEMESTER		SCH
-- ARCH	1403 Architectural Design I	4
-- ARCH	1311 Introduction to Architecture	3
-- ARTS	1316 Drawing I **	3
-- ENGL	1301 English Composition I	3
-- GOVT	2301 American Government I	3
		16
SECOND SEMESTER		SCH
-- ARCH	1404 Architectural Design II	4
-- ARTS	1317 Drawing II **	3
-- MATH	1414 College Algebra or Higher*	4
-- SPCH	---- Communication: Other	3
-- HIST	---- Social/Behavioral Science: History	3
		17
THIRD SEMESTER		SCH
-- ARCH	1307 Architectural Graphics I ***	3
-- PHYS	1401 College Physics I	4
-- ENGL	1302 English Composition II	3
-- HIST	---- Social/Behavioral Science: History	3
--	---- Humanities: Other	3
		16
FOURTH SEMESTER		SCH
-- ARCH	1308 Architectural Graphics II ***	3
-- PHYS	1402 College Physics II	4
-- GOVT	2302 American Government II	3
-- KINE	---- Health, Wellness, & Kinesiology	1
--	---- Social/Behavioral Science: Other	3
		14
Total Semester Credit Hours for Degree		63

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

** ARTS 1316 and ARTS 1317 preferred. Students may take ARCH 2301 and ARCH 2302 as needed for university transfer requirements.

*** ARCH 1307 and ARCH 1308 preferred. Students may take ARCH 1301, ARCH 1302, or ARCH 1315 as needed for university transfer requirements.

• 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. Core and Field of Study courses are shown in bold and underline type.

BUSINESS ADMINISTRATION AND MANAGEMENT

Associate of Science Business Administration-B3

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.

FIRST SEMESTER		SCH
-- ENGL	1301 English Composition I	3
-- COSC	1301 Introduction to Computing	3
-- BUSI	1301 Business Principles	3
-- KINE	---- Health, Wellness, & Kinesiology	1
-- MATH	1324 Finite Math with Business Applications	3
-- ----	---- Humanities: Visual/Performing Arts	3
		16
SECOND SEMESTER		SCH
-- ENGL	1302 English Composition II	3
-- BUSI	2301 Business Law	3
-- ----	---- Natural Science	4
-- SPCH	1321 Business & Professional Communication	3
-- MATH	1425 Calculus with Business Applications	4
		17
THIRD SEMESTER		SCH
-- ACCT	2401 Principles of Accounting I - Financial	4
-- ECON	2301 Principles of Economics: Macroeconomics	3
-- GOVT	2301 American Government I	3
-- HIST	1301 History of the United States to 1877	3
-- ----	---- Humanities: Other	3
		16
FOURTH SEMESTER		SCH
-- ACCT	2402 Principles of Accounting II - Managerial	4
-- ECON	2302 Principles of Economics-Microeconomics	3
-- GOVT	2302 American Government II	3
-- ----	---- Natural Science	4
-- HIST	1302 History of the United States Since 1877	3
		17
Total Semester Credit Hours for Degree		66

Associate of Applied Science Management - High School Articulation - MN2

FIRST SEMESTER		SCH
-- BMGT	1301 Supervision	3
-- ENGL	1301 English Composition I	3
-- COSC	1301 Introduction to Computing or	
-- BCIS	1405 Business Computer Applications	3/4
-- HRPO	1311 Human Relations	3
-- BMGT	1341 Business Ethics	3
		15/16
SECOND SEMESTER		SCH
-- SPCH	1321 Business & Professional Communication	3
-- BUSI	1301 Business Principles	3
-- ACNT	1303 Introduction to Accounting I or	
-- ACCT	2401 Principles of Accounting I - Financial	3/4
-- HRPO	2301 Human Resource Management	3
-- MRKG	1311 Principles of Marketing	3
		15/16
THIRD SEMESTER		SCH
-- BMGT	1331 Production & Operations Management	3
-- BMGT	1325 Office Management	3
-- ----	---- Social/Behavioral Science	3
-- ENGL	2311 Technical Writing	3
-- IBUS	1305 Introduction to International Business	3
-- BMGT	1307 High Performance Work Teams	3
		18
FOURTH SEMESTER		SCH
-- BUSI	2301 Business Law	3
-- ----	---- Natural Science/Mathematics	4
-- BUSG	2309 Small Business Management	3
-- ----	---- Humanities/Fine Arts	3
-- • BMGT	1327 Principles of Management	3
		16
Total Semester Credit Hours for Degree		64/66

• 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. Core and Field of Study courses are shown in bold and underline type.

Certificate of Completion Business–BU1

FIRST SEMESTER

-- • BUSI	1301	Business Principles	
-- BMGT	1327	Principles of Management	
-- BUSI	2301	Business Law	
-- MRKG	1311	Principles of Marketing	
-- BMGT	1331	Production & Operations Management	

Total Semester Credit Hours for Certificate

Certificate of Completion International Business–IB1

FIRST SEMESTER

-- BUSI	1301	Business Principles	
-- BMGT	1327	Principles of Management	
-- MRKG	1311	Principles of Marketing	
-- • IBUS	1305	Introduction to International Business & Trade	
-- ----	----	Social/Behavioral Science	

Total Semester Credit Hours for Certificate

Certificate of Completion Management–MN1

FIRST SEMESTER

-- BMGT	1301	Supervision	
-- • BMGT	1327	Principles of Management	
-- BMGT	1307	High Performance Work Teams	
-- HRPO	2301	Human Resource Management	
-- HRPO	1311	Human Relations	

SECOND SEMESTER

-- BMGT	1325	Office Management	
-- BMGT	1331	Production & Operations Management	
-- BUSG	2309	Small Business Management	
-- ACNT	1303	Introduction to Accounting I	
		or	
-- ACCT	2401	Principles of Accounting I - Financial	3/4

Total Semester Credit Hours for Certificate

SCH

3
3
3
3
3

15

15

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

FIRST SEMESTER SCH

-- BMGT	1301	Supervision	3
-- ACNT	1303	Introduction to Accounting I	
		or	
-- ACCT	2401	Principles of Accounting I - Financial	3/4
-- BUSI	1301	Business Principles	3
-- MRKG	1311	Principles of Marketing	3

12/13

SECOND SEMESTER

-- BUSI	2301	Business Law	3
-- IMED	2309	Internet Commerce	3
-- IBUS	1305	Introduction to International Business	3
-- • BUSG	2309	Small Business Management	3

12

Total Semester Credit Hours for Certificate

24/25

Certificate of Completion Supervision–SU1

FIRST SEMESTER

-- • BMGT	1301	Supervision	SCH 3
-- MRKG	1311	Principles of Marketing	3
-- BMGT	1307	High Performance Work Teams	3

9

SECOND SEMESTER

-- HRPO	2301	Human Resource Management	3
-- BMGT	1331	Production & Operations Management	
		or	
-- BMGT	1325	Office Management	3

6

Total Semester Credit Hours for Certificate

15

Certificate of Completion Marketing–MK1

FIRST SEMESTER

-- • MRKG	1311	Principles of Marketing	SCH 3
-- BUSI	1301	Business Principles	3
-- GISC	1311	Introduction to GIS	3

9

SECOND SEMESTER

-- IMED	2309	Internet Commerce	3
-- BUSI	2301	Business Law	3
-- IBUS	1305	Introduction to International Business	3

9

Total Semester Credit Hours for Certificate

18

CAREER PILOT TECHNOLOGY

To be eligible for reduced aircraft usage (rental) rates, each student will register in two ground courses and one flight course during the regular semesters—one ground school course and one flight course during the summer semester.

Certificate of Completion Career Pilot–CP1

FIRST SEMESTER	SCH
-- AIRP 1215 Private Flight	2
-- AIRP 1345 Aviation Safety	3
-- AIRP 1317 Private Pilot Ground School	3
	8
SECOND SEMESTER	
-- • 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 Instrument Pilot–PI1

FIRST SEMESTER	SCH
-- AIRP 1255 Intermediate Flight	2
-- AIRP 1351 Instrument Ground School	3
-- AIRP 1307 Aviation Meteorology	3
	8
SECOND SEMESTER	
-- • 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 Commercial Pilot–PC1

FIRST SEMESTER	SCH
-- AIRP 1255 Intermediate Flight	2
-- AIRP 2333 Aircraft Systems	3
-- AIRP 2337 Commercial Ground School	3
	8
SECOND SEMESTER	
-- • 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 Communications Audio Recording–CM3

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

FIRST SEMESTER

-- ENGL	1301	English Composition I	3
-- HIST	----	Social/Behavioral Science: History	3
-- KINE	----	Health, Wellness, & Kinesiology	1
-- COSC	1301	Introduction to Computing	3
-- MUAP	----	Elective***	1
-- COMM	2303	Beginning Audio Recording Techniques	3
-- MUSI	1301	Music Fundamentals	3
		or	
-- MUSI	1311	Music Theory I	3

SECOND SEMESTER

-- ENGL	1302	English Composition II	3
-- HIST	----	Social/Behavioral Science: History	3
--	----	Humanities: Visual/Performing Arts*	3
--	----	Social/Behavioral Science: Other**	3
-- MATH	----	Mathematics ###	3
-- COMM	2324	Intermediate Recording Techniques	3

THIRD SEMESTER

-- GOVT	2301	American Government I	3
--	----	Natural Science ##	4
--	----	Communication: Other	3
-- MUAP	----	Elective	1
-- COMM	2325	Electronic Music I Editing Hard Disk	3
-- COMM	2326	Electronic Music II MIDI Interface	3

FOURTH SEMESTER

-- GOVT	2302	American Government II	3
--	----	Natural Science ##	4
-- COMM	2220	Advanced Recording & Production Techniques	2
-- COMM	2289A	Audio Recording Cooperative	2
--	----	Humanities: Other^	3

Total Semester Credit Hours for Degree

* MUSI 1306 or 1310 preferred.

** Economics courses preferred.

^ Philosophy preferred.

*** Check with transfer university.

General Physics 1405, 1407, or check with transfer university (College Physics 1401 and 1402 require MATH 1414 or equivalent).

Math to be chosen from MATH 1316, 1324, and 1332.

Associate of Applied Science Audio Engineering Technology–AET2

FIRST SEMESTER

-- MUSC	1427	Audio Engineering I	4
-- MUSC	1331	MIDI I	3
-- MUSB	1305	Survey of Music Business	3
-- MUSI	1301	Music Fundamentals	3
		or	
-- MUSI	1311	Music Theory I	3
-- MUSI	1181	Class Piano I (or Applied Piano)	1
-- ENGL	1301	English Composition I	3

SECOND SEMESTER

-- MUSC	1323	Audio Electronics	3
-- MUSC	2427	Audio Engineering II	4
-- MUSC	2355	MIDI II	3
-- MUSI	1306	Music Appreciation	
		or	
-- MUSI	1310	Contemporary American Music	3
-- SPCH	----	Oral Communications	3

THIRD SEMESTER

-- MUSC	2447	Audio Engineering III	4
-- RTVB	1321	TV Field Production	3
-- MUSC	1335	Commercial Music Software	3
-- MUAP	----	Applied Music Elective	1
--	----	Social/Behavioral Science	3
-- MATH	1332	Contemporary Math I	
		or	
-- MATH	1414	College Algebra	3/4

FOURTH SEMESTER

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

Total Semester Credit Hours for Degree

64/66

- 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. Core and Field of Study courses are shown in bold and underline type.

Certificate of Completion Audio Engineering Technology–AET1

FIRST SEMESTER		SCH
--- MUSC 1427	Audio Engineering I	4
--- MUSC 1331	MIDI I	3
--- MUSB 1305	Survey of Music Business	3
--- MUSI 1301	Music Fundamentals or	
--- MUSI 1311	Music Theory I	3
--- MUSI 1181	Class Piano I (or Applied Piano)	1
14		14
SECOND SEMESTER		
--- MUSC 2427	Audio Engineering II	4
--- MUSC 2355	MIDI II	3
--- MUSC 1335	Commercial Music Software	3
--- MUSI 1306	Music Appreciation or	
--- MUSI 1310	Contemporary American Music	3
13		13
THIRD SEMESTER		
--- MUSC 2447	Audio Engineering III	4
--- MUSC 1323	Audio Electronics	3
--- RTVB 1321	TV Field Production	3
--- MUSC 1396	Special Topics in Recording Arts Technology	3
13		13
FOURTH SEMESTER		
--- MUSC 2448	Audio Engineering IV	4
--- MUSB 2350	Commercial Music Project	3
--- • MUSC 2386	Internship-Recording Arts Technology/ Technician	3
--- MUAP ----	Applied Music	1
11		11
Total Semester Credit Hours for Certificate		51

Certificate of Completion Music Studio Production–MSP1

FIRST SEMESTER		SCH
--- • MUSC 1427	Audio Engineering I	4
--- MUSC 1331	MIDI I	3
--- MUSB 1305	Survey of Music Business	3
--- MUSI 1301	Music Fundamentals or	
--- MUSI 1311	Music Theory I	3
--- MUSI 1181	Class Piano I (or Applied Piano)	1
14		14
SECOND SEMESTER		
--- MUSC 2427	Audio Engineering II	4
--- MUSC 2355	MIDI II	3
--- MUSC 1335	Commercial Music Software	3
--- MUSI 1306	Music Appreciation or	
--- MUSI 1310	Contemporary American Music	3
13		13
Total Semester Credit Hours for Certificate		27

Certificate of Completion Sound Reinforcement Technology–SRT1

FIRST SEMESTER		SCH
<p>The Sound Reinforcement Technology certificate prepares students for a career in the live sound industry. Students will learn the skills necessary to operate, maintain, design, and install sound systems in a variety of settings. Career opportunities include working with touring companies, concert venues, sports facilities, theaters, houses of worship, convention halls, and many other kind of venues. Students completing this program are TSI responsible.</p>		
14		14
SECOND SEMESTER		
--- MUSC 1427	Audio Engineering I	4
--- MUSC 1405	Live Sound I	4
--- MUSC 2402	Sound Systems Technician	4
--- MUSB 1305	Survey of Music Business	3
15		15
THIRD SEMESTER		
--- MUSC 2427	Audio Engineering II	4
--- MUSC 2403	Live Sound II	4
--- MUSC 2459	Sound System Optimization	4
--- RTVB 1321	TV Field Production	3
13		13
THIRD SEMESTER		
--- • MUSC 2386	Internship-Recording Arts Technology/ Technician	3
--- MUSC 2453	Live Sound III	4
7		7
Total Semester Credit Hours for Certificate		37

• 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. Core and Field of Study courses are shown in bold and underline type.

COMPUTER INFORMATION SYSTEMS

Associate of Applied Science Personal Computer Support Specialist–PC2

FIRST SEMESTER			SCH
--	ITSC 1309	Integrated Software Applications I or	
--	BCIS 1405	Business Computer Applications	3/4
--	ARTC 1453	Computer Illustration*	4
--	CPMT 1411	Introduction to Computer Maintenance	4
--	CPMT 1449	Computer Networking Technology	4
--	IMED 1316	Web Page Design I*	3
			18/19
SECOND SEMESTER			
--	ITSC 2321	Integrated Software Applications II**	3
--	IMED 1445	Interactive Digital Media I**	4
--	ARTC 2440	Computer Illustration II**	4
--	ARTC 1413	Digital Publishing I**	4
			15
THIRD SEMESTER			
--	ENGL 1301	English Composition I	3
--	----	Social/Behavioral Science	3
--	ITSW 2337	Advanced Database*	3
--	----	Natural Science/Mathematics	4
--	COSC 1436	Programming Fundamentals I* or	
--	ITSE 1331	Intro. to Visual BASIC Programming*	3/4
			16/17
FOURTH SEMESTER			
--	SPCH ----	Oral Communications	3
--	ITSE 1350	System Analysis & Design**	3
--	ITSC 2335	Application Problem Solving** or	
--	• ITSC 2339	Personal Computer Help Desk**	3
--	----	Humanities/Fine Art	3
--	----	Elective^	3/4
			15/16
Total Semester Credit Hours for Degree			64/67

- * This course will only be offered in the fall semesters.
 ** This course will only be offered in the spring semesters.
 ^ Electives to be chosen from: COSC 1437**, IMED 2309**, IMED 2315**, ITSC 1364, or ITSC 1391.

Certificate of Completion Personal Computer Support Specialist I–PCS1

FIRST SEMESTER			SCH
--	ITSC 1309	Integrated Software Applications I or	
--	BCIS 1405	Business Computer Applications	3/4
--	ARTC 1453	Computer Illustration*	4
--	CPMT 1411	Introduction to Computer Maintenance	4
--	CPMT 1449	Computer Networking Technology	4
--	• IMED 1316	Web Page Design I*	3
			18/19
Total Semester Credit Hours for Certificate			18/19

* This course will only be offered in the fall semesters.

Certificate of Completion Personal Computer Support Specialists II–PCSS1

FIRST SEMESTER			SCH
--	ITSC 1309	Integrated Software Applications I or	
--	BCIS 1405	Business Computer Applications	3/4
--	ARTC 1453	Computer Illustration*	4
--	CPMT 1411	Introduction to Computer Maintenance	4
--	CPMT 1449	Computer Networking Technology	4
--	IMED 1316	Web Page Design I*	3
			18/19
SECOND SEMESTER			
--	ITSC 2321	Integrated Software Applications II**	3
--	IMED 1445	Interactive Digital Media I**	4
--	ARTC 2440	Computer Illustration II**	4
--	• ARTC 1413	Digital Publishing I**	4
			15
Total Semester Credit Hours for Certificate			33/34

- * This course will only be offered in the fall semesters.
 ** This course will only be offered in the spring semesters.

• 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. Core and Field of Study courses are shown in bold and underline type.

Associate of Applied Science E-Business Web Developer Specialist-EB2

FIRST SEMESTER			SCH
-- ITSC	1309	Integrated Software Applications I or	
-- BCIS	1405	Business Computer Applications	3/4
-- ITSE	1331	Introduction to Visual BASIC Programming	3
-- COSC	1436	Programming Fundamentals I	4
-- ARTC	1453	Computer Illustration	4
-- IMED	1316	Web Page Design I	3
			17/18
SECOND SEMESTER			
-- ITSC	2321	Integrated Software Applications II	3
-- ARTC	2440	Computer Illustration II	4
-- ARTC	1413	Digital Publishing I	4
-- ITSE	1350	System Analysis & Design	3
-- MRKG	1311	Principles of Marketing	3
			17
THIRD SEMESTER			
-- IBUS	1305	Introduction to International Business & Trade	3
-- BUSG	2309	Small Business Management	3
-- ENGL	1301	English Composition I	3
-- SPCH	----	Oral Communications	3
-- ----	----	Humanities/Fine Arts	3
			15
FOURTH SEMESTER			
-- IMED	1445	Interactive Digital Media I	4
-- ----	----	Natural Science/Mathematics	4
-- ----	----	Social/Behavioral Science	3
-- IMED	2309	Internet Commerce	3
-- • IMED	2315	Web Page Design II or	
-- • ITSC	1364	Practicum (or Field Experience) Computer and Information Sciences, General	3
			17
Total Semester Credit Hours for Degree			66/67

Certificate of Completion E-Business Web Developer Specialist I-EBW1

FIRST SEMESTER			SCH
-- ITSC	1309	Integrated Software Applications I or	
-- BCIS	1405	Business Computer Applications	3/4
-- ITSE	1331	Introduction to Visual BASIC Programming	3
-- COSC	1436	Programming Fundamentals I	4
-- ARTC	1453	Computer Illustration	4
-- • IMED	1316	Web Page Design I	3
			17/18
Total Semester Credit Hours for Certificate			17/18

Certificate of Completion E-Business Web Developer Specialist II-EB1

FIRST SEMESTER			SCH
-- ITSC	1309	Integrated Software Applications I or	
-- BCIS	1405	Business Computer Applications	3/4
-- ITSE	1331	Introduction to Visual BASIC Programming	3
-- COSC	1436	Programming Fundamentals I	4
-- ARTC	1453	Computer Illustration	4
-- IMED	1316	Web Page Design I	3
			17/18
SECOND SEMESTER			
-- ITSC	2321	Integrated Software Applications II	3
-- ARTC	2440	Computer Illustration II	4
-- • ARTC	1413	Digital Publishing I	4
-- ITSE	1350	System Analysis & Design	3
-- MRKG	1311	Principles of Marketing	3
			17
Total Semester Credit Hours for Certificate			34/35

Associate of Applied Science Digital Media-DM2

This program is designed to help prepare students for the exciting world of digital technologies. Students will receive a foundation in basic design, photography, illustration, print media and web design. Digital Media is all around us and this program will lay the foundation upon which students may launch exciting careers and become pioneers in the next generation of the digital world.

FIRST SEMESTER			SCH
-- ITSC	1309	Integrated Software Applications I or	
-- BCIS	1405	Business Computer Applications	3/4
-- ARTC	1453	Computer Illustration	4
-- IMED	1316	Web Page Design I	3
-- MRKG	1311	Principles of Marketing	3
-- POFT	1127	Introduction to Keyboarding	1
-- POFT	1132	Workplace Diversity	1
			15/16
SECOND SEMESTER			
-- ITSC	2321	Integrated Software Applications II	3
-- ARTC	1413	Digital Publishing I	4
-- ARTC	2440	Computer Illustration II	4
-- IMED	1445	Interactive Digital Media I	4
-- IMED	2311	Portfolio Development	3
			18
THIRD SEMESTER			
-- ARTS	2356	Introduction to Photography	3
-- ENGL	1301	English Composition I or	
-- ENGL	2311	Technical Writing	3
-- ----	----	Oral Communications	3
-- ----	----	Humanities/Fine Arts	3
-- ----	----	Elective*	3
			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. Core and Field of Study courses are shown in bold and underline type.

FOURTH SEMESTER			SCH
--	----	Natural Science/Mathematics	4
--	----	Social/Behavioral Science	3
--	ARTS 2357	Advanced Photographic Practices	3
--	GAME 1301	Computer Ethics	
		or	
--	BMGT 1341	Business Ethics	3
--	• IMED 2315	Web Page Design II	3
			16
Total Semester Credit Hours for Degree			64/65

* Elective to be chosen from ARTS 1311, 1316, 2313, 2333, GAME 1302, 1304, 1306.

Certificate of Completion Digital Media I–DME1

FIRST SEMESTER			SCH
--	ITSC 1309	Integrated Software Applications I	
		or	
--	BCIS 1405	Business Computer Applications	3/4
--	ARTC 1453	Computer Illustration	4
--	• IMED 1316	Web Page Design I	3
--	MRKG 1311	Principles of Marketing	3
--	POFT 1127	Introduction to Keyboarding	1
--	POFT 1132	Workplace Diversity	1
			15/16
Total Semester Credit Hours for Certificate			15/16

Certificate of Completion Digital Media II–DM1

FIRST SEMESTER			SCH
--	ITSC 1309	Integrated Software Applications I	
		or	
--	BCIS 1405	Business Computer Applications	3/4
--	ARTC 1453	Computer Illustration	4
--	IMED 1316	Web Page Design I	3
--	MRKG 1311	Principles of Marketing	3
--	POFT 1127	Introduction to Keyboarding	1
--	POFT 1132	Workplace Diversity	1
			15/16
SECOND SEMESTER			
--	ITSC 2321	Integrated Software Applications II	3
--	ARTC 2440	Computer Illustration II	4
--	IMED 1445	Interactive Digital Media I	4
--	ARTC 1413	Digital Publishing I	4
--	• IMED 2311	Portfolio Development	3
			18
Total Semester Credit Hours for Certificate			33/34

- 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. Core and Field of Study courses are shown in bold and underline type.**

COMPUTER MAINTENANCE TECHNOLOGY

Associate of Applied Science Computer Maintenance Technology - High School Articulation – MT2

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
-- CETT	1325 Digital Fundamentals	3
-- CPMT	1449 Computer Networking Technology	4
-- ITSC	1309 Integrated Software Applications I	3
-- CPMT	1411 Introduction to Computer Maintenance	4
-- TECM	1341 Technical Algebra	3
		17
SECOND SEMESTER		SCH
-- ITCC	1408 Intro. to Voice over Internet Protocol (VoIP)	4
-- TECM	1349 Technical Math Applications	3
-- ITCC	1401 Exploration: Network Fundamentals	4
-- ----	---- Elective*	3
-- ----	---- Humanities/Fine Arts	3
		17
THIRD SEMESTER		SCH
-- ITCC	1404 Cisco 2: Routing Protocols & Concepts	4
-- SPCH	---- Oral Communications	3
-- ENGL	1301 English Composition I	3
		3
-- BUSI	1304 Business Report Writing & Correspondence	3
-- ----	---- Social/Behavioral Science	3
-- ----	---- Elective*	3
		16
FOURTH SEMESTER		SCH
-- ----	---- Natural Science/Mathematics	4
-- • CPMT	---- Capstone Course**	4
-- ----	---- Elective*	4
		12
Total Semester Credit Hours for Degree		62

* Electives should be chosen from ITCC or other IT courses for network maintenance and/or web page concentration.

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

Certificate of Completion Computer Maintenance Technology–MT1

FIRST SEMESTER		SCH
-- CETT	1325 Digital Fundamentals	3
-- TECM	1341 Technical Algebra	3
-- CPMT	1449 Computer Networking Technology	4
-- CPMT	1411 Introduction to Computer Maintenance	4
		14
SECOND SEMESTER		SCH
-- ITCC	1408 Intro. to Voice over Internet Protocol (VoIP)	4
-- TECM	1349 Technical Math Applications	3
-- ITCC	1401 Exploration: Network Fundamentals	4
-- • CPMT	---- Capstone Experience*	4
		15
Total Semester Credit Hours for Certificate		29

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

Certificate of Completion Network Maintenance Technology–NET1

FIRST SEMESTER		SCH
-- CPMT	1449 Computer Networking Technology	4
-- CPMT	1411 Introduction to Computer Maintenance	4
		8
SECOND SEMESTER		SCH
-- ITCC	1401 Exploration: Network Fundamentals	4
-- ITCC	1404 Cisco Exploration 2: Routing Protocols & Concepts	4
-- ITCC	1408 Intro. to Voice over Internet Protocol (VoIP)	4
		12
THIRD SEMESTER		SCH
-- • CPMT	2449 Advanced Computer Networking Technology*	4
		4
-- • CPMT	2488 Internship: Computer Installation & Repair Technology*	4
-- ITCC	2408 Cisco Exploration 3: LAN Switching & Wireless	4
-- ITCC	2410 Cisco Exploration 4: Accessing the WAN	4
		12
Total Semester Credit Hours for Certificate		32

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

• Students should plan to take 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. Core and Field of Study courses are shown in bold and underline type.

COMPUTER PROGRAMMING COMPUTER SCIENCE

Associate of Science Computer Science – Field of Study–CS3

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 or 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
--	<u>COSC</u>	<u>1436</u>	<u>Programming Fundamentals I</u>	4
--	HIST	----	Social/Behavioral Science: History	3
--	----	----	Humanities: Visual/Performing Arts	3
				13
SECOND SEMESTER				
--	HIST	----	Social/Behavioral Science: History	3
--	<u>COSC</u>	<u>1437</u>	<u>Programming Fundamentals II</u>	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
--	<u>COSC</u>	<u>2325</u>	<u>Computer Organization & Machine Language</u>	3
--	<u>MATH</u>	<u>2414</u>	<u>Calculus II with Analytic Geometry</u>	4
--	PHYS	2425	Mechanics & Heat	4
				17
FOURTH SEMESTER				
--	GOVT	2302	American Government II	3
--	<u>COSC</u>	<u>2436</u>	<u>Programming Fundamentals III</u>	4
--	KINE	----	Health, Wellness & Kinesiology	1
--	PHYS	2426	Electricity, Optics & Waves	4
--	----	----	Social/Behavioral Science: Other	3
				15
Total Semester Credit Hours for Degree				62

- 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. Core and Field of Study courses are shown in bold and underline type.

CONSTRUCTION ENGINEERING TECHNOLOGY

Associate of Applied Science in Construction Engineering Technology/Technician–CET2

The Construction Engineering Technology Program objective is to provide students with knowledge and skills that are valued and sought by the construction industry profession. Graduates must have knowledge of construction materials and methods, structural systems, and surveying, be capable of interpreting codes, plans, and specifications, and have skills for planning, estimation, scheduling, and evaluation project performance. The curriculum provides fundamentals and specialized coursework that incorporates current standards and technology for managing and providing quality construction. The Construction Engineering Technology Program prepares graduates for entry-level employment, and provides them with a foundation for transfer to university and continued life-long education.

FIRST SEMESTER			SCH
-- DFTG	1405	Technical Drafting	4
-- CNBT	1311	Construction Methods & Materials I	3
-- CNBT	1442	Building Codes & Inspections	4
-- TECM	1349	Technical Math Application	3
			14
SECOND SEMESTER			
-- ----	----	CNBT/FIRT Elective*	3/4
-- DFTG	1409	Basic Computer Aided Drafting	4
-- ----	----	Social/Behavioral Science	3
-- ENGL	1301	English Composition I	3
-- ----	----	Humanities/Fine Arts	3
			16/17
THIRD SEMESTER			
-- ----	----	CNBT/FIRT Elective*	3/4
-- ----	----	CNBT/FIRT Elective*	3/4
-- POFT	2312	Business Correspondence & Communication	3
-- DFTG	2419	Intermediate CAD	4
-- ----	----	Elective Outside Major	3/4
			16/19
FOURTH SEMESTER			
-- ----	----	CNBT/FIRT Elective*	3/4
-- • CNBT	1491	Special Topics in Construction/ Building Technology/Technician or	
-- • CNBT	2467	Practicum (or Field Experience): Construction Engineering Technology/ Technician	4
-- ----	----	Natural Science/Mathematics	4
-- SPCH	----	Oral Communications	3
			14/15
Total Semester Credit Hours for Degree			60/65

* CNBT Electives: CNBT 1300, 1315, 1316, 2317, 2310, 2437, 2442, 2444, FIRT 1302, 1340, 1408.

Certificate of Completion in Construction and Building Technician–CBT1

FIRST SEMESTER			SCH
-- CNBT	1311	Construction Methods & Materials I	3
-- • CNBT	1442	Building Codes & Inspections	4
-- ----	----	CNBT/FIRT Elective*	3/4
-- ----	----	CNBT/FIRT Elective*	3/4
-- DFTG	1405	Technical Drafting	4
			17/19
Total Semester Credit Hours for Certificate			17/19

* CNBT Electives: CNBT 1300, 1315, 1316, 2317, 2310, 2437, 2442, 2444, FIRT 1302, 1340, 1408.

Certificate of Completion in Construction Management Technology–CMT1

FIRST SEMESTER			SCH
-- CNBT	1311	Construction Methods & Materials I	3
-- CNBT	1442	Building Codes & Inspections	4
-- ----	----	CNBT/FIRT Elective*	3/4
-- ----	----	CNBT/FIRT Elective*	3/4
-- DFTG	1405	Technical Drafting	4
			17/19
SECOND SEMESTER			
-- ----	----	CNBT/FIRT Elective*	3/4
-- ----	----	CNBT/FIRT Elective*	3/4
-- DFTG	1409	Basic Computer Aided Drafting	4
-- • CNBT	1491	Special Topics in Construction/ Building/Technician or	
-- • CNBT	2467	Practicum (or Field Experience): Construction Engineering Technology/Technician	4
-- TECM	1349	Technical Math Application	3
			17/19
Total Semester Credit Hours for Certificate			34/38

* CNBT Electives: CNBT 1300, 1315, 1316, 2317, 2310, 2437, 2442, 2444, FIRT 1302, 1340, 1408.

COSMETOLOGY

Associate of Applied Science Cosmetology Instructor–CI2

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

FIRST SEMESTER

--	CSME	1435	Orientation to the Instruction of Cosmetology
--	CSME	1434	Cosmetology Instructor I
--	ENGL	1301	English Composition I
--	ITSC	1309	Integrated Software Applications I
--	----	----	Elective

SECOND SEMESTER

--	CSME	2414	Cosmetology Instructor II
--	CSME	2415	Cosmetology Instructor III
--	ENGL	1302	English Composition II or
--	ENGL	2311	Technical Writing
--	SPCH	1315	Principles of Public Speaking
--	BMGT	1301	Supervision

THIRD SEMESTER

--	CSME	2444	Cosmetology Instructor IV
--	BMGT	1307	High Performance Work Teams
--	----	----	Natural Science/Mathematics
--	HUMA	1301	Introduction to the Humanities I or
--	PHIL	1301	Introduction to Philosophy

FOURTH SEMESTER

--	• CSME	2445	Instructional Theory & Clinic Operation
--	HRPO	1311	Human Relations
--	----	----	Social/Behavioral Science
--	----	----	Elective

Total Semester Credit Hours for Degree

SCH

4
4
3
3
3
3
17

Certificate of Completion Cosmetology–CO1

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 Department of Licensing and Regulation, the students must have completed the following courses of study and must show satisfactory completion of the State Administered Examination.

FIRST SEMESTER

--	CSME	1505	Fundamentals of Cosmetology	SCH	5
--	CSME	1410	Introduction to Haircutting & Related Theory		4
--	CSME	1453	Chemical Reformation & Related Theory		4
--	CSME	1254	Artistry of Hair Design I		2
					15

SECOND SEMESTER

--	CSME	2401	The Principles of Hair Coloring & Related Theory	SCH	4
--	CSME	2410	Advanced Haircutting & Related Theory		4
--	CSME	1255	Artistry of Hair Design II		2
--	CSME	2344	Preparation for the State Licensing Written Examination		3
					13

THIRD SEMESTER

--	CSME	2337	Advanced Cosmetology Techniques	SCH	3
--	• CSME	2441	Preparation for the State Licensing Examination		4
--	CSME	2439	Advanced Hair Design		4
--	CSME	2343	Salon Development		3
					14

Total Semester Credit Hours for Certificate

42

Certificate of Completion Nail Design–ND1

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

FIRST SEMESTER

--	CSME	1330	Orientation to Nail Technology	SCH	3
--	CSME	1431	Principles of Nail Technology I		4
					7

SECOND SEMESTER

--	• CSME	1441	Principles of Nail Technology II	SCH	4
--	CSME	2530	Nail Enhancement		5
					9

Total Semester Credit Hours for Certificate

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. Core and Field of Study courses are shown in bold and underline type.

Certificate of Completion Cosmetology HS Dual Credit - COHS1

This Certificate Program will provide for 1000 hours of instruction that the High School Dual Credit Student is required to attend. This Program is designed to work with the High School schedule and is based on 16 hours per week, to be completed in 2 years. This program will provide students with an opportunity to learn the basic manipulative and theoretical skills necessary to become a licensed cosmetologist.

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

To be eligible for licensing by the Texas Department of Licensing and Regulation, the students must have completed the following courses of study and must show satisfactory completion of the State Administered Examination.

FIRST SEMESTER	SCH
-- CSME 1505 Fundamentals of Cosmetology	5
-- CSME 1254 Artistry of Hair Design I	2
	7
SECOND SEMESTER	
-- CSME 1410 Introduction to Haircutting & Related Theory	4
-- CSME 1453 Chemical Reformation & Related Theory	4
	8
THIRD SEMESTER	
-- CSME 1255 Artistry of Hair Design II	2
-- CSME 2401 The Principles of Hair Coloring & Related Theory	4
	6
FOURTH SEMESTER	
-- CSME 2410 Advanced Haircutting & Related Theory	4
-- • CSME 2441 Preparation for the State Licensing Examination	4
	8
Total Semester Credit Hours for Certificate	29

Cosmetology Student Instructor-SI1

To earn this certificate, students must have a GED or high school diploma, a valid TDLR Cosmetologist License, and successfully complete courses contained in a block 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 & Clinic Operation	4
	8
Total Semester Credit Hours for Certificate	24

CRIMINAL JUSTICE AND CORRECTIONS

Associate of Science Criminal Justice – Field of Study–CJ3

Associate of Applied Science Law Enforcement - High School Articulation – LE2

This degree plan is designed for students who plan to major in Criminal Justice 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 Criminal Justice 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.

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

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	1301	English Composition I	3
-- HIST	----	Social/Behavioral Science: History	3
--	----	Humanities: Visual/Performing Arts	3
-- KINE	----	Health, Wellness, & Kinesiology	1/3
-- CRIJ	1301	Introduction to Criminal Justice	3
-- COSC	1301	Introduction to Computing	3
			16/18
SECOND SEMESTER			SCH
-- ENGL	1302	English Composition II	3
-- HIST	----	Social/Behavioral Science: History	3
--	----	Social/Behavioral Science: Other	3
--	----	Humanities: Other	3
-- CRIJ	1306	Court Systems & Practices	3
			15
THIRD SEMESTER			SCH
-- GOVT	2301	American Government I or	3
-- GOVT	2302	American Government II	3
-- SPCH	1315	Principles of Public Speaking or	3
-- SPCH	1318	Interpersonal Communication	3
--	----	Natural Science	4
-- CRIJ	1310	Fundamentals of Criminal Law	3
-- CRIJ	2328	Police Systems & Practices	3
			16
FOURTH SEMESTER			SCH
-- GOVT	2301	American Government I or	3
-- GOVT	2302	American Government II	3
-- MATH	1332	Contemporary Mathematics I or	3/4
-- MATH	1414	College Algebra	4
--	----	Natural Science	4
-- CRIJ	2313	Correctional Systems & Practices	3
-- CRIJ	----	Criminal Justice Elective	3
			16/17
Total Semester Credit Hours for Degree			63/66

FIRST SEMESTER			SCH
--	----	Written Communication	3
-- PSYC	2301	Introduction to Psychology	3
-- CRIJ	1301	Introduction to Criminal Justice	3
-- CRIJ	2328	Police Systems & Practices	3
-- ITSC	1309	Integrated Software Applications I or	3
-- COSC	1301	Introduction to Computing	3
			15
SECOND SEMESTER			SCH
--	----	Written Communication	3
-- CRIJ	1306	Court Systems & Practices	3
--	----	Humanities/Fine Arts	3
-- SOCI	1301	Introduction to Sociology	3
--	----	Elective	3
			15
THIRD SEMESTER			SCH
-- SPCH	1315	Principles of Public Speaking or	3
-- SPCH	1318	Interpersonal Communication	3
-- CRIJ	1310	Fundamentals of Criminal Law	3
-- CRIJ	2313	Correctional Systems & Practices	3
-- CRIJ	----	Criminal Justice Elective*	3
--	----	Elective	3
			15
FOURTH SEMESTER			SCH
--	----	Natural Science/Mathematics	4
-- CRIJ	2314	Criminal Investigation	3
-- CRIJ	2323	Legal Aspects of Law Enforcement	3
-- CRIJ	----	Criminal Justice Elective*	3
-- SOCI	1306	Social Problems	3
			16
Total Semester Credit Hours for Degree			61

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

Certificate of Completion Law Enforcement–LE1

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 or	3
—	COSC 1301	Introduction to Computing	3
—	CRIJ 2313	Correctional Systems & Practices	3
			15
SECOND SEMESTER			
—	CRIJ 1306	Court Systems & Practices	3
—	CRIJ 2314	Criminal Investigation	3
—	CRIJ ----	Criminal Justice Elective*	3
—	PSYC 2301	Introduction to Psychology	3
			12
THIRD SEMESTER			
— •	CRIJ 2328	Police Systems & Practices	3
—	SOCI 1301	Introduction to Sociology	3
—	SPCH 1315	Principles of Public Speaking or	3
—	SPCH 1318	Interpersonal Communication	3
—	---- ----	Criminal Justice Elective*	3
—	SOCI 1306	Social Problems	3
			15
Total Semester Credit Hours for Certificate			42

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

DRAFTING TECHNOLOGY - CADD

Associate of Applied Science Computer Aided Drafting and Design Engineering Technology–DT2

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

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

FIRST SEMESTER		SCH
-- DFTG 1405	Technical Drafting	4
-- DFTG 1409	Basic Computer-Aided Drafting	4
-- TECM 1349	Technical Math Applications	3
-- ENTC 1191	Special Topics in Engineering Technology	1
		12
SECOND SEMESTER		
-- DFTG 2419	Intermediate Computer-Aided Drafting	4
-- ---- ----	Drafting Elective	4
-- ---- ----	Social/Behavioral Science	3
-- ENGL 1301	English Composition I	3
-- ---- ----	Humanities/Fine Arts	3
		17
THIRD SEMESTER		
-- DFTG 2432	Advanced CAD	4
-- ---- ----	Drafting Elective	4
-- ---- ----	Drafting Elective	4
-- ---- ----	Natural Science/Mathematics	4
		16
FOURTH SEMESTER		
-- DFTG 1410	Specialized Basic CAD	4
-- ---- ----	Drafting Elective	4
-- SPCH ----	Oral Communications	3
-- • DFTG 2438	Final Project: Advance Drafting	
or		
-- • DFTG 2486	Internship - Drafting & Design Technician, General	4
		15
Total Semester Credit Hours for Degree		60

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

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

Certificate of Completion Computer Aided Drafting and Design–TP1

FIRST SEMESTER		SCH
-- DFTG 1405	Technical Drafting	4
-- DFTG 1409	Basic Computer-Aided Drafting	4
		8
SECOND SEMESTER		
-- TECM 1349	Technical Math Applications	4
-- • DFTG 2419	Intermediate Computer-Aided Drafting	4
		8
Total Semester Credit Hours for Certificate		16

Certificate of Completion Computer Aided Drafting and Design Advanced Technology–DS1

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

FIRST SEMESTER		SCH
-- DFTG 1405	Technical Drafting	4
-- DFTG 1409	Basic Computer-Aided Drafting	4
		8
SECOND SEMESTER		
-- ---- ----	Drafting Elective	4
-- DFTG 2419	Intermediate Computer-Aided Drafting	4
		8
THIRD SEMESTER		
-- DFTG 2432	Advanced CAD	4
-- ---- ----	Drafting Elective	4
		8
FOURTH SEMESTER		
-- ---- ----	Drafting Elective	4
-- • DFTG 2438	Final Project: Advance Drafting	
or		
-- • DFTG 2486	Internship - Drafting & Design Technician, General	4
		8
Total Semester Credit Hours for Certificate		32

Field of Specialization - Drafting Electives

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

Architectural related Drafting Electives:

- DFTG 1417 Architectural Drafting Residential
- DFTG 2400* (Prerequisite: DFTG 1417)
- DFTG 2427 Landscape Drafting
- DFTG 2428 Architectural Drafting -Commercial
- DFTG 2430 Civil Drafting
- DFTG 2431 Advanced Technology in Architectural Drafting-3D
- CNBT 1442 Building Codes and Ordinances

Mechanical Technology related Drafting Electives:

- DFTG 1325 Blueprint Reading and Sketching
- DFTG 1433 Mechanical Drafting
- DFTG 2435* (Prerequisite: DFTG 1433)
- ENGR 2307 Engineering Materials

Process Piping related Drafting Electives:

- DFTG 2408 Instrumentation Drafting
- DFTG 2423* (Prerequisite: DFTG 2419)
- DFTG 2445* (Prerequisite: DFTG 2423)

Process Instrumentation & Electrical (I&E) related Drafting Electives:

- DFTG 2407 Electrical Drafting
- DFTG 2408 Instrumentation Drafting

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

Associate of Applied Science Process Piping Design – PPD2

The Process Pipe Design Program is designed to provide the student with a foundation of theoretical and practical knowledge of the engineering technology field of piping design and the applied skills necessary to begin careers in the industry or to transfer to a university program. This program provides a learning environment where students can interact with state-of-the-art technological equipment and software to gain experience in the application of computer-aided drafting and design software to create, design, and analyze piping systems. Students pursuing the AAS in Process Pipe Design will be prepared for entry-level employment and transfer to a university program. All students will be prepared for life-long learning in the engineering technology field.

The Texas Gulf Coast Workforce Board has designated Pipe Drafters as a High Skill, High Growth Occupation as of July 2008. Pipe drafters are also a targeted job, by Texas Workforce Commission in the Gulf Coast area with projected employment in 2014 to be equal to or greater than the average for all occupations in the region and a projected growth rate equal to or greater than the average in the region. Median hourly wages are equal to or greater than the median for all occupations in the region with a designated minimum education requirement of a post secondary degree or certificate, long-term on the job training, or experience in a related occupation.

FIRST SEMESTER			SCH
--	DFTG 1409	Basic Computer - Aided Drafting	4
--	DFTG 1405	Technical Drafting	4
--	TECM 1349	Technical Math Applications	3
--	PTAC 1410	Process Technology I - Equipment	4
--	ENGL 1301	English Composition I	3
			18
SECOND SEMESTER			
--	DFTG 2419	Intermediate CAD	4
--	DFTG 2408	Instrumentation Drafting	4
--	ENGT 2307	Engineering Materials I	3
--	ENTC 1343	Statics	3
--	----	Natural Science/Mathematics	4
			18
THIRD SEMESTER			
--	DFTG 2423	Pipe Drafting - 3D	4
--	DFTG 2432	Advanced CAD - 3D	4
--	----	Social/Behavioral Science	3
--	SPCH ----	Oral Communications	3
--	PFPB 2449	Field Measuring, Sketching & Layout	4
			18
FOURTH SEMESTER			
--	DFTG 2445	Advanced Pipe Drafting	4
--	• DFTG 2457	Advanced Technologies in Pipe Design & Drafting	4
--	DFTG 2438	Final Project - Advanced Drafting or	
--	DFTG 2486	Drafting Internship	4
--	----	Humanities/Fine Arts	3
			15
Total Semester Credit Hours for Degree			69

Certificate of Completion Process Piping Design – PPD1

FIRST SEMESTER			SCH
--	DFTG 1409	Basic Computer - Aided Drafting	4
--	DFTG 1405	Technical Drafting	4
			8
SECOND SEMESTER			
--	DFTG 2419	Intermediate CAD	4
--	DFTG 2408	Instrumentation Drafting	4
			8
THIRD SEMESTER			
--	DFTG 2423	Pipe Drafting - 3D	4
--	DFTG 2432	Advanced CAD - 3D	4
--	PFPB 2449	Field Measuring, Sketching & Layout	4
			12
FOURTH SEMESTER			
--	DFTG 2445	Advanced Pipe Drafting	4
--	DFTG 2457	Advanced Technologies in Pipe Design & Drafting	4
--	• DFTG 2438	Final Project - Advanced Drafting or	
--	• DFTG 2486	Drafting Internship	4
			12
Total Semester Credit Hours for Certificate			40

Certificate of Completion Process Instrumentation and Electrical Design – PIED1

The Process Instrumentation and Electrical Design Certificate is designed to provide the student with a foundation of computer-aided drafting and design (CADD) skills in tandem with practical field knowledge of process instrumentation and electrical applications. In addition to the classroom activities, this program provides hands-on interaction with process instrumentation and electrical equipment in the field as a foundation for application of drafting and design projects in the classroom. Students pursuing the Certificate of Completion in Process Instrumentation and Electrical Design will be prepared for entry-level employment in I&E design and have a foundation of courses to apply toward the AAS in CADD Engineering Technology.

FIRST SEMESTER			SCH
--	• DFTG 1409	Basic Computer - Aided Drafting	4
--	DFTG 1405	Technical Drafting	4
--	CETT 1302	Electricity Principles	3
--	INTC 1312	Instrumentation & Safety	3
			14
SECOND SEMESTER			
--	DFTG 2419	Intermediate CAD	4
--	DFTG 2408	Instrumentation Drafting	4
--	DFTG 2407	Electrical Drafting	4
--	PTAC 1332	Process Instrumentation I	3
			15
Total Semester Credit Hours for Certificate			29

DRAMA

Associate of Arts Drama-DR4

Students will gain a basic understanding of all facets of the theatre from acting to set design. Students will gain the skills necessary to complete for entry-level positions.

FIRST SEMESTER				SCH
--	----	----	Humanities: Visual/Performing Arts**	3
--	DRAM	----	Elective*	1/3
--	DRAM	1120	Theatre Arts Lab I	1
--	ENGL	1301	English Composition I	3
--	DRAM	2336	Voice & Diction	3
--	----	----	Natural Science	4
				15/17
SECOND SEMESTER				SCH
--	DRAM	1351	Introduction to Acting	3
--	----	----	Social/Behavioral Science: Other	3
--	DRAM	----	Elective*	1/3
--	DRAM	1121	Theatre Arts Lab II	1
--	ENGL	1302	English Composition II	3
--	MATH	1414	College Algebra	4
				15/17
THIRD SEMESTER				SCH
--	HIST	----	Social/Behavioral Science: History	3
--	DRAM	----	Elective*	3
--	DRAM	2120	Theatre Arts Lab III	1
--	----	----	Humanities: Other	3
--	GOVT	2301	American Government I	3
--	KINE	----	Health, Wellness & Kinesiology	1
				14
FOURTH SEMESTER				SCH
--	HIST	----	Social/Behavioral Science: History	3
--	DRAM	----	Elective*	3
--	DRAM	----	Elective*	3
--	GOVT	2302	American Government II	3
--	----	----	Natural Science	4
				14/16
Total Semester Credit Hours for Degree				60/64

* Drama electives to be chosen from DRAM 1330, 1341, 1342, 1352, 2121, 2189, 2331, 2361, 2362, 2366.

**Course recommended DRAM 1310.

Associate of Arts Drama Technical Theatre-TT4

FIRST SEMESTER				SCH
--	----	----	Humanities: Visual/Performing Arts**	3
--	DRAM	1330	Elementary Stagecraft	3
--	DRAM	1120	Theatre Arts Lab I	1
--	ENGL	1301	English Composition I	3
--	DRAM	2336	Voice & Diction	3
--	----	----	Natural Science	4
				17
SECOND SEMESTER				SCH
--	----	----	Social/Behavioral Science: Other	3
--	DRAM	1342	Introduction to Costume	3
--	DRAM	----	Elective*	1/3
--	DRAM	1121	Theatre Arts Lab II	1
--	ENGL	1302	English Composition II	3
--	MATH	1414	College Algebra	4
				15/17
THIRD SEMESTER				SCH
--	HIST	----	Social/Behavioral Science: History	3
--	DRAM	1331	Advanced Stagecraft	3
--	DRAM	2120	Theatre Arts Lab III	1
--	----	----	Humanities: Other	3
--	GOVT	2301	American Government I	3
--	KINE	----	Health, Wellness & Kinesiology	1
				14
FOURTH SEMESTER				SCH
--	HIST	----	Social/Behavioral Science: History	3
--	DRAM	1341	Theatre Makeup	3
--	DRAM	----	Elective*	1/3
--	GOVT	2302	American Government II	3
--	----	----	Natural Science	4
				14/16
Total Semester Credit Hours for Degree				60/64

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

**Course recommended DRAM 1310

EDUCATION

Associate of Arts in Teaching: Early Childhood to 6th Grade (Early Childhood Specialization Only)–ED15

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, substitute teachers or paraprofessionals. Through field experience at public and private schools and daycares, students pursuing the AAT degree observe and participate in classroom activities and school events. To qualify for field experience in respective EDUC and TECA classes, students are required to have criminal background checks.

FIRST SEMESTER		SCH
-- ENGL	1301 English Composition I	3
-- HIST	<u>Social/Behavioral Science: History</u>	3
-- MATH	<u>1414 College Algebra</u>	4
-- TECA	1311 Educating Young Children	3
		13
SECOND SEMESTER		SCH
-- ENGL	1302 English Composition II	3
-- HIST	<u>Social/Behavioral Science: History</u>	3
-- ----	<u>Humanities: Visual/Performing Arts</u>	3
-- ----	<u>Natural Science</u>	4
-- MATH	1350 Fundamentals of Mathematics I	3
		16
THIRD SEMESTER		SCH
-- GOVT	2301 American Government I	3
-- ----	<u>Social/Behavioral Science: Other</u>	3
-- SPCH	<u>1315 Principles of Public Speaking</u>	3
-- ----	<u>Natural Science</u>	4
-- TECA	1318 Wellness of the Young Child	3
		16
FOURTH SEMESTER		SCH
-- GOVT	2302 American Government II	3
-- ----	<u>Humanities: Other</u>	3
-- KINE	<u>Health, Wellness & Kinesiology</u>	3
-- TECA	1303 Family, School & Community	3
-- TECA	1354 Child Growth & Development	3
		15
Total Semester Credit Hours for Degree		60

Please note: students are permitted to earn only one of the Education degrees.

This degree will only transfer to the University of Houston System.

Associate of Arts in Teaching: Early Childhood to 6th Grade (Except Early Childhood Specialization) Special Education, ESL, and Bilingual Generalist–ED25

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 or paraprofessionals. Through field experience at public and private schools and daycares, students pursuing the AAT degree observe and participate in classroom activities and school events. To qualify for field experience in respective EDUC and TECA classes, students are required to have criminal background checks.

FIRST SEMESTER		SCH
-- ENGL	1301 English Composition I	3
-- HIST	<u>Social/Behavioral Science: History</u>	3
-- ----	<u>Natural Science</u>	4
-- MATH	<u>1414 College Algebra</u>	4
-- EDUC	1301 Introduction to the Teaching Profession	3
		17
SECOND SEMESTER		SCH
-- ENGL	1302 English Composition II	3
-- HIST	<u>Social/Behavioral Science: History</u>	3
-- ----	<u>Humanities: Visual/Performing Arts</u>	3
-- ----	<u>Natural Science</u>	4
-- MATH	1350 Fundamentals of Mathematics I	3
		16
THIRD SEMESTER		SCH
-- GOVT	2301 American Government I	3
-- ----	<u>Social/Behavioral Science: Other</u>	3
-- SPCH	<u>1315 Principles of Public Speaking</u>	3
-- KINE	<u>Health, Wellness & Kinesiology</u>	1
-- ----	<u>Natural Science</u>	4
		14
FOURTH SEMESTER		SCH
-- GOVT	2302 American Government II	3
-- ----	<u>Humanities: Other</u>	3
-- BCIS	1405 Business Computer Applications	4
-- EDUC	2301 Introduction to Special Populations	3
		13
Total Semester Credit Hours for Degree		60

Please note: students are permitted to earn only one of the Education degrees.

- 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. Core and Field of Study courses are shown in bold and underline type.

Associate of Arts in Teaching: Grades 4th to 8th Generalist–ED35

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 or paraprofessionals. Through field experience at public and private schools and daycares, students pursuing the AAT degree observe and participate in classroom activities and school events. To qualify for field experience in respective EDUC and TECA classes, students are required to have criminal background checks.

FIRST SEMESTER		SCH
-- ENGL	1301 English Composition I	3
-- HIST	---- Social/Behavioral Science: History	3
-- ----	---- Natural Science	4
-- MATH	1414 College Algebra	4
-- EDUC	1301 Introduction to the Teaching Profession	3
		17
SECOND SEMESTER		
-- ENGL	1302 English Composition II	3
-- HIST	---- Social/Behavioral Science: History	3
-- ----	---- Humanities: Visual/Performing Arts	3
-- ----	---- Natural Science	4
-- MATH	1350 Fundamentals of Mathematics I	3
		16
THIRD SEMESTER		
-- GOVT	2301 American Government I	3
-- ----	---- Social/Behavioral Science: Other	3
-- SPCH	1315 Principles of Public Speaking	3
-- KINE	---- Health, Wellness & Kinesiology	1
-- ----	---- Natural Science	4
		14
FOURTH SEMESTER		
-- GOVT	2302 American Government II	3
-- ----	---- Humanities: Other	3
-- BCIS	1405 Business Computer Applications	4
-- EDUC	2301 Introduction to Special Populations	3
		13
Total Semester Credit Hours for Degree		60

Please note: students are permitted to earn only one of the Education degrees.

Associate of Arts in Teaching: Grades 8th to 12th–ED45

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 or paraprofessionals. Through field experience at public and private schools and daycares, students pursuing the AAT degree observe and participate in classroom activities and school events. To qualify for field experience in respective EDUC and TECA classes, students are required to have criminal background checks.

See a counselor or education coordinator for specific courses.

Grades 8-12 Certification Areas

- History
- Mathematics
- Speech
- Science
- English

EC–Grade 12 Certification Areas

- Art
- Music
- Physical Education
- Theatre
- Business

FIRST SEMESTER		SCH
-- ENGL	1301 English Composition I	3
-- HIST	---- Social/Behavioral Science: History	3
-- ----	---- Natural Science	4
-- ----	---- Specialization*	3
		13
SECOND SEMESTER		
-- ENGL	1302 English Composition II	3
-- HIST	---- Social/Behavioral Science: History	3
-- MATH	---- Math#	3
-- ----	---- Natural Science	4
-- ----	---- Specialization*	3
		16
THIRD SEMESTER		
-- GOVT	2301 American Government I	3
-- ----	---- Humanities: Visual/Performing Arts	3
-- SPCH	1315 Principles of Public Speaking	3
-- ----	---- Specialization*	3
-- EDUC	1301 Introduction to the Teaching Profession	3
		15
FOURTH SEMESTER		
-- GOVT	2302 American Government II	3
-- ----	---- Humanities: Other	3
-- ----	---- Social/Behavioral Science: Other	3
-- KINE	---- Health, Wellness & Kinesiology	1
-- EDUC	2301 Introduction to Special Populations	3
-- ----	---- Specialization*	3
		16
Total Semester Credit Hours for Degree		60

* Minimum of 12 SCHs

College Algebra recommended

Please note: students are permitted to earn only one of the Education degrees.

Associate of Applied Science Child Development-EDCD2

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

FIRST SEMESTER	SCH
-- TECA 1311 Educating Young Children	3
-- CDEC 1319 Child Guidance	3
-- ENGL 1301 English Composition I	3
-- CDEC 1313 Curriculum Resources for Early Childhood Program	3
-- ---- ---- Elective *	3
	15
SECOND SEMESTER	
-- CDEC 1356 Emergent Literacy for Early Childhood	3
-- CDEC 1359 Children with Special Needs	3
-- ---- ---- Humanities/Fine Arts	3
-- CDEC 1323 Observation and Assessment	3
-- CDEC 2326 Administration of Programs for Young Children I	3
-- ---- ---- Elective*	3
	18
THIRD SEMESTER	
-- CDEC 2307 Math and Science for Early Childhood	3
-- TECA 1303 Family, School, and Community	3
-- SPCH ---- Oral Communications	3
-- MATH 1332 Contemporary Math	
	or
-- MATH 1414 College Algebra	3/4
-- TECA 1354 Child Growth and Development	3
	15/16
FOURTH SEMESTER	
-- TECA 1318 Wellness of the Young Child	3
-- CDEC 2328 Administration of Program for Young Children II	3
-- • CDEC 2366 Practicum (or Field Experience) - Child Care Provider/Assistant	3
-- ---- ---- Social/Behavioral Science	3
-- ---- ---- Elective*	3
	15
Total Semester Credit Hours for Degree	63/64

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

Certificate of Completion Child Development Associate Training Marketable Skills-EDCDM1

FIRST SEMESTER	SCH
-- CDEC 1317 Child Development Associate Training I	3
-- CDEC 2322 Child Development Associate Training II	3
-- CDEC 2324 Child Development Associate Training III	3
Total Semester Credit Hours for Certificate	9

ELECTRICAL TECHNOLOGY

Associate of Applied Science Electrical Technology–IE2

FIRST SEMESTER

--	ELPT	1325	National Electrical Code I
--	ELPT	1419	Fundamentals of Electricity I
--	TECM	1341	Technical Algebra
--	ELPT	----	Elective*
--	----	----	Natural Science/Mathematics

SECOND SEMESTER

--	ELPT	1420	Fundamentals of Electricity II
--	ELPT	1455	Electronic Applications
--	TECM	1349	Technical Math Applications
--	ENGL	1301	English Composition I
			or
--	BUSI	1304	Business Report Writing & Correspondence
--	----	----	Humanities/Fine Art

THIRD SEMESTER

--	ELPT	2405	Motors & Transformers
--	ELPT	2319	Programmable Logic Controllers
--	SPCH	1315	Principles of Public Speaking
--	----	----	Elective
--	ELPT	1445	Commercial Wiring

FOURTH SEMESTER

--	• ELPT	1441	Motor Control
--	ELPT	2331	AC/DC Drives
--	----	----	Social/Behavioral Science
--	----	----	Elective

Total Semester Credit Hours for Degree

SCH
3
4
3
3
4
17
4
4
3
3
3
17
4
3
3
3
4
17
4
3
3
3
13
64

* *Electrical Studies elective must be chosen from ELPT 1321, 2301, 2325, 2355, 2380, or others as approved by Lead Instructor.*

Certificate of Completion Electrical Technology–IE1

FIRST SEMESTER

--	ELPT	1325	National Electrical Code I
--	ELPT	1419	Fundamentals of Electricity I
--	ELPT	----	Elective*

SECOND SEMESTER

--	ELPT	1420	Fundamentals of Electricity II
--	ELPT	2331	AC/DC Drives
--	ELPT	1455	Electronic Applications

THIRD SEMESTER

--	ELPT	2319	Programmable Logic Controllers I
--	ELPT	2405	Motors & Transformers
--	• ELPT	1441	Motor Control

Total Semester Credit Hours for Certificate

* *Electrical Studies elective may be chosen from ELPT 1321, 2301, 2325, 2355, or others as approved by Lead Instructor.*

Certificate of Completion Wiring Installation–EWI1

This certificate is an institutional award which allows the student to gain entry level skills as a wireman or electrical apprentice.

FIRST SEMESTER

--	ELPT	1321	Introduction to Electrical Safety & Tools
--	ELPT	1419	Fundamentals of Electricity I

SECOND SEMESTER

--	ELPT	1325	National Electrical Code I
--	• ELPT	1445	Commercial Wiring

Total Semester Credit Hours for Certificate

SCH
3
4
3
10
4
3
4
11
3
4
4
11
32
SCH
3
4
7
SCH
3
4
7
7
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. Core and Field of Study courses are shown in bold and underline type.

ENGLISH

Associate of Arts English–EN4

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

FIRST SEMESTER			SCH
--	ENGL 1301	English Composition I	3
--	SPAN 1411	Beginning Spanish	4
--	HIST ----	Social/Behavioral Science: History	3
--	MATH 1414	College Algebra	
		or	
--	MATH 1332	Contemporary Mathematics I	3/4
--	KINE ----	Health, Wellness & Kinesiology	1
			14/15
SECOND SEMESTER			
--	ENGL 1302	English Composition II	3
--	SPAN 1412	Intermediate Spanish	4
--	HIST ----	Social/Behavioral Science: History	3
--	SPCH 1315	Principles of Public Speaking	3
--	----	Elective	3
			16
THIRD SEMESTER			
--	GOVT 2301	American Government I	3
--	ENGL ----	Sophomore 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
--	ENGL ----	Sophomore Literature	3
--	----	Elective	3
			16
Total Semester Credit Hours for Degree			62/63

GAME DESIGN

Associate of Applied Science Game Development Specialist–GADS2

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

FIRST SEMESTER			SCH
--	COSC	1301 Introduction to Computing	3
--	GAME	1306 Design & Creation of Games	3
--	GAME	1302 Interactive Storyboarding	3
--	ARTC	1453 Computer Illustration	4
--	COSC	1436 Programming Fundamentals I	4
			17

SECOND SEMESTER			SCH
--	GAME	1301 Computer Ethics	3
--	GAME	1304 Level Design	3
--	GAME	1336 Introduction to 3D Game Modeling (artist) *	
		or	
--	COSC	1437 Programming Fundamentals II (programmer) **	3/4
--	ARTC	2440 Computer Illustration II	4
--	IMED	1445 Interactive Digital Media I	4
			17/18

THIRD SEMESTER			SCH
--	ARTV	1341 3-D Animation I (artist) *	
		or	
--	GAME	2344 DirectX Programming (programmer) **	3
--	GAME	2332 Project Development I	3
--	ENGL	1301 English Composition I	3
--	----	----- Natural Science/Mathematics (artist) *	
		or	
--	MATH	1414 College Algebra (programmer) **	4
--	----	----- Elective ***	3/4
			16/17

FOURTH SEMESTER			SCH
--	SPCH	----- Oral Communications	3
--	----	----- Social/Behavioral Science	3
--	----	----- Humanities/Fine Arts	3
--	IMED	2311 Portfolio Development	3
--	GAME	2325 3-D Animation II - Character Setup (artist) *	
		or	
--	MATH	1324 Finite Math with Business Applications (programmer) **	3
--	• GAME	2334 Project Development II	3
			18
Total Semester Credit Hours for Degree			68/70

* Choices for Artist track

** Choices for Programmer track

*** Elective to be chosen from ENGL 1302, 2307, GAME 1394, 2386, 2387, 2402, or other course appropriate to degree.

Certificate of Completion Game Specialist–GAS1

FIRST SEMESTER			SCH
--	COSC	1301 Introduction to Computing	3
--	GAME	1306 Design & Creation of Games	3
--	GAME	1302 Interactive Storyboarding	3
--	ARTC	1453 Computer Illustration	4
--	COSC	1436 Programming Fundamentals I	4
			17

SECOND SEMESTER			SCH
--	GAME	1301 Computer Ethics	3
--	GAME	1304 Level Design	3
--	• GAME	1336 Introduction to 3D Game Modeling *	
		or	
--	• COSC	1437 Programming Fundamentals II **	3/4
--	ARTC	2440 Computer Illustration II	4
--	IMED	1445 Interactive Digital Media I	4
Total Semester Credit Hours for Certificate			17/18
			34/35

Certificate of Completion Game Designer–GAD1

FIRST SEMESTER			SCH
--	COSC	1301 Introduction to Computing	3
--	GAME	1306 Design & Creation of Games	3
--	GAME	1302 Interactive Storyboarding	3
--	ARTC	1453 Computer Illustration	4
--	• COSC	1436 Programming Fundamentals I	4
			17
Total Semester Credit Hours for Certificate			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. Core and Field of Study courses are shown in bold and underline type.

HEALTH INFORMATION TECHNOLOGY

Associate of Applied Science Health Information Technology High School Articulation – MR2

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

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

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

In the Academic Study Program, students study anatomy and physiology, medical terminology, basic disease processes, medical transcription 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 I	SCH	3
--	ITSC	1309	Integrated Software Applications I	SCH	3

SECOND SEMESTER

--	ENGL	1301	English Composition I	SCH	3
--	BIOL	2401	Human Anatomy & Physiology I	SCH	4
--	HITT	1349	Pharmacology	SCH	3
--	HITT	1301	Health Data Content & Structure	SCH	3
--	HITT	1345	Health Care Delivery Systems	SCH	3

THIRD SEMESTER

--	BIOL	2402	Human Anatomy & Physiology II	SCH	4
--	MRMT	1307	Medical Transcription I	SCH	3
--	HITT	1341	Coding & Classification Systems	SCH	3
--	HPRS	2301	Pathophysiology	SCH	3
--	PSYC	2301	Introduction to Psychology	SCH	3

FOURTH SEMESTER

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

FIFTH SEMESTER

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

SCH

3

3

6

3

4

3

3

3

3

16

4

3

3

3

3

3

3

16

1

3

4

1

3

4

3

4

2

3

3

3

3

3

15

--	HITT	2339	Health Information Organization & Supervision	SCH	3
--	HITT	2343	Quality Assessment & Performance Improv.	SCH	3
--	• HITT	2261	Clinical - Health Information/Medical Records Technology/Technician	SCH	2
--	ENGL	1302	English Composition II	SCH	3
--	----	----	Humanities/Fine Arts	SCH	3

Total Semester Credit Hours for Degree

14

71

Certificate of Completion Medical Transcription–MR1

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

Prerequisites for the Certificate Program include a minimum typing speed of 40 wpm and a minimum 12th grade reading level as determined by Lee College Placement Testing. This certificate can be completed in one year by attending full-time.

The Lee College Certificate Program provides approved curriculum medical terminology, medical sciences, composition, and computer skills. A transcription practicum provides for a capstone experience. A voluntary certification examination is administered by the Association for Health Care Documentation Integrity (AHD), formerly known as the American Association for Medical Transcription (AAMT).

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

FIRST SEMESTER

--	HITT	1305	Medical Terminology I	SCH	3
--	BIOL	2404	The Human Body	SCH	4
--	HITT	1349	Pharmacology	SCH	3
--	ITSC	1309	Integrated Software Applications I	SCH	3

SECOND SEMESTER

--	MRMT	1307	Medical Transcription I	SCH	3
--	ENGL	1301	English Composition I	SCH	3
--	POFT	1301	Business English	SCH	3
--	POFT	2301	Intermediate Keyboarding	SCH	3

THIRD SEMESTER

--	MRMT	2433	Medical Transcription II	SCH	4
--	• MRMT	1167	Practicum (or Field Experience): Medical Transcription/Transcriptionist	SCH	1
--	HITT	1353	Legal & Ethical Aspects of Health Information	SCH	3
--	POFT	2312	Business Correspondence & Communication	SCH	3

Total Semester Credit Hours for Certificate

11

36

- 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. Core and Field of Study courses are shown in bold and underline type.

Certificate of Completion Coding–CD1

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 I	3
-- ITSC	1309	Integrated Software Applications I	3
-- BIOL	2401	Human Anatomy & Physiology I	4
-- HITT	1301	Health Data Content & Structure	3
			13
SECOND SEMESTER			
-- BIOL	2402	Human Anatomy & Physiology II	4
-- HITT	1341	Coding & Classification Systems	3
-- HPRS	2301	Pathophysiology	3
-- HITT	1349	Pharmacology	3
			13
THIRD SEMESTER			
-- HITT	2335	Coding & 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

Certificate of Completion Cancer Data Management–CDM1

The Certificate Program in Cancer Data Management is designed to prepare the student for a career working in hospital-based cancer registries or population-based central registries (health care facilities, data organizations, and free standing cancer registries).

Students will acquire the technical knowledge and skills necessary to maintain a cancer data collection system that will be consistent with medical, administrative, legal, ethical, and accreditation requirements of the health care delivery system. Cancer registry professionals are required to collect, analyze, and disseminate cancer data. Completion of the certificate will signal prospective employers of one's level of knowledge, professionalism, and training.

Students will be eligible to take the National Examination given by the National Cancer Registry Association (NCRA) with a minimum of an Associate Degree in a health care related field and completion of the certificate requirements. After successful completion of the National Examination, the professional credential of Certified Tumor Registrar (CTR) is awarded. Students completing this program are TSI responsible.

FIRST SEMESTER			SCH
-- • HITT	1305	Medical Terminology I	3
-- ITSC	1309	Integrated Software Applications I	3
-- HITT	1301	Health Data Content & Structure	3
-- BIOL	2401	Human Anatomy & Physiology I	4
-- ----	----	Written Communication	3
			16
SECOND SEMESTER			
-- HITT	1355	Health Care Statistics	3
-- HITT	1307	Cancer Data Management I	3
-- HITT	1349	Pharmacology	3
-- BIOL	2402	Human Anatomy & Physiology II	4
-- HITT	2339	Health Information Organization & Supervision	3
			16
THIRD SEMESTER			
-- HITT	2343	Quality Assessment & Performance Improv.	3
-- HPRS	2301	Pathophysiology	3
-- HITT	2307	Cancer Data Management II	3
-- HITT	1353	Legal & Ethical Aspects of Health Information	3
-- HITT	1261	Clinical - Health Information/Medical Records Technology/Technician	2
			14
Total Semester Credit Hours for Certificate			46

HUMANITIES

Associate of Arts Humanities–HU4

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	Social/Behavioral Science: History	3
--	MATH 1332	Contemporary Mathematics I	
		or	
--	MATH 1414	College Algebra	3/4
			13/14
SECOND SEMESTER			
--	ENGL 1302	English Composition II	3
--	----	Natural Science	4
--	HIST	Social/Behavioral Science: History	3
--	----	Communication: Other	3
--	----	Humanities/Social Science Elective	3
			16
THIRD SEMESTER			
--	GOVT 2301	American Government I	3
--	ENGL	Sophomore 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	Sophomore Literature	3
			15
Total Semester Credit Hours for Degree			60/61

* HUMA Electives to be chosen from any course from the Core Curriculum under Humanities, including Visual/Performing Arts and other, that is not taken to fulfill another requirement.

- 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. Core and Field of Study courses are shown in bold and underline type.

INDUSTRIAL SYSTEMS

Associate of Applied Science Industrial Systems Technician–IS2

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

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

FIRST SEMESTER		SCH
-- MCHN	1391 Special Topics in Machinist/Machine Technologist: Machine Parts Metrology & Design	3
-- DFTG	1325 Blueprint Reading and Sketching	3
-- MCHN	1452 Intermediate Machining I	4
-- MCHN	1425 Millwright I	4
-- TECM	1349 Technical Math Applications	3
		17
SECOND SEMESTER		SCH
-- MCHN	1454 Intermediate Machining II	4
-- MCHN	2441 Advanced Machining I	4
-- MCHN	1429 Millwright II	4
-- MCHN	2405 Millwright III	4
		16
THIRD SEMESTER		SCH
-- HYDR	1345 Hydraulics and Pneumatics	3
-- INMT	2303 Pumps, Compress Mechanical Drives or	
-- MCHN	2407 Millwright IV or	
-- MCHN	2403 Fundamentals of Computer Numerical Controlled (CNC) Machine Controls	3/4
-- SPCH	---- Oral Communications	3
-- ----	---- Social/Behavioral Science	3
		12/13
FOURTH SEMESTER		SCH
-- INMT	1311 Computer Integrated Manufacturing	3
-- • ----	---- Capstone Elective*	3/4
-- ----	---- Natural Science/Mathematics	4
-- ----	---- Humanities/Fine Arts	3
-- ----	---- Written Communication	3
		16/17
Total Semester Credit Hours for Degree		61/63

* Capstone electives: INMT 1380, MCHN 1416, 2412.

Certificate of Completion Industrial Systems - Machinist–MC1

The IST Millwright certificate prepares students to be able to diagnose and correct the problems that occur using industry standard practice and procedures.

FIRST SEMESTER		SCH
-- MCHN	1391 Special Topics in Machinist/Machine Technologist: Machine Parts Metrology & Design	3
-- MCHN	1452 Intermediate Machining I	4
		7
SECOND SEMESTER		SCH
-- MCHN	1454 Intermediate Machining II	4
-- MCHN	2441 Advanced Machining I	4
-- MCHN	2445 Advanced Machining II	4
		12
THIRD SEMESTER		SCH
-- • MCHN	1416 Machine Tool Repair	4
		4
Total Semester Credit Hours for Certificate		23

Certificate of Completion Industrial System - Millwright–MW1

The IST Machinist certificate prepares students to be able to manufacture precision parts and/or repair existing parts of mechanical systems.

FIRST SEMESTER		SCH
-- MCHN	1391 Special Topics in Machinist/Machine Technologist: Machine Parts Metrology & Design	3
-- MCHN	1425 Millwright I	4
		7
SECOND SEMESTER		SCH
-- MCHN	1429 Millwright II	4
-- MCHN	2405 Millwright III	4
		8
THIRD SEMESTER		SCH
-- MCHN	1343 Machine Shop Mathematics	3
-- HYDR	1345 Hydraulics & Pneumatics	3
-- MCHN	2407 Millwright IV	4
		10
FOURTH SEMESTER		SCH
-- • MCHN	2412 Millwright V	4
		4
Total Semester Credit Hours for Certificate		29

INSTRUMENTATION TECHNOLOGY

Associate of Applied Science Instrumentation Technology–IR2

FIRST SEMESTER

--	INTC	1312	Instrumentation & Safety	
--	INTC	1456	Instrumentation Calibration	
--	CETT	1302	Electricity Principles	
			or	
--	CETT	1325	Digital Fundamentals	
--	ITSC	1309	Integrated Software Applications I	
--	TECM	1341	Technical Algebra	

SECOND SEMESTER

--	INTC	1441	Principles of Automatic Control	4
--	CPMT	1303	Introduction to Computer Technology	
			or	
--	CPMT	1411	Introduction to Computer Maintenance	3/4
--	TECM	1349	Technical Math Applications	3
--	ENGL	1301	English Composition I	
			or	
--	BUSI	1304	Business Report Writing & Correspondence	3
--	----	----	Humanities/Fine Art	3

THIRD SEMESTER

--	INTC	1343	Application of Industrial Automatic Control	3
--	----	----	Elective*	3/4
--	SPCH	----	Oral Communications	3
--	INTC	2436	Distributed Control & Programmable Logic	4
--	----	----	Elective*	3/4

FOURTH SEMESTER

--	----	----	Natural Science/Mathematics	4
--	----	----	Social/Behavioral Science	3
--	• INTC	2450	Fieldbus Process Control Systems	4
--	----	----	Elective*	3/4

Total Semester Credit Hours for Degree

62/66

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

Certificate of Completion Instrumentation Technology–IR1

FIRST SEMESTER

--	INTC	1312	Instrumentation & Safety	SCH
--	INTC	1456	Instrumentation Calibration	3
--	TECM	1341	Technical Algebra	4
--	CETT	1302	Electrical Principles	3
			or	
--	CETT	1325	Digital Principles	3

13

SECOND SEMESTER

--	CPMT	1303	Introduction to Computer Technology	SCH
			or	
--	CPMT	1411	Introduction to Computer Maintenance	3/4
--	INTC	1441	Principles of Automatic Control	4
--	INTC	1343	Application of Industrial Automatic Control	3
--	TECM	1349	Technical Math Applications	3

13/14

THIRD SEMESTER

--	INTC	2436	Distributed Control & Programmable Logic	4
--	• INTC	2450	Fieldbus Process Control Systems	4

8

Total Semester Credit Hours for Certificate

34/35

Certificate of Completion Industrial Instrumentation–IF1

FIRST SEMESTER

--	INTC	1305	Introduction to Instrumentation	SCH
--	INTC	1425	Instrument Hardware Installation I	3

7

SECOND SEMESTER

--	INTC	2405	Instrument Hardware Installation II	4
--	CETT	1307	Fundamentals of Electronics	3
--	INTC	1401	Principles of Industrial Measurements I	4

11

THIRD SEMESTER

--	• INTC	2410	Principles of Industrial Measurements II	4
----	--------	------	--	---

4

Total Semester Credit Hours for Certificate

22

Certificate of Completion Analytical Instrumentation–AT11

FIRST SEMESTER

--	TECM	1341	Technical Algebra	SCH
--	INTC	1312	Instrumentation & Safety	3
--	INTC	1456	Instrumentation Calibration	4
--	EPCT	1349	Environmental Regulation, Interpretation, & Applications	3
--	CTEC	1401	Applied Petrochemical Technology	4

17

SECOND SEMESTER

--	INTC	1348	Analytical Instrumentation	3
--	INTC	1441	Principles of Automatic Control	4
--	INTC	2471	Physical Properties Analyzers	4

11

THIRD SEMESTER

--	INTC	2472	Sample Systems	4
--	• INTC	2445	Advanced Analyzers	4

8

Total Semester Credit Hours for Certificate

36

- 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. Core and Field of Study courses are shown in bold and underline type.

KINESIOLOGY/PHYSICAL EDUCATION

Associate of Science Kinesiology/Physical Fitness–KI3

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) credit hours of kinesiology/physical education activity class 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.

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	---- Social/Behavioral Science: History	3
-- MATH	---- Mathematics	3/4
-- COSC	1301 Introduction to Computing	3
-- KINE	1301 Foundations in Physical Education	3
-- KINE	---- Health, Wellness, & Kinesiology	1
		16/17
SECOND SEMESTER		SCH
-- ENGL	1302 English Composition II	3
-- HIST	---- Social/Behavioral Science: History	3
-- ----	---- Humanities: Visual/Performing Arts	3
-- ----	---- Social Behavioral Science: Other	3
-- KINE	1305 The Healthy American	3
-- KINE	---- Elective	1
		16
THIRD SEMESTER		SCH
-- BIOL	2401 Human Anatomy & Physiology I	4
-- GOVT	2301 American Government I	3
-- KINE	1306 First Aid	3
-- KINE	2356 Care & Prevention of Athletic Injuries	3
-- KINE	1321 Coaching Sports & Athletics	3
		16
FOURTH SEMESTER		SCH
-- KINE	1338 Concepts of Physical Fitness	3
-- BIOL	2402 Human Anatomy & Physiology II	4
-- GOVT	2302 American Government II	3
-- ----	---- Communication: Other	3
-- ----	---- Humanities: Other	3
-- KINE	---- Elective	1
		17
Total Semester Credit Hours for Degree		65/66

Please note: students are permitted to earn only one of the Kinesiology degrees.

Associate of Science Kinesiology/Health–KH3

The Associate of Science Degree in Kinesiology/Health prepares graduates for careers in health, wellness, physical or occupational therapy, exercise science, nutrition and physical education. Emphasis will be placed on understanding the relationship among nutrition, weight, control, and physical activity and their role in personal health.

The degree plan is designed to prepare the student for immediate job placement in the health and fitness industry. Students who intend to transfer to a four-year institution should consider the requirements of the senior college and plan their community college scholastic schedule accordingly.

FIRST SEMESTER		SCH
-- ENGL	1301 English Composition I	3
-- HIST	---- Social/Behavioral Science: History	3
-- MATH	---- Mathematics	3/4
-- COSC	1301 Introduction to Computing	3
-- KINE	1301 Foundations in Physical Education	3
-- KINE	---- Health, Wellness, & Kinesiology	1
		16/17
SECOND SEMESTER		SCH
-- ENGL	1302 English Composition II	3
-- HIST	---- Social/Behavioral Science: History	3
-- ----	---- Humanities: Visual/Performing Arts	3
-- ----	---- Social Behavioral Science: Other	3
-- KINE	1305 The Healthy American	3
-- KINE	1164 Introduction to Physical Fitness & Nutrition	1
		16
THIRD SEMESTER		SCH
-- BIOL	2401 Human Anatomy & Physiology I ^	4
-- BIOL	1406 General Biology I	4
-- GOVT	2301 American Government I	3
-- KINE	1306 First Aid	3
-- KINE	1346 Drug Use & Abuse	3
-- KINE	1304 Personal Health & Nutrition	3
		16
FOURTH SEMESTER		SCH
-- BIOL	2402 Human Anatomy & Physiology II *^	4
-- BIOL	1407 General Biology II **	4
-- GOVT	2302 American Government II	3
-- ----	---- Communication: Other	3
-- ----	---- Humanities: Other	3
-- KINE	---- Elective	1
		14
Total Semester Credit Hours for Degree		62/63

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

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

^ Students should strongly consider taking BIOL 2401 and 2402 if transferring to 4-year institutions as Kinesiology majors.

Please note: students are permitted to earn only one of the Kinesiology degrees.

Associate of Science Kinesiology/Recreation–KR3

The Associate of Science Degree in Kinesiology/Recreation is designed to introduce and educate students to the field of recreation and leisure along with career choices that are available. Recreation and leisure in a multifaceted field comprising the areas of parks, public recreation, non-profit organizations, commercial recreation and tourism, and therapeutic recreation.

This degree plan is designed to prepare students for immediate job placement in the recreation and leisure industry or transfer to a four-year institution for a specific emphasis on recreation and leisure. Students who intend to transfer to a four-year institution should consider the requirements of the senior college and plan their community college scholastic schedule accordingly.

FIRST SEMESTER			SCH
--	ENGL 1301	English Composition I	3
--	HIST ----	Social/Behavioral Science: History	3
--	MATH ----	Mathematics	3/4
--	COSC 1301	Introduction to Computing	3
--	KINE 1301	Foundations in Physical Education	3
--	KINE ----	Health, Wellness, & Kinesiology	1
			16/17
SECOND SEMESTER			
--	ENGL 1302	English Composition II	3
--	HIST ----	Social/Behavioral Science: History	3
--	----	Humanities: Visual/Performing Arts	3
--	----	Social Behavioral Science: Other	3
--	KINE 1336	Introduction to Recreation	3
--	KINE ----	Elective	1
			16
THIRD SEMESTER			
--	BIOL 1406	General Biology I	
			or
--	BIOL 2401	Human Anatomy & Physiology I ^	4
--	GOVT 2301	American Government I	3
--	KINE 1306	First Aid	3
--	KINE 1321	Coaching Sports & Athletics	3
--	KINE 1332	Elementary & Recreational Game Skills	3
			16
FOURTH SEMESTER			
--	KINE 1305	The Healthy American	3
--	BIOL 1407	General Biology II **	
			or
--	BIOL 2402	Human Anatomy & Physiology II *^	4
--	GOVT 2302	American Government II	3
--	----	Communication: Other	3
--	----	Humanities: Other	3
--	KINE ----	Elective	1
			17
Total Semester Credit Hours for Degree			65/66

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

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

^ Students should strongly consider taking BIOL 2401 and 2402 if transferring to 4-year institutions as Kinesiology majors.

Please note: students are permitted to earn only one of the Kinesiology degrees.

LIBERAL ARTS

Associate of Arts Liberal Arts American Studies Option–LA4H

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 fulfill options within the core curriculum. Through an interdisciplinary approach, students will study American culture and ideology and gain an understanding of how literature reflects historical events. The capstone for the sequence is a research paper about an event of literary or historical significance. Invitations to enter the programs are based on recommendations from instructors.

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	
-- ---- ----		Elective	3	
			15	
FOURTH SEMESTER				
-- ENGL 2328		American Literature: 1860 to Present	3	
-- HIST 1302		History of the United States Since 1877	3	
-- ---- ----		Elective	3	
-- MATH 1332		Contemporary Mathematics I		
		or		
-- MATH 1414		College Algebra	3/4	
-- ---- ----		Communication: Other	3	
			15/16	
Total Semester Credit Hours for Degree			60/61	

Associate of Arts Liberal Arts Mexican-American Studies – Option-MAS4

Mexican-American Studies is a program that combines Introduction to Mexican-American Studies (HUMA 1305) and Mexican-American literature (ENGL 2351). Through an interdisciplinary approach, students will study Mexican-American culture, art, literature, and ideology and gain an understanding of how the arts reflect historical events.

FIRST SEMESTER	SCH			
-- ENGL 1301		English Composition I	3	
-- HUMA 1301		Introduction to the Humanities I	3	
-- KINE ----		Health, Wellness, Kinesiology	1	
-- HIST 1301		History of the U.S. to 1877	3	
-- MATH 1332		Contemporary Mathematics I		
		or		
-- MATH 1414		College Algebra	3/4	
			13/14	
SECOND SEMESTER				
-- ENGL 1302		English Composition II	3	
-- HUMA 1305		Intro. to Mexican American Studies	3	
-- ---- ----		Elective	3	
-- ---- ----		Natural Science	4	
-- HIST 1302		History of the U.S. Since 1877	3	
			16	
THIRD SEMESTER				
-- ENGL 2351		Mexican-American Literature	3	
-- ---- ----		Social/Behavioral Science: Other	3	
-- ---- ----		Natural Science	4	
-- GOVT 2301		American Government I	3	
-- ---- ----		Elective	3	
			16	
FOURTH SEMESTER				
-- ENGL 2331		Cross-Cultural Literature		
		or		
-- ENGL 2341		Forms of Literature Folklore	3	
-- ---- ----		Elective	3	
-- ---- ----		Communication: Other	3	
-- GOVT 2302		American Government II	3	
-- ---- ----		Humanities: Visual/Performing Arts	3	
			15	
Total Semester Credit Hours for Degree			60/61	

- 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. Core and Field of Study courses are shown in bold and underline type.

MANUFACTURING ENGINEERING TECHNOLOGY

Associate of Applied Science Manufacturing Engineering Technology–MAET2

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

FIRST SEMESTER		SCH
-- PTAC	1410 Process Technology I: Equipment	4
-- MATH	1414 College Algebra	4
-- PTAC	1308 Safety, Health & Environment I	3
-- ENGL	1301 English Composition I	3
		14
SECOND SEMESTER		SCH
-- PTAC	1332 Process Instrumentation I	3
-- CHEM	1411 General Chemistry I	4
-- PHYS	1401 Physics Selection	4
-- PTAC	2314 Principles of Quality	3
-- ----	---- Elective	3
		17
THIRD SEMESTER		SCH
-- ----	---- Social/Behavioral Science	3
-- PTAC	2438 Process Technology III: Operations	4
-- MATH	2413 Calculus I with Analytic Geometry or	4
-- SCIT	1414 Applied General Chemistry I	4
-- PTAC	2420 Process Technology II Systems	4
		15
FOURTH SEMESTER		SCH
-- ENGT	2310 Introduction to Manufacturing Processes	3
-- SPCH	---- Oral Communications	3
-- • PTAC	2446 Process Troubleshooting	4
-- ----	---- Humanities/Fine Arts	3
-- ----	---- Elective	3
		16
Total Semester Credit Hours for Degree		62

MATH/PHYSICS/ PRE-ENGINEERING

Associate of Science Math/Physics/Pre-Engineering–MA3

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	---- Social/Behavioral Science: History	3
-- KINE	---- Health, Wellness & Kinesiology	1
-- MATH	2413 Calculus I with Analytic Geometry*	4
-- CHEM	1411 General Chemistry I	4
		15
SECOND SEMESTER		SCH
-- ENGL	1302 English Composition II	3
-- HIST	---- Social/Behavioral Science: History	3
-- MATH	2414 Calculus II with Analytic Geometry	4
-- MATH	2418 Linear Algebra	4
-- ----	---- Humanities: Visual/Performing Arts	3
		17
THIRD SEMESTER		SCH
-- GOVT	2301 American Government I	3
-- PHYS	2425 Mechanics and Heat**	4
-- MATH	2415 Calculus III with Analytic Geometry	4
-- MATH	2420 Differential Equations	4
-- ----	---- Social/Behavioral Science: Other	3
		18
FOURTH SEMESTER		SCH
-- GOVT	2302 American Government II	3
-- ----	---- Communications: Other	3
-- ----	---- Humanities: Other	3
-- ----	---- Natural Science**	4
-- ----	---- Elective	3
		16
Total Semester Credit Hours for Degree		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 1412, PHYS 2289, 2389, and 2426.

- 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. Core and Field of Study courses are shown in bold and underline type.

MECHANICAL ENGINEERING TECHNOLOGY

Associate of Applied Science in Mechanical Engineering Technology–MET2

Associate of Science Mechanical Engineering Technology–ME3

The Mechanical Engineering Technology Program is designed to provide the student with a foundation of theoretical and practical knowledge of engineering technology and the applied skills necessary to begin careers in industry or to transfer to a university program. This program provides a learning environment where students can interact with state-of-the-art technological equipment and software and gain experience in the application of computer aided-drafting and design software to create, design, and analyze mechanical systems. Students pursuing the Certificate of Completion or the AAS in Mechanical Engineering Technology will be prepared for entry-level employment and transfer to a university program. Students pursuing the AS in Mechanical Engineering Technology will be prepared for university transfer with maximum hours transferring. All students will be prepared for life-long learning in the engineering technology field.

FIRST SEMESTER		SCH
--- ----	Social/Behavioral Science	3
--- DFTG 1409	Basic Computer - Aided Drafting	4
--- ENGR 1204	Engineering Graphics I	
	or	
--- DFTG 1405	Technical Drafting	2/4
--- TECM 1349	Technical Math Applications*	3
--- ENTC 1191	Special Topics in Engineering, General	1
		13/15
SECOND SEMESTER		
--- DFTG 2419	Intermediate Computer - Aided Drafting	4
--- DFTG 1433	Mechanical Drafting	4
--- ENGL 1301	English Composition I	3
--- MCHN 1452	Intermediate Machining I	4
		15
THIRD SEMESTER		
--- ----	Humanities/Fine Arts	3
--- INMT 1311	Computer Integrated Manufacturing	3
--- DFTG 2432	Advanced CAD	4
--- PHYS 1405	General Physics	4
--- ENGT 2307	Engineering Materials I	3
		17
FOURTH SEMESTER		
--- • INMT 2488	Internship - Manufacturing Technology	4
--- ARCE 2444	Statics and Strength of Materials	4
--- SPCH ----	Oral Communications	3
--- DFTG 2435	Advanced Technologies in Mechanical Design & Drafting	4
		15
Total Semester Credit Hours for Degree		60/62

* Students must check with transfer university to determine Physics/Math requirements. MATH 1414 College Algebra or higher may be substituted for TECM 1349.

FIRST SEMESTER		SCH
--- ENGL 1301	English Composition I	3
--- MATH 2413	Calculus I	4
--- ENGR 1204	Engineering Graphics I	2
--- COSC 1300	Introduction to Computing	3
--- GOVT 2301	American Government I	3
		15
SECOND SEMESTER		
--- ENGL 1302	English Composition II	3
--- MATH 2414	Calculus II	4
--- GOVT 2302	American Government II	3
--- ENGT 2307	Engineering Materials I	3
--- CHEM 1411	General Chemistry I	4
		17
THIRD SEMESTER		
--- ----	Communications: Other	3
--- PHYS 1401	College Physics I	
	or	
--- PHYS 2425	Mechanics & Heat	4
--- ENGT 2310	Introduction to Manufacturing Processes	3
--- HIST ----	Social/Behavioral Science: History	3
--- ----	Humanities: Visual/Performing Arts	3
		16
FOURTH SEMESTER		
--- ENGL 2311	Technical Writing	3
--- PHYS 1402	College Physics II	
	or	
--- PHYS 2426	Electricity, Optics, & Waves	4
--- ----	Humanities: Other	3
--- HIST ----	Social/Behavioral Science: History	3
--- ----	Social/Behavioral Science: Other	3
--- KINE ----	Health, Wellness & Kinesiology	1
		17
Total Semester Credit Hours for Degree		65

Certificate of Completion Mechanical Engineering Technology–MET1

FIRST SEMESTER		SCH
--- ENTC 1191	Special Topics in Engineering/General	1
--- ENGR 1204	Engineering Graphics I	
	or	
--- DFTG 1405	Technical Drafting	2/4
--- DFTG 1409	Basic Computer - Aided Drafting	4
--- MCHN 1452	Intermediate Machining I	4
--- ENGT 2307	Engineering Materials I	3
		14/16
SECOND SEMESTER		
--- • INMT 2488	Internship - Manufacturing Technology	4
--- DFTG 2419	Intermediate Computer - Aided Drafting	4
--- DFTG 1433	Mechanical Drafting	4
--- INMT 1311	Computer Integrated Manufacturing	3
		15
Total Semester Credit Hours for Certificate		29/31

MENTAL HEALTH SERVICES

Associate of Applied Science Alcohol and Drug Abuse Counseling—CA2

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 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 & 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	1317	Basic Counseling Skills	3
--- ENGL	1302	English Composition II	3
		or	
--- 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 & Other Drug Addictions	3
---	----	Natural Science/Mathematics	4
--- SPCH	----	Oral Communications	3
--- DAAC	2354	Dynamics of Group Counseling	3
			13
FOURTH SEMESTER			
---	----	Elective*	3
--- DAAC	2341	Counseling Alcohol & Other Drug Addictions	3
--- DAAC	2280	Cooperative Education - Substance Abuse/Addiction Counseling	2
---	----	Social/Behavioral Science	3
---	----	Humanities/Fine Art	3
			14
FIFTH SEMESTER			
--- DAAC	2343	Current Issues	3
--- DAAC	2307	Addicted Family Intervention	3
--- • DAAC	2281	Cooperative Education - Substance Abuse/Addiction Counseling	2
---	----	Elective*	3
			11
Total Semester Credit Hours for Degree			68

* DAAC 1391 is recommended for one elective.

Certificate of Completion Alcohol and Drug Abuse Counseling—CA1

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

FIRST SEMESTER			SCH
--- DAAC	1319	Introduction to Alcohol & 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	2307	Addicted Family Intervention	3
			9
THIRD SEMESTER			
--- DAAC	2354	Dynamics of Group Counseling	3
--- DAAC	2343	Current Issues	3
--- DAAC	2280	Cooperative Education - Substance Abuse/Addiction Counseling	2
			8
FOURTH SEMESTER			
--- DAAC	2341	Counseling Alcohol and Other Drug Addictions	3
--- • DAAC	2281	Cooperative Education - Substance Abuse/Addiction Counseling	2
			5
Total Semester Credit Hours for Certificate			31

Certificate of Completion Substance Abuse Prevention—SAP1

FIRST SEMESTER			SCH
--- DAAC	1319	Introduction to Alcohol & Other Drug Addictions	3
--- DAAC	1304	Pharmacology of Addiction	3
--- DAAC	2306	Substance Abuse Prevention I	3
			9
SECOND SEMESTER			
--- DAAC	1317	Basic Counseling Skills	3
--- DAAC	2353	Substance Abuse Prevention II	3
--- DAAC	1391	Special Topics in Alcohol/Drug Abuse Counseling - Substance Abuse Prevention Issues	3
--- • DAAC	1280	Cooperative Education - Substance Abuse/Addiction Counseling	2
			11
Total Semester Credit Hours for Certificate			20

• Students should plan to take this capstone course in their last semester and should speak with their advisor prior to registering for the final semester. Core curriculum courses are shown in bold type. Field of Study (FOS) courses are underlined. Core and Field of Study courses are shown in bold and underline type.

MUSIC

Music Majors

Music majors are required to enroll in four semesters of applied music and to meet repertoire and performance requirements. Student 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 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	Violin	Freshman
MUAP 2203, 2204	Sophomore	
MUAP 1207, 1208	Viola	Freshman
MUAP 2207, 2208	Sophomore	
MUAP 1211, 1212	Cello	Freshman
MUAP 2211, 2212	Sophomore	
MUAP 1215, 1216	Str-Bass	Freshman
MUAP 2215, 2216	Sophomore	
MUAP 1219, 1220	Flute	Freshman
MUAP 2219, 2220	Sophomore	
MUAP 1223, 1224	Oboe	Freshman
MUAP 2223, 2224	Sophomore	
MUAP 1227, 1228	Bassoon	Freshman
MUAP 2227, 2228	Sophomore	
MUAP 1231, 1232	Clarinet	Freshman
MUAP 2231, 2232	Sophomore	
MUAP 1235, 1236	Saxophone	Freshman
MUAP 2235, 2236	Sophomore	
MUAP 1239, 1240	Trumpet	Freshman
MUAP 2239, 2240	Sophomore	
MUAP 1243, 1244	French Horn	Freshman
MUAP 2243, 2244	Sophomore	
MUAP 1247, 1248	Trombone	Freshman
MUAP 2247, 2248	Sophomore	
MUAP 1255, 1256	Tuba	Freshman
MUAP 2255, 2256	Sophomore	
MUAP 1259, 1260	Percussion	Freshman
MUAP 2259, 2260	Sophomore	
MUAP 1263, 1264	Class Guitar	Freshman
MUAP 2263, 2264	Class Guitar	Sophomore
MUAP 1267, 1268	Organ	Freshman
MUAP 2267, 2268	Sophomore	
MUAP 1271, 1272	Piano	Freshman
MUAP 2271, 2272	Sophomore	
MUAP 1283, 1284	Voice	Freshman
MUAP 2283, 2284	Sophomore	
MUAP 1289, 1290	Bass Guitar	Freshman
MUAP 2289, 2290	Sophomore	
MUAP 1293, 1294	Electric Guitar	Freshman
MUAP 2293, 2294	Electric Guitar	Sophomore

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 objective 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, 2202
Strings-Violin

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

MUAP 1109, 1110, 2109, 2110, 1209, 1210, 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, 1122, 2121, 2122, 1221, 1222, 2221, 2222
Woodwind-Oboe

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, 1146, 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-Electric Guitar

Associate of Arts Music - Field of Study–MU4

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, performance by guest artists, student recitals, and other activities providing enrichment experiences for students.

Students should attend a specified number of approved concerts each semester.

FIRST SEMESTER		SCH
--	MUSI 1311 <u>Music Theory I*</u>	3
--	MUSI 1116 <u>Elementary Sight Singing & Ear Training*</u>	1
--	MUSI 1181 <u>Class Piano (or Applied Piano)</u>	1
--	MUEN 1141 <u>Lee College Concert Choir</u>	
	or	
--	MUEN 1152 <u>Chamber 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 1301 <u>English Composition I</u>	3
--	HIST ---- <u>Social/Behavioral Science: History</u>	3
--	KINE ---- <u>Health, Wellness & Kinesiology</u>	1
		15

SECOND SEMESTER		SCH
--	MUSI 1312 <u>Music Theory II**</u>	3
--	MUSI 1117 <u>Elementary Sight Singing & Ear Training II**</u>	1
--	MUSI 1182 <u>Class Piano (or Applied Piano)</u>	1
--	MUEN 1141 <u>Lee College Concert Choir</u>	
	or	
--	MUEN 1152 <u>Chamber 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 <u>English Composition II</u>	3
--	HIST ---- <u>Social/Behavioral Science: History</u>	3
--	MUSI 1307 <u>Survey of Music Literature**</u>	3
		17

THIRD SEMESTER		SCH
--	MUSI 2311 <u>Music Theory III*</u>	3
--	MUSI 2116 <u>Advanced Sight Singing & Ear Training I *</u>	1
--	MUSI 2181 <u>Class Piano (or Applied Piano)</u>	1
--	MUEN 2141 <u>Lee College Concert Choir</u>	
	or	
--	MUEN 1153 <u>Chamber 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 <u>American Government I</u>	3
--	MATH ---- <u>Mathematics**</u>	3
--	---- ---- <u>Communication: Other</u>	3
		17

FOURTH SEMESTER		SCH
--	MUSI 2312 <u>Music Theory IV**</u>	3
--	MUSI 2117 <u>Advanced Sight Singing & Ear Training II **</u>	1
--	MUEN 2141 <u>Lee College Concert Choir</u>	
	or	
--	MUEN 1153 <u>Chamber 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 <u>American Government II</u>	3
--	---- ---- <u>Natural Science</u>	4
--	---- ---- <u>Elective****</u>	3
		17
	Total Semester Credit Hours for Degree	66

* Course offered in fall semester only.

** Course offered in spring semester only.

*** Math to be chosen from MATH 1316, 1324, and 1332.

**** Electives to be chosen from MUSI, MUAP, MUEN

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. 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 con-current 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.

- 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. Core and Field of Study courses are shown in bold and underline type.**

Associate of Arts Church Music – CHM4

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. 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 Performance/Lecture Seminar that includes lectures, performance by guest artists, student recitals, and other activities providing enrichment experiences for students.

Students should attend a specified number of approved concerts each semester.

FIRST SEMESTER			SCH
--	<u>MUSI</u>	<u>1311</u> <u>Music Theory I*</u>	3
--	<u>MUSI</u>	<u>1116</u> <u>Elementary Sight Singing & Ear Training I*</u>	1
--	<u>MUSI</u>	1181 Class Piano (or Applied Piano)	1
--	<u>MUEN</u>	<u>1141</u> <u>Lee College Concert Choir</u>	
		or	
--	<u>MUEN</u>	<u>1152</u> <u>Chamber Choir</u>	
		or	
--	<u>MUEN</u>	<u>1135</u> <u>Jazz Ensemble</u>	
		or	
--	<u>MUEN</u>	<u>1123</u> <u>Baytown Symphony Orchestra</u>	
		or	
--	<u>MUEN</u>	<u>1125</u> <u>Concert Band</u>	1
--	<u>MUAP</u>	<u>11--</u> <u>Applied Music</u>	1
--	ENGL	1301 English Composition I	3
--	HIST	---- Social/Behavioral Science: History	3
--	KINE	---- Health, Wellness & Kinesiology	1
--	<u>MUSI</u>	1308 Music Literature I: Church Music Seminar	3

SECOND SEMESTER			SCH
--	<u>MUSI</u>	<u>1312</u> <u>Music Theory II**</u>	3
--	<u>MUSI</u>	<u>1117</u> <u>Elementary Sight Singing & Ear Training II**</u>	1
--	<u>MUSI</u>	1182 Class Piano (or Applied Piano)	1
--	<u>MUEN</u>	<u>1141</u> <u>Lee College Concert Choir</u>	
		or	
--	<u>MUEN</u>	<u>1152</u> <u>Chamber Choir</u>	
		or	
--	<u>MUEN</u>	<u>1135</u> <u>Jazz Ensemble</u>	
		or	
--	<u>MUEN</u>	<u>1123</u> <u>Baytown Symphony Orchestra</u>	
		or	
--	<u>MUEN</u>	<u>1125</u> <u>Concert Band</u>	1
--	<u>MUAP</u>	<u>11--</u> <u>Applied Music</u>	1
--	ENGL	1302 English Composition II	3
--	<u>MUSI</u>	<u>1307</u> <u>Survey of Music Literature**</u>	3
--	<u>MUSI</u>	1309 Music Literature II: Church Music Seminar	3
			16

THIRD SEMESTER SCH			
--	<u>MUSI</u>	<u>2311</u> <u>Music Theory III*</u>	3
--	<u>MUSI</u>	<u>2116</u> <u>Advanced Sight Singing & Ear Training I*</u>	1
--	<u>MUEN</u>	<u>2141</u> <u>Lee College Concert Choir</u>	
		or	
--	<u>MUEN</u>	<u>1153</u> <u>Chamber Choir</u>	
		or	
--	<u>MUEN</u>	<u>2135</u> <u>Jazz Ensemble</u>	
		or	
--	<u>MUEN</u>	<u>2123</u> <u>Baytown Symphony Orchestra</u>	
		or	
--	<u>MUEN</u>	<u>2125</u> <u>Concert Band</u>	1
--	<u>MUAP</u>	<u>22--</u> <u>Applied Music</u>	2
--	GOVT	2301 American Government I	3
--	MATH	---- Mathematics****	3
--	----	---- Communication: Other	3
			16

FOURTH SEMESTER			
--	<u>MUSI</u>	<u>2312</u> <u>Music Theory IV**</u>	3
--	<u>MUSI</u>	<u>2117</u> <u>Advanced Sight Singing & Ear Training II **</u>	1
--	<u>MUEN</u>	<u>2141</u> <u>Lee College Concert Choir</u>	
		or	
--	<u>MUEN</u>	<u>1153</u> <u>Chamber Choir</u>	
		or	
--	<u>MUEN</u>	<u>2135</u> <u>Jazz Ensemble</u>	
		or	
--	<u>MUEN</u>	<u>2123</u> <u>Baytown Symphony Orchestra</u>	
		or	
--	<u>MUEN</u>	<u>2125</u> <u>Concert Band</u>	1
--	<u>MUAP</u>	<u>22--</u> <u>Applied Music</u>	2
--	GOVT	2302 American Government II	3
--	----	---- Natural Science	4
--	----	---- Elective*****	3
			17
		Total Semester Credit Hours for Degree	66

* Course offered in fall semester only.
 ** Course offered in spring semester only.
 *** Continue Class Piano or private lessons until piano proficiency is met.
 **** MATH to be chosen from MATH 1316, 1324, and 1332.
 ***** Electives to chosen from MUSI, MUAP, MUEN

NATURAL SCIENCES

Associate of Science Natural Science–SC3

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	SCH
— ENGL 1301 English Composition I	3
— HIST ---- Social/Behavioral Science: History	3
— MATH 1414 College Algebra (or higher)#	4
— ---- Natural Science	4
— ---- Communication: Other	3
	17
SECOND SEMESTER	
— ENGL 1302 English Composition II	3
— HIST ---- Social/Behavioral Science: History	3
— ---- Natural Science	4
— ---- Elective	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, 2289, 2305, 2389, 2401, 2402, 2421

CHEM 1411, 1412, 1475, 2289, 2389, 2423, 2425

PHYS 1401, 1402, 1411, 1412, 2289, 2389, 2425, 2426

GEOL 1403, 1404, 1405, 2289, 2389 or ENVR 1401, 1402

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

** Pre-BSN Nursing students should take PSYC 2301.

*** Pre-BSN Nursing students should take PSYC 2317 or SOCI 1301.

- 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. Core and Field of Study courses are shown in bold and underline type.**

NURSING

Associate of Applied Science Nursing Program - High School Articulation – AD2

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, Inc. 3343 Peachtree Road NE, Suite 500 Atlanta, Georgia 30326.

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

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, and no applications will be taken after May 1 for consideration of the same year admission. **No applications will be accepted without documentation of the state required immunizations (contact the Nursing Office or the Counseling Center for an application packet).**

Students are required to make application to Lee College before applying to the nursing program. Students are responsible for furnishing official transcript(s) to the Admissions and Records Office. The student is required to request transcript evaluation of transfer courses. Students who have foreign transcripts should plan extended time for transcript evaluation.

The ADN Admission Committee informs applicants of admission status. There are more applicants than slots in the program. **Meeting minimum requirements does not guarantee admission.** 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 minimum (RNSG 1301, BIOL 2401, ENGL 1301, PSYC 2301)
- Science GPA of 2.5 minimum in degree plan courses completed
- Criminal background checks. See Nursing Office for details
- Drug testing. See Nursing Office for details
- Texas Department of Health and Human Services required immunizations (see p. 17 or Nursing packet)

After receiving an invitation to enroll in the Associate Degree Nursing Program, students are required to take an Admission Assessment Exam. Though this is not a Pass/Fail exam, the exam scores will be noted and may be used by the ADN program for counseling and progression advisement and decisions. The exam also offers study methods which can aid the student during the course of the nursing program. Required payment is made at the cashier's office, and the receipt submitted to the Nursing Office prior to taking the exam.

Admission requirements are monitored continuously and may change between catalogs. Contact the Nursing Office for most current requirements including:

- Preadmission testing
- Overall GPA in degree plan
- GPA of prerequisite courses
- GPA of natural science courses completed in the degree plan
- Number of courses completed in the degree plan
- Non-degree plan science courses completed, such as Chemistry, Biology, Life Science, Pathophysiology and Nutrition
- Non-degree plan academic courses such Sociology, History, Government, Statistics
- Previous unsuccessful RN degree plan attempts, at other schools and Lee College, **may** impact admission

The Board of Nurse Examiners for the state of Texas requires schools to inform enrolled students (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 for a Declaratory Order as to their eligibility in accordance with article 4519(a) of the Nursing Practice Act. View

www.bon.state.tx.us for further information and forms.

FIRST SEMESTER PREREQUISITES				SCH
--	BIOL	2401	Human Anatomy & Physiology I	4
--	RNSG	1301	Pharmacology	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				
--	PSYC	2314	Life Span Growth & Development*	3
--	RNSG	1413	Foundations for Nursing Practice	4
--	RNSG	1205	Nursing Skills I	2
--	RNSG	1247	Concepts of Clinical Decision-Making	2
--	RNSG	1261	Clinical -Registered Nursing/Registered Nurse	2
--	BIOL	2402	Human Anatomy & Physiology II*	4
				17

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

FOURTH SEMESTER				
--	ITSC	1309	Integrated Software Applications*	3
--	----	----	Humanities/Fine Arts*	3
--	ENGL	1302	English Composition II*	3
--	SPCH	----	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 -Registered Nursing/Registered Nurse	1
--	SPNL	1301	Health Care Spanish*	3
				9

SIXTH SEMESTER				
--	RNSG	2432	Enhanced Concepts of Adult Health I	4
--	• RNSG	2121	Management of Client Care	1
--	RNSG	2263	Clinical -Registered Nursing/Registered Nurse	2
--	RNSG	1146	Legal & 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

Associate of Applied Science Nursing - Transitional Entry-TN2

Applications are taken year-round. Students are strongly encouraged to turn in applications by **January 10 for spring admission and August 1 for fall admission. No Applications will be accepted without documentation of the state required immunizations. (Contact the Nursing Office or Counseling Center for an application packet).**

Students are required to make application to Lee College before applying to the nursing program. Students are responsible for furnishing official transcript(s) to the Admission and Records Office. The student is required to request transcript evaluation of transfer courses. Students who have foreign transcripts should plan extended time for transcript evaluation.

The ADN Admission Committee informs applicants of admission status. There are more applicants than slots in the program. **Meeting minimum requirements does not guarantee admission.** 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 minimum (ITSC 1309, BIOL 2401, ENGL 1301, PSYC 2301)
- Science GPA of 2.5 minimum in degree plan courses completed
- Criminal background checks. See Nursing Office for details
- Drug testing. See Nursing Office for details
- Texas Department of Health and Human Services required immunizations (see p. 17 or Nursing packet)
- Current LVN licence

Admission requirements are monitored continuously and may change between catalogs. Contact the Nursing Office for most current requirements including:

- Preadmission testing
- Overall GPA in degree plan
- GPA of prerequisite courses
- GPA of natural science courses completed in the degree plan
- Number of courses completed in the degree plan
- Non-degree plan science courses completed, such as chemistry, biology, life science, pathophysiology and nutrition
- Non-degree plan academic courses such Sociology, History, Government, Statistics
- Previous unsuccessful RN degree plan attempts, at other schools and Lee College, **may** impact admission

After receiving an invitation to enroll in the Associate Degree Nursing Program, students are required to take an Admission Assessment Exam. Though this is not a Pass/Fail exam, the exam scores will be noted and may be used by the ADN program for counseling and progression advisement and decisions. The exam also offers study methods which can aid the student during the course of the nursing program. Required payment is made at the cashier's office, and the receipt submitted to the Nursing Office prior to taking the exam.

The Board of Nurse Examiners for the state of Texas requires schools to inform enrolled students (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 for a Declaratory Order as to their eligibility in accordance with article 4519(a) of the Nursing Practice Act. View www.bon.state.tx.us for further information and forms.

Transitional Entry Prerequisites:

All academic courses with the exception of **Humanities/Fine Arts, Oral Communication , and Health Care Spanish** must be completed for the student to be eligible for admission to RNSG 2207.

FIRST SEMESTER	SCH
--- BIOL 2401 Human Anatomy & Physiology I	4

--- ITSC 1309 Integrated Software Applications I	3
--- ENGL 1301 English Composition I	3
--- PSYC 2301 Introduction to Psychology	3

13	
SECOND SEMESTER	
--- BIOL 2402 Human Anatomy & Physiology II	4
--- ENGL 1302 English Composition II	3
--- PSYC 2314 Life Span Growth & Development	3
--- ---- ---- Humanities/Fine Arts*	3
--- SPCH ---- Oral Communications*	3
16	

THIRD SEMESTER	
--- BIOL 2421 Microbiology	4
--- RNSG 1413 Foundations for Nursing Practice #	4
--- RNSG 1205 Nursing Skills I#	2
--- RNSG 1247 Concepts of Clinical Decision-Making #	2
--- RNSG 1261 Clinical -Registered Nursing/Registered Nurse	2
--- RNSG 2207 Transition to Nursing Practice	2
16	

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.

FOURTH SEMESTER		SCH
--- RNSG 1343 Complex Concepts of Adult Health ##		3
--- RNSG 1362 Clinical- Nursing: Registered Nurse Training ##		3
--- RNSG 2201 Care of Children & Families ##		2
--- RNSG 2161 Clinical -Registered Nursing/Registered Nurse ##		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 -Registered Nursing/Registered Nurse		1
--- SPNL 1301 Health Care Spanish*		3
		9

SIXTH SEMESTER		
--- RNSG 2432 Enhanced Concepts of Adult Health I		4
--- • RNSG 2121 Management of Client Care		1
--- RNSG 2263 Clinical -Registered Nursing/Registered Nurse		2
--- RNSG 1146 Legal & Ethical Issues for Nurses		1
Total Semester Credit Hours for Degree		71

- * These concepts 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, 1247, 1261, 1413.

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

Bachelor of Science Nursing Program

Lee College does not grant nursing baccalaureate degrees; however, through a HRSA grant with Lamar University, our students' articulation into their RN-BSN track is facilitated. Students interested in the Lamar RN-BSN track upon completion of Lee's ADN program should contact <http://dept.lamar.edu/cde>.

Lee College also maintains a long standing articulation agreement with the University of Texas Health Science Center - Houston for RN-BSN education for our ADN graduates.

NURSING (VN)

Certificate of Completion Vocational Nursing–VN1

The purpose of the Vocational Nursing Program is to prepare individuals to perform basic nursing skills as defined by the Nursing Practice Act. The Vocational Nursing Program is accredited by the Board of Nurse Examiners for the State of Texas.

Admission to the Vocational Nursing Program is based on accrual of points for meeting the following requirements within the stated time frame:

Required Points

- Applying for admission to Lee College and submitting an official transcript to the Admissions and Records Office from all colleges attended. An official high school transcript or GED certificate must be sent as well.
- Completing a VN Program application in the Nursing Office.
- Submitting a copy of high school diploma or GED certificate to the Nursing Office.
- Submitting a VN degree plan signed by a Lee College Counselor to the Nursing Office.
- Submitting a statement of documented reading level after evaluated in Counseling Center.
- Completing Lee College assessment/placement tests and developmental courses, if required.
- Demonstrating competencies in Allied Health Math 350 (formerly 210) or "C" or better on advance placement test for MATH 350.
- Attending mandatory information session with VN faculty member.

Bonus Points

See the Nursing Office for more information.

- 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).
- 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 HITT 1305 which is required during the fall semester of the VN program).
- HITT 1305: Medical Terminology I. (If this course is taken prior to entering the VN program, the student will not have to take HITT 1305 which is required during the fall semester of the VN program).
- LSSS 300: Learning Strategies Skills
- ITSC 1309: Integrated Software Applications I
- GPA (based on BIOL 2404 or BIOL 2401 and 2402, MATH 350 and HITT 1305) - (4.0=1 point; 3.9-3.0=.75 point; 2.9-2.0=.50 points).

Applications are taken year round; students are encouraged to apply by February 1 for fall entry. A VN admission packet may be obtained in the Nursing Office or the Counseling Center. No points are calculated for admission after May 30. 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 for the state of Texas requires schools to inform enrolled students (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 for a Declaratory Order as to their eligibility in accordance with article 4519(a) of the Nursing Practice Act. View www.bon.state.tx.us for further information and forms.

FIRST SEMESTER SCH

--	VNSG	1423	Basic Nursing Skills	4
--	VNSG	1304	Foundations of Nursing	3
--	VNSG	1331	Pharmacology	3
--	VNSG	1227	Essentials of Medication Administration	2
--	BIOL	2404	The Human Body	4
--	VNSG	1161	Clinical - Licensed Practical/Vocational Nurse Training	1
				17

SECOND SEMESTER

--	HITT	1305	Medical Terminology I	3
--	VNSG	1226	Gerontology	2
--	VNSG	1429	Medical - Surgical Nursing I	4
--	VNSG	1234	Pediatrics	2
--	VNSG	1432	Medical - Surgical Nursing II	4
--	VNSG	1360	Clinical - Licensed Practical/Vocational Nurse Training	3
				18

THIRD SEMESTER

--	VNSG	1330	Maternal - Neonatal Nursing	3
--	VNSG	1219	Leadership & Professional Development	2
--	VNSG	2431	Advanced Nursing Skills	4
--	VNSG	2361	Clinical - Licensed Practical/Vocational Nurse Training	3
				12

Total Semester Credit Hours for Certificate

47

- 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. Core and Field of Study courses are shown in bold and underline type.

PARALEGAL STUDIES

Associate of Applied Science Paralegal Studies - High School Articulation – PA2

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 & the Legal Professions	3
--	LGLA 1301	Legal Research & Writing	3
--	LGLA 1355	Family Law	3
			16

SECOND SEMESTER			SCH
--	SPCH 1315	Principles of Public Speaking	3
--	----	Humanities/Fine Arts	3
--	ENGL 1302	English Composition II	3
--	LGLA 1353	Wills, Trusts & Probate Administration	3
--	LGLA 1351	Contracts	3
--	LGLA 1345	Civil Litigation	3
			18

THIRD SEMESTER			SCH
--	GOVT 2301	American Government I	3
--	LGLA 2303	Torts & Personal Injury Law	3
--	LGLA ----	Elective+	3
--	LGLA 2309	Real Property	3
--	POFT 1309	Administrative Office Procedures I	3
--	POFT 2301	Immediate Keyboarding	3
			18

FOURTH SEMESTER			SCH
--	----	Natural Science/Mathematics	4
--	ACNT 1303	Introduction to Accounting I or	
--	BUSI 1307	Personal Finance	3
--	LGLA ----	Elective+	3
--	LGLA ----	Elective+	3
--	• LGLA 2333	Advanced Legal Document Preparation or	
--	• LGLA 2389	Internship - Legal Assistant/Paralegal	3
--	POFT 1132	Workplace Diversity	1
			17
Total Semester Credit Hours for Degree			69

+Legal elective to be chosen from LGLA 1317, 1343, 2301, 2307, 2311, 2313, 2323, 2331, 2337, or 2388.

Certificate of Completion Paralegal Studies–PA1

Prerequisite: Baccalaureate degree, or junior standing in a baccalaureate degree program with a minimum of 18 semester hours of general education classes completed.

FIRST SEMESTER			SCH
--	LGLA 1301	Legal Research & Writing*	3
--	LGLA 1307	Introduction to Law & the Legal Professions	3
--	LGLA 1355	Family Law*	3
--	LGLA ----	Elective	3
			12

SECOND SEMESTER			SCH
--	LGLA 1345	Civil Litigation*	3
--	LGLA 1351	Contracts	3
--	LGLA 1353	Wills, Trusts & Probate Administration*	3
--	LGLA ----	Elective	3
			12

THIRD SEMESTER			SCH
--	LGLA 2303	Torts & Personal Injury Law	3
--	LGLA 2309	Real Property*	3
--	• LGLA 2333	Advanced Legal Document Preparation®	3
			9
Total Semester Credit Hours for Certificate			33

©Capstone course must be taken in the last semester of course work.

* Legal specialty course.

Note: ABA requires 18 semester hours of legal specialty course work.

NOTE: Paralegal Studies Program

The Paralegal Studies Program, in compliance with Guidelines of the American Bar Association, requires students to complete 18 semester credit hours of legal specialty courses, as defined by the ABA, at Lee College.

PIPEFITTING

Associate of Applied Science Pipefitting Technology - High School Articulation – PF2

FIRST SEMESTER			SCH
--	PFPB	1350 Plumbing & 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/Mathematics	4
SECOND SEMESTER			17
--	SPCH	----- Oral Communications	3
--	PFPB	1305 Basic Blueprint Reading for Pipefitters	3
--	PFPB	2407 Pipe Fabrication & Installation I	4
--	----	----- Written Communication	3
--	----	----- Humanities/Fine Arts	3
THIRD SEMESTER			16
--	PFPB	2408 Piping Standards & Materials	4
--	PFPB	2310 Intermediate Blueprint Reading for Pipefitters	3
--	PFPB	2441 Pipe Fabrication & Installation II	4
--	BMGT	1307 Team Building	3
--	----	----- Elective	3
FOURTH SEMESTER			17
--	• PFPB	2343 Advanced Pipe Practices	3
--	----	----- Social/Behavioral Science	3
--	PFPB	2449 Field Measuring, Sketching & Layout	4
--	----	----- Elective	3
Total Semester Credit Hours for Degree			63

Certificate of Completion Pipefitting Technology–PF1

FIRST SEMESTER			SCH
--	PFPB	1350 Plumbing & Pipefitting Equipment and safety	3
--	PFPB	1408 Basic Pipefitting Skills	4
SECOND SEMESTER			7
--	PFPB	1305 Basic Blueprint Reading for Pipefitters	3
--	PFPB	2407 Pipe Fabrication & Installation I	4
THIRD SEMESTER			7
--	PFPB	2408 Piping Standards & Materials	4
--	PFPB	2310 Intermediate Blueprint Reading for Pipefitters	3
--	PFPB	2441 Pipe Fabrication & Installation II	4
FOURTH SEMESTER			11
--	• PFPB	2343 Advanced Pipe Practices	3
Total Semester Credit Hours for Certificate			28

Certificate of Completion Pipefitter Helper–PH1

FIRST SEMESTER			SCH
--	PFPB	1350 Plumbing & Pipefitting Equipment and safety	3
--	PFPB	1408 Basic Pipefitting Skills	4
SECOND SEMESTER			7
--	PFPB	1305 Basic Blueprint Reading for Pipefitters	3
--	PFPB	2407 Pipe Fabrication & Installation I	4
THIRD SEMESTER			7
--	• PFPB	2310 Intermediate Blueprint Reading for Pipefitters	3
Total Semester Credit Hours for Certificate			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. Core and Field of Study courses are shown in bold and underline type.**

PROCESS TECHNOLOGY

Associate of Applied Science Process Technology - High School Articulation – PT2

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 & 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			
-- SCIT	1318	Applied Physics	3
-- PTAC	2420	Process Technology II - Systems	4
-- PTAC	2314	Principles of Quality	3
-- PTAC	2438	Process Technology III - Operations	4
--• PTAC	2446	Process Troubleshooting	4
			18
THIRD SEMESTER			
-- ----	----	Math/Science/Internship Elective*	4
-- ----	----	Humanities/Fine Arts	3
-- ENGL	----	Written Communications	3
-- SPCH	----	Oral Communications	3
			13
FOURTH SEMESTER			
-- ----	----	Social/Behavioral Science	3
-- PHYS	- 4 --	Physics Selection	4
-- CTEC	2445	Unit Operations	4
-- ENGT	2310	Introduction to Manufacturing Processes	3
			14
Total Semester Credit Hours for Degree			62

* Elective may be chosen from PHYS, CHEM, MATH, TECM courses or CTEC 2386.

Certificate of Completion Process Technology–PT1

FIRST SEMESTER			SCH
-- PTAC	1302	Introduction to Process Technology	3
-- TECM	----	Technical Math Selection	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
-- PTAC	2446	Process Troubleshooting	4
--• PTAC	2438	Process Technology III - Operations	4
-- PTAC	1308	Safety, Health & Environment I	3
			18
Total Semester Credit Hours for Certificate			35

PROFESSIONAL ADMINISTRATIVE TECHNOLOGY

Associate of Applied Science Administrative Technology High School Articulation –OT2

The Administrative Technology Program prepares students for administrative support careers in today's businesses.

FIRST SEMESTER		SCH
--	POFI 1401 Computer Applications I	4
--	POFT 1309 Administrative Office Procedures I	3
--	POFT 1325 Business Math & Machine Applications	3
--	POFT 1127 Introduction to Keyboarding	
	or	
--	POFT 1132 Workplace Diversity*	1
--	POFT 1329 Beginning Keyboarding	
	or	
	POFT 2203 Speed & Accuracy Building	2/3
--	----- Humanities/Fine Arts	3
		16/17
SECOND SEMESTER		
--	ENGL 1301 English Composition I	3
--	POFT 2301 Intermediate Keyboarding	3
--	POFT 1349 Administrative Office Procedures II	
	or	
--	POFT 1366 Practicum (or Field Experience) - General Office Occupations & Clerical Services	3
--	POFT 1301 Business English	3
--	----- Social/Behavioral Science	3
		15
THIRD SEMESTER		
--	ENGL 2311 Technical Writing	3
--	POFI 1441 Computer Applications II	4
--	POFI 2331 Desktop Publishing	
	or	
--	POFT 2366 Practicum (or Field Experience) - General Office Occupations & Clerical Services	3
--	POFT 2312 Business Correspondence & Communication	3
--	SPCH ----- Oral Communications	3
		16
FOURTH SEMESTER		
--	----- Natural Science/Mathematics	4
--	• POFT 2331 Administrative Systems	3
--	POFI 1349 Spreadsheets	3
--	ACNT 1303 Introduction to Accounting I	3
--	POFI 2340 Advanced Word Processing	3
		16
Total Semester Credit Hours for Degree		63/64

* Administrative Technology major should enroll in POFT 1132.

Certificate of Completion Administrative Technology I, II, and III

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

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

Certificate of Completion Administrative Technology I–OA1

FIRST SEMESTER		SCH
--	• POFT 1309 Administrative Office Procedures I	3
--	POFT 1329 Beginning Keyboarding	
	or	
--	POFT 2203 Speed & Accuracy Building	2/3
--	POFI 1401 Computer Applications I	4
--	POFT 1325 Business Math & Machine Applications	3
--	POFT 1301 Business English	3
		15/16
Total Semester Credit Hours for Certificate		15/16

Certificate of Completion Administrative Technology II–AA1

FIRST SEMESTER		SCH
--	• POFT 1309 Administrative Office Procedures I	3
--	POFT 1329 Beginning Keyboarding	
	or	
--	POFT 2203 Speed & Accuracy Building	2/3
--	POFI 1401 Computer Applications I	4
--	POFT 1325 Business Math & Machine Applications	3
--	POFT 1301 Business English	3
		15/16
SECOND SEMESTER		
--	POFT 2312 Business Correspondence & Communication	3
--	POFI 1441 Computer Applications II	4
--	• POFT 1349 Administrative Office Procedures II	
	or	
--	• POFT 1366 Practicum (or Field Experience) - General Office Occupations & Clerical Services	3
--	POFT 1132 Workplace Diversity	1
--	POFT 2301 Intermediate Keyboarding	3
		14
Total Semester Credit Hours for Certificate		29/30

• 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. Core and Field of Study courses are shown in bold and underline type.

PROFESSIONAL ADMINISTRATIVE TECHNOLOGY

Certificate of Completion Administrative Technology III–O21

FIRST SEMESTER			SCH
-- • POFT	1309	Administrative Office Procedures I	3
-- POFT	1329	Beginning Keyboarding or	
-- POFT	2203	Speed & Accuracy Building	2/3
-- POFI	1401	Computer Applications I	4
-- POFT	1325	Business Math & Machine Applications	3
-- POFT	1301	Business English	3
			15/16
SECOND SEMESTER			
-- POFT	2312	Business Correspondence & Communication	3
-- POFI	1441	Computer Applications II	4
-- • POFT	1349	Administrative Office Procedures II or	
-- • POFT	1366	Practicum (or Field Experience) - General Office Occupations & Clerical Services	3
-- POFT	1132	Workplace Diversity	1
-- POFT	2301	Intermediate Keyboarding	3
			14
THIRD SEMESTER			
-- • POFT	2331	Administrative Systems	3
-- POFI	2331	Desktop Publishing or	
-- POFT	2366	Practicum (or Field Experience) - General Office Occupations & Clerical Services	3
-- POFI	1349	Spreadsheets	3
-- POFI	2340	Advanced Word Processing	3
			12
Total Semester Credit Hours for Certificate			41/42

SAFETY MANAGEMENT

Associate of Applied Science Safety Management Technology–SM2

This program prepares the students to enter the workplace as HAZMET maintenance technicians, occupational health and safety specialists, chemical safety technicians, inspectors, or quality control technicians.

FIRST SEMESTER			SCH
-- OSHT	1301	Introduction to Safety & Health	3
-- TECM	----	Technical Math Selection	3
-- OSHT	1309	Physical Hazards Control	3
-- OSHT	1313	Accident Prevention, Inspection & Investigation	3
-- SCIT	1414	Applied General Chemistry I	4
			16
SECOND SEMESTER			
-- OSHT	1316	Material Handling	3
-- OSHT	1321	Fire Protection Systems	3
-- ----	----	Technical Elective	3
-- ----	----	Written Communications	3
-- ----	----	Natural Science/Mathematics	4
			16
THIRD SEMESTER			
-- OSHT	2309	Safety Program Management	3
-- • OSHT	2401	OSHA Regulations - General Industry	4
-- ----	----	Technical Elective	3
-- PTAC	2314	Principles of Quality	3
			13
FOURTH SEMESTER			
-- ITSC	1309	Integrated Software Applications I	3
-- SPCH	1315	Principles of Public Speaking	3
-- ----	----	Technical Elective	3
-- ----	----	Humanities/Fine Arts	3
-- ----	----	Social/Behavioral Science	3
			15
Total Semester Credit Hours for Degree			60

Certificate of Completion Safety Management Technology–SM1

FIRST SEMESTER			SCH
-- OSHT	1301	Introduction to Safety & Health	3
-- OSHT	1309	Physical Hazards Control	3
-- OSHT	1313	Accident Prevention, Inspection & Investigation	3
-- SCIT	1414	Applied General Chemistry I	4
-- TECM	----	Technical Math Selection	3
			16
SECOND SEMESTER			
-- OSHT	1316	Material Handling	3
-- OSHT	1321	Fire Protection Systems	3
-- PTAC	2314	Principles of Quality	3
-- • OSHT	2401	OSHA Regulations - General Industry	4
-- OSHT	2309	Safety Program Management	3
			16
Total Semester Credit Hours for Certificate			32

SOCIAL SCIENCE

Associate of Arts Social Science–SS4

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

FIRST SEMESTER		SCH	
-- ENGL	1301	English Composition I	3
-- HIST	----	Social/Behavioral Science: History	3
--	----	Natural Science	4
-- MATH	1332	Contemporary Mathematics I	
		or	
-- MATH	1414	College Algebra	3/4
SECOND SEMESTER		13/14	
-- ENGL	1302	English Composition II	3
-- HIST	----	Social/Behavioral Science: History	3
--	----	Natural Science	4
-- SPCH	1315	Principles of Public Speaking	3
--	----	Elective	3
THIRD SEMESTER		16	
-- 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
FOURTH SEMESTER		15	
-- GOVT	2302	American Government II	3
--	----	Humanities: Other	3
-- SOCI	2319	Multi-Cultural Studies	3
--	----	Social Science Elective	3
-- ECON	2301	Principles of Economics: Macroeconomics	
		or	
-- ECON	2302	Principles of Economics: Microeconomics	3
Total Semester Credit Hours for Degree		60/61	

SOCIAL WORK

Associate of Arts Social Work–SW4

FIRST SEMESTER		SCH	
-- ENGL	1301	English Composition I	3
-- HIST	----	Social/Behavioral Science: History	3
--	----	Natural Science*	4
-- MATH	1332	Contemporary Mathematics I	
		or	
-- MATH	1414	College Algebra	3/4
-- SOCI	1301	Introductory Sociology	3
SECOND SEMESTER		16/17	
-- ENGL	1302	English Composition II	3
-- HIST	----	Social/Behavioral Science: History	3
-- PSYC	2301	Introduction to Psychology	3
--	----	Humanities: Other**	3
--	----	Natural Science	4
THIRD SEMESTER		13	
-- GOVT	2301	American Government I	
		or	
-- GOVT	2302	American Government II	3
-- KINE	----	Health, Wellness & Kinesiology	1
-- SOCW	2361	Introduction to Social Work	3
-- SOCI	2319	Multi-Cultural Studies	3
-- PSYC	2314	Life Span Growth & Development	3
FOURTH SEMESTER		15	
-- GOVT	2301	American Government I	
		or	
-- GOVT	2302	American Government II	3
--	----	Humanities: Visual/Performing Arts	3
-- SPCH	1315	Principles of Public Speaking	3
-- SOCI	1306	Social Problems	3
-- SOCW	2362	Social Welfare as a Social Institution	3
Total Semester Credit Hours for Degree		60/61	

* *Biology Recommended.*

** *Humanities or Philosophy.*

- 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. Core and Field of Study courses are shown in bold and underline type.**

SPANISH

Associate of Arts Spanish–SP4

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

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

Many universities and senior colleges require a foreign language for a bachelor of arts degree. Today, due to the increasing demand for foreign language skills among the different peoples of the world, 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	Social/Behavioral Science: History	3
-- SPAN	1411 Beginning Spanish	4
		13
SECOND SEMESTER		SCH
-- ENGL	1302 English Composition II	3
-- MATH	1332 Contemporary Mathematics I	3
	or	
-- MATH	1414 College Algebra	3/4
-- HIST	Social/Behavioral Science: History	3
-- SPAN	1412 Intermediate Spanish	4
-- KINE	Health, Wellness & Kinesiology	1
-- ----	Elective Outside of One's Major	3
		17/18
THIRD SEMESTER		SCH
-- ----	Humanities: Other	3
-- GOVT	2301 American Government I	3
-- ----	Natural Science	4
-- BCIS	1405 Business Computer Applications	4
-- SPAN	2311 Spanish: Reading, Conversation, Composition, & Grammar Review	3
		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, & Grammar Review	3
		16
Total Semester Credit Hours for Degree		63/64

SPEECH

Associate of Arts Speech Communication–SPC4

This degree focuses on the scientific, humanistic, and critical study of human communication in a variety of formats, media, and contexts. It includes instruction in the theory and practice of interpersonal, group, organizational, professional, and intercultural communication; speaking and listening; verbal and nonverbal interaction; rhetorical theory and criticism; performance studies; argumentation and persuasion; technologically mediated communication; popular cultural; and various contextual applications.

FIRST SEMESTER		SCH
-- SPCH	1311 Introduction to Speech Communication	3
-- ENGL	1301 English Composition I	3
-- BCIS	1405 Business Computer Applications	4
-- HIST	1301 U.S. History to 1877	3
-- ----	Natural Science	4
		17
SECOND SEMESTER		SCH
-- SPCH	1315 Public Speaking	3
-- SPCH	1318 Interpersonal Communication	3
-- ENGL	1302 English Composition II	3
-- HIST	1302 U.S. History Since 1877	3
-- KINE	Health, Wellness & Kinesiology	1
-- MATH	1332 Contemporary Mathematics I	3
	or	
-- MATH	1414 College Algebra	3/4
		16/17
THIRD SEMESTER		SCH
-- SPCH	1321 Business & Professional Communication	3
-- SPCH	2335 Argumentation & Debate	3
	or	
-- SPCH	2341 Oral Interpretation	3
-- GOVT	2301 American Government I	3
-- PSYC	2301 Introduction to Psychology	3
-- ----	Humanities: Other #	3
		15
FOURTH SEMESTER		SCH
-- SPCH	2333 Discussion & Small Group Communication	3
-- GOVT	2302 American Government II	3
-- ----	Humanities: Visual/Performing Arts ##	3
-- ----	Social/Behavioral Science: Other*	3
-- ----	Natural Science	4
		16
Total Semester Credit Hours for Degree		64/65

* Suggested SOCI 1301
Suggested PHIL 2306
Suggested DRAM 1310

• 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. Core and Field of Study courses are shown in bold and underline type.

TRANSFER

Associate of Science Transfer-TR3

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: www.theccb.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 1332	Contemporary Mathematics	
		or	
--	MATH 1414	College Algebra (or more advanced)	3/4
--	HIST ----	Social/Behavioral Science: History	3
--	----	Elective*	3
--	----	Elective*	3
			15/16
SECOND SEMESTER			
--	ENGL 1302	English Composition II	3
--	HIST ----	Social/Behavioral Science: History	3
--	----	Social/Behavioral Science: Other	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			60/63

* 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 Visual Arts–VA4

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	
	or	
--	ARTS 1304 Art History II	3
--	ARTS 1311 Design I*	3
--	ARTS 1316 Drawing I	3
--	ENGL 1301 English Composition I	3
--	HIST ---- Social/Behavioral Science: History	3
SECOND SEMESTER		
--	ARTS 1303 Art History I	
	or	
--	ARTS 1304 Art History II	3
--	---- Humanities: Other	3
--	ARTS 1317 Drawing II	3
--	ENGL 1302 English Composition II	3
--	---- Natural Science	4
THIRD SEMESTER		
--	ARTS ---- Art Elective	3
--	ARTS ---- Art Elective	3
--	GOVT 2301 American Government I	3
--	HIST ---- Social/Behavioral Science: History	3
--	---- Communication: Other	3
--	---- Social/Behavioral Science: Other	3
--	KINE ---- Health, Wellness & Kinesiology	1
FOURTH SEMESTER		
--	GOVT 2302 American Government II	3
--	ARTS ---- Arts Elective	3
--	---- Natural Science	4
--	MATH ---- Mathematics**	3
--	ARTS ---- Elective	3
Total Semester Credit Hours for Degree		16
		66

* Offered once a year.

** Math to be chosen from MATH 1316, 1324, 1332.

Associate of Arts Visual Arts: Imaging–VI4

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

FIRST SEMESTER		SCH
--	ENGL 1301 English Composition I	3
--	HIST ---- Social/Behavioral Science: History	3
--	KINE ---- Health, Wellness & Kinesiology	1
--	ARTS 1316 Drawing I	3
--	ARTS 2313 Design Communications I	3
--	ARTS 1304 Art History II	3
		16
SECOND SEMESTER		
--	ENGL 1302 English Composition II	3
--	HIST ---- Social/Behavioral Science: History	3
--	---- Communication: Other	3
--	ARTS ---- Arts Elective	3
--	ARTS 2314 Design Communications II	3
--	ARTS 1311 Design I*	3
		18
THIRD SEMESTER		
--	GOVT 2301 American Government I	
	or	
--	GOVT 2302 American Government II	3
--	---- Natural Science	4
--	---- Social/Behavioral Science: Other	3
--	ARTS 2348 Digital Art I	3
--	ARTS 1317 Drawing II	3
		16
FOURTH SEMESTER		
--	GOVT 2301 American Government I	
	or	
--	GOVT 2302 American Government II	3
--	---- Natural Science	4
--	---- Humanities: Other	3
--	MATH ---- Mathematics**	3
--	ARTS 2349 Digital Art II	3
Total Semester Credit Hours for Degree		66

* Offered once a year.

** Math to be chosen from MATH 1316, 1324, or 1332.

- 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. Core and Field of Study courses are shown in bold and underline type.**

WELDING

Associate of Applied Science Welding Technology - High School Articulation –WE2

FIRST SEMESTER		
--	WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)
--	WLDG 2331	Advanced Blueprint Interpretation & Cost Analysis
--	TECM 1341	Technical Algebra
--	----	Written Communication
--	WLDG 1323	Welding Safety, Tools & Equipment

SECOND SEMESTER		
--	WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)
--	WLDG 1337	Introduction to Welding Metallurgy
--	TECM 1349	Technical Math Applications
--	WLDG 1291	Special Topics in Welder/Welding Technologist: Introduction to Gas Metal Arc
--	----	Natural Science/Mathematics

THIRD SEMESTER		
--	WLDG 1435	Introduction to Pipe Welding
--	WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding
--	WLDG 1327	Welding Codes
--	----	Humanities/Fine Arts

FOURTH SEMESTER		
--	WLDG 2453	Advanced Pipe Welding
--	• WLDG 2451	Advanced Gas Tungsten Arc (GTAW) Welding
--	SPCH ----	Oral Communications
--	----	Social/Behavioral Science
--	----	Elective

Total Semester Credit Hours for Degree

Certificate of Completion Welding Technology–WE1

FIRST SEMESTER				SCH
SCH	--	WLDG 2331	Advanced Blueprint Interpretation & Cost Analysis	3
	4	--	WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW)	4
	3	--	WLDG 1323 Welding Safety, Tools & Equipment	3
	3			10

SECOND SEMESTER				
3	--	WLDG 1337	Introduction to Welding Metallurgy	3
16	--	WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)	4
	--	WLDG 1291	Special Topics in Welder/Welding Technologist: Introduction to Gas Arc	2
4				9

THIRD SEMESTER				
	--	WLDG 1435	Introduction to Pipe Welding	4
2	--	WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
4	--	WLDG 1327	Welding Codes	3
16				11

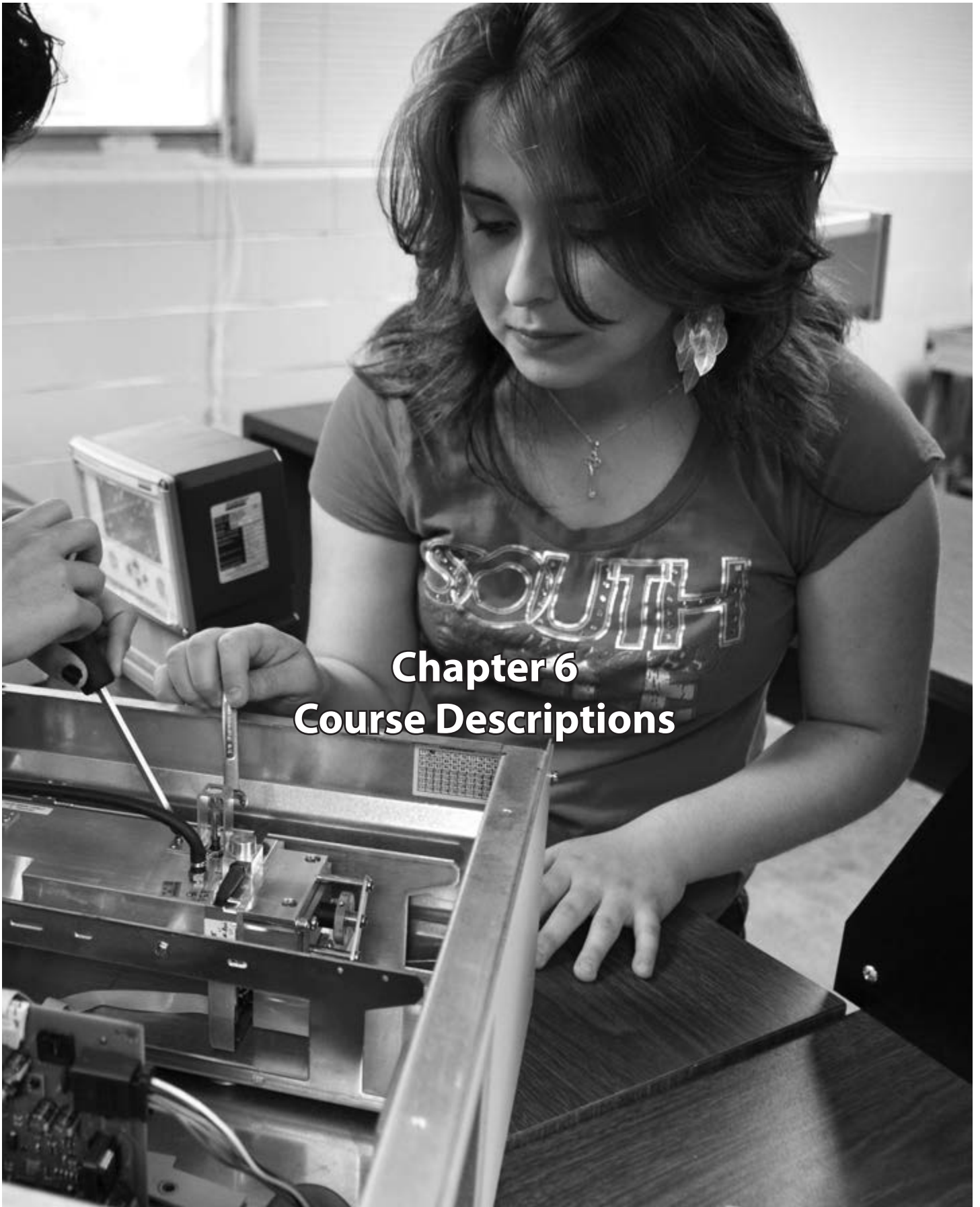
FOURTH SEMESTER				
4	--	WLDG 2453	Advanced Pipe Welding	4
4	--	• WLDG 2451	Advanced Gas Tungsten Arc (GTAW) Welding	4
3				8
14		Total Semester Credit Hours for Certificate		38

Certificate of Completion Welding Inspection Technology–WI1

FIRST SEMESTER				SCH
	--	WLDG 2331	Advanced Blueprint Interpretation & Cost Analysis	3
	--	WLDG 1337	Introduction to Welding Metallurgy	3
	--	NDTE 1401	Film Interpretation of Weldments	4
	--	NDTE 1410	Liquid Penetrant/Magnetic Particle Testing	4
17				14

SECOND SEMESTER				
	--	• NDTE 2411	Preparation for Welding Inspection Certification	4
	--	WLDG 1327	Welding Codes	3
				7

Total Semester Credit Hours for Certificate **21**



Chapter 6 Course Descriptions

Ω Indicates courses taught with optional honors contracts.

Σ Indicates honors courses, see page 16 for more information on the honors program.

ABDR 1441**Structural Analysis and Damage Repair I**

Expand training in the roughing and shaping procedures on automotive sheet metal necessary to make satisfactory body repairs. Emphasis on the alignment of component parts such as doors, hood, front-end assemblies, and deck lids.

Lecture Hrs.=3, Lab Hrs.=2

Prerequisite: READ 300 or equivalent

ABDR 1442**Structural Analysis and Damage Repair II**

Continuation of general repair and replacement procedures for damaged structural parts and collision damage.

Lecture Hrs.=3, Lab Hrs.=2

Prerequisite: READ 300 or equivalent

ABDR 1455**Minor Metal Repair**

A course in sheet metal alignment principles using mechanical and hydraulic equipment. Emphasis on attachment devices used to straighten and align exterior body panels.

Lecture Hrs.=3, Lab Hrs.=2

Prerequisite: READ 300 or equivalent

ABDR 1458**Intermediate Refinishing**

Expanded training in mixing and spraying of automotive topcoats. Emphasis on formula ingredient, reducing, thinning, and special spraying techniques. Introduction to partial panel refinishing techniques and current industry paint removal techniques.

Lecture Hrs.=3, Lab Hrs.=2

Prerequisite: READ 300 or equivalent

ABDR 2488**Internship: Autobody/Collision and Repair Technology/Technician**

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer.

Lecture Hrs.=0, Lab Hrs.=0, External Hrs.=15

Prerequisite: READ 300 or equivalent, Instructor's Permission

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

This course introduces accounting concepts, principles, and procedures with an emphasis on financial accounting statements for corporations and accounting processes for a service and merchandise enterprise. The course focuses on elements of the balance sheet and income statement including current, plant and intangible assets, deferrals, accruals, current and long-term liabilities, and stock transaction. In addition, ethics, accounting systems and control, short and long-term securities are also studied. This course has a computerized lab, utilizing interactive financial accounting software. Note: Students who have not had high school accounting or have not worked in accounting may wish to take ACNT 1303 Introduction to Accounting I, before taking this course.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: READ 301 or equivalent

ACCT 2402Ω**Principles of Accounting II - Managerial**

This course emphasizes managerial accounting concepts, including a study of cost behavior, budgeting, cost-volume profit analysis, manufacturing cost accounting, variance analysis, and cost controls. Tax and management decisions, cash flow, responsibility accounting, ethics and corporate structure analysis are also studied. A research component is required for honors credit. This course has a computerized lab, utilizing interactive managerial accounting software.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: ACCT 2401

ACNT 1303**Introduction to Accounting I**

A study of analyzing, classifying and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 300 or equivalent

ACNT 1311**Introduction to Computerized Accounting**

Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package. Students will utilize an integrated general ledger software package, including accounts receivable, account payable, inventories, and payroll systems. (Fall Only)

Lecture Hrs.=2, Lab Hrs.=2

Prerequisite: ACCT 2401, READ 301 or equivalent

ACNT 1313**Computerized Accounting Applications**

A study of utilizing the computer to develop and maintain accounting record keeping systems, make management decisions, and process common business applications with emphasis on utilizing a spreadsheet and/or data base package/program. (Spring Only)

Lecture Hrs. = 2, Lab Hrs. = 2

Prerequisite: ACCT 2401 and READ 301, or equivalent

ACNT 1329**Payroll and Business Tax Accounting**

A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment. Students will learn to process payroll and maintain personnel and payroll information required by current laws. Course will also include accounting for franchise taxes, sales tax, and an over-view of taxes relating to partnerships and corporations. (Spring Only)

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: ACCT 2401, READ 301 or equivalent

ACNT 1331**Federal Income Tax: Individual**

A study of the laws currently implemented by the IRS, providing a working knowledge of preparing taxes for the individual. The course focuses on identifying the determinants of taxable income, selection and use of proper forms, and compilation of income tax due. The use of computer tax program is included.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 301 or equivalent

ACNT 2302**Accounting Capstone**

A learning experience that allows students to apply broad knowledge of the accounting profession through discipline specific projects involving the integration of individuals and teams performing activities to simulate workplace situations.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: ACCT 2303

ACNT 2303**Intermediate Accounting I**

Critical analysis of generally accepted accounting principles, concepts, and theory underlying the preparation of financial statements. Emphasis on current theory and practice. In addition, this course includes the study of present and future value concepts; current, plant, and intangible assets; some payroll theory; other financial accounting topics. (Fall Only).

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: ACCT 2402

ACNT 2304**Intermediate Accounting II**

Continued in-depth analysis of generally accepted accounting principles underlying the preparation of financial statements including comparative analysis and statement of cash flow. In addition, special emphasis on corporation accounting, stockholder's equity, retaining earnings, current and long-term liabilities, pensions, statement of cash flows, and other financial topics.

(Spring Only).

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: ACCT 2303

ACNT 2309**Cost Accounting**

A study of budgeting and cost control systems including a detailed study of manufacturing cost accounts and reports, job order costing, and process costing. Includes introduction to alternative costing methods such as activity-based and just-in-time costing. The course also includes cost allocations, break-even analysis, profit-volume ratio, standard, direct and variable costing.

(Fall Only)

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: ACCT 2402

ACNT 2386**Internship: Accounting Technology/Technician and Bookkeeping**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college. The experience may be paid or unpaid, MUST be in accounting related job for a minimum of 13 hours per week. Students must have an approved job site by the second class of the semester. As a capstone elective, this class must be taken in the student's last semester of the Accounting Technician Certificate.

Lecture Hrs.=0, Lab Hrs.=0, External Hrs.=13

Prerequisite: ACCT 2401

ACNT 2387**Internship: Accounting Technology/Technician and Bookkeeping**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college. The experience may be paid or unpaid, MUST be in accounting related job for a minimum of 13 hours per week. Students must have an approved job site by the second class of the semester. As a capstone elective, this class must be taken in the student's last semester of the Advanced Accounting Technician Certificate.

Lecture Hrs.=0, Lab Hrs.=0, External Hrs.=13

Prerequisite: ACCT 2402

ACNT 2389**Internship: Accounting**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college. The experience may be paid or unpaid, MUST be in accounting related job for a minimum of 13 hours per week. Students must have an approved job site by the second class of the semester. As a capstone elective, this class must be taken in the student's last semester of the AAS Accounting Technology Degree.

Lecture Hrs.=0, Lab Hrs.=0, External Hrs.=13

Prerequisite: ACCT 2303

AGRI 1319**Introductory Animal Science**

Scientific animal agriculture. Selection, reproduction, nutrition, genetics, animal breeding, growth and development in beef cattle, swine, sheep, and goats.

Lecture Hrs.=2, Lab Hrs.=2

Pre/Corequisite: READ 301 or equivalent; ENGL 301 or equivalent; MATH 310 or equivalent

AGRI 2317**Introduction to Agricultural Economics**

An introduction to the study of the field of agricultural economics and fundamental economic problems and their application to the problems of the industry of agriculture. Concepts are illustrated in terms of selected current social and economic issues, including the role of agriculture in both the national and international dimension.

Lecture Hrs.=0, Lab Hrs.=0

Pre/Corequisite: READ 300 or equivalent

AIRP 1215**Private Flight**

Flight training to prepare the student for the completion of the Federal Aviation Administration private pilot certificate, including dual and solo flight in the areas of maneuvers and cross-country navigation.

Lecture Hrs.=1, Lab Hrs.=7

Pre/Corequisite: READ 300 or equivalent

Corequisite: Two ground courses in Fall/Spring semesters; one in Summer terms

AIRP 1255**Intermediate Flight**

Provide students with flight hours and skills necessary to fulfill solo cross-country hours required for the Federal Aviation Administration Commercial Pilot, single engine land, airplane certificate.

Lecture Hrs.=1, Lab Hrs.=7

Prerequisite: AIRP 1215

Pre/Corequisite: READ 300 or equivalent

Corequisite: Two ground courses in Fall/Spring semesters; one in Summer terms

AIRP 1301**Air Navigation**

Instruction in Visual Flight rules navigation in the National Airspace System. Topics include sectional charts, flight computers, plotters, and navigation logs and publications. Qualifies as part of a program leading to Federal Aviation Administration Private Pilot certification.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 300 or equivalent

AIRP 1307**Aviation Meteorology**

In-depth coverage of meteorological phenomena affecting aircraft flight. Topics include basic concepts of aviation meteorology in the study of temperature, pressure, moisture, stability, clouds, air masses, fronts, thunderstorms, icing, and fog. Also includes analysis and use of weather data for flight planning.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 300 or equivalent

AIRP 1317**Private Pilot Ground School**

Basic ground school for the Federal Aviation Administration Private Pilot Certificate, providing the student with the necessary aeronautical knowledge that can be used for private pilot certification. Topics include principles of flight, radio procedures, weather, navigation, aerodynamics, and Federal Aviation Administration regulations.

Lecture Hrs = 3, Lab Hrs = 0

Pre/Corequisite: READ 300 or equivalent

AIRP 1341**Advanced Air Navigation**

Skill development in advanced airplane systems and performance including radio navigation and cross-country flight planning. Includes an introduction to instrument flight operations and navigation. This course may be used as part of a program leading to Federal Aviation Administration certification.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: AIRP 1301

Pre/Corequisite: READ 300 or equivalent

AIRP 1343**Aerodynamics**

Study of the general principles of the physical laws of flight. Topics include physical terms and the four forces of flight: lift, weight, thrust, and drag. Aircraft design, stability control, and high-speed flight characteristics are also included.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 300 or equivalent

AIRP 1345**Aviation Safety**

A study of the fundamentals essential to the safety of flight. A survey of the aviation industry including decision-making factors, accident reporting, accident investigation, air traffic systems, and aircraft technologies.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 300 or equivalent

AIRP 1351**Instrument Ground School**

A study of basic instrument radio and navigation fundamentals used in instrument flight. Topics include a description and practical use of navigation systems and instruments, charts used for instrument flight, and Federal Aviation Administration regulations. Qualifies as part of a program leading to Federal Aviation Administration certification.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 300 or equivalent

AIRP 2239**Commercial Flight**

Flight instruction necessary to qualify for the Federal Aviation Administration Commercial Pilot Certificate. Instruction includes both dual and solo flight training to prepare the student for mastery of all commercial pilot maneuvers.

Lecture Hrs.=1, Lab Hrs.=7

Prerequisite: AIRP 2250

Pre/Corequisite: READ 300 or equivalent

Corequisite: Two ground courses in Fall/Spring semesters; one in Summer terms

AIRP 2250**Instrument Flight**

Preparation for completion of the Federal Aviation Administration Instrument Pilot Rating with mastery of all instrument flight procedures.

Lecture Hrs.=1, Lab Hrs.=7

Pre/Corequisite: Two ground courses in Fall/Spring semesters; one in Summer terms

Pre/Corequisite: READ 300 or equivalent

AIRP 2331**Advanced Meteorology**

Preparation for advanced aviation students to apply knowledge of varying meteorological factors including weather hazards to flight, techniques for minimizing weather hazards, and aviation weather services.

Lecture Hrs=3, Lab Hrs=0

Prerequisite: AIRP 1307

Pre/Corequisite: READ 300 or equivalent

AIRP 2333**Aircraft Systems**

Study of the general principles, operation, and application of pneumatic, hydraulic, electrical, fuel, environmental, protection, and warning systems. Emphasis on types of aircraft structures and their control systems.

Lecture Hrs=3, Lab Hrs=0

Pre/Corequisite: READ 300 or equivalent

AIRP 2337**Commercial Ground School**

A study of advanced aviation topics that can be used for Federal Aviation Administration certification at the commercial pilot level. Includes preparation for the Federal Aviation Administration Commercial Airplane written test.

Lecture Hrs=3, Lab Hrs=0

Prerequisite: AIRP 2250

Corequisite: Two ground courses in Fall/Spring semesters; one in Summer terms

Pre/Corequisite: READ 300 or equivalent

ARCE 1403**Architectural Materials and Methods of Construction**

Properties, specifications, vendors references, and uses of materials as related to architectural systems of structures.

Lecture Hrs=3, Lab Hrs=3

Prere

quisite: READ 300 or equivalent

ARCE 1442**Codes, Specifications, and Contract Documents**

Study of ordinances, codes, and legal documents as they relate to specifications and drawing. Discussion of owner-architect-contractor responsibilities, duties, and legal relationship.

Lecture Hrs=3, Lab Hrs=3

Prerequisite: READ 300 or equivalent

ARCE 1452**Structural Drafting**

A study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems. Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute.

Lecture Hrs=3, Lab Hrs=3

Pre/Corequisite: DFTG 2419 and READ 301 or equivalent

ARCE 2444**Statics and Strength of Material**

Internal effects of forces acting upon elastic bodies and the resulting changes in form and dimensions. Includes stress, shear, bending moments, and simple beam design.

Lecture Hrs=3, Lab Hrs=3

Prerequisite: DFTG 2419

Prerequisite: READ 301 or equivalent

ARCH 1301**Architectural History I**

This course is a survey of the history of architecture and the built environment from prehistoric times to the middle of the 15th century, along with their relationship to the cultural heritage of the Western World.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: ENGL 301 or equivalent, MATH 320 or equivalent, READ 301 or equivalent

ARCH 1302**Architectural History II**

This course follows ARCH 1301 (Architectural History I), with a survey of the history of architecture and the built environment from the Renaissance to the present.

Lecture Hrs.= 3, Lab Hrs.= 0

Prerequisite: ENGL 301 or equivalent, MATH 320 or equivalent, READ 301 or equivalent

ARCH 1307**Architectural Graphics I**

Architecture drafting techniques including orthographic and axonometric studies. Principles of shades and shadows, and perspective drawing. This course teaches the use of drafting tools and materials and their application to graphic representation of architectural subject matter. Design and graphic concepts are introduced through design problems, modeling, and analysis.

Lecture Hrs.= 3, Lab Hrs.= 3

Prerequisite: ENGL 301, MATH 310, READ 301 or equivalent

ARCH 1308**Architectural Graphics II**

This course is a continuation of ARCH 1307 (Architectural Graphics I), with emphasis on more complex architectural graphic problems. Continued study of architectural drafting and modeling techniques including orthographic and axonometric studies. Design and graphic concepts are further studied through design problems, modeling and analysis.

Lecture Hrs.= 3, Lab Hrs.= 3

Prerequisite: ARCH 1307, READ 301 or equivalent

ARCH 1311**Introduction to Architecture**

An introduction to the elements of the architectural profession. Introduction to architecture theory, history, technology, and practice. A survey study of the interrelationships between society, culture and architecture.

Lecture Hrs.= 3, Lab Hrs.= 0

Prerequisite: ENGL 301 or equivalent, READ 301 or equivalent

ARCH 1315**Architectural Computer Graphics**

Introduction to computer graphics systems with emphasis on architectural applications. This is an introductory course devoted to the creation of architectural drawings using computer software. Instruction will include the use of computer software to create two and three-dimensional drawings of various types including plans, elevations, sections, and others. Procedures for creating and organizing a set of presentation and construction drawings are also presented.

Lecture Hrs.=3, Lab Hrs.=3

Pre/Corequisite: ARCH 1311

ARCH 1403**Architectural Design I**

Introduction to architectural concepts. The visual characteristics of two-and-three-dimensional forms and spaces. Concepts are studied through the use of form, color, texture, and material. Emphasis is placed on three-dimensional form and the development of graphic communication skills.

Lecture Hrs.= 2, Lab Hrs.= 7

Prerequisite: READ 301 or equivalent

Pre/Corequisite: ARCH 1311

ARCH 1404**Architectural Design II**

This course is a continuation of ARCH 1403 (Architectural Design I), with emphasis on more complex, three-dimensional design problems.

Lecture Hrs.= 2, Lab Hrs.= 7

Prerequisite: ARCH 1403, READ 301 or equivalent

ARCH 2301**Architectural Freehand Drawing I**

Representational drawing using various media. Emphasis on principles of light, shade, scale, proportion, line, and tonal quality. This course involves the study and application of freehand drawing and other basic communication skills using various media. Use of computer software and its relationship to drawing are studied.

Lecture Hrs.= 3, Lab Hrs.= 3

Prerequisites: ENGL 301, MATH 310, READ 301 or equivalent

ARCH 2302**Architectural Freehand Drawing II**

This course is a continuation of ARCH 2301 (Architectural Freehand Drawing I). Representational drawing using various media. Emphasis on principles of light, shade, scale, proportion, line, and tonal quality. This course involves a more advanced study and application of freehand drawing and other basic communication skills using various media. Sketches and renderings of architectural subjects are produced with pencil, ink, colored pencil, and other media. Use of computer software and its relationship to drawing are studied.

Lecture Hrs.= 3, Lab Hrs.= 3

Prerequisites: ENGL 301 or equivalent; MATH 310 or equivalent, READ 301 or equivalent

Requisite: ARCH 2301

ARTC 1413**Digital Publishing I**

The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: READ 301 or equivalent

Pre/Corequisite: ITSC 1309 or BCIS 1405

ARTC 1453**Computer Illustration**

Use of the tools and transformation options of an industry-standard vector drawing program to create complex illustrations or drawing.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: READ 301 or equivalent

Pre/Corequisite: ITSC 1309 or BCIS 1405

ARTC 2440**Computer Illustration II**

Advanced use of software applications and/or various media with emphasis on output procedures, the resolution of complex design issues, and concept development.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: READ 301 or equivalent

Pre/Corequisite: ITSC 1309 or BCIS 1405

ARTS 1301**Art Appreciation**

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

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 301 or equivalent

ARTS 1303**Art History I**

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

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 301 or equivalent

ARTS 1304**Art History II**

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

Lecture Hrs.= 3, Lab Hrs.=0

Pre/Corequisite: READ 301 or equivalent

ARTS 1311**Design I**

Emphasis upon two-dimensional design; includes the fundamentals of line, shape, value, texture, color, and consideration of arrangement and space.

Lecture Hrs.= 3, Lab Hrs.= 3

Pre/Corequisite: READ 300 or equivalent

ARTS 1312**Design II**

Continuation of ARTS 1311 with emphasis on three-dimensional concepts.

Lecture Hrs.= 3, Lab Hrs.= 3

Prerequisite: ARTS 1311

Pre/Corequisite: READ 300 or equivalent

ARTS 1316Ω**Drawing I**

A beginning course investigating a variety of media, techniques and subjects, exploring perceptual and descriptive possibilities with consideration of drawing as a developmental process as well as an end in itself.

Lecture Hrs.=3, Lab Hrs.=3

Pre/Corequisite: READ 300 or equivalent

ARTS 1317**Drawing II**

Expansion of ARTS 1316 stressing the expressive and conceptual aspects of drawing including the human figure within a spatial environment.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: ARTS 1316

Pre/Corequisite: READ 300 or equivalent

ARTS 2313**Design Communications I**

A course introducing the communication of ideas through processes and techniques of graphic design and illustration. This course will also introduce digital multimedia exploring elements of design and digital imagery.

Lecture Hrs.=3, Lab Hrs.=3

Pre/Corequisite: READ 300 or equivalent

ARTS 2314**Design Communications II**

This course continues to explore the communication of ideas through processes and techniques of graphic design and illustration. Emphasis will be placed on the use of computer applications for creative expressions. Course projects and methods of instruction emphasize the element of fine art design and conceptual development.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: ARTS 1311 or ARTS 2313

Pre/Corequisite: READ 300 or equivalent

ARTS 2316**Painting I**

Exploring the potentials of painting media with emphasis on color and composition.

Lecture Hrs.=3, Lab Hrs.=3

Pre/Corequisite: READ 300 or equivalent

ARTS 2317Ω**Painting II**

Continuation of ARTS 2316 with emphasis on individual expression.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: ARTS 2316

Pre/Corequisite: READ 300 or equivalent

ARTS 2323Ω**Life Drawing I**

Continuation of student exploration of various techniques and materials of drawing as applied to the human form. Portfolio review required.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: ARTS 1316, ARTS 1317

Pre/Corequisite: READ 300 or equivalent

ARTS 2324Ω**Life Drawing II**

Continuation of student exploration of the media and techniques of drawing as applied to the human form and the development of a portfolio of completed drawings with emphasis on stylistic development. Portfolio presentation required.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: ARTS 2323

Pre/Corequisite: READ 300 or equivalent

ARTS 2326Ω**Sculpture I**

An exploration of various approaches in a variety of media including additive and subtractive techniques.

Lecture Hrs.=3, Lab Hrs.=3

Pre/Corequisite: READ 300 or equivalent

ARTS 2327Ω**Sculpture II**

A continuation of ARTS 2326 with emphasis on individual expression.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: ARTS 2326

Pre/Corequisite: READ 300 or equivalent

ARTS 2333Ω**Printmaking I**

A beginning course investigating a number of printmaking approaches, techniques and principles.

Lecture Hrs.=3, Lab Hrs.=3

Pre/Corequisite: READ 300 or equivalent

ARTS 2334Ω**Printmaking II**

The advanced printmaking course expands on the beginning printmaking course investigating each printmaking techniques more intensely. Ideas will be further developed into complete drawings to produce editions of prints through the various processes as well as unique presentations.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: ARTS 2326

Pre/Corequisite: READ 300 or equivalent

ARTS 2346Ω**Ceramics I**

An introduction to basic ceramic processes.

Lecture Hrs.=3, Lab Hrs.=3

Pre/Corequisite: READ 300 or equivalent

ARTS 2347Ω**Ceramics II**

Opportunities for specialization in ceramic processes.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: ARTS 2346

Pre/Corequisite: READ 300 or equivalent

ARTS 2348Ω**Digital Art I**

Studio art course that explores the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: ARTS 1311 or ARTS 2313 or ARTS 2314

Pre/Corequisite: READ 300 or equivalent

ARTS 2349Ω**Digital Art II**

Studio art course that continues to explore the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts. This course also investigates the use of 3-D animation and its relationship to the fine arts.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: ARTS 1311 or ARTS 2313 or ARTS 2314

Pre/Corequisite: READ 300 or equivalent

ARTS 2356Ω**Introduction to Photography**

Fundamentals of photography. Covers cameras, lenses, shutters and filters; exposure time and apertures; light meters and lighting; developing, fixing, contact and projection printing, emulsions, solutions; characteristics of photographic papers; elements of composition.

Lecture Hrs.=3, Lab Hrs.=3

Pre/Corequisite: READ 300 or equivalent

ARTS 2357Ω**Advanced Photographic Practices**

A continuation of ARTS 2356, designed to give additional laboratory experience and advanced training to develop professional ability.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: ARTS 2356

Pre/Corequisite: READ 300 or equivalent

ARTV 1341**3-D Animation I**

Intermediate level 3-D course introducing animation tools and techniques used to create movement. Emphasis on using the principles of animation.

Lecture Hrs. = 3, Lab Hrs. = 1

Pre/Corequisite: GAME 1336 BCIS 1405

BCIS 1405**Business Computer Applications**

This course discusses computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: READ 300 or equivalent

BIOL 1322**Nutrition**

A study of the basic biological principles of human nutrition in health and disease. Includes the chemical nature of essential nutrients; the biology of their functions in the human body; survey of nutrition in the life cycles; introduction of computer use in diet analysis and diet adequacy; and modification of diets for therapeutic purposes. Either BIOL 1406 and 1407 or BIOL 1411 and 1413 may be taken to meet the 8 hours of required laboratory science for most universities. Students should check with the university they plan to attend.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 301 or equivalent; ENGL 301 or equivalent; MATH 310 or equivalent

BIOL 1406Ω**General Biology I**

A general biology course including basic biochemistry, cell biology, cell metabolism and energetics, photosynthesis, genetics, evolution, taxonomy, bacteria, and viruses. A research component is required for honors credit.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: READ 302

Pre/Corequisite: ENGL 301 or equivalent and MATH 310 or equivalent

BIOL 1407Ω**General Biology II**

A continuation of BIOL 1406 with emphasis on fungi, protists, plants, plant function, animals, animal physiology, ecology, and environmental issues. A research component is required for honors credit.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: BIOL 1406 (C or better), READ 302 or equivalent, ENGL 301 or equivalent, MATH 310 or equivalent

BIOL 1411Ω**General Botany**

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

Lecture Hrs.=3, Lab Hrs.=3

Pre/Corequisite: READ 301 or equivalent, ENGL 301 or equivalent and MATH 310 or equivalent

BIOL 1413**General Zoology**

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

Lecture Hrs.=3, Lab Hrs.=3

Pre/Corequisite: READ 301 or equivalent, ENGL 301 or equivalent, MATH 310 or equivalent

BIOL 1424**Plant Taxonomy**

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

Lecture Hrs.=3, Lab Hrs.=3

Pre/Corequisite: READ 301 or equivalent, ENGL 301 or equivalent, MATH 310 or equivalent

BIOL 1475**Introduction to Oceanography**

This course will provide a broad understanding of geological, physical, chemical and biological aspects of oceanic phenomena. Laboratory and field exercises will provide experience with common oceanographic techniques while studying local aquatic environments.

Lecture Hrs.=3, Lab Hrs.=3

Pre/Corequisite: BIOL 1406, CHEM 1411, GEOL 1403, PHYS 1401, or PHYS 1405 with a minimum of C or higher

BIOL 2289**Academic Cooperative**

An instructional program designed to integrate on-campus study with practical hands-on work experience in the biological sciences/ life sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of living organisms and their systems. Students will work in conjunction with the faculty coordinator and the sponsor in the development of their goals and objectives.

Lecture Hrs. = 1, Lab Hrs. = 2

Prerequisite: Instructors Permission

BIOL 2305**Pathophysiology**

A study of the structure and function of the human body with specialized emphasis on disease processes.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: BIOL 2401 or BIOL 2404 (with C or better)

BIOL 2389**Academic Cooperative**

An instructional program designed to integrate on-campus study with practical hands-on work experience in the biological sciences/life sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of living organisms and their systems. Students will work in conjunction with the faculty coordinator and the sponsor in the development of their goals and objectives.

Lecture Hrs. = 1, Lab Hrs. = 4

Prerequisite: Instructors Permission

BIOL 2401**Human Anatomy and Physiology I**

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

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: READ 302 or equivalent

BIOL 2402**Human Anatomy and Physiology II**

A continuation of BIOL 2401.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: BIOL 2401 (C or better)

BIOL 2404**The Human Body**

The study of the structure and function of the human body, includes integrated topics on nutrition, disease conditions, and hygiene.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisites: READ 301 or equivalent

BIOL 2416**Genetics**

The study of the principles of molecular and classical genetics and the function and transmission of hereditary material. May include population genetics and genetic engineering.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: Any BIOL course (C or better)

Pre/Corequisite: READ 301 or equivalent, ENGL 301 or equivalent, MATH 310 or equivalent

BIOL 2421**Microbiology**

The study of the morphology, physiology, and classification of microorganisms with special emphasis on bacteria. Laboratory work includes culturing, staining, and the procedures of disinfection and sterilization techniques.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: Any BIOL course (C or better)

Pre/Corequisite: READ 301 or equivalent, ENGL 301 or equivalent, MATH 310 or equivalent

BMGT 1301**Supervision**

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

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 300, ESOL 310, or equivalent

BMGT 1307**Team Building**

Basic principles of building and sustaining teams in organizations including team dynamics and process improvement.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 300 or equivalent

BMGT 1325**Office Management**

Systems, procedures, and practices related to organizing and planning office work, controlling employees' performance, and exercising leadership skills.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 301 or equivalent

BMGT 1327**Principles of Management**

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

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 301 or equivalent

BMGT 1331**Production and Operations Management**

Fundamentals of the various techniques used in the practice of production management to include location, design, and resource allocation.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 301 or equivalent

BMGT 1341**Business Ethics**

Discussion of ethical issues, the development of a moral frame of reference and the need for an awareness of social justice in management practices and business activities. Review of ethical responsibilities and relationships between organizational departments, divisions, executive management, and the public.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 301 or equivalent

BUSG 2309**Small Business Management**

Starting and operating a small business. Includes facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 301 or equivalent

BUSI 1301**Business Principles**

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

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 301 or equivalent

BUSI 1304**Business Report Writing and Correspondence**

Theory and applications for technical reports and correspondence in business.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 302 or equivalent and ENGL 302 or equivalent

BUSI 1307**Personal Finance**

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

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 301 or equivalent

BUSI 2301**Business Law**

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

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 301 or equivalent

CDEC 1313**Curriculum Resources for Early Childhood Programs**

A study of the fundamentals of curriculum design and implementation in developmentally appropriate programs for children.

Lecture Hrs. = 2, Lab Hrs. = 2

CDEC 1317**Child Development Associate Training I**

Based on the requirements for the Child Development Associate National Credential (CDA). Topics on CDA overview, general observation skills, and child growth and development overview. The four functional areas of study are creative, cognitive, physical, and communication.

Lecture Hrs. = 2, Lab Hrs. = 2

Pre/Corequisite READ 300 or equivalent

CDEC 1319**Child Guidance**

An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences. Practical application through direct participation with children.

Lecture Hrs. = 2, Lab Hrs. = 2

CDEC 1323**Observation and Assessment**

A study of observation skills, assessment techniques, and documentation of children's development.

Lecture Hrs. = 3, Lab Hrs. = 0

CDEC 1356**Emergent Literacy for Early Childhood**

An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based integrated curriculum.

Lecture Hrs. = 2, Lab Hrs. = 3

Pre/Corequisite: CDEC 1313

CDEC 1359**Children with Special Needs**

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues.

Lecture Hrs. = 2, Lab Hrs. = 2

CDEC 2307**Math and Science for Early Childhood**

An exploration of principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play.

Lecture Hrs. = 2, Lab Hrs. = 3

Prerequisite: CDEC 1313

CDEC 2322**Child Development Associate Training II**

A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance.

Lecture Hrs. = 2, Lab Hrs. = 2

Pre/Corequisite: READ 300 or equivalent

CDEC 2324**Child Development Associate Training III**

Continuation of the requirements for the Child Development Associate National Credential (CDA). Three of the 13 functional areas of study include family, program management and professionalism.

Lecture Hrs. = 2, Lab Hrs. = 2

Pre/Corequisite: READ 300 or equivalent

CDEC 2326**Administration of Programs for Children I**

Application of management procedures for early child care education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

Lecture Hrs. = 3, Lab Hrs. = 0

Prerequisite: CDEC 1313

CDEC 2328**Administration of Programs for Children II**

An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis and planning parent education/partnerships, and technical applications in programs.

Lecture Hrs. = 3, Lab Hrs. = 0

Prerequisite: CDEC 2326

CDEC 2366**Practicum (or Field Experience) - Child Care Provider/Assistant**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Lecture Hrs. = 0, Lab Hrs. 0, External Hrs. = 21

Pre/Corequisite: CDEC 1319

CETT 1302**Electricity Principles**

Principles of electricity including proper use of test equipment, A/C and D/C circuits, and component theory and operation.

Lecture Hrs.=2, Lab Hrs.=2

Prerequisite: READ 300 or equivalent

CETT 1307**Fundamentals of Electronics**

Applies concepts of electricity, electronics, and digital fundamentals; supports programs requiring a general knowledge of electronics.

Lecture Hrs.=2, Lab Hrs.=2

Prerequisite: READ 300 or equivalent

CETT 1325**Digital Fundamentals**

An entry-level course in digital electronics covering number systems, binary mathematics, digital codes, logic gates, Boolean algebra, Karnaugh maps, and combinational logic. Emphasis on circuit logic analysis and troubleshooting digital circuits.

Lecture Hrs.=2, Lab Hrs.=2

Prerequisite: READ 300 or equivalent

CETT 1409**DC-AC Circuits**

Fundamentals of DC circuits and AC circuits operation including Ohm's law, Kirchhoff's laws, networks, transformers, resonance, phasors, capacitive and inductive and circuit analysis techniques.

Lecture Hrs. = 3, Lab Hrs. = 3

Pre/Corequisite: READ 300 or equivalent

CHEM 1405Ω**Introductory Inorganic Chemistry**

An introductory course in inorganic chemistry for liberal arts and other nontechnical majors. This course satisfies requirements for most nursing students and other allied health majors. Cover general principles of chemistry, description of elements and compounds, chemical laws, application of chemistry to modern living. Credit will not be given for both CHEM 1405 and CHEM 1411 or 1412.

Lecture Hrs.=3, Lab Hrs.=3

Pre/Corequisite: READ 301 or equivalent, and MATH 310, or equivalent, or prerequisite TECM 1341)

CHEM 1411Ω**General Chemistry I**

The study of fundamental concepts and laws underlying chemistry, including states of matter, atomic structure, periodic table, chemical bonding, chemical reactions, solutions, gas laws, properties of solids and liquids, qualitative and quantitative analysis including instrumental methods.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: READ 302 or equivalent

Pre/Corequisite: MATH 1414 or equivalent

CHEM 1412**General Chemistry II**

A continuation of CHEM 1411. Study of equilibrium, oxidation-reduction reactions, electrochemistry, chemical thermodynamics, chemical kinetics, solutions, solubility of salts, acids and bases, buffers, properties of elements in the periodic groups, complexions, introductory organic chemistry, systematic qualitative analysis of common cations and anions, and quantitative analysis including instrumental methods.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisites: CHEM 1411, MATH 1414 or equivalent, READ 302 or equivalent

CHEM 1419Ω**Introductory Organic Chemistry**

An introductory course in organic chemistry for liberal arts and other nontechnical majors. This course satisfies requirements for most nursing students and other allied health majors. Cover basic chemical principles, the chemistry of carbon and its compounds, fuels, polymers, foods and nutrition, and physiologically active compounds and application of organic chemistry to modern living. Credit will not be given for both CHEM 1419 and CHEM 1411 or 1412.

Lecture Hrs.=3, Lab Hrs.=3

Pre/Corequisite: READ 301 or equivalent and (MATH 310 or equivalent or prerequisite TECM 1341)

CHEM 2289**Academic Cooperative**

An instructional program designed to integrate on-campus study with practical hands-on work experience in the physical sciences. In conjunction with class seminars, the individual students will set specific goals and objectives in the scientific study of inanimate objects, processes of matter and energy, and associated phenomena. Students will work in conjunction with the faculty coordinator and the sponsor in the development of their goals and objectives.

Lecture Hrs. = 1, Lab Hrs. = 2

Prerequisite: Instructor Permission

CHEM 2389**Academic Cooperative**

An instructional program designed to integrate on-campus study with practical hands-on work experience in the physical sciences. In conjunction with class seminars, the individual students will set specific goals and objectives in the scientific study of inanimate objects, processes of matter and energy, and associated phenomena. Students will work in conjunction with the faculty coordinator and the sponsor in the development of their goals and objectives.

Lecture Hrs.= 1, Lab Hrs. = 4

Prerequisite: Instructor Permission

CHEM 2401**Analytical Environmental Chemistry**

The principles and methods of quantitative chemical analysis dealing primarily with volumetric and gravimetric analysis and containing a brief introduction to instrumental methods. The Laboratory consists of environmental analysis of air and water samples using standard methods commonly used in industry.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisites: CHEM 1412, MATH 1414, READ 302

CHEM 2423**Organic Chemistry I**

A study of the nomenclature, mechanism of reactions, synthesis of organic compounds, isolation and analysis of organic compounds, and determination of physical constants. Includes both the aliphatic and aromatic hydrocarbons and their derivatives, cis/trans, and optical isomerism.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisites: CHEM 1412, MATH 1414, READ 302

CHEM 2425**Organic Chemistry II**

A continuation of CHEM 2423 which includes study of aldehydes and ketones, amines, alcohols, carboxylic acids and derivatives, amino acids and proteins, and carbohydrates. Continued study of the analysis of organic compounds, including instrumental methods.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: CHEM 2423

CJSA 2382**Cooperative Education-Criminal Justice/Safety Studies**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

Lecture Hrs.=1, Lab Hrs.=0, External Hrs.=15

Prerequisite: READ 301 or equivalent

CNBT 1300**Residential and Light Commercial Blueprint Reading**

Introductory blueprint reading for residential and light commercial construction.

Lecture Hrs.=3, Lab Hrs.=1

Pre/Corequisite: READ 301 or equivalent

CNBT 1311**Construction Methods and Materials I**

Introduction to construction materials and methods and their applications.

Lecture Hrs.=3, Lab Hrs.=1

Pre/Corequisite: READ 301 or equivalent

CNBT 1315**Field Engineering I**

Surveying equipment, sketches, proper field note taking, methods of staking, layout of building site, and horizontal and vertical controls.

Lecture Hrs. = 3, Lab Hrs. = 1

Pre/Corequisite: READ 301 or equivalent

CNBT 1316**Construction Technology I**

Introduction to site preparation foundations and form work, safety, tools, and equipment.

Lecture Hrs.=3, Lab Hrs.=1

Pre/Corequisite: READ 301 or equivalent

CNBT 1442**Building Codes and Inspections**

Building codes and standards applicable to building construction and inspection processes.

Lecture Hrs.=4, Lab Hrs.=0

Pre/Corequisite: READ 301 or equivalent

CNBT 1491**Special Topics in Construction/Building Technology/Technician**

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

Lecture Hrs.=3, Lab Hrs.=3

Pre/Corequisite: READ 301 or equivalent

CNBT 2310**Commercial/Industrial Blueprint Reading**

Introductory blueprint reading for commercial/ industrial construction.

Lecture Hrs.=3, Lab Hrs.=1

Pre/Corequisite: READ 301 or equivalent

Green Building

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

Lecture Hrs.=3, Lab Hrs.=1

Pre/Corequisite: READ 301 or equivalent

CNBT 2437

Construction Estimating II

Advanced estimating concepts using computer software programs for construction and craft.

Lecture Hrs.=3, Lab Hrs.=3

Pre/Corequisite: READ 301 or equivalent

CNBT 2442

Construction Management I

Human relations management skills in motivation on the job site. Topics include written and oral communications, leadership and motivation, problem solving, and decision making.

Lecture Hrs.=3, Lab Hrs.=3

Pre/Corequisite: CNBT 1300, 1316, READ 301 or equivalent

CNBT 2444

Construction Management II

A management course in contract documents, safety, planning, scheduling, production control, and law and labor. Topics include contracts, planning, cost, and production peripheral documents, and cost and work analysis.

Lecture Hrs.=3, Lab Hrs.=3

Pre/Corequisite: READ 301 or equivalent

CNBT 2467

Practicum (or Field Experience): Construction Engineering Technology/Technician

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Lecture Hrs.=0, Lab Hrs.=0, External Hrs.=28

Prerequisites: 12 hours of CNBT credit and READ 301 or equivalent

COMM 1307

Introduction to Mass Communications

A general study of the mass media with emphasis on print, broadcast, and film. Includes the interrelationship of mass media in modern society with reference to its evolution. Gives the non-journalism major the knowledge to be a more intelligent user of the mass media. Introduces the journalism major to all areas of journalism stressing responsibility and ethics. This course taught in fall semester only.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: ENGL 301 or equivalent, READ 302 or equivalent

COMM 2220

Advanced Recording and Production Techniques

Examination of the role of the producer including recording, mixing, arranging, analyzing projects, session planning, communication, budgeting, business aspects, technical consideration, and music markets. Execute advanced recording and producing projects.

Lecture Hrs.=2, Lab Hrs.=4

Prerequisite: COMM 2325, COMM 2326, instructor's permission

Pre/Corequisite: READ 300 or equivalent

COMM 2289A

Audio Recording Cooperative

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Lecture Hrs.=1, Lab Hrs.=0, External Hrs.=6

Prerequisite: Instructor's permission

Pre/Corequisite: READ 300 or equivalent

Instructor Consent Required

COMM 2303

Beginning Recording Techniques

Overview of the recording studio. Topics include basic studio electronics and acoustic principles, wave form analysis, microphone concepts and miking techniques, studio set up and signal flow, recording console theory, signal processing concepts recorder principles and operation, and an overview of mixing and editing.

Lecture Hrs.=3, Lab Hrs.=1

Pre/Corequisite: READ 300 or equivalent

COMM 2305

Business Publication Design

Technical emphasis on design and production of printed materials such as reports, brochures, booklets and manuals. Subjects covered will include typography, layout, and effective use of color and graphic effects. This course is computer-based.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: ENGL 302 or equivalent, READ 301 or equivalent

COMM 2324

Intermediate Recording Techniques

Implementation of the recording process, microphones, audio console, multi-track recorder, and signal processing devices.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: COMM 2303

Pre/Corequisite: READ 300 or equivalent

COMM 2325

Electronic Music I: Editing Hard Disk

Procedures and techniques in recording and manipulating audio. Topics include advanced hard disk digital editing, linear and nonlinear digital multi-track recording and advanced engineering project completions.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: COMM 2324, MUSI 1301 or MUSI 1311

Pre/Corequisite: READ 300 or equivalent

COMM 2326

Electronic Music II-MIDI Interface

History and evolution of Musical Digital Interface (MIDI) systems and applications, the MIDI language, and applications in the studio environment using software based sequencing programs.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: COMM 2324, MUSI 1301 or MUSI 1311

Pre/Corequisite: READ 300 or equivalent

COSC 1301

Introduction to Computing

Overview of computer systems—hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science.

Lecture Hrs. = 3, Lab Hrs. = 0

Prerequisite: READ 301 or equivalent

COSC 1436

Programming Fundamentals I

Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: READ 301 or equivalent.

COSC 1437

Programming Fundamentals II

Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: COSC 1436, READ 301 or equivalent

COSC 2325

Computer Organization and Machine Language

Basic computer organization, machine cycle, digital representation of data and instructions; assembly language programming, assembler, loader, macros, subroutines, and program linkages.

Lecture Hrs.=2, Lab Hrs.=2

Prerequisite: COSC 1436, READ 301 or equivalent

COSC 2436

Programming Fundamentals III

Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: COSC 1437, READ 301 or equivalent

COSS 100

Applied Study Skills

Application of study skills techniques to individual learning styles with concentration on note-taking, text marking, and test preparation.

Lecture Hrs.=1, Lab Hrs.=0

COSS 300

Study Skills

Techniques of study such as time management, listening and note-taking, text marking, library and research skills, preparation for examinations, and use of learning resources.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 300 or equivalent

CPMT 1303

Introduction to Computer Technology

A fundamental computer course that provides explanation of the procedures to utilize hardware and software. Emphasis on terminology, acronyms, and hands-on activities.

Lecture Hrs.=2, Lab Hrs.=2

Prerequisite: READ 300 or equivalent

CPMT 1411

Introduction to Computer Maintenance

Introduction to the installation, configuration, and maintenance of a microcomputer system.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: READ 300 or equivalent

CPMT 1449

Computer Network Technology

Networking fundamentals, terminology, hardware, software, and network architecture. Includes local and wide area networking concept and networking installations and operations.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: READ 300 or equivalent

CPMT 2449**Advanced Computer Networking Technology**

Network technology emphasizing network operating systems, network connectivity, hardware, and software. Includes implementation, troubleshooting, and maintenance of LAN and/or WAN network environments.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: READ 300 or equivalent

Pre/Corequisite: CPMT 1449

CPMT 2488**Internship: Computer Installation and Repair Technology**

A work-based learning experience that enables the student to apply specializing occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Lecture Hrs.=0, Lab Hrs.=0, External Hrs.=15

Prerequisite: CPMT 2445, READ 300 or equivalent

CRIJ 1301**Introduction to Criminal Justice**

History, philosophy, and ethical considerations of criminal justice, the nature and impact of crime; and an overview of the criminal justice system, including law enforcement and court procedures.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 301 or equivalent

CRIJ 1306**Court Systems and Practices**

Study of the judiciary in the American criminal justice system and the adjudication processes and procedures.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 301 or equivalent

CRIJ 1307**Crime in America**

American crime problems in historical perspective, social and public factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 301 or equivalent

CRIJ 1310**Fundamentals of Criminal Law**

Study of criminal law, its philosophical and historical development, major definitions and concepts, classifications and elements of crime, penalties using Texas statutes as illustrations, and criminal responsibility.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 301 or equivalent

CRIJ 1313**Juvenile Justice System**

A study of the juvenile justice process. Topics include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 301 or equivalent

CRIJ 2301**Community Resources in Corrections**

An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 301 or equivalent

CRIJ 2313**Correctional Systems and Practices**

Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 301 or equivalent

CRIJ 2314**Criminal Investigation**

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 301 or equivalent

CRIJ 2323**Legal Aspects of Law Enforcement**

Police authority; responsibilities; constitutional constraints; law of arrest, search, and seizure; police liability.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 301 or equivalent

CRIJ 2328**Police System and Practices**

The police profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; current and future issues.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 301 or equivalent

CSME 1254**Artistry of Hair Design I**

Introduction to hair design. Topics include the theory and applications of wet styling, thermal hair styling, and finishing techniques.

Lecture Hrs. = 0, Lab Hrs. = 8

Prerequisite: READ 300 or equivalent

Pre/Corequisite: CSME 1410, 1453, 1505

CSME 1255**Artistry of Hair Design II**

A continuation of hair design. Topics include the additional theory and applications of current trends in hair design.

Lecture Hrs. = 0, Lab Hrs. = 8

Prerequisite: CSME 1254, 1410, 1453, 1505, READ 300 or equivalent

Pre/Corequisite: CSME 2344, 2401, 2410

CSME 1330**Orientation to Nail Technology**

An overview of the fundamental skills and knowledge necessary for the field of nail technology.

Lecture Hrs.=1, Lab Hrs.=8, Insurance Fee

Pre/Corequisite: READ 300 or equivalent

CSME 1410**Introduction to Haircutting and Related Theory**

An introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning and finishing techniques.

Lecture Hrs.=2, Lab Hrs.=6, Insurance Fee

Prerequisite: READ 300 or equivalent

Pre/Corequisite: CSME 1254, 1453, 1505

CSME 1431**Principles of Nail Technology I**

A course in the principles of nail technology. Topics include anatomy, physiology, theory, and skills related to nail technology.

Lecture Hrs.=2, Lab Hrs.=8, Insurance Fee

Prerequisite: CSME 1330

Pre/Corequisite: READ 300 or equivalent

CSME 1434**Cosmetology Instructor**

The fundamental of instructing cosmetology students.

Lecture Hrs.=2, Lab Hrs.=6, Insurance Fee

Note: A high school diploma or GED and a valid Texas Cosmetology license is required for admission to this class.

Pre/Corequisite: READ 300 or equivalent

CSME 1435**Orientation to the Instruction of Cosmetology**

An overview of the skills and knowledge necessary for the instruction of cosmetology students.

Lecture Hrs.=2, Lab Hrs.=6, Insurance Fee

Note: A high school diploma or GED and a valid Texas Cosmetology license is required for admission to this class.

Pre/Corequisite: READ 300 or equivalent

CSME 1441**Principles of Nail Technology II**

A continuation of the concepts and principles of nail technology. Topics include advanced instruction in anatomy, physiology, theory, and related skills of nail technology.

Lecture Hrs.=2, Lab Hrs.=8, Insurance Fee

Prerequisite: CSME 1330

Pre/Corequisite: READ 300 or equivalent

CSME 1453**Chemical Reformation and Related Theory**

Presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies.

Lecture Hrs = 2, Lab Hrs = 6, Insurance Fee

Prerequisite: READ 300 or equivalent

Pre/Corequisite: CSME 1254, 1410, 1505

CSME 1505**Fundamentals of Cosmetology**

A course in the basic fundamentals of cosmetology. Topics include service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, comb out.

Lecture Hrs = 3, Lab Hrs = 5

Prerequisite: READ 300 or equivalent

Pre/Corequisite: CSME 1254, 1410, 1453

CSME 2337**Advanced Cosmetology Techniques**

Mastery of advanced cosmetology techniques including high designs, professional cosmetology services, and workplace competencies.

Lecture Hrs.=1, Lab Hrs.=7, Insurance Fee

Prerequisite: CSME 1254, 1255, 1410, 1453, 1505, 2344, 2401, 2410, READ 300 or equivalent

Pre/Corequisite: CSME 2343, 2439, 2441

CSME 2343**Salon Development**

Applications of procedures necessary for salon development. Topics include professional ethics and goals, salon operation, and record keeping.

Lecture Hrs.=2, Lab Hrs.=4, Insurance Fee

Prerequisite: CSME 1254, 1255, 1410, 1453, 1505, 2344, 2401, 2410, READ 300 or equivalent

Pre/Corequisite: CSME 2337, 2439, 2441

CSME 2344**Preparation for the State Licensing Written Examination**

Preparation for the state licensing written examination.

Lecture Hrs.=1, Lab Hrs.=7

Prerequisite: CSME 1254, 1410, 1453, 1505, READ 300 or equivalent

Pre/Corequisite: CSME 1255, 2401, 2410

CSME 2401**The Principles of Hair Coloring and Related Theory**

Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application, and workplace competencies related to hair color.

Lecture Hrs.=2, Lab Hrs.=6, Insurance Fee

Prerequisite: CSME 1254, 1410, 1453, 1505, READ 300 or equivalent

Pre/Corequisite: CSME 1255, 2344, 2410

CSME 2410**Advanced Haircutting and Related Theory**

Advanced concepts and practice of haircutting. Topics include haircuts utilizing scissors, razor, and/or clippers.

Lecture Hrs = 2, Lab Hrs = 6, Insurance Fee

Prerequisite: CSME 1254, 1410, 1453, 1505, READ 300 or equivalent

Pre/Corequisite: CSME 1255, 2344, 2401

CSME 2414**Cosmetology Instructor II**

A continuation of the fundamentals of instructing cosmetology students.

Lecture Hrs.=2, Lab Hrs.=6, Insurance Fee

Prerequisite: CSME 1435

Pre/Corequisite: READ 300 or equivalent

CSME 2415**Cosmetology Instructor III**

Presentation of lesson plan assignments and evaluation techniques.

Lecture Hrs.=2, Lab Hrs.=6, Insurance Fee

Prerequisite: CSME 1435

Pre/Corequisite: READ 300 or equivalent

CSME 2439**Advanced Hair Design**

Advanced concepts in the theory and practice of hair design.

Lecture Hrs = 2, Lab Hrs = 6, Insurance Fee

Prerequisite: CSME 1254, 1255, 1410, 1453, 1505, 2344, 2401, 2410, READ 300 or equivalent

Pre/Corequisite: CSME 2337, 2439, 2441

CSME 2441**Preparation for the State Licensing Examination**

Preparation for the state licensing examination.

Lecture Hrs = 2, Lab Hrs = 8, Insurance Fee

Prerequisite: CSME 1254, 1255, 1410, 1453, 1505, 2344, 2401, 2410, READ 300 or equivalent

CSME 2444**Cosmetology Instructor IV**

Advanced concepts of instruction in a cosmetology program. Topics include demonstration, development, and implementation of advanced evaluation and assessment techniques.

Lecture Hrs.=2, Lab Hrs.=6, Insurance Fee

Prerequisite: CSME 1435

Pre/Corequisite: READ 300 or equivalent

CSME 2445**Instructional Theory and Clinic Operation**

An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination.

Lecture Hrs.=2, Lab Hrs.=6, Insurance Fee

Prerequisite: CSME 1435

Pre/Corequisite: READ 300 or equivalent

CSME 2530**Nail Enhancement**

A course in the theory, application, and related technology of artificial nails.

Lecture Hrs.=3, Lab Hrs.=6, Insurance Fee

Prerequisite: CSME 1330

Pre/Corequisite: READ 300 or equivalent

CTEC 1401**Applied Petrochemical Technology**

Instruction in the basic principles of physics and their application to process facilities. Topics include physical laws and properties and how these relate to the operation of processes.

Lecture Hrs = 3, Lab Hrs = 3

Pre/Corequisite: TECM 1341 and READ 301 or equivalent

CTEC 2386

Internship: Chemical Technology/Technician A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer.

Lecture Hrs.=0, Lab Hrs.=0, External Hrs.=9

Prerequisite: READ 300 or equivalent

Instructor's Permission

CTEC 2445**Unit Operations**

Instruction in the principles of chemical engineering and process equipment with emphasis on scale-up from laboratory bench to pilot plant.

Lecture Hrs = 3, Lab Hrs = 3

Prerequisite: PTAC 1410, PTAC 1332, SCIT 1414

DAAC 1280**Cooperative Education: Substance Abuse/Addiction Counseling**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

Lecture Hrs.=1, Lab Hrs.=0, External Hrs.=7

Prerequisite: DAAC 2306

Pre/Corequisite: DAAC 2353

DAAC 1304**Pharmacology of Addiction**

Describes the psychological, physiological, and sociological effects of mood altering substances and behaviors. Emphasizes pharmacological effects of tolerance, dependency/withdrawal, cross addiction, and drug interaction.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 300 or equivalent

DAAC 1309**Assessment Skill of Alcohol and Other Drug Addictions**

Examines procedures and tools used to identify and assess a client's strengths, weaknesses, problems, and needs.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 300 or equivalent

DAAC 1311**Counseling Theories**

An examination of the major theories and current treatment modalities used in the field of counseling.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 300 or equivalent

DAAC 1317**Basic Counseling Skills**

Presents the basic counseling skills necessary to develop an effective helping relationship with clients.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 300 or equivalent

DAAC 1319**Introduction to Alcohol and Other Drug Addictions**

Provides an overview of causes and consequences of addiction as they relate to the individual, family community, and society. Overview of alternatives, regarding prevention, intervention, and treatment. Includes explanation of competencies and requirements for licensure in Texas. Identifies addiction issues related to diverse populations.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 300 or equivalent

DAAC 1391**Special Topics in Alcohol/Drug Abuse Counseling**

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. This course will be a continuation of the study of the patterns and dynamics of group interactions across the life span. Focus includes group therapy, structure, types, stages, development, leadership, therapeutic factors, the effectiveness of group on the individual, group growth and behavior. Effective group facilitation skills, techniques, case management, and record keeping are addressed.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: DAAC 2354 and READ 300 or equivalent

DAAC 1391**Special Topics Substance Abuse Prevention Issues**

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Topics largely focus on advanced media literacy, use of media to influence social norms, advanced program design and implementation, and/or other topics specific to substance abuse prevention efforts.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: DAAC 2354 and READ 300 or equivalent

DAAC 2280**Cooperative Education: Substance Abuse/Addiction Counseling**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

Lecture Hrs.=1, Lab Hrs.=0, External Hrs.=10,

Insurance Fee

Prerequisite: 18 SCH of DAAC Coursework

Pre/Corequisite: READ 300 or equivalent

DAAC 2281**Cooperative Education: Substance Abuse/ Addictive Counseling**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

Lecture Hrs.=1, Lab Hrs.=0, External Hrs.=10,

Insurance Fee

Prerequisite: 18 SCH of DAAC Coursework

Pre/Corequisite: READ 300 or equivalent

DAAC 2306**Substance Abuse Prevention I**

Focuses on aspects of substance abuse prevention from a public health model.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 300 or equivalent

DAAC 2307**Addicted Family Intervention**

Present family as a dynamic system focusing on the effects of addiction on family roles, rules, and behavior patterns. Includes the effects of mood altering substances, behaviors, and therapeutic alternatives as they relate to the family from a multicultural and transgenerational perspective.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 300 or equivalent

DAAC 2341**Counseling Alcohol and Other Drug Addictions**

Special skills and techniques in the application of counseling skills for the Alcohol and Other Drug (AOD) client. Development and utilization of advanced treatment planning and management. Includes review of confidentiality and ethical issues.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 300 or equivalent

DAAC 2343Ω**Current Issues**

Current issues in addiction counseling. Includes special populations, dual diagnosis, ethics, gambling, and infectious diseases associated with addiction counseling.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 300 or equivalent

DAAC 2353**Substance Abuse Prevention II**

Focuses on the incorporation of research and evaluation methods into advanced program designs and outcomes, and research and application of ethics as applied to substance abuse prevention.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 300 or equivalent

DAAC 2354**Dynamics of Group Counseling**

Exploration of group counseling skills, techniques, and stages of group development.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 300 or equivalent

DFTG 1325**Blueprint Reading and Sketching**

An introduction to reading and interpreting working drawings for fabrication processes and associated trades. Use of sketching techniques to create pictorial and multiple-view drawings.

Lecture Hrs. = 2, Lab Hrs. = 4

Prerequisite: READ 300 or equivalent

DFTG 1405**Technical Drafting**

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, and auxiliary views.

Lecture Hrs.=3, Lab Hrs.=3

Pre/Corequisite: READ 301 or equivalent

DFTG 1409**Basic Computer-Aided Drafting**

An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale.

Lecture Hrs.=3, Lab Hrs.=3

Pre/Corequisite: READ 301 or equivalent

DFTG 1410**Specialized Basic Computer Aided Drafting (CAD)**

A supplemental course to Basic Computer Aided Drafting using an alternative computer-aided drafting (CAD) software to create detail and working drawings.

Lecture Hrs. = 3, Lab Hrs. = 3

Pre/Corequisite: READ 301 or equivalent

DFTG 1417**Architectural Drafting-Residential**

Architectural drafting procedures practices, terms, and symbols. Preparation of detailed working drawings for residential structures. Emphasis on light frame construction methods. (Spring and Fall semester only).

Lecture Hrs.=3, Lab Hrs.=3

Pre/Corequisite: DFTG 2419, READ 301 or equivalent

DFTG 1433**Mechanical Drafting**

Study of detail drawings with dimensioning and tolerances, sectioning techniques, orthographic projection, and pictorial drawings.

Lecture Hrs.=3, Lab Hrs.=3

Pre/Corequisite: DFTG 2419, READ 301 or equivalent

DFTG 2400**Intermediate Architectural Drafting-Residential**

Continued application of principles and practices used in residential construction.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: DFTG 1417, DFTG 2419

Pre/Corequisite: READ 301, ESOL 311 or equivalent

DFTG 2407**Electrical Drafting**

A study of area lighting, control systems and power layouts, electrical and safety codes, load factors and distribution requirements.

Lecture Hrs. = 3, Lab Hrs. = 3

Prerequisite: READ 301 or equivalent

DFTG 2408**Instrumentation Drafting**

Principles of instrumentation applicable to industrial applications; fundamentals of measurement and control devices; currently used ISA (Instrument Society of America) symbology; basic flow sheet layout, and drafting practices.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: DFTG 2419

Pre/Corequisite: READ 301 or equivalent

DFTG 2419**Intermediate Computer-Aided Drafting**

A continuation of practices and techniques used in basic computer-aided drafting including the development and use of prototype drawings, construction of pictorial drawings, extracting data, and basics of 3D.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: DFTG 1405, DFTG 1409

Pre/Corequisite: READ 301 or equivalent

DFTG 2423**Pipe Drafting**

A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: DFTG 2419

Pre/Corequisite: READ 301 or equivalent

DFTG 2427**Landscape Drafting**

A study of site planning and landscape design.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: DFTG 2419

Pre/Corequisite: READ 301 or equivalent

DFTG 2428**Architectural Drafting-Commercial**

Architectural drafting procedures, practices, governing codes, terms and symbols including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: DFTG 1417

Pre/Corequisite: READ 301 or equivalent

DFTG 2430**Civil Drafting**

An in-depth study of drafting methods and principles used in civil engineering.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: DFTG 2400

Pre/Corequisite: READ 301 or equivalent

DFTG 2431**Advanced Technologies in Architectural Design and Drafting**

Use of architectural specific software to execute the elements required in designing standard architectural exhibits utilizing custom features to create walls, windows and specific design requirements for construction in residential/commercial and industrial architecture.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: DFTG 2400

Pre/Corequisite: READ 301 or equivalent

DFTG 2432**Advanced Computer-Aided Drafting**

Study of advanced techniques, including the use of a customized system. Presentation of advanced drawing applications, such as solids modeling and linking graphic entities to external non-graphic data.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: DFTG 2419

Pre/Corequisite: READ 301 or equivalent

DFTG 2435**Advanced Technologies in Mechanical Design and Drafting**

Use parametric-based software for mechanical design for advanced modeling and analysis.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: DFTG 1433

Pre/Corequisite: READ 301 or equivalent

DFTG 2438**Final Project-Advanced Drafting**

A drafting course in which students participate in a comprehensive project from conception to conclusion.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: DFTG 2419

Pre/Corequisite: READ 301 or equivalent

DFTG 2445**Advanced Pipe Drafting**

A continuation of pipe drafting concepts building on the basic principles acquired in pipe drafting.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: DFTG 2423, DFTG 2432

Pre/Corequisite: READ 301 or equivalent

DFTG 2457**Advanced Technologies in Pipe Design and Drafting**

Advanced design and production techniques using specialized process plant based design software.

Lecture Hrs. = 3, Lab Hrs. = 3

Prerequisite: DFTG 2445

Pre/Corequisite: READ 301 or equivalent

DFTG 2486**Internship-Drafting and Design Technology/ Technician, General**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Lecture Hrs.=0, Lab Hrs.=0, External Hrs.=20

Prerequisite: DFTG 2419

Pre/Corequisite: READ 301 or equivalent

DRAM 1120**Theatre Arts Lab I**

Open to all students interested in theatre. Credit is earned for acting, technical work, or other participation. Limited to one semester credit hour each semester. Each course may be taken up to two times.

Lecture Hrs.=0, Lab Hrs.=6

Prerequisite: READ 300 or equivalent

DRAM 1121**Theatre Arts Lab II**

Open to all students interested in theatre. Credit is earned for acting, technical work, or other participation. Limited to one semester credit hour each semester. Each course may be taken up to two times.

Lecture Hrs.=0, Lab Hrs.=6

Prerequisite: READ 301 or equivalent

DRAM 1310**Introduction to the Theatre**

An introduction to the nature of theatre art and the dramatic genres, and the functions of the basic practices of the playwright, actor, director, and designer in contemporary theatre.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 300 or equivalent

DRAM 1330**Elementary Stagecraft**

Introduction to the technical aspects of set design, lighting, sound, costumes, and makeup. Participation in the Drama Department's productions required.

Lecture Hrs.=2, Lab Hrs.=2

Prerequisite: READ 300 or equivalent

DRAM 1341**Principles of Theatrical Makeup**

The principles of straight and character makeup, intensive practical application, and experience in stage production are provided to the student.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: READ 300 or equivalent

DRAM 1342**Introduction to Costume**

Principles and techniques of costume design and construction for theatrical production.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: READ 300 or equivalent

DRAM 1351**Introduction to Acting**

Introduction to the basic techniques of acting with major emphasis on diction and character development. Opportunity to participate in the Drama Department's production Class scenes required.

Lecture Hrs.=2, Lab Hrs.=2

Prerequisite: READ 300 or equivalent

DRAM 1352**Advanced Acting**

Study and practical experience in problems of creating characterization with emphasis on developing vocal and physical skill in acting.

Lecture Hrs.=2, Lab Hrs.=2

Prerequisite: READ 300 or equivalent

DRAM 2120Ω**Theatre Arts Lab III**

Open to all students interested in theatre. Credit is earned for acting, technical work, or other participation. Limited to one semester credit hour each semester. Each course may be taken up to two times.

Lecture Hrs.=0, Lab Hrs.=6

Prerequisite: READ 300 or equivalent

DRAM 2121**Theatre Arts Lab IV**

Open to all students interested in theatre. Credit is earned for acting, technical work, or other participation. Course can be taken up to two times.

Lecture Hrs.=0, Lab Hrs.=6

Pre/Corequisite: READ 300 or equivalent

DRAM 2189**Theatre Academic Cooperative**

Individualized instruction or supervised projects in various areas of theatre.

Lecture Hrs.=0, Lab Hrs.=0, External Hrs.=6

Pre/Corequisite: READ 300 or equivalent

DRAM 2331**Advanced Stagecraft**

General consideration of the art of the theatre as it relates to the stage, scenery, and lighting for college production. Participation in Drama Department's productions required.

Lecture Hrs.=2, Lab Hrs.=2

Prerequisite: DRAM 1330, READ 300 or equivalent

DRAM 2336**Voice and Diction**

Open to all students interested in improving their diction. Development of the voice and proper diction. Coaching of the individual student with the aid of audio taping and an audio journal. Same as SPCH 1342.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 300 or equivalent

DRAM 2361**History of Theatre I**

Survey of growth and development of the theatre from its beginning to 1660 with consideration of dramatic literature, physical theatre, style of presentation, and social significance of theatre.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 300 or equivalent

DRAM 2362**History of Theatre II**

Survey of growth and development of the theatre from 1660 to the present with consideration of dramatic literature, physical theatre, style of presentation, and social significance of theatre.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 300 or equivalent

DRAM 2366**History and Development of Motion Pictures**

A survey of the history and development of motion pictures with emphasis on analysis and understanding of significant movements and schools of filmmaking, critical approaches, sociological impact, and visual aesthetic of motion picture. Two lecture hours and one two-hour film screening a week for one semester.

Lecture Hrs.=2, Lab Hrs.=2

Prerequisite: READ 300 or equivalent

ECON 2301**Principles of Economic: Macroeconomics**

This course emphasizes macroeconomics; economic analysis of forces determining levels of income, prices, and employment; economic growth; explanation of economic term and institutions; and consideration of current problems.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 302, ENGL 302, and MATH 310 or equivalent

ECON 2302**Principles of Economic: Microeconomics**

This course emphasizes microeconomics; economic analysis of decision-making in perfect and imperfect product and factor markets, explanation of economic terms and institutions, and consideration of current problems.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 302, ENGL 302, and MATH 310 or equivalent

EDUC 1300**Learning Framework**

A study of the 1) research and theory in the psychology of learning, cognition, and motivation. 2) factors that impact learning, and 3) application of learning strategies. Theoretical model of strategic learning and motivation serve as the conceptual basis for the introduction of college-level student academic strategies.

Lecture Hrs.=3, Lab Hrs.=0

Components: Lecture

Requirement Groups: Pre/Corequisite: READ 300 or equivalent

EDUC 1301**Introduction to the Teaching Profession**

An enriched, integrated pre-service course with content experience that provides the student with an introduction to and analysis of the culture of schooling and classrooms. The course includes a minimum of 16 contact hours of field observation in P-12 classrooms and aligns with the State Board of Educator Certification Pedagogy and Professional Responsibilities standards.

Lecture Hrs.=2, Lab Hrs.=2

Prerequisite: READ 301 or equivalent

Background Check Fees

EDUC 2301**Introduction to Special Populations**

An enriched, integrated pre-service course with content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic, and academic diversity and equity with an emphasis on learning. The course includes a minimum of 16 contact hours of field observation in P-12 classrooms and aligns with the State Board of Educator Certification Pedagogy and Professional Responsibilities standards.

Lecture Hrs.=2, Lab Hrs.=2

Prerequisite: READ 302 or equivalent

Background Check Fees

ELPT 1321**Introduction to Electrical Safety and Tools**

Safety rules and regulations. Includes the selection, inspection, use, and maintenance of common tools for electricians.

Lecture Hrs.=2, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent

ELPT 1325**National Electrical Code I**

An introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring design, protection, methods, and materials; equipment for general use; and basic calculations.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 300 or equivalent

ELPT 1419**Fundamentals of Electricity I**

An introduction to basic direct current (DC) theory including electron theory and direct current applications.

Lecture Hrs.=3, Lab Hrs.=3

Pre/Corequisite: READ 300 or equivalent

ELPT 1420**Fundamentals of Electricity II**

Introduces to alternating current (AC). Includes AC voltage, frequency, mechanical and electrical degrees, waveforms, resistors, capacitors, and inductors.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: ELPT 1419

Pre/Corequisite: READ 300 or equivalent

ELPT 1441**Motor Control**

Operating principles of solid-state conventional controls along with their practical applications. Includes braking, jogging, plugging, and safety interlocks wiring, and schematic diagram interpretations.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: ELPT 1419

Pre/Corequisite: READ 300 or equivalent

ELPT 1445**Commercial Wiring**

Commercial wiring methods. Includes overcurrent protection, raceway panel board installation, proper grounding techniques and associated safety procedures.

Lecture Hrs.=3, Lab Hrs.=3

Pre/Corequisite: READ 300 or equivalent

ELPT 1455**Electronic Applications**

Electronics principles and the use of electronic devices. Includes diodes, transistors, and rectifiers.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: ELPT 1419

Pre/Corequisite: READ 300 or equivalent

ELPT 2319**Programmable Logic Controllers I**

Fundamental concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electrical controls.

Lecture Hrs.=2, Lab Hrs.=2

Pre/Corequisite: ELPT 1420, READ 300 or equivalent

ELPT 2325**National Electrical Code II**

In-depth coverage of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring protection and methods, special condition, and advanced calculations.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 300 or equivalent

ELPT 2331**AC/DC Drives**

Installation and maintenance of alternating current (AC) and direct current (DC) variable speed drives with emphasis on application, operating characteristics, and troubleshooting techniques.

Lecture Hrs.=2, Lab Hrs.=2

Prerequisite: ELPT 1420

Pre/Corequisite: READ 300 or equivalent

ELPT 2355**Programmable Logic Controllers II**

Advanced concepts in programmable logic controllers and their applications and interfacing to industrial controls.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: ELPT 2319 or ELPT 1455

Pre/Corequisite: READ 300 or equivalent

ELPT 2380**Cooperative Education: Electrical and Power Transmission Installation**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

Lecture Hrs.=1, Lab Hrs.=0, External Hrs.=19

Prerequisites: ELPT 1420 and READ 301 or equivalent

ELPT 2405**Motors and Transformers**

Operation of single and three phase motors and transformers. Includes transformer banking, power factor correction, and protective devices.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: ELPT 1420

Pre/Corequisite: READ 300 or equivalent

ENGL 301**Fundamentals of Writing I**

Practice in development of effective sentences and paragraphs with emphasis on structure, clarity, unity, and development of topic. Review of fundamentals of grammar, punctuation, and spelling in a laboratory setting. Credit for this course is not transferable.

Lecture Hrs.=4, Lab Hrs.=0

Pre/Corequisite: READ 300 or equivalent

ENGL 302**Fundamentals of Writing II**

Practice in development of full-length themes with emphasis on structure, organization, unity, and development of thesis. Credit for this course is not transferable.

Lecture Hrs.=4, Lab Hrs.=0

Prerequisites: ENGL 301 or ESOL 320; READ 300 or equivalent

ENGL 1301**English Composition I**

A concentrated study of the fundamentals of English usage; training in accurate reading and writing of prose, chiefly expository; study of the principles of library research and the techniques of writing research papers. Research required.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: ENGL 302 or equivalent, READ 302 or equivalent

ENGL 1302Ω**English Composition II**

A study of the principles of effective writing through analysis of selected novels, short stories, poems, and plays. Continued study of methods of library research and of writing research papers. Research required.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: ENGL 1301 (C or better), READ 302 or equivalent

ENGL 2307Ω**Creative Writing I**

A critical seminar for writers of poetry: narrative or lyric; of fiction: sketches, anecdotes, short stories, novels, and drama; of factual writing: articles, biography, or family history. Creativity, criticism, and revision are emphasized. Analyses of contemporary models and techniques are examined with emphasis on literary qualities.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: ENGL 1302 with a C or better

ENGL 2308Ω**Creative Writing II**

Same as ENGL 2307 but more advanced.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: ENGL 2307

ENGL 2311Ω**Technical Writing**

A course designed to develop professional document writing in the technical and business world. A speech component is included. Requirements include an original report of considerable scope and length. Research required.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: ENGL 302 or equivalent, READ 301 or equivalent

ENGL 2321**British Literature**

Selected significant works of British literature. May include study of movements, schools, or periods.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: ENGL 1302 with a C or better

ENGL 2322Ω**English Literature: Beowulf to Romantic**

A direct study of significant masterpiece of English literature from the earlier times to the Romantic Period with particular attention to the main currents of thought and the major writers of Britain.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: ENGL 1302 with a C or better

ENGL 2323Ω**English Literature: Romantic to Present**

A direct study of significant masterpiece of English literature from the Romantic Period to the present with particular attention to the main currents of thought and the major writers of Britain.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: ENGL 1302 with a C or better

ENGL 2326Ω**American Literature Survey**

A general study of the significant writers and movements of American literature from its origins to the present.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: ENGL 1302 with a C or better

ENGL 2327Ω**American Literature to 1860**

A general survey of the major works in American literature from its origins to 1860.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: ENGL 1302 with a C or better

ENGL 2328Ω**American Literature: 1860 to Present**

A general survey of the major works in American literature from 1860 to the present.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: ENGL 1302 with a C or better

ENGL 2331Ω**Cross-Cultural Literature**

An introduction to literature across cultures. This course focuses on story-telling as a way to learn about peoples from around the world. Authors selected are from North America, Asia, Africa, Latin America, and Europe.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: ENGL 1302 with a C or better

ENGL 2332Ω**World Literature: Greeks to Renaissance**

A study of the masterpieces of western world literature from the ancient Greek classics through the early Renaissance.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: ENGL 1302 with a C or better

ENGL 2333Ω**World Literature: Fifteenth Century to the Present**

A study of the masterpieces of western world literature, from Shakespeare through the present.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: ENGL 1302 with a C or better

ENGL 2341Ω**Forms of Literature**

The study of one or more literary genres including, but not limited to poetry, fiction, drama, and film.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: ENGL 1302 with a C or better

ENGL 2351Ω**Mexican-American Literature**

A survey of Mexican-American/Chicano/a literature including fiction, non-fiction, poetry, and drama.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: ENGL 1302 with a C or better

ENGR 1201**Introduction to Engineering**

The Purpose of this course is to give the student an introduction in current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Topics will include an exploration of Engineering Technology fields, common engineering vocabulary and specific discipline practices and procedures.

Lecture Hrs. = 1, Lab Hrs. 3

Prerequisite: Math 1414 or equivalent

ENGR 1204**Engineering Graphics I**

Introduction to computer-aided drafting using CAD software and sketching to generate two-and three-dimensional drawings based on the conventions of engineering graphical communication; topics include spatial relationships, multi-view projections and sectioning, dimensioning, graphical presentation of data, and fundamentals of computer graphics.

Lecture Hrs.=2, Lab Hrs.=2

Prerequisite: MATH 1414 or equivalent

Pre/Corequisite: READ 302 or equivalent

ENGR 1305**Engineering Graphics II**

Engineering applications of problems relating to points, lines, planes, solids, intersections of planes and solids, development of surfaces, perspectives, auxiliary view, and double curved and warped surfaces.

Lecture Hrs.=2, Lab Hrs.=4

Prerequisite: ENGR 1204

Pre/Corequisite: READ 302 or equivalent

ENGR 2301**Engineering Statics**

Elementary principles of mechanics applied to particles at rest and in motion. Kinematics of particles, resultants of forces, Newton's Laws for a particle work and energy, impulse and momentum principles. Elementary rigid body statics.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: MATH 2413

Pre/Corequisite: PHYS 2425, READ 302 or equivalent

ENGR 2302**Engineering Dynamics**

Extension of the principles of mechanics to rigid bodies at rest and in motion. Kinematics of rigid body motion, extension of Newton's Law to translation, rotation, plane motion of rigid bodies. Equilibrium and motion of bodies affected by friction. Work-energy and impulse-momentum for rigid bodies.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: ENGR 2301

Pre/Corequisite: READ 302 or equivalent

ENGT 2307**Engineering Materials I for Engineering Technology**

Instruction in the making and forming of steel and the classification of steel, cast iron, and aluminum. Topics include mechanical and physical properties, non-destructive testing principles of alloying, selection of metals, iron carbon diagrams, principles of hardening and tempering steel, and the metallurgical aspects of machining. Topics will also include an overview of properties and uses of polymer and ceramics.

Lecture Hrs.=3, Lab Hrs.=1

Pre/Corequisite: READ 302 or equivalent

ENGT 2310**Introduction to Manufacturing Processes**

Exploration of a variety of methods used in manufacturing. Theory and application of processes including but not limited to metal forming, welding machining, heat treating, plating, assembly procedures, process controls considerations, casting and injection molding.

Lecture Hrs.=3, Lab Hrs.=0

Corequisite: PTAC 2420

ENTC 1191**Special Topics in Engineering Technology, General**

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

Lecture Hrs.=1, Lab Hrs.=1

Pre/Corequisite: READ 301 or equivalent

ENTC 1343**Statics**

A study of the composition and resolution of forces and the equilibrium of forces acting on structures. Includes the concepts of friction, moments, couples, centroids, and moment of inertia.

Lecture Hrs.=3, Lab Hrs.=1

Pre/Corequisite: TECM 1349 or MATH 1414 or above; READ 301 or equivalent

ENVR 1401Ω**Environmental Science**

A general study of ecological concepts; an introduction to chemical and biological principles that relate to ecology; an introduction to resources including animal, plant, energy, water, soil, and air. A study of pollution problems and solutions. Laboratory exercises include soil testing, air, and water quality measurements, field sampling techniques, and related nature studies. Optional field trips.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: READ 302 or equivalent

Pre/Corequisite: MATH 310

ENVR 1402**Environmental Science II**

A continued interdisciplinary study of natural sciences (ecology, chemistry, physics) and social sciences (economics, regulation, ethics) and how they apply to the environment. This course will build on the basic concepts discussed in ENVR 1401, and will focus on environmental assessment, measurements, and risk assessment. Laboratory exercises include current environmental quality assessment techniques, field sampling techniques, and related studies of local environments. Optional and required field trips.

Lecture Hrs = 3, Lab Hrs = 3

Prerequisite: ENVR 1401 or Instructor Permission

EPCT 1349**Environmental Regulation Interpretation and Applications**

An in-depth study of the major federal and state environmental regulations.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 300 or equivalent

FIRT 1302**Plan Examiner I**

Examination of plans submitted for approval by businesses, industry, or other regulated entities. Includes applicable codes and/or standards that meet certification requirements of the Texas Commission on Fire Protection.

Lecture Hrs. = 3, Lab Hrs. = 0

Pre/Corequisite: READ 301 or equivalent

FIRT 1340**Fire Inspector II**

One in a series of three courses required for Fire Inspector certification. Meets the curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Inspector II. **THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION**

Lecture Hrs.= 3, Lab Hrs. = 1

Prerequisite: FIRT 1408

FIRT 1408**Fire Inspector I**

Fire inspection including rules, codes, and field inspection practices to meet certification requirements of the Texas Commission on Fire Protection.

Lecture Hrs. = 3, Lab Hrs. = 2

Pre/Corequisite: READ 301 or equivalent

GAME 1301**Computer Ethics**

A study of ethical issues that apply to computer related professions, intellectual property and privacy issues, professional responsibility, and the effects of globalization. Emphasizes the practical application of computer ethics through case studies and current events in the game and simulation industry.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 301 or equivalent

GAME 1302**Interactive Storyboarding**

In-depth coverage of storyboarding for the development of interactive media. Addresses target audience analysis, purpose, goals and objectives, content outline, flow chart, and interactive storyboarding.

Lecture Hrs.=3, Lab Hrs.=1

Prerequisite: READ 301 or equivalent

GAME 1304**Level Design**

Introduction to the tools and concepts used to create levels for games and simulations. Incorporates level design, architecture theory, concepts of critical path and flow, balancing, play testing, and storytelling. Includes utilization of toolsets from industry titles.

Lecture Hrs.=3, Lab Hrs.=1

Prerequisite: READ 301 or equivalent

GAME 1306**Design and Creation of Games**

Introduction to game and simulation development. Includes analysis of existing applications and creation of a game using an existing game engine. In-depth coverage of the essential elements of game design. Also covers an overview of cultural history of electronic games, survey of the major innovators, and examination of the trends and taboos that motivate game design.

Lecture Hrs.=3, Lab Hrs.=1

Prerequisite: READ 301 or equivalent

GAME 1336**Introduction to 3D Game Modeling**

Architectural spaces and modeling in a real-time game editor. Includes techniques for building, texturing, and lighting a game level to function in real-time.

Lecture Hrs. = 3, Lab Hrs. = 1

Prerequisite: ARTC 1453, GAME 1302, 1306

GAME 1394**Special Topics in Animation, Interactive Technology, Video Graphics and Special Effects**

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

Lecture Hrs. = 3, Lab Hrs. = 1

Prerequisite: READ 301 or equivalent

GAME 2325**3D Animation II - Character Setup**

Skinning and weighting, forward kinematics, inverse kinematics, constraints, expressions, scripting and driven keys, mesh deformers, morph targets/blend shapes, and animation user interfaces.

Lecture Hrs. = 3, Lab Hrs. = 1

Prerequisite: GAME 1336 and ARTV 1341

GAME 2332**Project Development I**

Skill development in an original modification based on a current game engine. Includes management of version control; development of project timeliness; integration of sound, models, and animation; production of demos; and creation of original levels, character, and content for a real-time multiplayer game.

Lecture Hrs.=3, Lab Hrs.=1

Prerequisite: GAME 1304, 1306, and COSC 1436

GAME 2334**Project Development II**

Continuation of an original modification based on a current game engine with an emphasis on new content and significant changes in game play over the base game experience. Includes creation of original levels, characters, and content for a real-time multiplayer game applying skills learned in previous classes.

Lecture Hrs. = 3, Lab Hrs. = 1

Prerequisite: READ 301 or equivalent

Pre/Corequisite: GAME 2332

GAME 2338**Game Testing**

Testing and debugging gaming and simulation applications in the alpha and beta stages of production. Includes critiques of the product and written documentation of the testing and debugging processes.

Lecture Hrs.=3, Lab Hrs.=1

Prerequisite: READ 301 or equivalent

Pre/Corequisite: GAME 1304

GAME 2344**DirectX Programming**

Exploration of the advanced suite of multimedia application programming interfaces (API) built into the Microsoft Windows operating system.

Lecture Hrs. = 3, Lab Hrs. = 1

Prerequisite: COSC 1437 or equivalent

GAME 2386**Internship - Animation, Interactive Technology, Video Graphics and Special Effects**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Lecture Hrs. = 0, Lab Hrs. = 0, External Hrs. = 9

Prerequisites: GAME 1336 or COSC 1437

GAME 2387**Internship - Animation, Interactive Technology, Video Graphics and Special Effects**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Lecture Hrs. = 0, Lab Hrs. = 0, External Hrs. = 9

Prerequisites: GAME 2386

GAME 2402**Mathematical Applications for Game Development**

Presents applications of mathematics and science in game and simulation programming. Includes the utilization of matrix and vector operations, kinematics, and Newtonian principles in games and simulations. Also covers code optimization.

Lecture Hrs. = 3, Lab Hrs. = 3

Prerequisites: MATH 1414

GAME 2459**Game and Simulation Group Project**

Creation of a game and/or simulation project utilizing a team approach. Includes the integration of design, art, audio, programming, and quality assurance.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: GAME 2338

GEOG 1303**World Regional Geography**

A study of major developed and developing regions with emphasis on the awareness of prevailing world conditions and developments, including emerging conditions and trends, and the awareness of diversity of ideas and practices to be found in those regions. Course content may include one or more regions.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 302 or equivalent and ENGL 302 or equivalent

GEOG 1301**Earth Science**

Survey of physical sciences with emphasis on the earth's ecological and geological processes. Note: Student are advised to complete their science requirements before attempting this course.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 301 or equivalent

GEOL 1403**Physical Geology**

Earth forms, structures, materials and processes which have formed them. An introduction to minerals, rocks, and topographic maps. Optional field trips.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: READ 302 or equivalent

GEOL 1404**Historical Geology**

A history of the earth and the development of its life forms and land forms throughout geologic time. Introduction to fossils and geologic maps. Optional field trips.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: READ 302 or equivalent

GEOL 1405**Environmental Geology**

Environmental geology is an introductory survey to some of the various processes that help to shape our earth, the resources that come from it, and the problems that arise from their use. Lab studies will investigate such problems as flooding, faulting, subsidence, landfills, and other pertinent land use issues. Optional field trips.

Lecture Hrs.=3, Lab Hrs.=3

Pre/Corequisite: READ 302 or equivalent

GEOL 2289**Academic Cooperative**

An instructional program designed to integrate on-campus study with practical hands-on work experience in the physical sciences. In conjunction with class seminars, the individual students will set specific goals and objectives in the scientific study of inanimate objects, processes of matter and energy, and associated phenomena. Students will work in conjunction with the faculty coordinator and the sponsor in the development of their goals and objectives.

Lecture Hrs. = 1, Lab Hrs. = 2

Prerequisite: Instructors Permission

GEOL 2389**Academic Cooperative**

An instructional program designed to integrate on-campus study with practical hands-on work experience in the physical sciences. In conjunction with class seminars, the individual students will set specific goals and objectives in the scientific study of inanimate objects, processes of matter and energy, and associated phenomena. Students will work in conjunction with the faculty coordinator and the sponsor in the development of their goals and objectives.

Lecture Hrs. = 1, Lab Hrs. = 4

Prerequisite: Instructors Permission

GISC 1311**Introduction to Geographic Information Systems (GIS)**

Introduction to basic concepts of vector GIS using several industry specific software programs including nomenclature of cartography and geography.

Lecture Hrs.=2, Lab Hrs.=2

Pre/Corequisite: READ 301 or equivalent

GOVT 2107**Federal and Texas Constitutions**

Includes consideration of the Constitution of the United States and the constitutions of the states, with special emphasis on that of Texas. Pre-requisite: By permission only. Enrollment limited to students who have already completed a minimum of 6 SCH of GOVT courses but have not satisfied the statutory requirement for study of the federal and state constitutions.

Lecture Hrs. = 1, Lab Hrs. = 0

Prerequisite: READ 302 or equivalent and ENGL 302 or equivalent

GOVT 2301Ω**American Government I**

Theory and forms of government, political socialization, United States and Texas constitutions, federalism, civil rights and civil liberties, and political parties and elections. This course will fulfill Texas teacher certification requirements in government for individuals with out-of-state degrees.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 302 or equivalent and ENGL 302 or equivalent

GOVT 2302Ω**American Government II**

United States and Texas executive, legislative, and judicial branches, governmental finance, foreign policy, and county and municipal government.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 302, or equivalent and ENGL 302 or equivalent

HIST 1301Ω**History of the United States to 1877**

The political, economic, social, and intellectual history of the United States from the discovery of America to 1877. A research component is required for honors credit.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 302 or equivalent and ENGL 302 or equivalent

HIST 1302Ω**History of the United States Since 1877**

The political, economic, social, and intellectual history of the United States from 1877 to the present day. A research component is required for honors credit.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 302 or equivalent and ENGL 302 or equivalent

HIST 2301Ω**History of Texas**

Texas history from colonization to the present day with attention given to political, social, economic, and intellectual history. Designed for any students interested in local history, the course is particularly recommended for prospective teachers in the public schools of Texas. (Based on House Bill 935, this can be substituted for an American history course). A research component is required for honors credit.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 302 or equivalent and ENGL 302 or equivalent

HIST 2321Ω**History of World Civilization to 1500**

A comparative historical study of Europe, Asia, Africa, America, and Australia to 1500. A research component is required for honors credit.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 302 or equivalent and ENGL 302 or equivalent

HIST 2322Ω**History of World Civilization from 1500 to Present**

A comparative historical study of Europe, Asia, Africa, America, and Australia from 1500 to the present. A research component is required for honors credit.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 302 or equivalent and ENGL 302 or equivalent

HITT 1261**Clinical: Health Information/Medical Records Technology/Technician**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Lecture Hrs.=0, Lab Hrs.=0, Clinical Hrs.=10

Prerequisite: READ 302 or equivalent

Pre/Corequisite: HITT 1373

HITT 1301**Health Data Content and Structure**

Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health records, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 300 or equivalent

HITT 1305**Medical Terminology I**

Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 300 or equivalent

HITT 1307**Cancer Data Management I**

Introduction to Cancer Data Management. Includes cancer program requirements, the American College of Surgeons Cancer Program survey process, and data collection/retrieval-abstracting, coding, staging, and reporting.

Lecture Hrs.=2, Lab Hrs.=0

Prerequisite: HITT 1301, 1305, ITSC 1309, BIOL 2401, and READ 302 or equivalent

HITT 1341**Coding and Classification Systems**

Basic coding rules, conventions, and guidelines using clinical classification systems.

Lecture Hrs.=2, Lab Hrs.=2

Prerequisite: HITT 1301, 1305, READ 301 or equivalent

HITT 1345**Health Care Delivery Systems**

Introduction to organization, financing, and delivery of health care services, accreditation, licensure, and regulatory agencies.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 300 or equivalent

HITT 1349**Pharmacology**

Overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 301 or equivalent

Pre/Corequisite: HITT 1305

HITT 1353**Legal and Ethical Aspects of Health Information**

Concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 300 or equivalent

HITT 1355**Health Care Statistics**

Principles of health care statistics with emphasis in hospital statistics. Skill development in computation and calculation of health data.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: MATH 310 or equivalent, READ 300 or equivalent

HITT 2160**Clinical-Health Information/Medical Records Technology/Technician**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Lecture Hrs.=0, Lab Hrs.=0, External Lab Hrs.=6,

Insurance Fee

Prerequisite: HITT 1301, HITT 1341, HITT 1345, MRMT 1307, READ 300 or equivalent

HITT 2161**Clinical-Health Information/Medical Records Technology/Technician**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Lecture Hrs.=0, Lab Hrs.=0, External Lab Hrs.=6,

Insurance Fee

Prerequisite: READ 300 or equivalent

Pre/Corequisite: HITT 2335

HITT 2260**Clinical-Health Information/Medical Records Technology/Technician**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Lecture Hrs.=0, Lab Hrs.=0, External Lab Hrs.=8,

Insurance Fee

Prerequisite: HITT 2160, READ 300 or equivalent

Pre/Corequisite: HITT 1353, HITT 1355

HITT 2261**Clinical-Health Information/Medical Records Technology/Technician**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Lecture Hrs.=0, Lab Hrs.=0, External Lab Hrs.=8,

Insurance Fee

Prerequisite: HITT 2160, READ 300 or equivalent

Pre/Corequisite: HITT 2343

HITT 2307**Cancer Data Management II**

A continuation of Cancer Data Management I. Application of cancer registry data.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: HITT 1307 and READ 302 or equivalent

HITT 2335**Coding and Reimbursement Methodologies**

Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement.

Lecture Hrs.=2, Lab Hrs.=2

Prerequisite: HITT 1341, READ 300, ESOL 310 or equivalent

HITT 2339**Health Information Organization and Supervision**

Principles of organization and supervision of human, financial, and physical resources.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 300 or equivalent

HITT 2343**Quality Assessment and Performance Improvement**

Study of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality management and performance improvement functions, utilization management, risk management, and medical staff data quality issues.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: HITT 1301, READ 300 or equivalent

HPRS 2301**Pathophysiology**

Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: HITT 1305, READ 301 or equivalent

HRPO 1311**Human Relations**

Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 301 or equivalent

HRPO 2301**Human Resources Management**

Behavioral and legal approaches to the management of human resources in organizations.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 301 or equivalent

HUMA 1301ΩΣ**Introduction to the Humanities I**

A multicultural, interdisciplinary introduction to the study of humankind's cultural legacy in at least four of the disciplines of the humanities, which are approached individually, in synthesis with one or more of the others, or thematically: the visual art, motion pictures, architecture, music, dance, philosophy, and literature as well as the social sciences, history, mathematics, medicine, physical sciences, and communication as they have contributed to that cultural legacy.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 302 or equivalent, ENGL 302 or equivalent

HUMA 1302ΩΣ**Introduction to the Humanities II**

Honors only. A historical overview of humankind's cultural legacy in at least four of the disciplines of the humanities, which are approached individually, in synthesis with one or more of the others, or thematically: the visual art, motion pictures, architecture, music, dance, philosophy, and literature as well as the social sciences, history, mathematics, medicine, physical sciences, and communication as they have contributed to that cultural legacy.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 302 or equivalent, ENGL 302 or equivalent

HUMA 1305**Introduction to Mexican-American Studies**

Introduction to the field of Mexican-American/Chicano/a Studies from its inception to the present. Interdisciplinary survey designed to introduce students to the salient cultural, economic, educational, historical, political, and social aspects of the Mexican-American/Chicano/a experience.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 302 or equivalent and ENGL 302 or equivalent

HUMA 1311**Mexican-American Fine Arts Appreciation**

An examination of Mexican-American/Chicano/a artistic expressions in the visual and performing arts.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 302 or equivalent and ENGL 302 or equivalent

HYDR 1345**Hydraulics and Pneumatics**

Fundamentals of hydraulics and types of hydraulic pumps, cylinders, valves, motors, and related systems including operations, maintenance, and system analysis.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 300 or equivalent

IBUS 1305**Introduction to International Business and Trade**

The techniques for entering the international market place. Emphasis on the impact and dynamics of sociocultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 301 or equivalent

IMED 1316**Web Design I**

Instruction in web page design and related graphic design issues including mark-up languages, web sites, and browsers.

Lecture Hrs.=3, Lab Hrs.=1

Prerequisite: READ 301 or equivalent

IMED 1445**Interactive Digital Media I**

Exploration of the use of graphics and sound to create interactive multimedia applications and/or animations using industry standard authoring software.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: ARTC 1453, READ 301 or equivalent

Pre/Corequisite: ARTC 2440

IMED 2309**Internet Commerce**

An overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce. Topics include dynamic data integration, data collection, and on-line transactions.

Lecture Hrs.=3, Lab Hrs.=1

Pre/Corequisite: READ 301 or equivalent

IMED 2311**Portfolio Development**

Preparation and enhancement of portfolio to meet professional standards, development of presentation skills, and improvement of job-seeking techniques.

Lecture Hrs.=3, Lab Hrs.=1

Pre/Corequisite: ARTC 1453, 2440, and READ 301 or equivalent

IMED 2315**Web Page Design II**

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

Lecture Hrs.=3, Lab Hrs.=1

Pre/Corequisite: IMED 1316

INMT 1311**Computer Integrated Manufacturing**

A study of the principles and application of computer integrated manufacturing. Emphasizes all aspects of a system including but not limited to integration of material handling, manufacturing, and computer hardware and programming.

Lecture Hrs.=3, Lab Hrs.=1

Prerequisite: READ 300 or equivalent

INMT 1371**Introduction to Digital Manufacturing**

The purpose of this course is to give the student an introduction to various digital manufacturing methods including 3D printing technologies. Also included is a survey in advanced manufacturing technologies including metals, ceramics, and plastics through subtractive and additive processes.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 301 or equivalent

INMT 1380**Cooperative Education - Manufacturing Technology/Technician**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

Lecture Hrs.=0, Lab Hrs.=0, External Hrs.=21

Prerequisite: READ 300 or equivalent

INMT 2303**Pumps, Compressors & Mechanical Drives**

A study of the theory and operations of various types of pumps and compressors. Topics include mechanical power transmission systems including gears, v-belts, and chain drives.

Lecture Hrs.=3, Lab Hrs.=1

Prerequisite: READ 300 or equivalent

INMT 2488**Internship-Manufacturing Technology/Technician**

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concept. A learning plan is developed by the college and the employer.

Lecture Hrs.=0, Lab Hrs.=0, External Hrs.=24

Pre/Corequisite: DFTG 2419 and READ 301 or equivalent

INTC 1305**Introduction to Instrumentation**

A survey of the instrumentation field and the professional requirements of the instrumentation technician. Includes computer and calculator applications.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 300 or equivalent

INTC 1312**Instrumentation and Safety**

An overview of industries employing instrument technicians. Includes instrument safety techniques and practices as applied to the instrumentation field.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 300 or equivalent

INTC 1343**Application of Industrial Automatic Control**

A study of automatic process control including measuring devices, analog and digital instrumentation, signal transmitters, recorders, alarms, controllers, control valves, and process and instrument drawings. Includes connection and troubleshooting of loops. The study begins with ISA, electrical, and process symbology. Course addresses the engineering package which may include such documents as P&IDs, loop diagrams, sketches, spec sheet, bills of materials, and simplified flow diagrams. The course includes basic sketching techniques.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: INTC 1456, READ 300 or equivalent

INTC 1348**Analytical Instrumentation**

Analytical instruments emphasizing utilization in process applications. Includes, but not limited to, chromatography, pH, conductivity, and spectrophotometric instruments.

Lecture Hrs. = 3, Lab Hrs. = 0

Pre/Corequisite: CTEC 1401, READ 300 or equivalent

INTC 1401**Principles of Industrial Measurements**

Principles of measurement and devices used to measure process variables and basic control functions.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: READ 300 or equivalent

INTC 1425**Instrument Hardware Installation I**

Installation of instrumentation equipment into the process environment using industry standards.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: READ 300 or equivalent

INTC 1441**Principles of Automatic Control**

Basic measurements, automatic control systems and design, closed loop systems, controllers, feedback, control modes, and control configurations.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: INTC 1456, READ 300 or equivalent

INTC 1448**Analytical Instrumentation**

A study of analytical instruments emphasizing their utilization in process applications including chromatography, pH, conductivity, and spectrophotometry instruments.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: INTC 1312, SCIT 1414, READ 300 or equivalent

INTC 1456**Instrumentation Calibration**

A study of techniques for calibrating electronics and pneumatic transmitters, controllers, recorders, valves, and valve positioners including tear down, assembly, alignment, and calibration of equipment.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: READ 300 or equivalent

INTC 2380**Cooperative Education: Instrumentation Technology/Technician**

Career-related activities encountered in the student's area specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

Lecture Hrs.=1, Lab Hrs.=0, Internal Hrs.=19

Prerequisite: INTC 1441 and READ 300 or equivalent

INTC 2405**Instrument Hardware Installation II**

Instrumentation skills in tubing and piping, measuring, layout, and testing. Includes instrumentation wiring, circuitry, heat tracing, chemical treatment, and craft related-calculations.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: READ 300 or equivalent

INTC 2410**Principles of Industrial Measurements II**

Advanced principles of measurement and devices used to measure process variables and basic control functions.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: INTC 1401, READ 300 or equivalent

INTC 2436**Distributed Control and Programmable Logic**

An overview of distributed control systems including configuration of programmable logic controllers, smart transmitters, and field communicators. Functions of digital systems in a process control environment.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: INTC 1441, READ 300 or equivalent

INTC 2445**Advanced Analyzers**

An in depth study of composition analyzers and their sample systems. Analyzers covered will include chromatographs, mass spectrometers, in-line and continuous emissions lab and portable types.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: READ 300 or equivalent

Pre/Corequisite: INTC 2472

INTC 2450**Fieldbus Process Control Systems**

A comprehensive view of fieldbus systems using theory, applications, and hands-on experiences.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: INTC 1441 and READ 300 or equivalent

INTC 2471**Physical Properties Analyzers**

An in depth study of process analyzers used to measure pH, electrical conductivity, trace oxygen, vapor pressure, boiling point, density, viscosity, thermal conductivity, and other physical properties.

Lecture Hrs. = 3, Lab Hrs. = 3

Prerequisite: CTEC 1401

Pre/Corequisite: INTC 1348, 1441

INTC 2472**Sample Systems**

A study of sample conditioning systems and system components including the types of unit operations and process streams that may be analyzed.

Lecture Hrs. = 3, Lab Hrs. = 3

Prerequisite: INTC 1348, 2471, EPCT 1349

ITCC 1401**Exploration-Network Fundamentals**

A course introducing the architecture, structure, functions, components, and models of the Internet. Describes the use of OSI and TCP layered models to examine the nature and roles of protocols and services at the applications, network, data link, and physical layers. Covers the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. Build simple LAN topologies by applying basic principles of cabling; perform basic configurations of network devices, including routers and switches; and implementing IP addressing schemes.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: READ 300 or equivalent

Pre/Corequisite: CPMT 1449

ITCC 1404**Cisco Exploration 2- Routing Protocols and Concepts**

This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. Recognize and correct common routing issue and problems. Model and analyze routing processes.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: ITCC 1401 and READ 300, or equivalent

ITCC 1408**Introduction to Voice over Internet Protocol (VoIP)**

Basic concepts of voice over internet protocol (VoIP). Focuses on technology integration of and data transmission in network communications.

Lecture Hrs. = 3 Lab Hrs. = 3

Prerequisite: Read 300 or equivalent

ITCC 2408**Cisco Exploration 3: LAN Switching and Wireless**

This course helps students develop an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Detailed explanations of LAN switch operations, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operations, analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus network design and Layer 3 switching concepts are introduced.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: ITCC 1401 and READ 300 or equivalent

ITCC 2410**Cisco Exploration 4: LAN Accessing the WAN**

This course explains the principles of traffic control and access control lists (ACLs) and provides an overview of the services and protocols at the data link layer for wide-area access. Describes user access technologies and devices and discover how to implement and configure Point-to-Point Protocol (PPP), Point-to-Point Protocol over Ethernet (PPPoE), DSL, and Frame Relay. WAN security concepts, tunneling, and VPN basic are introduced. Discuss the special network services required by converged applications and an introduction to quality of service (QoS).

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: READ 300 or equivalent

Pre/Corequisite: ITCC 1404

ITSC 1309**Integrated Software Applications I**

Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software.

Lecture Hrs.=3, Lab Hrs.=1

Pre/Corequisite: READ 301 or equivalent

ITSC 1316**Linux Installation and Configuration**

Introduction to Linux operating system. Includes Linux installation, basic administration, utilities and commands, upgrading, networking, security, and application installation. Emphasizes hands-on setup, administration, and management of Linux.

Lecture Hrs.=2, Lab Hrs.=2

Pre/Corequisite: COSC 1300 or equivalent

ITSC 1364**Practicum (or Field Experience)-Computer and Information Sciences, General**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Lecture Hrs.=0, Lab Hrs.=0, External Hrs.=21

Prerequisite: 12 or more SCH of Coursework in COSC, CPMT, ITSC, ITCC, ITSE, and/or ITSW courses, READ 301 or equivalent

ITSC 1391**Special Topics in Computer and Information Sciences, General**

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

Lecture Hrs.=3, Lab Hrs.=1

Prerequisite: COSC 1300, BCIS 1405, or ITSC 1309, and READ 301 or equivalent

ITSC 2321**Integrated Software Applications II**

Intermediate study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation software.

Lecture Hrs.=3, Lab Hrs.=1

Prerequisite: ITSC 1309, READ 301 or equivalent

ITSC 2335**Application Software Problem Solving**

Utilization of appropriate application software to solve advanced problems and generate customized solutions.

Lecture Hrs.=3, Lab Hrs.=1

Prerequisite: ITSC 2321 and COSC 1436 or ITSE 1331 and READ 301 or equivalent

ITSC 2339**Personal Computer Help Desk Support**

Diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects.

Lecture Hrs.=3, Lab Hrs.=1

Prerequisite: ITSC 2321 and COSC 1436 or ITSE 1331 and READ 301 or equivalent

ITSE 1331**Introduction to Visual Basic Programming**

Introduction to computer programming using Visual Basic. Emphasizes the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files.

Lecture Hrs.=2, Lab Hrs.=2

Prerequisite: READ 301 or equivalent

ITSE 1350**System Analysis and Design**

Introduction to the planning, design, and construction of computer information systems using the systems development life cycle and other appropriate design tools.

Lecture Hrs.=2, Lab Hrs.=2

Prerequisite: READ 301 or equivalent

ITSE 2302**Intermediate Web Programming**

Techniques for Web development. Includes server-side and client-side scripting.

Lecture Hrs.=2, Lab Hrs.=2

Prerequisite: READ 301 or equivalent

ITSE 2309**Database Programming**

Database development using database programming techniques emphasizing database structures, modeling, and database access.

Lecture Hrs.=2, Lab Hrs.=2

Prerequisite: ITSC 1309 or COSC 1300, READ 301 or equivalent

ITSW 2337**Advanced Database**

Advanced concepts of database design and functionality.

Lecture Hrs.=3, Lab Hrs.=1

Pre/Corequisite: READ 301 or equivalent and ITSC 2321

KINE 1101**Bowling, Beginning**

A course designed to learn the rules, scoring, and fundamental techniques for bowling. An emphasis will be placed on proper execution and selection of equipment.

Lecture Hrs.=1, Lab Hrs.=2, Material Fee

Pre/Corequisite: READ 300 or equivalent

KINE 1102**Bowling, Experienced**

A course designed to learn techniques for experienced individuals. Emphasis will be placed on proper and additional techniques with regard to strategy.

Lecture Hrs.=1, Lab Hrs.=2, Material Fee

Prerequisite: KINE 1101

Pre/Corequisite: READ 300 or equivalent

KINE 1103**Exercise, Beginning**

A course designed to study and apply the components of muscular strength and endurance, flexibility, body composition and cardiovascular endurance into a personal designed program of exercise. A prescribed program will be designed for students following pre-fitness assessment.

Lecture Hrs.=1, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent

KINE 1104**Exercise, Experienced**

A course designed to study and apply various programs of exercise such as circuit training, weight training, super circuit training, and other prescribed programs for experienced individuals.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: KINE 1103

Pre/Corequisite: READ 300 or equivalent

KINE 1105**Golf, Beginning**

A course designed to learn rules, scoring, etiquette, and fundamental techniques for golf. An emphasis will be placed on proper execution of all skills for golf using woods, irons, and putter.

Lecture Hrs.=1, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent

KINE 1106**Golf, Experienced**

A course designed to learn rules, scoring, etiquette, and fundamental techniques for golf. An emphasis will be placed on proper execution of all skills for golf using woods, irons, and putter.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: KINE 1105

Pre/Corequisite: READ 300 or equivalent

KINE 1107**Cycling, Beginning**

A course designed to develop cardiovascular fitness through stationary cycling (spinning). Some emphasis will be on setting up the bicycle, correct technique, nutrition, and hydration.

Lecture Hrs.=1, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent

KINE 1108**Cycling, Experienced**

A course designed to further improve cardiovascular fitness, strengthen the lower body and increase flexibility. Emphasis will remain on correct cycling techniques, nutrition, and hydration strategies.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: KINE 1107

Pre/Corequisite: READ 300 or equivalent

KINE 1109**Pilates, Beginning**

A course designed to strengthen, lengthen, and tone the body without machines.

Lecture Hrs.=1, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent

KINE 1110**Pilates, Experienced**

A course designed to strengthen, lengthen, and tone the body with an emphasis on students' progressing to intermediate and advanced levels.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: KINE 1109

Pre/Corequisite: READ 300 or equivalent

KINE 1111**Aerobic Components, Beginning**

A course designed to develop cardiovascular fitness, through aerobic exercise. This course will consist of regular aerobics, step aerobics, and cardio kick-boxing. Correct techniques, nutrition, and hydration will be emphasized.

Lecture Hrs.=1, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent

KINE 1112**Aerobic Components, Experienced**

A course designed to further improve cardiovascular fitness, through aerobic exercise. This course will consist of regular aerobics, step aerobics, and cardio kick-boxing. Correct techniques, nutrition, and hydration will be emphasized.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: KINE 1111

Pre/Corequisite: READ 300 or equivalent

KINE 1113**Racquetball, Beginning**

A course designed to learn rules, fundamental techniques, and strategies for racquetball. Emphasis will be placed on proper techniques for single and double play.

Lecture Hrs.=1, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent

KINE 1114**Racquetball, Experienced**

A course designed to learn rules and techniques for the experienced student. Emphasis will be placed on skill development, strategy, and advance shot selection.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: KINE 1113

Pre/Corequisite: READ 300 or equivalent

KINE 1115**Swimming, Beginning**

A course designed to learn skills for the crawl, back crawl, breaststroke, elementary backstroke, and sidestroke. Emphasis will be given to proper technique and proper breathing skills.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: KINE 1113

Pre/Corequisite: READ 300 or equivalent

KINE 1116**Swimming, Experienced**

A course designed to review the skills for the five basic strokes. Attention will be given to competency in execution of the five basic strokes. Endurance will also be emphasized.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: KINE 1115

Pre/Corequisite: READ 300 or equivalent

KINE 1117**Tennis, Beginning**

A course designed to learn the fundamental techniques of tennis. Emphasis will be given to the skills of forehand, backhand, overhead, serve, and volley. Rules, etiquette, and strategy for single and doubles play will be addressed.

Lecture Hrs.=1, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent

KINE 1118**Tennis, Experienced**

A course designed to review the skills for tennis. Rules will be reviewed and attention to style of play and strategy will be addressed for singles and doubles play.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: KINE 1117

Pre/Corequisite: READ 300 or equivalent

KINE 1119**Volleyball, Beginning**

A course designed to learn the fundamental skills for volleyball such as serving, overhead pass, forearm pass, attacking, blocking and floor defense. Team offensive and defensive systems will be discussed. Rules and proper equipment will be addressed.

Lecture Hrs.=1, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent

KINE 1120**Volleyball, Experienced**

A course designed to review the fundamental skills for volleyball. Team offensive and defensive systems will be emphasized especially in regard to speed of play and set selection. Rules will be addressed.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: KINE 1119

Pre/Corequisite: READ 300 or equivalent

KINE 1121**Water Aerobics, Beginning**

A course designed to learn the basic skills for exercise in the water. Emphasis will be placed on various exercise routines in the water that incorporate strength, endurance, and flexibility.

Lecture Hrs.=1, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent

KINE 1122**Water Aerobics, Experienced**

A course designed to review the basic skills for exercise in the water. Emphasis will be placed on various exercise routines with extended duration. Students will devise a routine of their own and incorporate strength, endurance, and flexibility.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: KINE 1121

Pre/Corequisite: READ 300 or equivalent

KINE 1123**Weight Training, Beginning**

A course designed to introduce a variety of programs for building strength, power, endurance, flexibility and cardiovascular endurance. Both machines and free weights will be used for programs. Weight management will be discussed.

Lecture Hrs.=1, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent

KINE 1124**Weight Training, Experienced**

A course designed to review a variety of programs for building strength, power endurance, flexibility and cardiovascular endurance. Supplementation and nutrition will be addressed.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: KINE 1123

Pre/Corequisite: READ 300 or equivalent

KINE 1125**Sailing, Beginning**

A course designed to learn the basic techniques in sailing with emphasis on equipment, safety, and the skills of rigging, setting the sails, starting and stopping, tacking, tiller movement, leaving and returning to the beach.

Lecture Hrs.=1, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent

KINE 1126**Sailing, Experienced**

A course designed to review the techniques in sailing with emphasis on the skills of rigging, setting the sails, starting and stopping, tacking, jibing tiller movement, leaving and returning to the beach, and correct language for sailing.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: KINE 1125

Pre/Corequisite: READ 300 or equivalent

KINE 1127**Yoga, Beginning**

A course designed to learn the importance and benefits of yoga. Learning skills will include postures (asanas), breathing, and relaxation techniques. An emphasis will be made to improve flexibility, strength, muscle tone, and concentration.

Lecture Hrs.=1, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent

KINE 1128**Yoga, Experienced**

A course designed to review the postures and techniques for Hatha Yoga. Emphasis will be given to flexibility, breathing, and relaxation techniques.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: KINE 1127

Pre/Corequisite: READ 300 or equivalent

KINE 1129**Basketball, Beginning**

A course designed to learn rules, fundamental techniques and strategies for the sport of basketball. Emphasis will be placed on proper execution of individual and team skill concepts.

Lecture Hrs.=1, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent

KINE 1130**Basketball, Experienced**

A course designed to learn rules, advanced techniques and strategies for the sport of basketball. Emphasis will be placed on proper execution of individual and team skill concepts.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: KINE 1129

Pre/Corequisite: READ 300 or equivalent

KINE 1133**Yogalates, Beginning**

An introductory course designed to teach students how to strengthen core and postural muscles, while also improving balance and coordination. This course is an integration of Pilates for core strength, and Hatha Yoga for limb strength and flexibility.

Lecture Hrs.=1, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent or Personal Enrichment

KINE 1134**Yogalates, Experienced**

An intermediate course designed to strengthen core and postural muscles, while also improving balance and coordination. This course is an integration of Pilates for core strength, and Hatha Yoga for limb strength and flexibility. Students will refine introductory techniques to progress to advanced levels.

Lecture Hrs.=1, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent or Personal Enrichment

KINE 1141**Self-Defense, Beginning**

Instructor will include specific moves related to martial art movements in regard to self-protection.

Lecture Hrs.=1, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent

KINE 1142**Self-Defense, Experienced**

A course designed to review specific moves related to martial art movements in regard to self-protection. Students will be required to demonstrate proficiency in martial art movements in sequence.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: KINE 1141

Pre/Corequisite: READ 300 or equivalent

KINE 1143**Walking/Jogging, Beginning**

The purpose of this class is to encourage regular participation in health and fitness walking as the primary aerobic activity for a personal fitness program. Students will learn the guidelines to begin and sustain a walking or jogging program safely and effectively.

Lecture Hrs. = 1, Lab Hrs. = 2

Pre/Corequisite: READ 300 or equivalent

KINE 1144**Walking/Jogging, Experienced**

The purpose of this class is to encourage regular participation in health and fitness walking as the primary aerobic activity for a personal fitness program. Students will learn the guidelines to begin and sustain a walking or jogging program safely and effectively. This course encourages students to progress to intermediate or advanced levels.

Lecture Hrs. = 1, Lab Hrs. = 2

Pre/Corequisite: READ 300 or equivalent

KINE 1147**Racquet Sports, Beginning**

A course designed to learn the fundamental of racquet sports such as tennis, racquetball, and badminton. Emphasis will be placed on correct technique for the fundamental strokes. Rules, etiquette, and game play for singles and doubles matches will be addressed.

Lecture Hrs.=1, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent or Personal Enrichment

KINE 1148**Racquet Sports, Experienced**

A course designed to improve the fundamentals of racquet sports such as tennis, racquetball, and badminton. Emphasis will be placed on skill development and advanced strategy for singles and doubles play.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: KINE 1148

Pre/Corequisite: READ 300 or equivalent

KINE 1149**Conditioning for Athletics**

A course designed to develop dynamic power and flexibility for athletics.

Lecture Hrs.=1, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent

KINE 1150**Conditioning for Athletics**

A course designed to develop speed and power as related to athletics.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: KINE 1149

Pre/Corequisite: READ 300 or equivalent

KINE 1151**Skin and Scuba Diving, Beginning**

A course designed to learn fundamental techniques for under water procedures. Techniques in breathing, communicating and diving will be taught. Manipulation of diving equipment will be covered as well as safety procedures.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: Good Swimming Skills

Pre/Corequisite: READ 300 or equivalent

KINE 1152**Skin and Scuba Diving, Experienced**

Must be at least 17 years of age and have participated in scuba diving for one year as a certified diver.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: KINE 1151

Pre/Corequisite: READ 300 or equivalent

KINE 1164**Introduction to Physical Fitness and Nutrition**

The course will introduce wellness related concepts, articles, and activities. Individual evaluations will be used to determine present health fitness status. The student will use the results from the fitness test to develop a personal exercise program based on their individual goals and needs techniques for dietary analysis will be used.

Lecture Hrs.=1, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent

KINE 1183M**Basketball Team**

A course designed for individuals on athletic scholarships who participate in basketball.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: Instructor's permission

Pre/Corequisite: READ 300 or equivalent

KINE 1184M**Basketball Team**

A course designed for individuals on athletic scholarships who participate in basketball.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: KINE 1183M, Instructor's permission

Pre/Corequisite: READ 300 or equivalent

KINE 1185W**Tennis Team**

A course designed for individuals on athletic scholarships who participate in tennis.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: Instructor's permission

Pre/Corequisite: READ 300 or equivalent

KINE 1186W**Tennis Team**

A course designed for individuals on athletic scholarships who participate in tennis.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: KINE 1185W, Instructor's permission

Pre/Corequisite: READ 300 or equivalent

KINE 1187W**Volleyball Team**

A course designed for individuals on athletic scholarships who participate in volleyball.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: Instructor's permission

Pre/Corequisite: READ 300 or equivalent

KINE 1188W**Volleyball Team**

A course designed for individuals on athletic scholarships who participate in volleyball.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: KINE 1187W, Instructor's permission

Pre/Corequisite: READ 300 or equivalent

KINE 1301**Foundation in Physical Education**

A course which includes the history, principles, terminology, aims and objectives of physical education and related areas of health and recreation.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 301 or equivalent

KINE 1304**Personal Health and Nutrition**

This course studies the relationship among nutrition, diet, food, and their role in personal health. This course will provide students with practical information, critical thinking skill, and the scientific foundation needed to make better informed choices about their diet and health.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 301 or equivalent

KINE 1305**The Healthy American**

A course designed for individuals to make lifestyle assessments within the six dimensions of wellness; the physical, emotional, mental, social, spiritual, and occupational dimensions.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 301 or equivalent

KINE 1306**First Aid**

A course which includes instruction in American Red Cross Standard First Aid and personal safety and cardiopulmonary resuscitation. Upon successfully completing the course, students are certified in first aid and CPR.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 301 or equivalent

KINE 1308**Sports Officiating**

A course designed for students desiring to increase their knowledge and appreciation of sports. Students will be given an insight into the rules of various sports, the technique, procedure and practice of officiating.

Lecture Hrs.=2, Lab Hrs.=2

Pre/Corequisite: READ 301 or equivalent

KINE 1321**Coaching Sports and Athletics**

Study of the history, theories, philosophies, rules, and terminology of competitive sports; including coaching techniques appropriate for a recreational setting.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 301 or equivalent

KINE 1332**Elementary and Recreation Game Skills**

Instruction in games, recreational activities and rhythm skills for preschool through grade six with emphasis on methods of presentation.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 301 or equivalent

KINE 1336**Introduction to Recreation**

This course is designed to provide students with an awareness and understanding of recreation and leisure in the past, present, and future. The course includes an overview of basic techniques in leadership, program planning, and program organization besides possible career directions.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 301 or equivalent

KINE 1338**Concepts of Physical Fitness**

This course presents the concepts and use of selected physiological variables of fitness, individual testing and consultation, and the organization of sport and fitness programs.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 301 or equivalent

KINE 1346**Drug Use and Abuse**

This course is about the use of various drugs and their impact on society. Students will examine the social, psychological, and biochemical ramifications of drug use/abuse as it relates to a growing and complex society.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 300 or equivalent

KINE 2149**Conditioning for Athletics**

A course designed to develop dynamic speed, coordination and balance as related to athletics.

Lecture Hrs.=1, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent

KINE 2150**Conditioning for Athletics**

A course designed to develop dynamic power and flexibility for athletics.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: KINE 2149

Pre/Corequisite: READ 300 or equivalent

KINE 2155**Water Safety**

Basic Lifeguarding is designed to: (1.) train participants in basic water safety and rescue skills; (2.) develop the skills necessary to obtain Basic Lifeguarding certification; and (3.) prepare students for summer-time employment.

Required swimming skills: Students must be able to swim continuously 500 yards competently demonstrating the five basic strokes, (crawl, back crawl, breaststroke, elementary backstroke, and sidestroke). Students should be able to dive to a minimum depth of 9 feet and bring a 10-pound diving brick to the surface. Students should be able to dive to a depth of 5 feet and swim under water for at least 15 yards and be able to tread water for one minute.

Lecture Hrs.=1, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent

KINE 2183M**Basketball Team**

A course designed for individuals on athletic scholarships who participate in basketball.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: KINE 1184M, Instructor's permission

Pre/Corequisite: READ 300 or equivalent

KINE 2184M**Basketball Team**

A course designed for individuals on athletic scholarships who participate in basketball.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: KINE 1183M, Instructor's permission

Pre/Corequisite: READ 300 or equivalent

KINE 2185W**Tennis Team**

A course designed for individuals on athletic scholarships who participate in tennis.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: KINE 1186W, Instructor's permission

Pre/Corequisite: READ 300 or equivalent

KINE 2186W**Tennis Team**

A course designed for individuals on athletic scholarships who participate in tennis.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: KINE 2185W, Instructor's permission

Pre/Corequisite: READ 300 or equivalent

KINE 2187W**Volleyball Team**

A course designed for individuals on athletic scholarships who participate in volleyball.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: KINE 1188W, Instructor's permission

Pre/Corequisite: READ 300 or equivalent

KINE 2188W**Volleyball Team**

A course designed for individuals on athletic scholarships who participate in volleyball.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: KINE 2187W, Instructor's permission

Pre/Corequisite: READ 300 or equivalent

KINE 2356**Care and Prevention of Athletic Injuries**

Student will acquire knowledge regarding the signs and symptoms of injuries specific to each body part. Along with injury recognition, they will also learn how to treat and stabilize a variety of orthopedic injuries. To help students learn practical skills, hands-on learning, labs will be utilized throughout the course in areas of wound management, splinting, vital signs, transporting athletes, modalities, and supportive taping techniques.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 300 or equivalent

LGLA 1301**Legal Research and Writing**

This course presents the fundamentals of legal research and writing. Topics include standard and electronic legal research, and legal writing techniques including case and fact analysis and citation format.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 301 or equivalent

LGLA 1307**Introduction to Law and the Legal Professions**

This course provides an overview of the law and the legal professions. Topics include legal concepts, systems, and terminology; ethical obligations and regulations; professional trends and issues with emphasis on the paralegal's role.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 301 or equivalent

LGLA 1317**Law Office Technology**

Computer technology and software applications within the law office. Introductory.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: LGLA 1307, ENGL 1301

LGLA 1343**Bankruptcy**

This course presents fundamental concepts of bankruptcy law and procedure with emphasis on the paralegal's role. Topics include individual and business liquidation and reorganization.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: LGLA 1307, ENGL 1301

LGLA 1345**Civil Litigation**

This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Topics include pretrial, trial, and post trial phases of litigation.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: LGLA 1307, ENGL 1301

LGLA 1351**Contracts**

This course presents fundamental concepts of contract law with emphasis on the paralegal's role. Topics include formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: LGLA 1307, ENGL 1301

LGLA 1353**Wills, Trusts and Probate Administration**

This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal's role.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: LGLA 1307, ENGL 1301

LGLA 1355**Family Law**

This course presents fundamental concepts of family law with emphasis on the paralegal's role. Topics include formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: LGLA 1307, ENGL 1301

LGLA 2301**Environmental Law**

This course presents fundamental concepts of environmental law with emphasis on the paralegal's role. Topics include terminology, creation of environmental law, and the application of statutes and government regulations to specific fact situation.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: LGLA 1307, ENGL 1301

LGLA 2303**Torts and Personal Injury Law**

This course presents fundamental concepts of tort law with emphasis on the paralegal's role. Topics include intentional torts, negligence, and strict liability.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: LGLA 1307, ENGL 1301

LGLA 2307**Law Office Management**

This course presents the fundamentals of principles and structure of management, administration and substantive systems in the law office including law practice technology as applied to paralegals.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: LGLA 1307, ENGL 1301

LGLA 2309**Real Property**

This course presents fundamental concepts of real property law with emphasis on the paralegal's role. Topics include the nature of real property, rights and duties of ownership, land use, voluntary and involuntary conveyances, and the recording of and searching for real estate documents.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: LGLA 1307, ENGL 1301

LGLA 2311**Business Organizations**

Basic concepts of business organizations with emphasis on the paralegal's role. Includes law of agency, sole proprietorships, partnerships, corporations, and other emerging business entities.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: LGLA 1307, ENGL 1301

LGLA 2313**Criminal Law and Procedure**

This course presents the fundamental concepts of criminal law from arrest to final disposition, principles of federal and states law, and the role of the paralegals in the preparation of pleadings and motions.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: LGLA 1307, ENGL 1301

LGLA 2323**Intellectual Property**

This course presents the fundamentals of intellectual property law, including creation, procurement, preparation, and filing documents related to patents, copyrights, trademarks, and processes of intellectual property litigation with emphasis on the paralegal's role.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: LGLA 1307, ENGL 1301

LGLA 2331**Advanced Legal Research and Writing**

Standard and electronic research techniques and preparation of complex legal documents such as briefs, legal office memoranda, and citation forms with emphasis on the paralegal's role.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: LGLA 1301, LGLA 1307, ENGL 1301

LGLA 2333**Advanced Legal Document Preparation**

Preparation of legal documents by paralegals based on hypothetical situations drawn from various areas including real estate, family law, contracts, litigation, and business organizations.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: 15 SCH of LGLA Coursework, POFI 1401,

READ 301 or equivalent

LGLA 2337**Mediation**

This course emphasizes the role of the paralegal in the process of mediation.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: LGLA 1307, ENGL1301

LGLA 2388**Internship: Legal Assistant/Paralegal**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Lecture Hrs.=0, Lab Hrs.=0, External Hrs.=13

Prerequisite: 12 SCH of LGLA Coursework, ENGL1302, SPCH 1315, POFI 1401, READ 301 or equivalent

LGLA 2389**Internship: Legal Assistant/Paralegal**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Capstone course to be taken toward end of program.

Lecture Hrs.=0, Lab Hrs.=0, External Hrs.=13

Prerequisite: 24 SCH of LGLA Coursework, ENGL 1302, SPCH 1315, POFI 1401

LSSS 300**Learning Strategies for Success**

This course prepares students to develop their own plan for academic, personal and professional success through self-evaluation, application of specific strategies, discussions, journaling, and classroom exercises. These activities help students acquire effective study strategies, stimulate critical thinking, practice oral and written expression, establish goals, encourage meaningful relationships with instructors and classmates, and choose behaviors leading to a more successful academic experience.

Lecture Hrs. = 3, Lab Hrs. = 0

MATH 310**Basic Mathematics**

This course provides the basic arithmetic skills of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals; ratio and proportion, percent, measures, averages, exponents, square roots, problem solving, geometry, logic, and introduction to algebra. In this course a grade of "C" or higher prepares the student to take MATH 315. Credit for this course is not transferable.

Lecture Hrs.=4, Lab Hrs.=0

Pre/Corequisite: READ 300 or equivalent

MATH 315**Pre Algebra**

This course provides a transition from arithmetic to algebra. Algebraic concepts are introduced through traditional arithmetic topics including whole numbers, fractions, decimals, percents, geometric formulas, ratio and proportions, and signed numbers. Unit conversion and basic data analysis will also be studied. A grade of "C" or higher prepares the student to take MATH 320. Credit for this course is not transferable.

Lecture Hrs.=4, Lab Hrs.=0

Prerequisite: MATH 310 or equivalent and READ 300 or equivalent

MATH 320**Introductory Algebra**

This course provides a strong emphasis on algebraic skills and concepts of the numbers of ordinary arithmetic and their properties; integers and rational numbers; polynomials in one or more variables; factoring; fractional expressions; solving systems of equations; graphs of linear equations; solving radical, linear and quadratic equations; inequalities; sets; and applied problems. This course prepares students to take MATH 330 or MATH 1332 when completed with a grade of "C" or higher. May not be applied toward a certificate or degree at Lee College. Credit for this course is not transferable.

Lecture Hrs.=4, Lab Hrs.=0

Prerequisite: MATH 315 or equivalent and READ 300 or equivalent

MATH 330**Intermediate Algebra**

Covers these topics: real numbers and their properties; linear equations; systems of equations, polynomials and functions, fractional expressions and equations, exponents, powers, roots, quadratic equations and functions, equations of second degree and their graphs, inequalities and sets, exponential and logarithmic functions, and problem solving. This course, when completed with a grade of "C" or higher, provides adequate preparation for MATH 1414. Credit for this course is not transferable.

Lecture Hrs.=4, Lab Hrs.=0

Prerequisite: MATH 320 or equivalent and READ 300 or equivalent

MATH 350**Mathematics for Allied Health**

Treats the area of mathematics of dosages and solutions, reflecting a major emphasis on the metric, apothecary, and household systems in terms of refresher math, instruction in reading dosage labels, measurements of parenteral dosages, and pediatric drug calculation.

Lecture Hrs = 3, Lab Hrs = 0

Prerequisite: MATH 310 or equivalent and READ 300 or equivalent

MATH 620**Pre Algebra and Introduction to Algebra**

This course is for students who were unsuccessful in their previous attempt in MATH 320. This course provides a review of addition, subtraction, multiplication and division of integers and rational numbers with a strong emphasis on decimals, fractions, ratio, proportions, and percents. Also, a strong emphasis on algebraic skills and concepts of the real number system, solving equations and inequalities, exponents and polynomials, factoring, rational expressions, graphing linear equations, linear systems, roots and radicals, quadratic equations and applied problems. This course prepares students to take MATH 330, when completed with a grade of "C" or higher. May not be applied toward a certificate or degree at Lee College. Will not transfer to another college or university.

Lecture Hrs = 6, Lab Hrs = 0

Prerequisite: MATH 315 or equivalent and READ 300 or equivalent

MATH 630**Introductory and Intermediate Algebra: A Combined Course**

This course is for students who were unsuccessful in their previous attempt in MATH 330. This course provides a strong emphasis on algebraic skills and concepts of the real number system, solving polynomials, factoring, rational expressions and equations, linear systems, roots and radicals, quadratic equations and inequalities, functions including exponents and logarithmic matrices, and problem solving. This course prepares students to take MATH 1414 when completed with a grade of "C" or higher. May not be applied toward a certificate or degree at Lee College. Will not transfer to another college or university.

Lecture Hrs = 6, Lab Hrs = 0

Prerequisite: MATH 320 or equivalent and READ 300 or equivalent

MATH 1316**Plane Trigonometry**

This course covers trigonometric functions, identities, equations, and applications.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: MATH 1414 or equivalent (C or better) and ENGL 301 or equivalent

Pre/Corequisite: READ 302 or equivalent

MATH 1324**Finite Mathematics with Business Applications**

Includes such topics as sets, functions, linear and quadratic inequalities, linear programming, the simplex method, matrix algebra, counting techniques, probability, and decision making. A computer component may be included.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: MATH 1414 or equivalent (C or better) and ENGL 301 or equivalent

Pre/Corequisite: READ 302 or equivalent

MATH 1332**Contemporary Mathematics I**

This course assists students in becoming familiar with certain mathematical topics: sets, logic, different numeration systems, number theory, the real numbers and their properties, mathematical systems, equations, inequalities, graphs, and function. Note: Students entering the University of Houston-Clear Lake, in the School of Human Sciences and Humanities (with the exception of education majors) may use MATH 1332 as an admission requirement instead of college algebra.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: MATH 330 or equivalent ENGL 301 or equivalent, READ 302 or equivalent

MATH 1333**Contemporary Mathematics II**

This course assists students in becoming familiar with basic geometric terms and concepts. The student will be exposed to counting methods, introductory probability, statistics, consumer mathematics, computers and matrices and their applications.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: MATH 1332 (C or better) ENGL 301 or equivalent, READ 302 or equivalent

MATH 1350**Fundamentals of Mathematics I**

This course covers concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: MATH 1414 or equivalent (C or better), ENGL 301 or equivalent

Pre/Corequisite: READ 302 or equivalent

MATH 1351**Fundamentals of Mathematics II**

This course covers concepts of geometry, probability, and statistics, as well as applications of algebraic properties of real numbers to concepts of measurements with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: MATH 1350

MATH 1414**College Algebra**

This course covers the study of quadratics; polynomial, rational, logarithmic, and exponential functions; systems of equations; progressions; sequences and series; and matrices and determinants.

Lecture Hrs.=4, Lab Hrs.=0

Prerequisite: MATH 330 or equivalent, ENGL 301 or equivalent

Pre/Corequisite: READ 302 or equivalent

MATH 1425**Calculus with Business Applications**

Includes such topics as limits and continuity, rates of change, slope, differentiation, the derivative, maxima and minima techniques, integration: definite and indefinite integration techniques.

Lecture Hrs.=4, Lab Hrs.=0

Prerequisite: MATH 1414 or equivalent (C or better), ENGL 301 or equivalent

Pre/Corequisite: READ 302 or equivalent

MATH 2305**Discrete Mathematics**

A study of set theory, relations, functions, matrices, number systems, number theory, difference equations, graphs and trees, combinatorics, probability, and Boolean Algebra.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: MATH 1414 or equivalent (C or better), ENGL 301 or equivalent

Pre/Corequisite: READ 302 or equivalent

MATH 2412**Precalculus**

This course covers the applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic, and trigonometric functions and may include topics from analytical geometry.

Lecture Hrs.=4, Lab Hrs.=0

Prerequisite: MATH 1414 or equivalent (C or better), ENGL 301 or equivalent

Pre/Corequisite: READ 302 or equivalent

MATH 2413**Calculus I with Analytic Geometry**

This course includes limits, continuity of functions, algebraic and trigonometric function derivative of functions with application in related-rate and optimization problems, differentials, indeterminate forms, L'Hospital's Rule, Max-Min Theorems, Mean Value Theorem, Fundamental Theorem of calculus, integration with applications to area, volumes, surface area, moments, centers of mass, work and hydrostatic force, and numerical integration.

Lecture Hrs.=4, Lab Hrs.=0

Prerequisite: MATH 2412 or equivalent (C or better)

MATH 2414**Calculus II with Analytic Geometry**

Transcendental functions, methods of integration conic sections, other plane curves, parametric equations, hyperbolic functions: definitions, identities, derivatives, and integrals; inverse hyperbolic functions; polar coordinates. Sequences, infinite series, convergence, power series, Taylor Polynomials, Taylor's Theorem, convergence of power series: Differentiation, integration, multiplication, and division; vectors.

Lecture Hrs.=4, Lab Hrs.=0

Prerequisite: MATH 2413 with a C or better

MATH 2415**Calculus III with Analytic Geometry**

Vector functions and motion, surfaces cylindrical and spherical coordinate systems, and curve sketching. Limits and continuity of functions of two variable, partial derivatives, directional derivatives, gradient, surface, tangent planes, differential approximations, La Grange multiplier, multiple integration, physical applications, triple integration, center of gravity, movement of inertia, line integrals, Green's Theorem, surface integrals, Gauss and Stokes Theorem, and differential equations.

Lecture Hrs.=4, Lab Hrs.=0

Prerequisite: MATH 2414 or equivalent (C or better)

MATH 2418**Linear Algebra**

Introductory course in linear algebra covering abstract ideas of vector spaces and linear transformation as well as applications of these concepts, systems of linear equations, matrices and determinants, quadratic forms, equivalence and similarity of matrices eigenvectors and eigenvalues, and the Gram-Schmidt procedure.

Lecture Hrs.=4, Lab Hrs.=0

Prerequisite: MATH 2414 with a C or better

MATH 2420**Differential Equations**

Integration of differential equations of the first order by elementary methods, geometry and integral curves, physical applications, properties of linear equations, simultaneous equations with applications, solutions by Laplace transformers and series.

Lecture Hrs.=4, Lab Hrs.=0

Prerequisite: MATH 2414 or equivalent (C or better)

MATH 2442**Elementary Statistics**

A study of collection and tabulation of data, bar charts, graphs, sampling measures of central tendency and variability, correlation, index numbers, statistical distributions, probability, linear regression, and applications to various fields of study.

Lecture Hrs.=4, Lab Hrs.=0

Prerequisite: MATH 330 or equivalent (C or better), ENGL 301 or equivalent

Pre/Corequisite: READ 302 or equivalent

MCHN 1343**Machine Shop Mathematics**

Designed to prepare the student with technical, applied mathematics that will be necessary in future machine shop-related courses.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 300 or equivalent

MCHN 1391**Special Topics in Machinist/Machine Technologist: Machine Parts Metrology and Design**

Topics address recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Topics will include mechanical field sketching thru basics blueprint. Practical experience in precision measuring and dimensioning for manufacturing.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 300 or equivalent

MCHN 1416**Machine Tool Repair**

Basic repair of machine tools, disassembly, parts, fabrication, and assembly of machine types, including related math, blueprint reading, and safety.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: MCHN 2445

Pre/Corequisite: READ 300 or equivalent

MCHN 1425**Millwright I**

An introduction to Millwright Technology. A study of common millwright tools and fasteners Development of skills in basic layout procedures, gasket making an installation and oxygen/fuel cutting. Emphasis on safety in the accomplishment of these activities.

Lecture Hrs.=3, Lab Hrs.=3

Pre/Corequisite: READ 300 or equivalent

MCHN 1429**Millwright II**

An introduction to millwright tools including specialty power and precision tools. A study of the property of metals and in the installation of packing. Emphasis on safety in the accomplishment of these activities.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: MCHN 1425

Pre/Corequisite: READ 300 or equivalent

MCHN 1452**Intermediate Machining I**

Operation of drills, milling machines, lathes, and power saws. Continued use of precision measuring techniques.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: READ 300 or equivalent

MCHN 1454**Intermediate Machining II**

Development of job process plan to include operation of lathes, milling machines, drill presses, and power saw. Set-up, layout, and tool maintenance is included. Emphasis on shop safety and preventative maintenance.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: MCHN 1452

Pre/Corequisite: READ 300 or equivalent

MCHN 2403**Fundamentals of Computer Numerical Controlled (CNC) Machine Controls**

An introduction to G and M codes (RS274-D) necessary to program Computer Numerical Controlled (CNC) machines.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: MCHN 2445

Pre/Corequisite: READ 300 or equivalent

MCHN 2405**Millwright III**

An introduction to bearings and seals. Identification of common bearings and seals. Emphasis on design and installation of seals and bearings.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: MCHN 1425

Pre/Corequisite: READ 300 or equivalent

MCHN 2407**Millwright IV**

A study in the recognition and application of pumps. Emphasis on troubleshooting, repair, and installation of pumps.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: MCHN 2405

Pre/Corequisite: READ 300 or equivalent

MCHN 2412**Millwright V**

A study in the recognition and application of gearbox. A review of drive installations using chain and belt drives. This course will focus on troubleshooting, repairing, and installing gearboxes, chain drives, and belt drive.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: MCHN 2407

Pre/Corequisite: READ 300 or equivalent

MCHN 2434**Operation of CNC Machining Centers**

A continuation of Fundamentals of CNC Machine Controls with an emphasis on machining centers.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: MCHN 2403

Pre/Corequisite: READ 300 or equivalent

MCHN 2441**Advanced Machining I**

A study of advanced lathe and milling operations. Emphasis on advanced cutting operations of the lathe and milling machines, including the use of special tooling, bench assembly, and materials identification.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: MCHN 1454 and READ 300 or equivalent

MCHN 2445**Advanced Machining II**

Advanced milling drilling, grinding, and lathe operations to close tolerance dimensions. Emphasis on job planning and advanced uses of precision measuring instruments.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: MCHN 2441

Pre/Corequisite: READ 300 or equivalent

MRKG 1311**Principles of Marketing**

Introduction to the marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological and global issues; and description and analysis of the importance of marketing research.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 301 or equivalent

MRKG 2333**Principles of Selling**

Overview of the selling process. Identification of the elements of the communication process between buyers and sellers. Examination of the legal and ethical issues of organizations which affect salespeople.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 301 or equivalent

MRMT 1167**Practicum (or Field Experience): Medical Transcription/Transcriptionist**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Lecture Hrs.=0, Lab Hrs.=0, External Hrs.=8,

Insurance Fee

Prerequisite: MRMT 1307, READ 300 or equivalent

Pre/Corequisite: MRMT 2433

MRMT 1307**Medical Transcription I**

Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative report, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy.

Lecture Hrs.=1, Lab Hrs.=4

Prerequisite: HITT 1305, ITSC 1309, READ 300 or equivalent

MRMT 2433**Medical Transcription II**

Transcription of advanced medical reports with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports.

Lecture Hrs.=3, Lab Hrs.=2

Prerequisite: MRMT 1307, READ 300 or equivalent

For MUAP courses refer to page 140.

MUEN 1123**Baytown Symphony Orchestra**

Open to Lee College students. Required of instrumental majors when feasible. Study and performance of standards orchestral literature. One three-hour rehearsal plus one hour of section rehearsal and individual assistance per week. Admission by audition or instructor's consent. May be repeated for credit.

Lecture Hrs.=3, Lab Hrs.=1

Pre/Corequisite: READ 300 or equivalent

MUEN 1125**Concert Band**

An instrumental class, organized for the study and performance of wind ensemble and concert band, including literature that is both historical and contemporary. Admission by audition or instructor's consent. May be repeated for credit.

Lecture Hrs.=3, Lab Hrs.=1

Pre/Corequisite: READ 300 or equivalent

MUEN 1133**Woodwind Ensemble**

Open to all Lee College students. Study of literature for small woodwind ensembles (4 or more students). Admission by audition or instructor's consent.

Lecture Hrs.=1, Lab Hrs.=1

Pre/Corequisite: READ 300 or equivalent

MUEN 1134**Brass Ensemble**

Open to all Lee College students. Study of literature for small brass ensembles (4 or more students). Admission by audition or instructor's consent.

Lecture Hrs.=1, Lab Hrs.=1

Pre/Corequisite: READ 300 or equivalent

MUEN 1135**Jazz Ensemble**

Practice and performance of various jazz idioms. Admission by audition or instructor's consent. May be repeated for credit.

Lecture Hrs.=2, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent

MUEN 1137**Guitar Ensemble**

Study and performance of guitar ensemble literature (4 or more students). Admission by audition or instructor's consent. May be repeated for credit.

Lecture Hrs.=1, Lab Hrs.=1

Pre/Corequisite: READ 300 or equivalent

MUEN 1138**Percussion Ensemble**

Ensemble experience presenting balance between basic percussive techniques used individually and in sectional performance requirements, (4 or more students). Admission by audition or instructor's consent.

Lecture Hrs.=1, Lab Hrs.=1

Pre/Corequisite: READ 300 or equivalent

MUEN 1141**Lee College Concert Choir**

Open to all students of Lee College. Study and performance of various types and styles of choral literature. Concert given on and off campus each semester. Admission by audition or instructor's consent. May be repeated for credit.

Lecture Hrs.=3, Lab Hrs.=1

Pre/Corequisite: READ 300 or equivalent

MUEN 1142**Baytown Community Chorus**

Open to all students of Lee College. Study and performance of major choral literature. One four-hour class per week. Admission by audition or instructor's consent. May be repeated for credit.

Lecture Hrs.=3, Lab Hrs.=1

Pre/Corequisite: READ 300 or equivalent

MUEN 1152**Chamber Choir**

A vocal ensemble class organized for the study and performance of madrigal literature primarily from the 16th and 17th centuries. May be repeated for credit.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 300 or equivalent

MUEN 1153**Chamber Choir**

(Continuation of MUEN 1152). The study of vocal chamber ensemble class organized for the study and performance of madrigal literature primarily from the 16th and 17th centuries.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: MUEN 1152

MUEN 1154**Swing Choir**

The study of swing, popular, and jazz vocal idioms in a small vocal chamber ensemble for the study and performance of contemporary literature.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 300 or equivalent

MUEN 2123**Baytown Symphony Orchestra**

Open to all Lee College Students. Required of instrumental majors when feasible. Study and performance of standard orchestral literature. One three-hour rehearsal plus one hour of section rehearsal and individual assistance per week. Admission by audition or instructor's consent. May be repeated for credit.

Lecture Hrs.=3, Lab Hrs.=1

Pre/Corequisite: READ 300 or equivalent

MUEN 2125**Concert Band**

All instrumental class, organized for the study and performance of wind ensemble and concert band, including literature that is both historical and contemporary. Admission by audition or instructor's consent. May be repeated for credit.

Lecture Hrs.=3, Lab Hrs.=1

Pre/Corequisite: READ 300 or equivalent

MUEN 2133**Woodwind Ensemble**

Open to all Lee College students. Study of literature for small woodwind ensembles (4 or more students). Admission by audition or instructor's consent. May be repeated for credit.

Lecture Hrs.=1, Lab Hrs.=1

Pre/Corequisite: READ 300 or equivalent

MUEN 2134**Brass Ensemble**

Open to all Lee College students. Study of literature for small brass ensembles (4 or more students). Admission by audition or instructor's consent. May be repeated for credit.

Lecture Hrs.=1, Lab Hrs.=1

Pre/Corequisite: READ 300 or equivalent

MUEN 2135**Jazz Ensemble**

Practice and performance of various jazz idioms. Admission by audition or instructor's consent. May be repeated for credit.

Lecture Hrs.=2, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent

MUEN 2138**Percussion Ensemble**

Ensemble experience presenting balance between basic percussive techniques used individually and in sectional performance requirements, (4 or more students). Admission by audition or instructor's consent. May be repeated for credit.

Lecture Hrs.=1, Lab Hrs.=1

Pre/Corequisite: READ 300 or equivalent

MUEN 2141**Lee College Concert Choir**

Open to all students of Lee College. Study and performance of various types and styles of choral literature. Concert given on and off campus each semester. Admission by audition or instructor's consent. May be repeated for credit.

Lecture Hrs.=3, Lab Hrs.=1

Pre/Corequisite: READ 300 or equivalent

MUEN 2142**Baytown Community Chorus**

Open to all Lee College students. Study and performance of major choral literature. One four-hour class per week. Admission by audition or instructor's consent. May be repeated for credit.

Lecture Hrs.=3, Lab Hrs.=1

Pre/Corequisite: READ 300 or equivalent

MUSB 1305**Survey of the Music Business**

An overview of the music industry including songwriting, live performance, the record industry, music merchandising, contracts and licenses, and career opportunities. Upon completion of course, students will be able to explain basic music industry principles including copyright, publishing, and performance right; explain the business of live performance to include artist management, unions and guilds, entertainment agencies, venues, and concessions; identify the record industry systems from record producers, recording studios, manufacturing production, and distribution companies; summarize the use of contracts and licenses in the music industry; and discuss career opportunities in the music industry.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 300 or equivalent

MUSB 2350**Commercial Music Project**

The primary objective of this course is to apply the skills learned in other commercial music courses. This is a hands-on project oriented course aimed at helping students create a portfolio of their work. Artists and their music will be the focus. Each student must design and complete his/her own project with instructor's approval.

Lecture Hrs.=1, Lab Hrs.=4

Pre/Corequisite: MUSC 2448 and READ 300 or equivalent

MUSC 1323**Audio Electronics**

Basic concepts in electricity, Ohm's Law, circuit analysis and troubleshooting audio problems. Includes soldering techniques and equipment. Basic concepts in electricity, Ohm's Law, circuit analysis and troubleshooting audio problems. Includes soldering techniques and equipment maintenance.

Lecture Hrs.=2, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent and MATH 320 or equivalent

MUSC 1331**MIDI I**

Exploration of the history and evolution of Musical Instrument Digital Interface (MIDI) systems and applications. Includes the MIDI language and applications in the studio environment using software-based sequencing programs.

Lecture Hrs.=2, Lab Hrs.=3

Pre/Corequisite: MUSI 1301 or 1311 and READ 300 or equivalent

MUSC 1335**Commercial Music Software**

Specialized training in commercial music software applications.

Lecture Hrs.=2, Lab Hrs.=4

Prerequisite: MUSC 1427

Pre/Corequisite: READ 300 or equivalent

MUSC 1396**Special Topics in Recording Arts Technology/Technician**

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

Lecture Hrs.=2, Lab Hrs.=2

Prerequisite: MUSC 1427

Pre/Corequisite: READ 300 or equivalent

MUSC 1405**Live Sound I**

An overview of the field of live sound. Includes principles of live sound and the theory an interconnection of the components of a sound reinforcement system.

Lecture Hrs.=2, Lab Hrs.=6

Prerequisite: READ 301 or equivalent

MUSC 1427**Audio Engineering I**

Overview of the recording studio. Includes basic studio electronics and acoustic principles, waveform properties, microphone concepts and miking techniques, studio set up and signal flow, recording console theory, signal processing concepts, recorder principles and operation, and an overview of mixing and editing.

Lecture Hrs.=3, Lab Hrs.=2

Prerequisite: READ 300 or equivalent

MUSC 2355**MIDI II**

Advanced MIDI concepts and techniques. Includes synchronizing MIDI and audio devices and advanced sequencer operation.

Lecture Hrs.=2, Lab Hrs.=4

Prerequisite: MUSC 1331, MUSC 1427

Prerequisite: READ 300 or equivalent

MUSC 2386**Internship: Recording Arts Technology/Technician**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Lecture Hrs.=0, Lab Hrs.=0, External Hrs.=11

Prerequisite: MUSC 2447, MUSB 1305

Pre/Corequisite: READ 300 or equivalent

MUSC 2402**Sound Systems Technician**

Technical and non-technical skills necessary to perform duties of a sound systems technician. Includes business and customer relationships, advanced signal flow, system packaging, system integration, system protection/maintenance, electrical distribution for audio systems, and rigging from a sound systems technician's perspective.

Lecture Hrs.=3, Lab Hrs.=2

Pre/Corequisite: MUSC 1427 and READ 300 or equivalent

MUSC 2403**Live Sound II**

Overview of stage monitor systems. Includes monitor systems set-up and operation and stage management. Also covers interactivity between sound management, performance quality, and audience experience.

Lecture Hrs.=2, Lab Hrs.=6

Prerequisite: MUSC 1405 and READ 301 or equivalent

MUSC 2427**Audio Engineering II**

Implementation of the recording process, microphones, audio console, multitrack recorder, and signal processing devices.

Lecture Hrs.=2, Lab Hrs.=6

Prerequisite: MUSC 1427

MUSC 2447**Audio Engineering III**

Advanced practice of procedures and techniques in recording and manipulating audio. Includes digital audio editing, advanced recording techniques, and advanced engineering projects.

Lecture Hrs.=2, Lab Hrs.=6

Prerequisite: MUSC 2427, MUSC 1331, MUSC 1335

Pre/Corequisite: READ 300 or equivalent

MUSC 2448**Audio Engineering IV**

The role of the producer. Includes recording, mixing, arranging, analyzing projects, session planning, communication, budgeting, business aspects, technical considerations, and music markets. Covers advanced techniques in recording, mixing, and editing.

Lecture Hrs.=2, Lab Hrs.=6

Prerequisite: MUSC 2447, 2355

Pre/Corequisite: READ 300 or equivalent

MUSC 2453**Live Sound III**

Advanced concepts of live sound engineering for front-of-house mix. Includes techniques required to build and maintain a live sound mix for an audience.

Lecture Hrs.=2, Lab Hrs.=4

Prerequisite: MUSC 2403 and READ 301 or equivalent

MUSC 2459**Sound System Optimization**

System optimization. Includes related acoustic principles and system alignment procedures. Emphases system equalization, time/phase alignment, subsystem integration, loudspeaker management systems, ear training and industry-standard acoustic analysis software.

Lecture Hrs.=3, Lab Hrs.=2

Prerequisite: MUSC 2402 and READ 301 or equivalent

MUSI 1116**Sight Singing and Ear Training I**

Singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation, of rhythm, melody, and diatonic harmony. Open to music majors. Also open to non-music majors with instructor's consent. Development of aural and sight-singing skills through study of scales, musical intervals, varying chord structures, and rhythms. (Fall semester only). Tutorial lab required.

Lecture Hrs.=1, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent

Corequisite: MUSI 1311

MUSI 1117**Sight Singing and Ear Training II**

Singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation, of rhythm, melody, and diatonic harmony. Open to music majors. Also open to non-music majors with instructor's consent. Development of aural and sight-singing skills through study of scales, musical intervals, varying chord structures, and rhythms. (Spring semester only). Tutorial lab required.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: MUSI 1116, READ 300 or equivalent

Corequisite: MUSI 1312

MUAP: Applied (Private) Music Lessons

Pre/Corequisite: READ 300 or Equivalent

		Non-major (1 credit)	Non-major (2 credit)	Major	
		<i>one 30-minute lesson per week</i>	<i>one 60-minute lesson per week</i>	<i>Freshman</i>	<i>Sophomore</i>
Voice	MUAP	1181	1281	1283	
				Co-enroll in a ensemble: MUEN 1141, 1142, 1152, 1153, 1154, 2141, or 2142	
Brass					
French Horn	MUAP	1141, 1142, 2141, 2142	1241, 1242, 2241, 2242	1243, 1244	2243, 2244
Trombone	MUAP	1145, 1146, 2145, 2146	1245, 1246, 2245, 2246	1247, 1248	2247, 2248
Trumpet	MUAP	1137, 1138, 2137, 2138	1237, 1238, 2237, 2238	1239, 1240	2239, 2240
Tuba	MUAP	1153, 1154, 2153, 2154	1253, 1254, 2253, 2254	1255, 1256	2255, 2256
Keyboard					
Piano	MUAP	1169	1269		
Organ	MUAP	1165, 1166, 2165, 2166	1265, 1266, 2265, 2266	1267, 1268	2267, 2268
Percussion	MUAP	1157, 1158, 2157, 2158	1257, 1258, 2257, 2258	1259, 1260	2259, 2260
Strings					
Cello	MUAP	1109, 1110, 2109, 2110	1209, 1210, 2209, 2210	1211, 1212	2211, 2212
Guitar-Bass	MUAP	1187, 1188, 2187, 2188	1287, 1288, 2287, 2288	1289, 1290	2289, 2290
Guitar - Classical	MUAP	1161, 1162, 2161, 2162	1261, 1262, 2261, 2262	1263, 1264	2263, 2264
Guitar - Electric	MUAP	1191, 1192, 2191, 2192	1291, 1292, 2291, 2292	1293, 1294	2293, 2294
Harp	MUAP	1177, 1178, 2177, 2178	1277, 1278, 2277, 2278	1279, 1280	2279, 2280
String Bass	MUAP	1113, 1114, 2113, 2114	1213, 1214, 2213, 2214	1215, 1216	2215, 2216
Viola	MUAP	1105, 1106, 2105, 2106	1205, 1206, 2205, 2206	1207, 1208	2207, 2208
Violin	MUAP	1101, 1102, 2101, 2102	1201, 1202, 2201, 2202	1203, 1204	2203, 2204
Woodwinds					
Bassoon	MUAP	1125, 1126, 2125, 2126	1225, 1226, 2225, 2226	1227, 1228	2227, 2228
Clarinet	MUAP	1129, 1130, 2129, 2130	1229, 1230, 2229, 2230	1231, 1232	2231, 2232
Flute	MUAP	1117, 1118, 2117, 2118	1217, 1218, 2217, 2218	1219, 1220	2219, 2220
Oboe	MUAP	1121, 1122, 2121, 2122	1221, 1222, 2221, 2222	1223, 1224	2223, 2224
Saxophone	MUAP	1133, 1134, 2133, 2134	1233, 1234, 2233, 2234	1235, 1236	2235, 2236

MUSI 1181**Class Piano**

Open to all students, including music majors preparing for the proficiency examination. Guidelines for this course and subsequent levels of the course may require that the student register instead for MUAP applied lessons in piano. Additional information may be obtained from the instructor. Degree seeking students are required to enroll in piano study until proficiency requirements are met.

Lecture Hrs.=0, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent

MUSI 1182**Class Piano**

Open to all students, including music majors preparing for the proficiency examination. Guidelines for this course and subsequent levels of the course may require that the student register instead for MUAP applied lessons in piano. Additional information may be obtained from the instructor. Degree seeking students are required to enroll in piano study until proficiency requirements are met.

Lecture Hrs.=0, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent

MUSI 1183**Beginning Voice Class**

Open to all Lee College students. Study of correct vocal production: posture, vowels, consonants, dynamics, phrasing and other information pertinent to the subject.

Lecture Hrs.=0, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent

MUSI 1184**Intermediate Voice Class**

Open to all Lee College students. Continued development of physical and musical aspects of singing at the intermediate level.

Lecture Hrs.=0, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent

MUSI 1192**Guitar Class**

For beginning guitar students. Study of basic guitar techniques, chords, and repertoire.

Lecture Hrs.=0, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent

MUSI 1193**Guitar Class**

For beginning guitar students. Study of basic guitar techniques, chords, and repertoire.

Lecture Hrs.=0, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent

MUSI 1263**Jazz Improvisation**

Class groups discussing topics in the area of jazz with special emphasis on its development and the contributions jazz has made to American culture. Improvisation on the students' instruments is an integral part of the course. May be repeated for credit.

Lecture Hrs.=1, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent

MUSI 1301**Fundamentals of Music**

Open to all students at Lee College. Designed to prepare students for freshman study in music theory or to familiarize the non-music major with the meaning of musical notation and the harmonic, melodic, and rhythmic structure of music.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 300 or equivalent

MUSI 1306**Music Appreciation: A general education course open to all.**

A music listening course designed for the non-music major. Students explore music through its basic elements, forms, styles, and major composers. Music majors should enroll in MUSI 1307.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 300 or equivalent

MUSI 1307**Survey of Music Literature**

Open to all students and required of music majors and minors. It includes a study of various masterpieces in music, a study of the major composers, a study of stylistic characteristics of historical eras. Included also will be introduction to score reading and music research techniques. Concert attendance is required. Performance/Lecture Series attendance is required. (Offered Spring semester only).

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 300 or equivalent

MUSI 1308**Music Literature I: Church Music**

Survey of the principle musical forms and cultural periods as illustrated in the literature of major composer in the renaissance, baroque, and classical periods, specifically applicable to the study of sacred music, including the history and use of hymnody, introduction to the lectionary, score study, and conducting, rehearsal planning and techniques and general stylistic practices.

Lecture Hrs.=2, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent

MUSI 1309**Music Literature II: Church Music**

Survey of the principle musical forms and cultural periods as illustrated in the literature of major composer in the romantic, 20th century, and modern periods, specifically applicable to the continued study of sacred music, including the history and use of hymnody, introduction to the lectionary, score study, and conducting, rehearsal planning and techniques and general stylistic practices.

Lecture Hrs.=2, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent and MUSI 1308

MUSI 1310**Contemporary American Music**

General survey of various styles of American music. Topics may include jazz, ragtime, folk, rock, and contemporary art music.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 300 or equivalent

MUSI 1311**Music Theory I**

Theoretical analysis and writing of tonal melody using diatonic harmony. Analysis and writing of small compositional forms. Open to all students with consent of instructor. (Offered Fall semester only). Tutorial lab required.

Lecture Hrs.=3, Lab Hrs.=1

Pre/Corequisite: READ 300 or equivalent

MUSI 1312**Music Theory II**

Theoretical analysis and writing of tonal melody using diatonic harmony. Introduction to secondary dominant chords and modulation to closely related keys. Analysis and writing of small compositional forms. Open to all students with consent of instructor. (Offered Spring semester only). Tutorial lab required.

Lecture Hrs.=3, Lab Hrs.=1

Prerequisite: MUSI 1311 and READ 300 or equivalent

Corequisite: MUSI 1117

MUSI 2116**Sight Singing and Ear Training III**

Singing more difficult tonal music including modal, ethnic and 20th century materials. Aural study, including dictation, or more complex rhythm, melody, chromatic harmony and extended tertian structures. Transfer students admitted by examination. Open to all students with consent of instructor. (Offered Fall semester only). Tutorial lab required.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: MUSI 1117, READ 300 or equivalent

Corequisite: MUSI 2311

MUSI 2117**Sight Singing and Ear Training IV**

Singing more difficult tonal music including modal, ethnic and 20th century materials. Aural study, including dictation, or more complex rhythm, melody, chromatic harmony and extended tertian structures. Transfer students admitted by examination. Open to music majors. Also open to non-music majors with instructor's consent. (Offered Spring semester only). Tutorial lab required.

Lecture Hrs.=1, Lab Hrs.=2

Prerequisite: MUSI 2116, READ 300 or equivalent

Corequisite: MUSI 2312

MUSI 2181**Class Piano**

Open to all students, including music majors preparing for the proficiency examination. Guidelines for this course and subsequent levels of the course may require that the student register instead for MUAP applied lessons in piano. Additional information may be obtained from the instructor. Degree seeking students are required to enroll in piano study until proficiency requirements are met.

Lecture Hrs.=0, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent

MUSI 2182**Class Piano**

Open to all students, including music majors preparing for the proficiency examination. Guidelines for this course and subsequent levels of the course may require that the student register instead for MUAP applied lessons in piano. Additional information may be obtained from the instructor. Degree seeking students are required to enroll in piano study until proficiency requirements are met.

Lecture Hrs.=0, Lab Hrs.=2

Pre/Corequisite: READ 300 or equivalent

MUSI 2183**Advanced Voice Class**

Concert and recital preparation.

Lecture Hrs.=0, Lab Hrs.=2

Note: Instructor's consent required to register for this course

Prerequisite: READ 300 or equivalent

MUSI 2189**Music Cooperative**

In conjunction with seminars or on-campus instruction, students will study various aspects of music unique to their interests or career objectives. Limited to one credit hour per semester. Course can be taken up to three times.

Lecture Hrs.=1, Lab Hrs.=0, External Hrs.=2

Prerequisite: COMM 2324, COMM 2220

MUSI 2311Ω**Music Theory III**

Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedure and survey of the traditional large forms of composition. Transfer students admitted by examination. Study of 18th and 19th century harmonic practices, advanced harmonic techniques; complex choral vocabulary; all secondary dominants; leading tone chords and altered chords.

Lecture Hrs.=3, Lab Hrs.=1

Prerequisite: MUSI 1312 and READ 300 or equivalent

Corequisite: MUSI 2116

MUSI 2312**Music Theory IV**

Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedure and survey of the traditional large forms of composition. Transfer students admitted by examination. Continued study of 18th and 19th century harmonic practices, advanced harmonic techniques; complex choral vocabulary; altered chords; distant modulations, and introduction to contrapuntal techniques. (Offered Spring semester only).

Lecture Hrs.=3, Lab Hrs.=1

Prerequisite: MUSI 2311 and READ 300 or equivalent

Corequisite: MUSI 2117

NDTE 1401**Film Interpretation of Weldments**

A study of radiographic film, including exploration of radiographic basics, interpretation, and causes and effects of discontinuities.

Lecture Hrs.=3, Lab Hrs.=3

Pre/Corequisite: READ 300 or equivalent

NDTE 1410**Liquid Penetrant/Magnetic Particle Testing**

A theoretical study and practical application of the non-destructive testing techniques of penetrant and magnetic particle testing required by quality assurance and test personnel.

Lecture Hrs.=3, Lab Hrs.=3

Pre/Corequisite: READ 300 or equivalent

NDTE 2411**Preparation for Welding Inspection**

Fundamentals of welding and inspection, code interpretation, and the practical portion in preparation for the certified welding inspector examination.

Lecture Hrs.=3, Lab Hrs.=3

Pre/Corequisite: READ 300 or equivalent

OSHT 1301**Introduction to Safety and Health**

An introduction to the basic concepts of safety and health.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 300 or equivalent

OSHT 1309**Physical Hazards Control**

A study of the physical hazards in industry and the methods of workplace design and redesign to control these hazards. Emphasis on the regulation codes and standards associated with the control of physical hazards.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 300 or equivalent

OSHT 1313**Accident Prevention, Inspection, and Investigation**

Providing a basis for understanding the nature of occupational hazard recognition, accident prevention, loss reduction, inspection techniques, and accident investigation analysis.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 300 or equivalent

OSHT 1316**Material Handling**

Proper methods for material handling and storage including safety practice, proper equipment usage, engineering controls, personal protective equipment, and motor fleet safety.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 300 or equivalent

OSHT 1321**Fire Protection Systems**

Study of fire protection systems and their applications with emphasis on the fire prevention codes and standards.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 300 or equivalent

OSHT 2309**Safety Program Management**

Examine the major safety management issues that effect the workplace including safety awareness loss control, regulatory issues, and human behavior modification.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 300 or equivalent and OSHT 1301

OSHT 2401**OSHA Regulations: General Industry**

A study of Occupational Safety and Health Administration (OSHA) regulations pertinent to general industry.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: READ 300 or equivalent and OSHT 1301

PFPB 1305**Basic Blueprint Reading for Pipefitters**

Reading and interpreting working drawings. Includes symbols and abbreviations and the use of sketching techniques to create isometric and orthographic drawings of piping and piping component.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 300 or equivalent

PFPB 1350**Plumbing and Pipefitting Equipment and Safety**

Safe use of hand tools, power tools, rigging, and power equipment used in the plumbing trade for installation of different plumbing systems.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 300 or equivalent

PFPB 1408**Basic Pipefitting Skills**

Mathematical operations necessary to calculate laying lengths of pipe fittings for fabrication. Identification and use of hand tools and power tools. Identification of pipe, pipe fittings, flanges, and fasteners used in the trade.

Lecture Hrs.=3, Lab Hrs.=3

Pre/Corequisite: READ 300 or equivalent

PFPB 2310**Intermediate Blueprint Reading for Pipefitters**

Reading and interpreting advanced working drawings to calculate piping runs. Includes instrumentation symbols and abbreviations and the use of advanced sketching techniques to create isometric and orthographic drawings of piping and piping components.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: PFPB 1305

Pre/Corequisite: READ 300 or equivalent

PFPB 2343**Advanced Pipe Practices**

Identification, installation, and testing of steam traps and steam trap station components; valve identification, application, and maintenance; identification, storage, and handling of in-line specialties; hydrostatic testing of process piping.

Lecture Hrs.=2, Lab Hrs.=2

Prerequisite: PFPB 2408

Pre/Corequisite: READ 300 or equivalent

PFPB 2407**Pipe Fabrication and Installation I**

Pipe fabrication of various materials and installation of pipe supports.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: PFPB 1408

Pre/Corequisite: READ 300 or equivalent

PFPB 2408**Piping Standards and Materials**

Identification, description, and application of piping standards and specifications. Includes identification and use of various metallic and non-metallic piping materials, identification and installation of valves, and material take-offs.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: PFPB 2407

Pre/Corequisite: READ 300 or equivalent

PFPB 2441**Pipe Fabrication and Installation II**

Advanced pipe fabrication of various materials with emphasis on vertical, horizontal, and rolling off-sets using 45-degree fittings and odd-angle fittings.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: PFPB 2408

Pre/Corequisite: READ 300 or equivalent

PFPB 2449**Field Measuring, Sketching, and Layout**

Field dimensioning, measuring, sketching, and layout of future process piping and use, care, and setup of transit and level.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: PFPB 2310 or DFTG 2423

Pre/Corequisite: READ 300 or equivalent

PHIL 1301Ω**Introduction to Philosophy**

An introduction to the basic issues in philosophy, including: reality, justice, morality, freedom and responsibility, and the good life. We approach these issues through the original writings of selected classical, modern, and contemporary philosophers.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 302 or equivalent and ENGL 302 or equivalent

PHIL 1304Ω**Introduction to World Religions**

An introduction to selected world religions, including but not limited to: Hinduism, Buddhism, Jainism, Sikhism, Taoism, Confucianism, Shinto, Judaism, and Christianity.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 302 or equivalent and ENGL 302 or equivalent

PHIL 2306**Introduction to Ethics**

An intermediate level philosophy course which covers moral theory (what's right) and ethical theory (what's good). The course also covers specific issues such as: religion, spirituality, and moral purpose, environmental ethics, feminist ethics, and the use of science and technology.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 302 or equivalent and ENGL 302 or equivalent

PHYS 1401Ω**College Physics I: Mechanics and Heat**

Physics 1401 and 1402 are designed to meet the needs of students who need one year of algebra/trigonometry - based physics. An introduction to the concepts and problems of classical mechanics and heat, and thermodynamics enriched with modern physics concepts.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: READ 302 or equivalent

Pre/Corequisite: MATH 1414 or equivalent

PHYS 1402Ω**College Physics II: Sound, Electricity, Magnetism, Light, and Modern Physics**

Physics 1401 and 1402 are designed to meet the needs of students who need one year of algebra/trigonometry - based physics. Completes one year of physics. Includes an introduction to the concepts and problems of wave motion, sound, electricity and magnetism, light, and modern physics.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: PHYS 1401, READ 302 or equivalent

PHYS 1405Ω**General Physics I**

An elementary course in fundamental concepts of mechanics, heat, gravitation, and sound with emphasis on the scientific approach to solving problems. For elementary education, liberal arts, and other non-science majors and students.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: READ 302 or equivalent

Pre/Corequisite: MATH 320, TECM 1341 or equivalent

PHYS 1407Ω**General Physics II**

An elementary course in fundamental concepts of electricity, magnetism, light, and modern physics with emphasis on the scientific approach to solving problems. For elementary education, liberal arts, and other non-science majors and students.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: READ 302 or equivalent

Pre/Corequisite: MATH 320, TECM 1341 or equivalent

PHYS 1411**Introductory Astronomy I**

An introductory course will concentrate on the origin, life, and fate of the solar system, the various bodies in the solar system (planets, satellites, meteors, comet, and asteroids), the solar system mechanic. Theories about the structure and origin of the solar system, with emphasis on recent discoveries will be included.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: MATH 1414 or equivalent, READ 302 or equivalent

PHYS 1412**Introductory Astronomy II**

An introductory course will concentrate on the origin, life, and fate of the stars and universe, the various objects in the universe, the exploration of the universe by astronomer, and the understanding of the principles that lie behind the functioning of the universe. Discussion of atomic spectra, nuclear energy, and astronomical tools (such as optical, radio, and other telescopes and image enhancers) as they provide knowledge about distant objects will be included. Recent discoveries about quasars, black holes, and cosmology will be emphasized.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: PHYS 1411

PHYS 1415**Physical Science**

This course emphasizes the fundamental principles in physics, chemistry, geology, astronomy, meteorology, and environmental science. Emphasis is placed on the interrelationships among these various fields of science using an inquiry approach.

Lecture Hrs.=3, Lab Hrs.=3

Pre/Corequisite: MATH 320 or equivalent

PHYS 2289**Academic Cooperative**

An instructional program designed to integrate on-campus study with practical hands-on work experience in the physical sciences. In conjunction with class seminars, the individual students will set specific goals and objectives in the scientific study of inanimate objects, processes of matter and energy, and associated phenomena. Students will work in conjunction with the faculty coordinator and the sponsor in the development of their goals and objectives.

Lecture Hrs = 1, Lab Hrs. = 2

Prerequisite: Instructors permission

PHYS 2389**Academic Cooperative**

An instructional program designed to integrate on-campus study with practical hands-on work experience in the physical sciences. In conjunction with class seminars, the individual students will set specific goals and objectives in the scientific study of inanimate objects, processes of matter and energy, and associated phenomena. Students will work in conjunction with the faculty coordinator and the sponsor in the development of their goals and objectives.

Lecture Hrs = 1, Lab Hrs. = 4

Prerequisite: Instructors permission

PHYS 2425Ω**Mechanics and Heat**

Principles of mechanics, thermodynamics, kinetic theory of gases, and mechanics of solids and fluids; also engineering applications of physical principle by means of computer numerical methods; primarily for science, mathematics, and engineering students.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: MATH 2413

PHYS 2426Ω**Electricity, Optics, and Waves**

Principles of electricity and magnetism, geometrical and physical optics, wave motion and sound, and introductory quantum theory; primarily for physical science, mathematics, and engineering majors.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: PHYS 2425

POFI 1349**Spreadsheets**

Spreadsheet software for business applications.

Prerequisite: POFI 1401

Lecture Hrs.=3, Lab Hrs.=1

Pre/Corequisite: READ 301 or equivalent

POFI 1401**Computer Applications I**

Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures. This course provides a brief introduction to word processing, spreadsheet, presentation, and database terminology and concepts.

Lecture Hrs.=3, Lab Hrs.=3

Pre/Corequisite: READ 301 or equivalent

POFI 1441**Computer Applications II**

Continued study of current computer terminology and technology. Advanced skill development in computer hardware, software applications, and procedures.

Lecture Hrs. = 3, Lab Hrs. = 3

Prerequisite: POFI 1401

Pre/Corequisite: READ 301 or equivalent

POFI 2331**Desktop Publishing**

In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays, and business applications.

Lecture Hrs.=3, Lab Hrs.=1

Pre/Corequisite: READ 301 or equivalent

POFI 2340**Advanced Word Processing**

Advanced techniques in merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. Emphasis on business applications.

Lecture Hrs.=3, Lab Hrs.=1

Pre/Corequisite: READ 301 or equivalent

POFT 1127**Introduction to Keyboarding**

Skill development in keyboarding techniques. Emphasis on the development of acceptable speed and accuracy.

Lecture Hrs.=0, Lab Hrs.=3

Pre/Corequisite: READ 300 or equivalent

POFT 1132**Workplace Diversity**

Examines gender, cultural background, age, and other factors affecting coworker/client relationships. Includes behavioral expectations and standards in the business environment.

Lecture Hrs.=1, Lab Hrs.=0

Pre/Corequisite: READ 301 or equivalent

POFT 1301**Business English**

Introduction to practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 301 or equivalent

POFT 1309**Administrative Office Procedures I**

Study of current office procedures, duties, and responsibilities applicable to an office environment.

Lecture Hrs.=3, Lab Hrs.=1

Pre/Corequisite: READ 301 or equivalent

POFT 1325**Business Math and Machine Applications**

Business math problem-solving skills using office technology.

Lecture Hrs. = 3, Lab Hrs. = 1

Pre/Corequisite: READ 301 or equivalent

POFT 1329**Beginning Keyboarding**

Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

Lecture Hrs.=3, Lab Hrs.=1

Pre/Corequisite: READ 301 or equivalent

POFT 1349**Administrative Office Procedures II**

In-depth coverage of office procedures with emphasis on decision-making, goal setting, management theories, and critical thinking. Only offered during Fall Semester.

Lecture Hrs.=3, Lab Hrs.=1

Prerequisite: POFT 1309

Pre/Corequisite: READ 301 or equivalent

POFT 1366**Practicum (or Field Experience):
General Office Occupations and
Clerical Services**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Lecture Hrs.=0, Lab Hrs.=0, External Hrs.=21

Pre/Corequisite: READ 301 or equivalent

POFT 2203**Speed and Accuracy Building**

Review, correct, and improve keyboarding techniques for the purpose of increasing speed and improving accuracy.

Lecture Hrs. = 2, Lab Hrs. = 1

Pre/Corequisite: READ 301 or equivalent

POFT 2301**Intermediate Keyboarding**

A continuation of keyboarding skills emphasizing acceptable speed, and accuracy levels and formatting documents.

Lecture Hrs.=3, Lab Hrs.=1

Pre/Corequisite: READ 301 or equivalent

POFT 2312**Business Correspondence and
Communications**

Development of writing and presentation skills to produce effective business communications. Skill development in practical applications which emphasize the improvement of writing skills necessary for effective business communication. Emphasis is given to developing business letters, reports, memos, and employment communications; improving writing, speaking, and listening skills; and to preparing attractive business documents.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 301 or equivalent and POFT 1301 or ENGL 1301

POFT 2331**Administrative Systems**

Advanced concepts of project management and office procedures integrating software applications.

Lecture Hrs.=3, Lab Hrs.=1

Prerequisite: Completion of Administrative Technology I and II Certificates

Pre/Corequisite: READ 301 or equivalent

POFT 2366**Practicum (or Field Experience)-
General Office Occupations and
Clerical Services**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Lecture Hrs.=0, Lab Hrs.=0, External Hrs.=21

Pre/Corequisite: READ 301 or equivalent

PSYC 2301**Introduction to Psychology**

A survey of the fields of general psychology; the biological and psychological basis of human behavior, intelligence, motivation, emotion, learning, personality, memory, and psychopathology.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 302 or equivalent and ENGL 302 or equivalent

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

The study of the relationship of the physical, emotional, social, and mental factors of growth and development throughout the life span from birth to death.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 302 or equivalent and ENGL 302 or equivalent

PSYC 2316Q**Psychology of Personality**

Personality psychology deals with the struggle to understand human nature and its determinants. The complexity of human nature demands investigation of a number of points of view. This course will expose students to the major personality theories (e.g., psychodynamic, humanistic, existential, cognitive, behavioral) and their underlying philosophical assumptions.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 302 or equivalent and ENGL 302 or equivalent

PSYC 2317**Statistics for Behavioral Sciences**

A course designed to provide a background in statistics for students in psychology and the social sciences. Includes elementary probability theory, measures of central tendency, variability, correlation and regression, the normal curve of probability, and statistical inference.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: PSYC 2301 and READ 302 or equivalent, and ENGL 302 or equivalent, and Math 310 or equivalent

PSYT 1313**Psychology of Personal Adjustment**

Development of personal, social, and work adjustment skills.

Lecture Hrs.=2, Lab Hrs.=2

Prerequisite: Instructor's permission only

PSYT 1325**Death and Dying**

Study of the cultural and social norms, values, beliefs, and activities associated with the dying and their survivors. Topics include theories, communication skills, and activities to assist with coping for the dying and their survivors.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 300 or equivalent

PTAC 1302**Introduction to Process Technology**

Introduction to the processing industries. This is a survey of all process technology courses in the program.

Lecture Hrs.=3, Lab Hrs.=0

Corequisite: READ 302 or equivalent, Math 315 or equivalent

PTAC 1308**Safety, Health, and Environment I**

Development of knowledge and skills to reinforce the attitudes and behaviors required for safe and environmentally sound work habits. Emphasis on safety, health and environmental issues in the performance of all job tasks and regulatory compliance issues.

Lecture Hrs.=3, Lab Hrs.=0

Corequisite: READ 302 or equivalent, Math 315 or equivalent

PTAC 1332**Process Instrumentation I**

Study of the instruments and instrument systems used in the process industry including terminology, primary variables, symbology, control loops, and basic troubleshooting.

Lecture Hrs.=3, Lab Hrs.=0

Corequisite: READ 302 or equivalent, Math 315 or equivalent

PTAC 1410**Process Technology I: Equipment**

Instruction in the use of common process equipment.

Lecture Hrs.=3, Lab Hrs.=3

Corequisite: READ 302 or equivalent, Math 315 or equivalent

PTAC 2314**Principles of Quality**

Study of the background and application of quality concepts. Topics include team skills, quality tools, statistics, economics, and continuous improvement.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: READ 302 or equivalent, Math 315 or equivalent

PTAC 2420**Process Technology II: Systems**

Study of the interrelation of process equipment as process systems including related scientific principles.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: PTAC 1332, 1410

PTAC 2438**Process Technology III: Operations**

This course emphasizes activities associated with process operations. Students write and follow procedures and operate actual equipment.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: PTAC 1332, 1410

PTAC 2446**Process Troubleshooting**

Instruction in the different types of troubleshooting techniques, procedures, and methods used to solve process problems. Topics include application of data collection and analysis, cause-effect relationships, and reasoning.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: PTAC 1332, 1410

READ 300**Beginning College Reading Skills**

A course designed for individuals whose reading development has been delayed. Emphasis is on vocabulary development, interpretation, and evaluation of basic sentence and paragraph patterns, articulative training, and concept development necessary for effective reading. It is required of all students whose Computerized Placement Test score is below 46.

Lecture Hrs.=4, Lab Hrs.=0

READ 301**Intermediate College Reading Skills**

This course provides improvement of reading habits and skills. It includes a study of the theory and mechanics of good reading. Emphasis is placed on developing vocabulary and improving comprehension through computer assisted instruction and classroom discussion. It is required of all students whose Computerized Placement Test score is between 46-61.

Lecture Hrs.=4, Lab Hrs.=0

Prerequisite: READ 300 or equivalent

READ 302**Advanced College Reading Skills**

This course is designed to improve reading effectiveness at the adult level. Emphasis is placed on skills relating to vocabulary, comprehension, and reading speed. It is suggested for college students, business and professional people, and other adults who recognize a need for greater efficiency in reading and required for those students whose Computerized Placement Test score is between 62-81.

Lecture Hrs.=4, Lab Hrs.=0

Prerequisite: READ 301 or equivalent

RNSG 1146**Legal and Ethical Issues for Nurses**

Study of the laws and regulations related to the provision of safe and effective professional nursing care; attention given to the development of a framework for addressing ethical issues; and topics to include confidentiality, the Nursing Practice Act, professional boundaries, ethics and health care legislation. This course lends itself to a blocked or integrated approach.

Lecture Hrs.=1, Lab Hrs.=0, Testing Fee

Prerequisite: Admission to RN or RNT Program, RNSG 1162, 1251, 2160, 2213, SPNL 1301

Corequisite: RNSG 2121, 2432, 2263

RNSG 1162**Clinical - Registered Nursing/Registered Nurse**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Progression: student must pass RNSG 1251 and RNSG 1162 concurrently to progress to next nursing level.

Lecture Hrs.=0, Lab Hrs.=0, Clinical Hrs.=6,

Insurance Fee

Prerequisite: Admission to RN or RNT Program,

RNSG 1343, 1362, 2161, 2201, BIOL 2421. RN only: ENGL 1302, Humanities, Oral Communication, and Computer Literacy electives

Pre/Corequisite: SPNL 1301

Corequisite: RNSG 1251, 2160, 2213

RNSG 1205**Nursing Skills I**

Study of the concepts and principles essential for demonstrating competence in the performance of nursing procedures. Topics include knowledge, judgement, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Progression: student must pass RNSG 1413 and RNSG 1205 concurrently to progress.

Lecture Hrs.=1, Lab Hrs.=4, Testing Fee

Prerequisite: Admission to RN Program

Pre/Corequisite: BIOL 2402, PSYC 2314

Corequisite: RNSG 1247, 1261, 1413

RNSG 1247**Concepts of Clinical Decision-Making**

Integration of previous knowledge and skills into the continued development of the professional nurse as a provider of care, coordinator of care, and member of a profession. Emphasis on clinical decision-making for clients in medical-surgical settings experiencing health problems involving gastrointestinal disorders, endocrine and metabolic disorders, reproductive and sexual disorders, musculoskeletal disorders, eye-ear-nose-throat disorders and integumentary disorders. Discussion of knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Progression: student must pass RNSG 1247 and RNSG 1261 concurrently to progress to next nursing level.

Lecture Hrs. = 2, Lab Hrs. = 0, Testing Fee

Prerequisite: Admission to RN Program

Pre/Corequisite: BIOL 2402, PSYC 2314

Corequisite: RNSG 1205, 1261, 1413

RNSG 1251**Care of the Childbearing Family**

Study of concepts related to the provision of nursing care for childbearing families. Topics may include selected complications. Topics include knowledge, judgement, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Progression: student must pass RNSG 1251 and RNSG 1162 concurrently to progress to next nursing level.

Lecture Hrs.=2, Lab Hrs.=0, Testing Fee

Prerequisite: Admission to RN Program or RNT Program, RNSG 1343, RNSG 1362, RNSG 2161, RNSG 2201, BIOL 2421.

RN only: ENGL 1302, Humanities,

Computer Literacy, and Oral Communication electives

Pre/Corequisite: SPNL 1301

Corequisite: RNSG 1162, RNSG 2160, RNSG 2213

RNSG 1261**Clinical - Registered Nursing/Registered Nurse**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Progression: student must pass RNSG 1247 and RNSG 1261 concurrently to progress to next nursing level.

Lecture Hrs. = 0, Lab Hrs. = 0, Clinical Hrs. = 8

Prerequisites: Admission to the RN Program

Pre/Corequisite: BIOL 2402, PSYC 2314

Corequisite: RNSG 1205, 1247, 1413

RNSG 1301**Pharmacology**

Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics include the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework. This course lends itself to either a blocked or integrated approach. In addition, the course focuses on the basic concepts and terminology used in the study of pharmacology. Pharmacokinetics for major drug classifications is emphasized as well as drug administration routes. Note that the RN Math Requirement that is a prerequisite for this course can be satisfied by (a) passing the math portion of one of the TSI approved tests; (b) successfully completing MATH 320, (c) earning a grade of C or better in MATH 350, or (d) earning a grade of C or better in any college-level math course attempted.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: RN Math Requirement and READ 302 MATH 350 or equivalent

Pre/Corequisite: BIOL 2401

RNSG 1343Q**Complex Concepts of Adult Health**

Integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of care, coordinator of care and member of a profession in the care of adult clients/families in structured health care settings with complex medical-surgical health care needs associated with each body system. Emphasis on knowledge, judgement, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Progression: student must pass RNSG 1343 and RNSG 1362 concurrently to progress to next nursing level.

Lecture Hrs.=3, Lab Hrs.=0, Testing Fee

Prerequisite: Admission to RN Program, RNSG 1205, 1247, 1261, 1413, BIOL 2402, PSYC 2314, or admission to RNT Program, RNSG 2207, BIOL 2421

RNSG 1362**Clinical -Registered Nursing/Registered Nurse**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Progression: student must pass RNSG 1343 and RNSG 1362 concurrently to progress to next level.

Lecture Hrs.=0, Lab Hrs.=0, Clinical Hrs.=9,

Insurance Fee

Prerequisite: Admission to RN Program, RNSG 1205, 1247, 1261, 1413, BIOL 2402, PSYC 2314, or admission to RNT Program, RNSG 2207, BIOL 2421

Pre/Corequisite: RN Program only, BIOL 2421

Corequisite: RNSG 1343, 2161, 2201

RNSG 1413**Foundations for Nursing Practice**

Introduction to the role of the professional nurse as provider of care, coordinator of care, and member of the profession. Topics include but are not limited to the fundamental concepts of nursing practice, history of professional nursing, a systematic framework for decision-making, mechanisms of disease, the needs and problems that nurses help patients manage, and basic psychomotor skills. Emphasis on knowledge, judgement, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Progression: student must pass RNSG 1413 and RNSG 1205 concurrently to progress.

Lecture Hrs. = 4, Lab Hrs. = 4, Testing Fee

Prerequisites: Admission to the RN Program

Pre/Corequisite: BIOL 2402, PSYC 2314

Corequisite: RNSG 1205, 1247, 1261

RNSG 2121**Management of Client Care**

Exploration of leadership and management principles applicable to the role of the nurse as a provider of care, coordinator of care, and member of a profession. Includes application of knowledge, judgement, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

Lecture Hrs.=0, Lab Hrs.=0, Clinical Hrs.=4,

Insurance Fee

Prerequisite: Admission to RN or RNT Program, RNSG 1162, 1251, 2160, 2213, 2432, 2263, SPNL 1301

Corequisite: RNSG 1146

RNSG 2160**Clinical: Nursing Registered Nurse Training**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Progression: student must pass RNSG 2213 and RNSG 2160 concurrently to progress to next nursing level.

Lecture Hrs.=0, Lab Hrs.=0, Clinical Hrs.=6,

Insurance Fee

Prerequisite: Admission to RN or RNT Program, RNSG 1343, 1362, 2161, 2201, BIOL 2421. RN only: ENGL 1302, Humanities, Computer Literacy, and Oral Communication electives

Pre/Corequisite: SPNL 1301

Corequisite: RNSG 1162, 1251, 2213

RNSG 2161**Clinical - Registered Nursing/Registered Nurse**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Progression: student must pass RNSG 2201 and RNSG 2161 concurrently to progress to next nursing level.

Lecture Hrs.=0, Lab Hrs.=0, Clinical Hrs.=6,
Insurance Fee

Prerequisite: Admission to RN Program, RNSG 1205, 1247, 1261, 1413, BIOL 2402, PSYC 2314, or admission to RNT Program, RNSG 2207, BIOL 2421

Pre/Corequisite: BIOL 2421 RN only

RNSG 2201**Care of Children and Families**

Study of concepts related to the provision of nursing care for children and their families, emphasizing judgement and professional values within legal/ethical framework. This course lends itself to a blocked approach. Progression: student must pass RNSG 2201 and RNSG 2161 concurrently to progress to next nursing level.

Lecture Hrs.=2, Lab Hrs.=0, Testing Fee

Prerequisite: Admission to RN Program, RNSG 1205, 1247, 1261, 1413, BIOL 2402, PSYC 2314, or admission to RNT Program, RNSG 2207, BIOL 2421

Pre/Corequisite: BIOL 2421 RN only

Corequisite: RNSG 1343, 1362, 2161

RNSG 2207**Transition to Nursing Practice**

Introduction to selected concepts related to the role of the professional nurse as a provider of care, coordinator of care, and member of the profession. Review of trends and issues impacting nursing and health care today and in the future. Topics include knowledge, judgement, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

Lecture Hrs.=2, Lab Hrs.=0

Prerequisite: Admission to RNT Program

RNSG 2213**Mental Health Nursing**

Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. This course lends itself to a blocked approach. In addition, the student will utilize the nursing process to identify common disruptions in growth and developmental patterns as they relate to the client's optimal levels of health. Progression: student must pass RNSG 2213 and RNSG 2160 concurrently to progress to next nursing level.

Lecture Hrs.=2, Lab Hrs.=0, Testing Fee

Prerequisite: Admission to RN or RNT Program, RNSG 1343, 1362, 2161, 2201, BIOL 2421. RN only: ENGL 1302, Humanities, Computer Literacy, and Oral Communication electives

Pre/Corequisite: SPNL 1301

Corequisite: RNSG 1162, 1251, 2160

RNSG 2263Ω**Clinical- Nursing Registered Nurse Training**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Progression: student must pass RNSG 2432 and RNSG 2263 concurrently to progress.

Lecture Hrs.=0, Lab Hrs.=0, Clinical Hrs.=12,

Insurance Fee

Prerequisite: Admission to RN or RNT Program, RNSG 1162, 1251, 2160, 2213, SPNL 1301

Corequisite: RNSG 1146, 2432

RNSG 2432**Enhanced Concepts of Adult Health I**

Enhanced concepts and skills for developing professional competencies in complicated nursing care situations involving adult clients/families with multiple body system problems. Emphasizes critical thinking, clinical reasoning, and determining legal/ethical values for optimization of client care in intermediate and acute care settings. This course lends itself to a blocked approach. Progression: student must pass RNSG 2432 and RNSG 2263 concurrently to progress.

Lecture Hrs.=4, Lab Hrs.=0, Testing Fee

Prerequisite: Admission to RN or RNT Program, RNSG 1162, 1251, 2160, 2213, SPNL 1301.

Corequisite: RNSG 1146, 2263

RTVB 1321**TV Field Production**

Pre-production, production, and post-production process involved in field television production. Topics include field camera setup and operation, field audio, television directing, and in-camera or basic continuity editing with an emphasis on underlying principles of video technology.

Lecture Hrs.=2, Lab Hrs.=2

Prerequisite: MUSC 1427

Pre/Corequisite: READ 300 or equivalent

SCIT 1318**Applied Physics**

Introduction to physics for industrial applications including vectors, motion, mechanics, simple machines, matter, heat, and thermodynamics. Lecture Hrs.=3, Lab Hrs.=0

Corequisite: READ 302 or equivalent, Math 315 or equivalent

SCIT 1414**Applied General Chemistry I**

Applications of general chemistry emphasizing industry-related laboratory skills and competencies including laboratory safety and report writing. Addresses supporting chemical theories including atomic and molecular structure, nomenclature, chemical reactivity, gas laws, acids and bases, and solutions.

Lecture Hrs.=3, Lab Hrs.=3

Corequisite: READ 302 or equivalent, Math 315 or equivalent

SGNL 1401**Beginning American Sign Language**

This course focuses on finger spelling and basic training skills in sign language with an emphasis on expressive communication. This course is for students with little or no previous experience in sign language.

Lecture Hrs.=3, Lab Hrs.=3

Pre/Corequisite: READ 300 or equivalent

SGNL 1402**Advanced American Sign Language**

This course is a continuation of SGNL 1401 and includes intermediate and advanced skills in sign language with an emphasis on American Sign Language) in terms of expressive and receptive communication.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: SGNL 1401, READ 300 or equivalent

SGNL 2301**American Sign Language III: Conversation, Interpreting, Literature, Folklore, and Review**

This course is a review and application of conversational skills in American Sign Language, interpreting from signing to voice and voice to signing. An introduction to American Sign Language literature and folklore.

Hrs.=3, Lab Hrs.=2

Prerequisite: SGNL 1402 and READ 300 or equivalent

SGNL 2302**American Sign Language IV: Conversation, Interpreting, Literature, Folklore, and Review**

This course is a continuation of SGNL 2301

Lecture Hrs.=3, Lab Hrs.=2

Prerequisite: SGNL 2301

SOCI 1301Ω**Introductory Sociology**

This course will introduce the students to the principles of social organization. Topics include the study of personality, social groups, culture, social class and caste systems, population, rural and urban communities, social changes, as well as social institutions such as the family, recreation, and religion.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 302 or equivalent and ENGL 302 or equivalent

SOCI 1306**Social Problems**

The course focuses on the study of social disorganization and reorganization, with emphasis on the following topics: socio-economic inequality and poverty, majority and minority groups, family and divorce, aging and retirement, deviance and crime, mental illness and suicide.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 302 or equivalent and ENGL 302 or equivalent

SOCI 2319Ω**Multi-Cultural Studies**

This course focuses on the conflicts, dilemmas, and social problems that arise in multicultural societies. Special emphasis is placed on issues such as racism, sexism, and the 'politics of identify'. The course also examines a variety of remedies for the problems noted above. These include: the expansion of civil rights, affirmative action, and recognition of minority cultures.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: SOCI 1301, READ 302, and ENGL 302 or equivalent

SOCI 2336**Criminology**

In this course, the focus is on the study of crime as a form of deviant behavior. Subjects to be considered are as follows: nature and extent of crime, past and present theories, as well as evaluation of prevention, control, and treatment programs.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 302 or equivalent and ENGL 302 or equivalent

SOCI 2339**Juvenile Delinquency**

This course provides an overview of the nature and extent of delinquency, as well as the juvenile justice system. Emphasis will be on the comparison of competing theoretical explanations/ models and theories; evaluation of prevention, control, plus the evaluation of prevention, control, and treatment programs. Same as PSYC 2318.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 302 or equivalent and ENGL 302 or equivalent

SOCW 2361**Introduction to Social Work**

Philosophy and techniques of social work, survey of its fields, and the historical development of United States system are discussed.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 302 or equivalent and ENGL 302 or equivalent

SOCW 2362**Social Welfare as a Social Institution**

This is an introduction to the study of modern social work, within the context of institution of social welfare, the underlying philosophy and ethics of social work, and the major divisions and types of social work together with their methods and objectives.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 302 or equivalent and ENGL 302 or equivalent

SPAN 1411**Beginning Spanish**

For students with little or no previous knowledge of Spanish. Vocabulary and grammar are taught through a variety of cognitive teaching methods including the use of patterned response drills, memorization of mini-dialogues, and the analysis of contextually related readings. Proper pronunciation is stressed throughout the course.

Lecture Hrs.=3, Lab Hrs.=3

Pre/Corequisite: READ 300 or equivalent

SPAN 1412**Intermediate Spanish**

Continuation of SPAN 1411.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: SPAN 1411, READ 300 or equivalent

SPAN 2311**Spanish: Reading, Conversation, Composition and Grammar Review**

Emphasis on oral fluency, grammar, composition, and the reading of modern Spanish prose.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: SPAN 1412, READ 300 or equivalent

SPAN 2312**Spanish: Reading, Conversation, Composition and Grammar Review**

Continuation of SPAN 2311.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: SPAN 2311 or equivalent transfer credit
Continuation of SPAN 2311.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: SPAN 2311 or equivalent transfer credit in Spanish

SPCH 1311**Introduction to Speech Communication**

This course covers theories and practice of communication in interpersonal, small group, and public speech.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 300 or equivalent

Pre/Corequisite: ENGL 301 or equivalent

SPCH 1315**Principles of Public Speaking**

This course includes preparation and delivery of various types of speeches with emphasis upon such fundamental principles as self-confidence, poise, directness, posture, stress, voice, and articulation. Speech types considered include announcements and expository, persuasive, after-dinner, and radio speeches.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 300 or equivalent

SPCH 1318**Interpersonal Communication**

This course is designed for the student who wants to improve communication skills in one-to-one settings in small groups. A study and practice of effective interpersonal concepts and techniques includes subjects such as listening, assertive communication and dealing appropriately with conflict with emphasis on self improvement.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 300 or equivalent

SPCH 1321**Business and Professional Communication**

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

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 300 or equivalent

SPCH 1342**Voice and Diction**

This course is open to all students interested in improving their diction development of the voice and proper diction, subjects include coaching of the individual student with the aid of audio taping and an audio journal. Same as DRAM 2336.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 300 or equivalent

SPCH 2333**Discussion and Small Group Communication**

This course covers discussion and small group theories and techniques as they relate to group process and interaction.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 301 or equivalent, ENGL 301 or equivalent, and one of the following: SPCH 1311, 1315, 1318, or 1321

SPCH 2335**Argumentation and Debate**

This course emphasizes theories and practice in argumentation and debate including analysis reasoning, organization, evidence, and refutation.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 302 or equivalent, ENGL 301 or equivalent, and one of the following: SPCH 1311, 1315, 1318, or 1321

SPCH 2341**Oral Interpretation**

This course is an introduction to the study and application of the oral performance of literature with emphasis on preparation and oral reading of various types of literature, exercises in arranging and adapting literature, choral speaking, practice in phrasing, vocal quality, rhythm and bodily responses. Literature will be analyzed and researched with sensitivity to the sociological, political, and anthropological forces that shaped the literature.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 302 or equivalent and one of the following
SPCH 1311, 1315, 1318, and 1321

SPNL 1301**Health Care Spanish**

Development of practical Spanish communication skills for the health care employee including medical terminology, greetings, common expressions, commands, and phrases normally used within a hospital or a physician's office.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 302 or equivalent

TECA 1303**Family, School and Community**

A study of the child in relation to the family, school and community. Topics include parent, education, and participation in the learning process, family and community lifestyles, child abuse, and contemporary family issues. This course includes a minimum of 16 contact hours of field experience with children, infancy through age 12 in varied settings with diverse populations. The course aligns with the State Board for Educators Certification Pedagogy and Professional Responsibilities Standards.

Lecture Hrs.=3, Lab Hrs.=2, Background Check Fee

Prerequisite: READ 301 or equivalent

TECA 1311**Educating Young Children**

An introduction to the education of young children, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethics, and professional responsibilities, and current issues. The course includes a minimum of 16 contact hours of field experience with children, infancy through age 12 in varied settings with diverse populations. The course aligns with the State Board of Educators Certification Pedagogy and Professional Responsibilities Standards.

Lecture Hrs.=3, Lab Hrs.=2

Background Check Fee

Prerequisite: READ 301 or equivalent

TECA 1318**Wellness of the Young Child**

A study of factors that impact the well-being of the young child, including healthy behavior, food, nutrition, fitness, and safety practices that focus on local and national standards, as well as legal implications of relevant policies and regulations. The course includes a minimum of 16 contact hours of field experience with children, infancy through age 12 in varied settings with diverse populations. The course aligns with the State Board of Educators Certification Pedagogy and Professional Responsibilities Standards.

Lecture Hrs.=3, Lab Hrs.=2

Background Check Fee

Prerequisite: READ 301 or equivalent

TECA 1354**Child Growth and Development**

A study of the principles of normal child growth and development from conception to adolescence. Focus on physical, cognitive, social, and emotional domains of development.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 301 or equivalent

TECM 1341**Technical Algebra**

Application of linear equations, simultaneous equations, and quadratic equations relevant to technical occupations.

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: MATH 310 or equivalent, READ 300 or equivalent

TECM 1349**Technical Math Applications**

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

Lecture Hrs.=3, Lab Hrs.=0

Prerequisite: READ 300 or equivalent

VNSG 1161**Clinical - Licensed Practical/Vocational Nurse Training**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Lecture Hrs.=0, Lab Hrs.=0, External Hrs.=6,

Insurance Fee

Pre/Corequisite: BIOL 2404, (B or better)

Corequisite: VNSG 1226, VNSG 1304, VNSG 1423, VNSG 1429

Prerequisite: ADM to VN Program

VNSG 1219**Leadership and Professional Development**

Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education.

Lecture Hrs.=2, Lab Hrs.=1, Testing Fee
Pre/Corequisite: HITT 1305, VNSG 1227, VNSG 1234, VNSG 1331, VNSG 1360, VNSG 1432
Corequisite: VNSG 1330, VNSG 2361, VNSG 2431
Prerequisite: ADM to VN Program

VNSG 1226**Gerontology**

Overview of the normal physical, psychosocial, and cultural aspects of the aging process. Addresses common disease processes of aging. Exploration of attitudes towards care of the older adult. This course will run concurrently with VNSG 1432.

Lecture Hrs.=2, Lab Hrs.=0
Prerequisite: BIOL 2404 (B or better), VNSG 1423, VNSG 1304, VNSG 1331, VNSG 1227, VNSG 1161
Corequisite: HITT 1305, VNSG 1429, VNSG 1234, VNSG 1432, VNSG 1360
Prerequisite: ADM to VN Program

VNSG 1227**Essential of Medication Administration**

General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement.

Lecture Hrs.=0, Lab Hrs.=4
Prerequisite: BIOL 2404, (B or better)
Corequisite: VNSG 1161, VNSG 1304, VNSG 1331, VNSG 1423
Prerequisite: ADM to VN Program

VNSG 1234**Pediatrics**

Study of childhood diseases and childcare from infancy through adolescence. Focus on the care of the well and the ill child utilizing the nursing process. This course will run concurrently with VNSG 1429.

Lecture Hrs.=2, Lab Hrs.=0
Prerequisite: BIOL 2404 (B or better), VNSG 1161, VNSG 1226, VNSG 1304, VNSG 1423, VNSG 1429
Pre/Corequisite: HITT 1305, VNSG 1227, VNSG 1331, VNSG 1360, VNSG 1432
Prerequisite: ADM to VN Program

VNSG 1304**Foundation of Nursing**

Introduction to the nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness. This course will also include introduction to the principles of nutrition.

Lecture Hrs.=3, Lab Hrs.=0
Pre/Corequisite: BIOL 2404, (B or better)
Corequisite: VNSG 1161, VNSG 1226, VNSG 1423, VNSG 1429
Prerequisite: ADM to VN Program

VNSG 1330**Maternal- Neonatal Nursing**

Utilization of the nursing process in the assessment and management of the childbearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions. This course will also include disorders of the female reproductive system.

Lecture Hrs.=3, Lab Hrs.=0
Prerequisite: HITT 1305, VNSG 1227, VNSG 1234, VNSG 1331, VNSG 1360, VNSG 1432
Corequisite: VNSG 1219, VNSG 2361, VNSG 2431
Prerequisite: ADM to VN Program

VNSG 1331**Pharmacology**

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process.

Lecture Hrs.=3, Lab Hrs.=0
Pre/Corequisite: BIOL 2404, (B or better)
Corequisite: VNSG 1161, VNSG 1227, VNSG 1304, VNSG 1423
Prerequisite: ADM to VN Program

VNSG 1360**Clinical - Licensed Practical/Vocational Nurse Training**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Lecture Hrs.=0, Lab Hrs.=0, External Hrs.=18, Insurance Fee
Prerequisite: VNSG 1161, VNSG 1226, VNSG 1304, VNSG 1432, VNSG 1402, VNSG 1429, BIOL 2404, (B or better) Lecture
Corequisite: VNSG 1227, VNSG 1234, VNSG 1331, VNSG 1432, HITT 1305
Prerequisite: ADM to VN Program

VNSG 1423**Basic Nursing Skills**

Mastery of entry-level nursing skills and competencies for a variety of health care setting. Utilization of the nursing process as the foundation for all nursing interventions.

Lecture Hrs.=2, Lab Hrs.=6, Lab Fee
Pre/Corequisite: BIOL 2404, (B or better)
Corequisite: VNSG 1161, VNSG 1226, VNSG 1304, VNSG 1429
Prerequisite: ADM to VN Program

VNSG 1429**Medical-Surgical Nursing I**

Application of the nursing process to the care of the adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings. This course will focus on the health care needs of the adult client with disorders of the respiratory, musculoskeletal, genitourinary/male reproductive integumentary, immune systems as well as cancer.

Lecture Hrs.=4, Lab Hrs.=1, Testing Fee
Prerequisite: BIOL 2404, (B or better), VNSG 1423, VNSG 1304, VNSG 1331, VNSG 1227, VNSG 1161
Corequisite: HITT 1305, VNSG 1226, VNSG 1234, VNSG 1432, VNSG 1360
Prerequisite: ADM to VN Program

VNSG 1432**Medical-Surgical Nursing II**

Continuation of Medical-Surgical Nursing I with application of the nursing process to the care of the adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings. This course will focus on the health care needs of the adult patient with disorders of the endocrine, gastrointestinal, nervous, cardiovascular, eye and ear, genitourinary systems and fluid and electrolytes.

Lecture Hrs.=4, Lab Hrs.=1, Testing Fee
Prerequisite: VNSG 1423, VNSG 1304, VNSG 1226, VNSG 1429, BIOL 2404, (B or better), VNSG 1161
Corequisite: HITT 1305, VNSG 1331, VNSG 1227, VNSG 1234, VNSG 1360
Prerequisite: ADM to VN Program

VNSG 2361**Clinical - Licensed Practical/Vocational Nurse Training**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Lecture Hrs.=0, Lab Hrs.=0, External Hrs.=15, Insurance Fee, Testing Fee
Prerequisite: HITT 1305, VNSG 1227, VNSG 1234, VNSG 1331, VNSG 1360, VNSG 1432
Corequisite: VNSG 1219, VNSG 1330, VNSG 2431
Prerequisite: ADM to VN Program

VNSG 2431**Advanced Nursing Skills**

Mastery of advanced level nursing skills and competencies in a variety of health care setting utilizing the nursing process as a problem-solving tool.

Lecture Hrs.=4, Lab Hrs.=1
Prerequisite: VNSG 1227, VNSG 1234, VNSG 1331, VNSG 1360, VNSG 1432, HITT 1305
Pre/Corequisite: VNSG 1219, VNSG 1330, VNSG 2361
Prerequisite: ADM to VN Program

WLDG 1291**Special Topics in Welder/Welding Technologist: Introduction to Gas Metal Arc**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. A study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools/equipment. Instruction in various joint designs.

Lecture Hrs.=1, Lab Hrs.=2
Pre/Corequisite: READ 300 or equivalent

WLDG 1323**Welding Safety, Tool, and Equipment**

An introduction to welding careers, equipment and safety practices, including OSHA standards for industry.

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

WLDG 1327**Welding Codes**

An in-depth study of welding codes and their development in accordance with structural standards, welding processes, destructive and nondestructive test methods. Includes API 1104 and ASME, Section IX and B31.3.

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

WLDG 1337**Introduction to Welding Metallurgy**

A study of ferrous and non-ferrous metals from the ore to the finished product. Emphasis on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machinability and ductility.

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

WLDG 1428**Introduction to Shielded Metal Arc Welding (SMAW)**

An introduction to shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions.

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

WLDG 1434**Introduction to Gas Tungsten Arc Welding (GTAW)**

Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: WLDG 1428

Pre/Corequisite: READ 300 or equivalent

WLDG 1435**Introduction to Pipe Welding**

An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld position 1G and 2G using various electrodes.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: WLDG 2443

Pre/Corequisite: READ 300 or equivalent

WLDG 2331**Advanced Blueprint Interpretation and Cost Analysis**

A continuation of the Blueprint for Welders course. Emphasis placed on inspection, cost analysis, and estimating.

Lecture Hrs.=3, Lab Hrs.=0

Pre/Corequisite: READ 300 or equivalent

WLDG 2443**Advanced Shielded Metal Arc Welding (SMAW)**

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

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: WLDG 1428

Pre/Corequisite: READ 300 or equivalent

WLDG 2451**Advanced Gas Tungsten Arc Welding (GTAW)**

Advanced topics in GTAW welding, including welding in various positions and directions.

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: WLDG 1434

Pre/Corequisite: READ 300 or equivalent

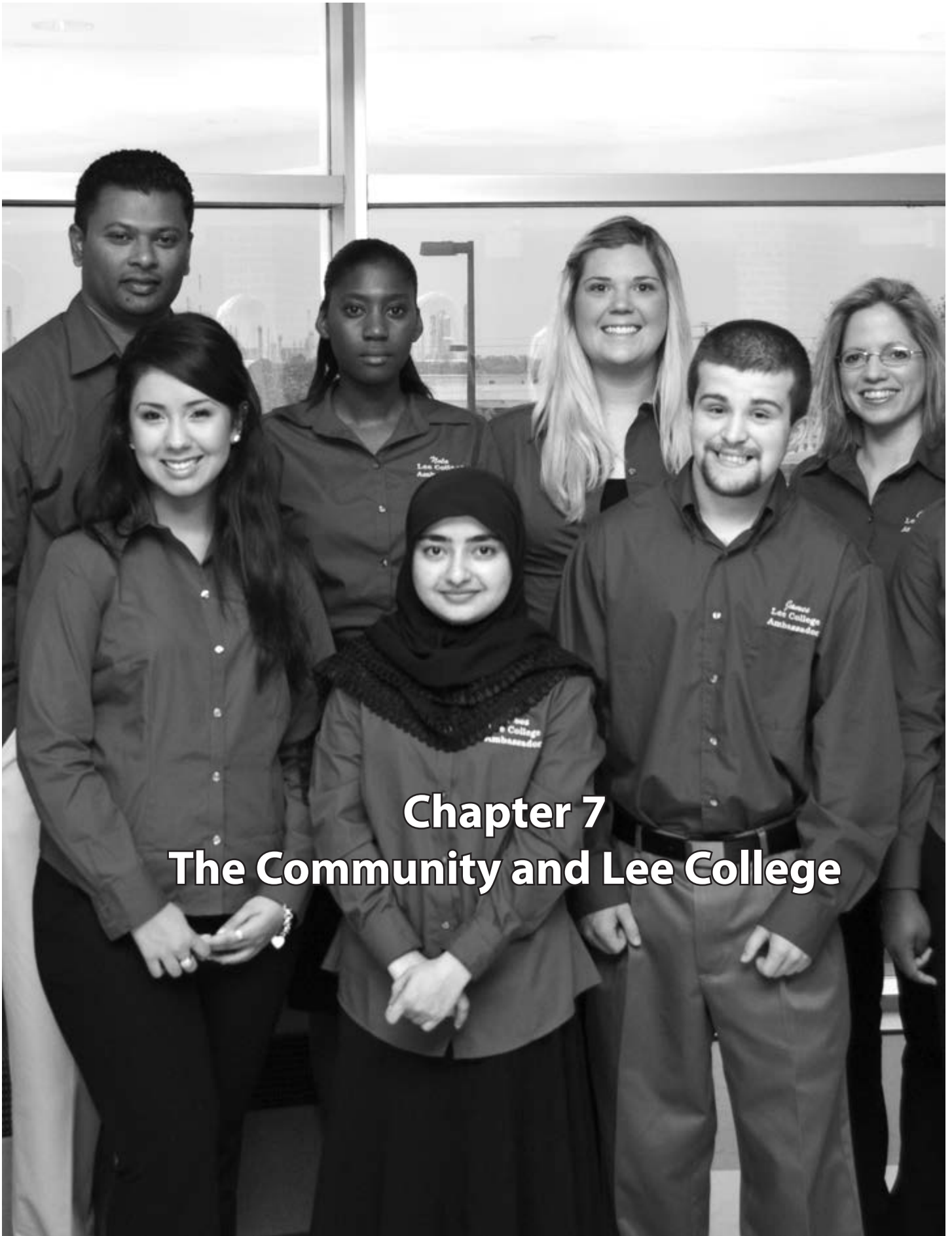
WLDG 2453**Advanced Pipe Welding**

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

Lecture Hrs.=3, Lab Hrs.=3

Prerequisite: WLDG 1435

Pre/Corequisite: READ 300 or equivalent



Chapter 7

The Community and Lee College

The Community and Lee College

Off Campus Education

To provide quality education to service area residents, Lee College offers educational services for students who find it difficult to attend classes on the main campus. Instructors are selected from full-time faculty, outstanding area educators, and other professional specialists. Off Campus classes are held at off-site locations including the following:

Lee College Huntsville Center

Lee College provides degrees and certificates through the Texas Department of Criminal Justice-Institutional Division.

Lee College Educational Opportunity Center

Located in San Jacinto Mall in Sears wing across from Marshalls.

Assists eligible adults on an **individual** basis with: Financial Aid Process, College Application Process, College Enrollment Process, Career Information, and Adult Education (GED Information).

Please call 281-421-0553 first to schedule an appointment. Open Monday–Friday 8:00 a.m. until 7:00 p.m.

www.lee.edu/eoc

Neighborhood College

Classes are scheduled at various locations throughout the Lee College service area, based on the needs of each location, available equipment, and enrollment.

Refer to the current class schedule for a list of available classes.

Weekend College

Lee College offers classes on Friday, Saturday, and Sunday for students who, because of professional or family obligations, find those days more convenient. Refer to the current class schedule for locations.

Continuing Education

www.lee.edu/ce

In keeping with the state purpose of Lee College, Continuing Education meets the non-credit educational needs of individuals residing in the service area. Public community colleges are mandated by the Texas Education Code, section 130.003(e) to provide "continuing adult education programs for occupational or cultural upgrading." Lee College complies with this requirement by offering about 500 courses each semester that respond to public and community needs, and by providing learning opportunities without leading to a college degree. These classes are designed to address changing needs of the community whether vocational, or recreational, and may be as short as one session or may continue for a full semester. Courses are designed to begin throughout the year and are conducted at a variety of times and locations. Continuing Education offerings are open to most interested adults regardless of educational background or eligibility for admission to college credit

programs. A few of the programs have eligibility requirements. While courses do not apply toward a degree, continuing education units (CEUs) are available for workforce courses.

Continuous registration is available weekdays in the Continuing Education Office. Because these programs are self-supporting, course costs to students depend on materials and instructor fees. Students desiring courses not currently offered should contact the division at 281-425-6311 to discuss their needs. Schedules of classes are published three times a year and made available to the public.

Continuing Education offerings can generally be categorized in these areas:

Health Care	Arts and Culture
Business/Professional Development	Personal Enrichment
Workforce Development	Recreation and Fitness
Computer Technology	Senior Adult Program
Online Learning	Space Available Classes
Small Business Development Center	Adult Education Program
Kids at College Summer Program	

The Continuing Education Office is located at:

909 Decker Drive, Baytown, Texas

Phone Number: 281-425-6311

Fax Number: 281-425-6855

Office Hours: Monday - Thursday 7:30 a.m. - 6:00 p.m.

and Friday 7:30 a.m. - 12:30 p.m. www.lee.edu/ce

Adult Education Program

As a public service, adult education courses are offered to assist adults in acquiring basic skills. The areas of study include English as a Second Language (ESL), Adult Basic Education (ABE), and Adult Secondary Education (ASE). English as a Second Language (ESL) is for adults whose primary language is not English. Adult Basic Education (ABE) is for those adults requiring basic skills in reading, writing, and math on the first through eighth grade levels. Adult Secondary Education (ASE), formerly GED, courses are for those who did not receive a high school diploma and need assistance in preparing to take the test to earn a certificate of high school equivalency. Classes in these areas are regularly scheduled throughout the year.

There is a nominal tuition charge for ASE classes per semester but no tuition charge for ESL and ABE classes. For information about class schedules and times, call the Adult Learning Center at 281-425-6536. Information about GED testing can be obtained from the Lee College Counseling Center at 281-425-6384.

Workforce/Business/Professional Development Industrial and Contract Training

Continuing Education places special emphasis on offering training programs that meet the needs of the industrial and professional community. Professional development programs assist both individuals and public agencies in conducting training classes to upgrade management, supervisory, and administrative support staff skills. Contract training is available for business and industry either on-site or on the college campus. Instruction can be provided by Lee College faculty or by knowledgeable trainers.

Mandatory Continuing Education

Many professions and state licenses require continuing education units (CEUs) by the license holders prior to re-licensure. Lee College Continuing Education is a provider of such courses in emergency medical services, child care, fiber-optics.

Small Business Development Center

The Small Business Development Center at Lee College offers assistance to new and existing businesses at no charge. Clients receive individual consultation on such topics as marketing, sales, accounting, e-commerce, loan preparation, patents, and copyrights. Monthly workshops are open to the public for a nominal fee.

The second Wednesday of each month, the SBDC hosts a networking business breakfast at various locations. The new location for SBDC is in the San Jacinto Mall on Garth Road, JC Penney wing. For information on the breakfast or other services of the SBDC, call 281-425-6556.

Personal Enrichment

Based upon the philosophy that adults continue to develop intellectually, socially and aesthetically throughout their lives, Lee College provides opportunities for adults to enhance the quality of their lives through vocational activities. Courses are offered in personal development, arts and crafts, cooking, music, languages, physical fitness, and recreation. These courses are continually being developed and tailored to meet expressed or identified community needs and interests.

Kids at College Summer Program

Each summer Lee College offers special programming for school-age children from elementary to high school level. These programs are designed to provide learning opportunities in a college campus setting. The Kids at College Program includes classroom, outdoor, and field trip experiences with an emphasis on enjoying the learning process.

The Continuing Education Department holds summer camps for students from K-12 grades in volleyball, basketball, tennis, computer technology, fishing, bowling, math, arts and crafts, Energy Venture, and careers. Contact the Continuing Education Department for schedules.

Senior Adult Program

The Senior Adult Program offers bi-monthly (September through May) programs of interest to senior citizens in the Baytown/Highlands/Mont Belvieu/Crosby area. In addition, there are day trips to cultural, historical, and fascinating attractions in the Houston and surrounding area. This department also co-sponsors the Annual Baytown Area Senior Olympics, holiday parties, and out-of-state travel. Participation in any of these activities is open to anyone over the age of 50.

A newsletter, The Senior Citizen FOCUS, is made available several times a year. Call 281-425-6416 for more information. The College also extends to senior adults in the district, 65 or

older, the opportunity to attend college functions, use the Library, and enroll in credit classes on a space available basis at no charge.

Community Services

Career and Transfer Center (CTC)

The Career and Transfer Center, located in the Counseling Center in Moler Hall, offers services in four major areas: career exploration, career aptitude assessment, job search preparation, and college transfer.

Minority Access Committees

Since 1986, two volunteer organizations, the Hispanic and the Black Educational Access Committees (HEAC and BEAC) have worked under the leadership of Lee College to coordinate programs which encourage Hispanics, African-Americans and other under-represented groups to pursue an education. These committees have received national recognition. The general mission of each committee is to provide services and activities that encourage educational access to anyone and conduct programs which preserve the heritage of each culture.

Events and programs have included bilingual college planning seminars, financial aid workshops, receptions honoring educators, graduation programs for Hispanic and African-American high school seniors, cooperative programs with other service area organizations and churches, fundraising and scholarship activities, elementary and junior high school tutoring and motivational programs, writing and poster contests, and observance and celebrations of respective holidays.

Wellness Center

The Lee College Wellness Center is located in the Wellness Center and Sports Complex building on the Lee College campus.

Eddie V. Gray Wetlands Education and Recreation Center

Short-term Lee College Continuing Education courses are offered throughout the year at the Wetlands Center. Some examples are canoeing, water and boat safety, fly-fishing, and dancing-country and western, line, and jitterbug.

Located on the banks of Goose Creek across from Robert E. Lee High School on Market Street in Baytown, the Eddie V. Gray Wetlands Education and Recreation Center is operated by the City of Baytown, Lee College and the Goose Creek School District. The center features 5,000 square feet of meeting rooms and laboratory space, as well as 9,000 square feet of open space for the growing of fish and plants and the building of environmental projects. Meeting rooms and the laboratory feature an eight-station computer lab and a teachers' library.

Lee College at the McNair Center on I-10

Lee College offers cosmetology, non-credit health care, as well as other non-credit classes at the McNair Center located at 3555 I-10 in Baytown. Student services such as counseling, registration, and financial aid are offered on a posted schedule. For classes being offered at the Center, refer to the credit and continuing education class schedules. For information and schedules for student services offered at the Center, call 281-425-6384.

Student Career and Employment Services

Student employment services are offered to current and former students. See page 35 for more information.

Performing Arts Center

Work on the new 58,000 square foot Performing Arts Center was completed in December 2008. The Performing Arts Center has a 700-seat theatre with an orchestra pit and the capacity to have "fly" scenery. It also contains a 125-seat black box theatre for smaller productions and two recital halls, one for vocal music and one for instrumental. The facility includes a recording studio, a green room, an art gallery and several practice rooms.

About Lee College

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

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

The founders of the college were interested in providing a strong academic curriculum and a comprehensive technical/vocational curriculum. In 1936, the vocational program was initiated. Later, it became known as the Robert E. Lee Institute, Vocational Division of Lee Junior College. No college credit was given for work in the institute until 1941, and it did not become an integral part of the college until 1945, following a two-year period when no technical/vocational courses were offered.

By the mid-1940s, the administration and faculty of the college had become increasingly aware that the college needed its own governing board. In 1945, Walter Rundell, one of the original faculty members, became Dean of Lee College. Dean Rundell became the guiding force behind major developments for the two decades which followed. In 1948, the name was changed to Lee College. In the same year, Lee College gained accreditation from the Southern Association of Colleges and Schools. The Association urged Lee College to develop a campus facility separate from the high school.

A successful bond election in 1949 led to the completion of the first two buildings-the administration building and the gymnasium. The college moved to the new campus in 1951. Following the move to a separate campus, the growth of the college exceeded the expectations of the leaders, and plans for additional buildings had to be accelerated. A Liberal Arts

Building, now Social Sciences, was added in 1958. By 1961, the campus had doubled in size. The library was completed and the gymnasium expanded in 1962. Moler Hall, Technical Vocational Building One, and Bonner Hall followed.

Under the leadership of Dean Rundell, Lee College successfully separated from the local public school district in 1965. On August 18, 1965, Lee College's first Board of Regents, appointed by the public school board, assumed governance of the college.

A significant event in the history of Lee College occurred in 1966, when the college, under the leadership of Dean Rundell and George Beto, in cooperation with the Texas Department of Corrections, began a program of courses in the state's prison system. This program has grown from 182 students that first year to a current enrollment which exceeds 1000 students.

In 1966, Dr. Richard Strahan became the first full-time president of Lee College. Since the separation from the local public school district, the college has had eight presidents:

Dr. Strahan	1966-1971
Dr. Raymond Cleveland	1971-1973
Dr. Jim Sturgeon	1973-1976
Dr. Robert Cloud	1976-1986
Dr. Vivian B. Blevins	1986-1991
Dr. Jackson N. Sasser	1992-2001
Dr. Martha M. Ellis	2002-2008
Dr. Michael Murphy	2009-2012

In 1969, Lee College, in cooperation with two Liberty County school districts, began offering courses at Liberty and Dayton. Another milestone in the history of Lee College was the offering of continuing education courses in 1972. These community-oriented, short-term courses have experienced a dramatic growth in popularity and are further evidence of the flexibility of the community college concept. The college also established a program for senior adults in 1972.

In 1986, Lee College began to offer new programs to serve not only Lee College's district constituents, but also interested citizens outside the college's service area. The San Jacinto Mall site was the result of cooperation between the Mall and the College.

The Lee College Foundation, established in 1968 to provide scholarships to deserving Lee College students, today has assets of more than \$3.5 million and provides more than 200 scholarships each year.

In order to provide funds and volunteers to support educational programs, the Friends of Lee College was founded in late fall of 1986. This group of community volunteers, under the leadership of John B. Tucker, has raised more than \$2 million to support college programs and has had a major impact on facilities and programs.

A focus on economic development resulted in the Small Business Development Center being opened in 1987. In response to needs of local industries, Lee College began to institute new industrial programs and to revise existing ones.

Obtaining a Bachelor of Science Degree in nursing became possible through an agreement with the University of Texas School of Nursing at Galveston in 1987 for registered nurses in the area.

A successful bond election in 1988 enabled the college to initiate a construction program which featured a new science building, a lecture hall, and major renovations to several campus facilities.

The 711 West Texas property, acquired in 1990, was renovated to house a performing and fine arts complex in addition to an allied health suite named the McNulty-Haddick Complex in honor of Alma Haddick and her husband Luther.

In February 2000, local voters passed a \$20 million bond election to build a new advanced technology center/library, a completely renovated gymnasium and newly constructed sports/wellness complex. Other renovations and additional parking were also included.

Today over 9,000 Lee College students are enrolled in academic, technical education, and non-credit continuing education programs each semester. Basic education is available for those seeking to improve skills in reading, writing, mathematics, and language in addition to a regionally acclaimed honors curriculum.

Lee College Setting and Facilities

Lee College is a public community college, located in Baytown, approximately thirty miles east of Houston.

The college is situated on an attractive 40 acre campus. The buildings are complemented by lighted tennis courts, a sports complex including an arena and a multi-generational wellness center, with racquet ball courts and a heated swimming pool, an Advanced Technology Center and Library, and a newly completed Performing Arts Center (PAC) and McNair Center. Moler Hall, at the center of campus, also houses the admissions office, counseling center, college bookstore, financial aid, cashier, and snack bar. A 25,000 square foot newly renovated Student Center provides meeting space for student organizations, recreational and study areas as well as a 'Cyber Cafe' with gourmet coffee and Internet access.

Lee College is the only two year (community) college in the country that has a Fieldbus Center.

Faculty and Administrative Personnel

ADAMS, Dale

Faculty, English & Humanities
B.S., B.A., M.A., University of North Texas
Ph.D., University of Texas, Austin

AGUILAR, Frederick

Counselor
B.S.W., University of Texas at El Paso
M.S., University of Texas at Austin

ALLEN, Paul

Chair, HC/LC Academic Studies
Faculty, Business Management HC/LC
B.B.A., M.B.A., Sam Houston State University

ALLEN, Tracy

Faculty, ADN Nursing
A.A.S., Lee College
B.S.N., M.S., Texas Tech University
Licensed Registered Nurse

ALLEN, Troy

Faculty, Truck Driving HC/LC
B.S., Sam Houston State University

AMELANG, Mary Ann

Executive Director, Institutional Advancement
B.A., University of Houston
M.A., University of Houston, Clear Lake

AMES, Stephen

Faculty, Audio Recording

ARANA, Raul

Math Lab Supervisor/Coordinator
B.B.A., University of Houston, Clear Lake

ARMSTRONG, Luke

Faculty, Economics
B.A., University of California, San Diego
M.A., San Diego State University

ARRIGO, Paul

Director, Library & Instructional Support
B.A., Creighton University
M.L.S., University of Texas, Austin

ATKINS, Tiffany

Dual Credit Coordinator
B.S., M.B.A., University of Tulsa

AYALA-ROGERS, Anikka

Public Information Manager
B.A., University of Notre Dame

BAKER, Jack

Faculty, Industrial Systems/Millwright
A.A.S., Lee College

BARCLAY, Margaret

Faculty, Developmental Mathematics
B.A., Austin College
M.S., Texas Tech University

BARRERA, Regina

Science Lab Coordinator
B.S., University of Houston

BEAGNYAM, Lennette

Faculty, ADN Nursing
B.S.N., Tuskegee University
M.S.N., University of Alabama
Licensed Registered Nurse

BOOKER, Kenneth

Faculty, Music
B.S., Lamar University
M.M., University of Houston
D.M.A., University of Texas, Austin

BRITT, John

Faculty, History & Honors Coordinator
B.S., M.A., Sam Houston State University

BRODY, Jane

Director, Educational Opportunity Center
B.A., Miami University

BUCKNER III, Oris

Faculty, Criminal Justice
B.C.J., Loyola University
M.A., Southern University, New Orleans

BURROUGHS, Donna

Faculty, Drafting, Piping
A.A.S., Lee College

BURSE, Jeanine

Faculty, Biology
B.S., Xavier University
M.S., Ph.D., Tulane University

BUSBY, Janet

Faculty, Reading
B.S., University of Houston, Clear Lake

BUSHART, Howard

Chair, Allied Health Division
Faculty, Alcohol & Drug Abuse Counseling
A.A., San Jacinto College
B.A., M.A., University of Houston/Clear Lake
Licensed Chemical Dependency Counselor

BYAL, Dana

Faculty, Drafting, Construction
A.A.S., Lee College

CAGLE-PAGE, Jonna

Director, Continuing Education
B.A., University of Houston

CARTER, Charles

Director, Fieldbus Center
Faculty, Instrumentation Technology
A.A.S., Lee College
B.S., University of Houston

CASTILLO, Francisca

Faculty, Reading & Spanish
B.S., M.S., University of Houston, Clear Lake

CHAMPAGNE, Roy

Athletic Director
Faculty, Kinesiology & Basketball Coach
B.S., University of South Western Louisiana

CHARLES-BABB, JoAnn

Faculty, ADN Nursing
A.S., Andrews University
B.S.N., University of Texas Medical Branch
M.S.N., University of New Jersey
Licensed Registered Nurse

CHRISTIE, Daniel

Information Service Specialist
B.S., M.A., Stephen F. Austin State University

CLAYTON, Jeffrey

Faculty, & English
B.A., University of Mary Hardin-Baylor
Ph.D., Auburn University

COFFMAN, Rosemary

Associate Dean, Student Affairs
B.A., University of Central Arkansas
M.Ed. University of Arkansas
Ph.D., University of Houston

COLSON, Valda Jeannie

Distance Education/Reference Librarian
B.S., M. A., Columbia International University
M.L.S., University of South Carolina

COMEAX, Gerald

Faculty, Welding

CONNOLLY, Carolyn

Faculty, Health Information Technology
B.A., Sacred Heart Dominican College
Registered Health Information Administrator

COOKSON, Cassandra

Faculty, History
B.A., M.A., Texas A&M University

COX, Graeme

Chair, Kinesiology, Athletics & Wellness Division
Faculty, Kinesiology
M.S., University of Houston

COX, Kimberly

Faculty, Biology
B.S., University of Houston, Clear Lake
M.S., Texas A&M University

CUFR, Jill

Chair, Technical Division HC/LC
B.S., Sam Houston State University

CUMMINGS, Susan

Faculty, Humanities & English
B.A., University of Houston
M.A., University of Houston, Clear Lake

DICKENS, Anne

Title V Project Director
A.A., Lee College
B.S., M.A., University of Houston, Clear Lake

DISSPAYNE, Sharon

Faculty, Process Technology
A.A.S., Lee College

DOBBERSTINE, James

Faculty, Environmental Science
B.A., Concordia University
M.S., University of Houston, Clear Lake

DOMMERT, Sarah

Academic Advisor / High School Partnership
A.S., Lee College
B.S., University of Houston, Clear Lake

DYER, Bryant

Faculty, Process Technology
A.A.S., Lee College
B.A., Baylor University

EAGLIN, Quanisha

Recruiter 1
A.S., Lee College

EDWARDS, Stewart

Faculty, History
B.A., Brigham Young University
M.A., Ph.D., Florida State University

ELLIOT, John

Faculty, Welding
A.A.S., Lee College

ENSMINGER, David

Faculty, English & Humanities
B.A., University of New Mexico
M.A., City University of New York
M.S., University of Oregon

- ERVIN, Gary**
Faculty, English & Humanities
B.A., M.A., Eastern Illinois University
- EVANS, C. Steve**
Vice President, Finance & Administration
A.A.S., Howard College
B.B.A., San Angelo State University
- EVANS, Jimmy**
Network Support Specialist
A.A.S., Lee College
- EVANS, Tabitha**
Director, Gulf Coast Energy Job Training Grant
B.S., Psychology
- FIELDS, Claudette**
Faculty, Cosmetology
A.A.S., Lee College
- FINNELL, Charles**
Faculty, Accounting & Business Administration
B.S., M.S., University of Houston, Clear Lake
- FISHER, Patricia**
Faculty, Health Information Technology
A.A.S., Alvin Community College
B.S.N., University of Texas Medical Branch
Licensed Registered Nurse
- FLEMING, Clare**
Director, Special Populations
B.A., Seattle Pacific University
- FOLEY, Lynne**
Sr. Adult Travel Program Manager
- FORT, Donny**
Web Content/Social Media Specialist
- FRIUDENBERG, Roshele**
Faculty, Developmental Math
B.S., M.S., University of Houston, Clear Lake
- GABEL, Sharon**
Faculty, Geology
B.S., Pennsylvania State University
Ph.D., State University of New York
- GAMMEL, William**
Faculty, Biology
A.A., Lee College
B.S., Texas A&M University
M.S., Southwest Texas State University
- GANAKOS, Joseph M.**
Faculty, Speech
B.A., M.A., University of West Florida
- GANZE, Charles**
Chair, Computer Technology Division
Faculty, Computer Maintenance & Network
A.A.S., Lee College
- GARCIA, Delma**
Senior CE Program Manager
A.A.S., Lee College
- GOS, Michael**
Faculty, English & Humanities
B.A., M.A., Ph.D., Purdue University
- GOSS, Abi**
Assistant Director, Financial Aid
A.A., A.S., Lee College
B.S., M.B.A., Texas Woman's University
- GRABER, Sharon**
Faculty, Mathematics
Achieving the Dream Coordinator
B.S., M.S., Lamar University
- GRAY, Ann**
Faculty, Biology
B.S., Northwestern State University of Louisiana
M.S., Louisiana State University
- GRIFFITH, DeDe**
Chair, CADD & Engineering Technology
Faculty, Drafting
A.S., Lee College
B.S.T., University of Houston
M.Ed., University of Houston
- GRIFFITH, Rebecca**
Registrar
B.A., Temple University
- GUARDIOLA, Santiago**
Faculty, Computer Maintenance
A.A.S., Computer Maintenance
- GUTHMILLER, Karen**
Faculty, Kinesiology
B.S., University of South Dakota
M.S., Southern Illinois University, Carbondale
- HAGGERTY, Francis**
Faculty, Accounting
A.A., Lee College
B.S., M.S., University of Houston, Clear Lake
- HAINLINE, David**
Faculty, English
B.A., Valdosta State University
M.A., New Mexico State University
- HALE, Brian**
Faculty, Chemistry
B.A., University of California, Santa Cruz
Ph.D., University of California, Berkeley
- HALL, Tia**
Faculty, Biology
B.S., M.S., University of Houston, Clear Lake
- HAMBY, Jerald**
Faculty, English & Humanities
B.A., M.A., West Texas State University
- HAMBY, Susan**
Faculty, Mathematics
B.S., Missouri Southern State College
M.S., University of North Texas
- HARDIN, Deborah**
Testing Specialist
A.A.S., Lee College
- HARRELL, Jimmy**
Faculty, Truck Driving HC/LC
B.B.A., Texas A&M University
- HART, Victoria**
Faculty, Computer Information Systems
B.S., University of Houston
M.S., University of Houston, Clear Lake
- HARTLEY, Mark**
Faculty, Pipefitting
B.S., Stephen F. Austin University
- HEEREY, Michael**
Faculty, Mathematics
B.S., M.A., University of Arizona
- HELLYER, Rodney**
Industrial Liaison
Faculty, Welding
A.A.S., Lee College
- HERZBERG, Jennifer**
Faculty, Visual Arts
B.F.A., University of Houston
M.A., M.F.A., Stephen F. Austin
- HESS, Sarah**
Faculty, Kinesiology
B.S., M.A., California State University
- HICKS, Wesley**
Faculty, Instrumentation Technology
A.A.S., Lee College
B.S., Texas A&M University
- HILL, Rebecca**
Buyer
B.A., Trinity University
- HUNZIKER, Brian**
Faculty, Pastry Chef HC/LC
A.A.S., The Art Institute of Houston
- IVEY, A. Marice**
Faculty, Health Information Technology
A.A., San Jacinto College North Campus
B.S., University of Texas Medical Branch
B.S., M.S., University of Houston, Clear Lake
Registered Health Information Administrator
Certified Medical Technician
- JACKSON, Juanita**
Security Captain
A.A., B.B.A., M.B.A., American Intercontinental University
- JACOBS, Joycelyn**
Chair, Developmental Education Division
Faculty, Developmental Reading
B.S., M.A., Sam Houston State University
- JAIME, Mark**
Grounds/Custodial Supervisor
- JAMES, Nora**
Faculty, LVN Nursing
A.A.S., Lee College
B.S.N., University of Texas School of Nursing, Galveston
M.S.N., Lamar University
Licensed Registered Nurse
- JAROSZEWSKI, David**
Interim Dean of Applied Sciences,
Faculty, Paralegal Studies
B.A., M.A., Sam Houston State University
J.D., South Texas College of Law
- JOHNSON, Tracie**
Faculty, Kinesiology & Volleyball Coach
B.A., Sam Houston State University
M.S., Texas Southern University
- JOHNSON-UMEZULIKE, Janice**
Faculty, ADN Nursing
B.S.N., McNeese State University
M.S.N., D.N.S., Louisiana State University Medical Center
Licensed Registered Nurse
- JORDAN, Deborah**
Director of Workforce & Economic Development
B.B.A., McMurry College
- KAOWN, Dougsoo**
Faculty, Mathematics
M.S., Ph.D., University of North Texas
- KEMPER, Cathy**
Vice President, Learning
A.S., Illinois Central College
B.S., M.S., Illinois State University
Ed.D., University of Texas, Austin
- KING, Sidney Eugene**
Faculty, Auto Mechanic HC/LC
A.A., Western International University
- KNOBLOCH, Vicky**
Faculty, Cosmetology
A.A.S., Lone Star College

KNUPPEL, Kenneth Wayne**Faculty, Welding HC/LC**

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

KOEHL, Frederick**Faculty, Cabinet Making HC/LC**

B.A., Sam Houston State University

KORZETZ, Edward**Faculty, Government**

B.S., Eastern Michigan University
M.A., Bowling Green University

KORZETZ, Nicole**Faculty, Psychology**

B.A., Creighton University
M.A., University of Northern Colorado

LANDERS, Teresa**Faculty, Education**

B.S., East Texas Baptist College
M.Ed., University of Texas, Tyler

LANGLEY Jr., James**Faculty, Horticulture HC/LC**

B.S., Sam Houston State University

LATTIER, Gregory**Faculty, Business Administration & Management**

A.A.S., San Jacinto College
B.S., M.S., M.Ed., University of Houston
M.B.A., Ph.D., Capella University

LEBED, Andrey**Faculty, A&P/Biology**

M.D., Russian State Medical University

LEE, Gordon**Chair, English & Humanities Division****Faculty, English & Humanities**

B.A., University of Montana
M.A., Arizona State University
Ph.D., University of Tennessee

LEE, Paula**Instructional Technology Support Specialist**

B.S., Texas A&M University
M.S., University of Houston, Clear Lake

LENAMON, Margene**Faculty, Biology**

B.G.S., Lamar University
M.A., University of Houston, Downtown

LESTARJETTE, Steve**Director of College Relations**

B.F.A., Southern Methodist University

LEWIS, Cynthia**Faculty, Professional Administrative Technology**

B.S., Southwest Texas State University
M.S., University of Houston

LEWIS, Meicillena**Faculty, Microcomputer Applications**

B.S., Sam Houston State University

LEWIS, Michelle**Food Service Manager**

A.A.S., San Jacinto Community College

LI, Beverly**Technical Services Librarian**

B.A., Georgia Southern College
M.L.S., University of North Texas

LIGHTFOOT, Carolyn**Executive Director, Technology, Research & Planning**

B.S., University of Central Texas
M.A., University of Houston, Clear Lake
D.Ed., University of Houston

LOCKETT, Sharon**Faculty, Developmental English**

B.A., M.A., University of Houston, Clear Lake

LOW, K-leigh**Counselor for Students with Disabilities**

B.A., University of Missouri
B.S., William Woods University
M.A., Gallaudet University
Mastery Certificate, Harvard Medical School

LOWE, Angela**Faculty, Culinary Arts HC/LC**

A.C.J., Ashworth College

LUCKE, Paul**Chair, Visual & Performing Arts Division****Faculty, Visual Arts & Architecture**

A.S., McLennan Community College
B.S., M.Arch., University of Texas, Arlington
M.F.A., Texas Christian University
Registered Architect

MACHALA, Suzanne**Director, Auxiliary Services**

B.B.A., Sam Houston State University

MAITLAND, Kaydene**Student Success Specialist (A.D.N.)**

M.A., Argosy University

MANN, Stefanie**Faculty, LVN Nursing**

A.A.S., Lee College
Licensed Registered Nurse

MARTINEZ, Beverly**Accountant, Special Projects II**

A.A.S., Lee College
B.S., University of Phoenix

McCANDLESS, Walter**Programmer & Analyst**

A.A., Lee College
B.S., Stephen F. Austin State University
M.S., Sam Houston State University
M.A., Dallas Theological Seminary

McCLURE, Roberta**Faculty, Computer Science**

B.S., University of Arizona
M.S., Sam Houston State University

McCORQUODALE, Steve**Director, Small Business Development Center**

B.B.A., Sam Houston State University

McGLOTHERN, Michael**Faculty, Microcomputer Applications HC/LC**

B.A., Sam Houston State University

MENDOZA, Joseph Dan**Faculty, Speech**

A.A., Wharton County Jr. College
B.S., Sam Houston State University
M.S., East Texas State University

MILLER, Andy**Faculty, English & Humanities**

B.A., University of St. Thomas
M.A., Ph.D., University of Missouri, Columbia

MORENO, Marissa**Counselor**

B.S.W., M.S.W., The University of Texas,
Austin

MORRIS, Evonne**Assistant Registrar**

A.A., Lee College

MUELLER, Charlotte**Faculty, Music**

B.M., Peabody Institute of The Johns Hopkins
University
M.M., D.M.A., University of Texas, Austin

MULLINS, Sharon**Director, Financial Aid**

B.A., University of North Texas

MURPHY, Michael**President**

B.S., Towson State University
M.S., Ed.D., Indiana University
M.B.A., Loyola University

MURRAY, Amanda**Faculty, Theatre Arts**

B.A., M.A., University of Houston

NADERI, Nader**Faculty, Sociology**

B.A., University of Notre Dame
B.A., M.A., Ohio State University
Ph.D., University of Notre Dame

NEIHAUS, Stephen M.**Faculty, Visual Arts & Photography**

B.A., M.A., M.F.A., University of Iowa

NOACK, Angela**Faculty, Cosmetology**

A.A.S., Lee College

NORDHAUS, Sandra**Faculty, Computer Information Systems/****Game Development**

A.A., College of the Mainland
B.A., M.A., University of Houston, Clear Lake

NUNEZ, Brian**Faculty, Biology**

A.S., Southwest Virginia Community College
B.A., B.S., Virginia Tech. University
M.S., Old Dominion University
Ph.D., Louisiana State University

O'KUMA, Thomas**Chair, Mathematics, Engineering & Sciences****Division****Faculty, Physics**

B.S., M.S., Louisiana Tech. University

OEHLER, Troy**Programmer & Analyst**

A.A., Lee College
B.A., Stephen F. Austin University

OHLER, Kent**Publications Manager**

A.A., B.A., Collins College

OLSEN, Ted**Faculty, Spanish**

B.A., Brigham Young University
M.A., University of Utah

PANG, Harry**Faculty, Chemistry**

B.S., Mississippi State University
Ph.D., University of Texas, Austin

PARIKH, Shital**Web Developer**

M.S., University of Houston, Clear Lake

PERAZA, Cynthia**Student Career & Employment Office Specialist**

A.A.S., San Jacinto Community College

POOL, Eugenie**Faculty, Biology**

B.A., University of Texas at Austin
D.D.S., University of Texas Dental Branch,
Houston

PRICE-Zuniga, Donna**Dean, HC/LC**

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

PULIDO, Yajaira**Student Success Advisor**

A.A., A.S., Lee College
B.B.A., University of Houston, Clear Lake

QUEYQUEP, Joseph**Faculty, Drafting**

A.A.S., San Jacinto Community College

RAWLINS, Gylla**Student Support Services Project Director**

A.A., A.A.S., Lee College
B.B.A., M.A., University of Houston, Clear Lake
M.B.A., Texas Woman's University

RAYON, Sharon**Data Analyst****RELYEA, Lynette****Faculty, Developmental Reading**

A.A., Lee College
B.A., Baylor University
M.A., Sam Houston State University

REYNOLDS, Lisa**Outreach Librarian**

B.S., Northern Arizona
M.S., University of North Carolina

RICHARDS, Evan**Faculty, Physics**

B.S., Texas A&M University
M.S., University of Texas, Dallas
M.S., Georgia Institute of Technology

RICHARDSON, Jim**Chair, Technical Studies Division****Faculty, Electrical Technology**

A.A.S., San Jacinto Community College

ROGERS, Janice**Faculty, ADN Nursing**

A.A.S., Ulster County Community College
B.S.N., Russell Sage College
M.S., Texas Woman's University
Licensed Registered Nurse

ROSE, Melinda**Faculty, Professional Administration Specialist Technology**

A.A.S., Wytheville College
B.S., Virginia Polytechnic Institute and State University
M.S., University of Houston

ROSEN, David**Faculty, Biology**

B.S., Texas State University
M.S., Ph.D., Texas A&M University

ROSS, Wallace**Faculty, Anatomy & Physiology**

B.A., Western Michigan University
D.C., Palmer College of Chiropractic

RUCKER, Leila**Academic Advisor / High School Partnership**

B.A., Texas Tech University
M.A., Prairie View A&M University

SALDIVAR, Ray**Faculty, Electrical Technology**

A.A.S., A.A., San Jacinto College

SALINAS, René**Database Administrator**

A.A.S., Galveston College
B.S., University of Houston, Clear Lake

SALLEE, JoLynn**Director, Writing Center****Faculty, English & Humanities**

B.A., M.A., University of Houston, Clear Lake

SANDOVAL, Thomas**Network Support Administrator**

B.A., Sam Houston State University
M.Ed., University of Houston

SARTOR, Kellie**Faculty, Computer Information Systems**

A.A., Lee College
B.B.A., Texas A&M University
M.S., University of Houston, Clear Lake

SAYLES, Julie**Government Documents Librarian**

B.A., M.A., M.L.A., University of South Florida

SCHEFFLER, Keith**Executive Director, Accounting**

A.A.S., A.A., Lee College
B.S., University of Houston, Clear Lake

SCHMIDT, Paula**Faculty, ADN Nursing**

A.A.S., L.V.N., Lee College
M.S.N., Texas Tech University
Licensed Registered Nurse

SCHNEIDER, Alvin**Executive Director, Physical Plant**

M.S., Drexel University

SCHULTZ, Sunny**Faculty, English & Humanities**

M.A., Ph.D., Bowling Green State University

SHERMAN, Tommy**Faculty, Computer Information Systems HC/LC**

A.A.S., Lee College
B.A., University of Houston

SHOEMAKE, Odus**Faculty, Computer Information Systems/ Geographic Information Systems**

A.A., Houston Community College
B.B.A., M.S., University of Houston, Clear Lake

SHOWALTER, Steve**Chair, Social & Behavioral Sciences Division****Faculty, Government**

B.A., M.A., Ph.D., University of Nebraska

SIT, Estelle**Interim Special Assistant to the President**

B.S., M. Ed., University of Houston
Ed. D., University of Texas, Austin
LPC, Licensed Professional Counselor
LPCS, Licensed Professional Counselor Supervisor

SKELTON, Gloria**Senior Accountant, Accounts Payable**

B.S., University of Indiana

SLADE, George**Faculty, Developmental Mathematics**

B.S., M.S., East Texas State College

SMITH-BROWN, Leisha**Accountant, Special Projects**

A.A., Lee College
B.S., University of Houston, Clear Lake

SPARKES, Michael**Director, Purchasing**

B.S., University of Houston/Certified Purchasing Manager
Certified Purchasing Manager

SPLETTER, Michael**Student Activities Coordinator**

A.S., North Central Technical Institute

SPRAUVE, Doylean**Faculty, ADN Nursing**

B.S.N., Incarnate Word College
M.S.N., University of Texas Health Science Center, San Antonio L.R.N.
Licensed Registered Nurse

STEYN, Pamela**Accountant, Cashiers**

B.A., Baylor University

STOKES-McDANIELS, Crislyn**Faculty, ADN Nursing**

Certificate, Victoria College
A.A.S., Houston Community College
B.S.N., M.S.N., Texas Woman's University
Family Nurse Practitioner Certificate, Texas A&M University, Corpus Christi
Acute Care Nurse Practitioner Certificate, University of Southern Indiana
D.N.P., Chatham University
Licensed Registered Nurse

SUCHON, Donnetta**Vice President, Student Affairs**

B.S., Kansas State University
M.A., University of Florida
Ph.D., University of Northern Colorado

SUMMERS, Amanda**Director, Human Resources**

B.S., Texas A&M University
M.S., Lamar University

SUMMERS, Jason**Wellness Center Coordinator**

A.A.S., Lamar Institute of Technology
B.S., Texas A&M University

SUTTON, Deborah**Faculty, Professional Administrative Technology**

A.S., Lee College
B.B.A., Texas A&M University
M.S., University of Houston

SYDNOR, Kathleen**Faculty, English & Humanities**

B.A., M.A., Northeast Louisiana University, Monroe
M.F.A., University of North Carolina, Greensboro

TAYLOR, Corbett**Faculty, Air Conditioning HC/LC****THIES, Jeffrey****Dean, Academic Studies**

B.A., Arizona State University
M.Ed., Northern Arizona University
Ph.D., University of Arizona

THOMAS, Charles**Chair, Process Technology****Faculty, Process Technology**

A.S., State University of New York, Albany
B.A., Western Illinois University
M.S., University of Texas
Ph.D., Texas A&M University

THOMAS, Felicia**Faculty, Kinesiology**

B.S., M.S., University of Houston, Clear Lake

TIDWELL, Betty**Education Specialist, EOC**

B.A., Texas A&M University
M.A., Sam Houston State University

TIDWELL, Sarah**Counselor**

B.A., Texas A&M University
M.A., Sam Houston State University

TREADWELL, John**Faculty, Physics**

B.A., M.Ed., University of Houston

TUHA, Marsha**Technical Center Coordinator**

A.A.S., Lee College

TUNSTALL, Richard**Faculty, Instrumentation Technology**

B.S.Ed, Baylor University

TURNER, Leslie**Faculty, Cosmetology**

Certificate, Lee College

TURNER, Jason**Faculty, Cabinet Making HC/LC**

B.S., Sam Houston State University

UMEZULIKE, Bedford**Faculty, Government**

B.S., Southeastern Oklahoma State University

M.S., Ph.D., University of North Texas

VANCE, George**Faculty, Welding**

B.S., Texas A&M University

VAUGHAN, Rick**Data Analyst**

A.A.S., Lee College

WALKER, Vera**Advisor, Student Support Services Grant**

B.S., College of Biblical Studies

WALLACE, Ingrid**Faculty, Developmental Mathematics**

B.B.A., Texas A&M University

WARD, Georgeann**Faculty, English & Humanities**

B.A., University of Houston

M.A., University of Houston, Clear Lake

WARFORD, Pamela**Director of Foundation & Donor Development**

B.B.A., Baylor University

WEINEL, John**Faculty, Vocal**

B.M., Louisiana State University

M.M., University of Houston

WEST, Tana**Director, Nursing****Faculty, ADN Nursing**

A.A., Lee College

B.A., University of Houston

B.S.N., Texas Woman's University

M.S.N., University of Texas Health Science Center, Houston

Licensed Registered Nurse

WHITAKER, Christopher**Faculty, History**

B.A., M.A., University of Houston

WHITE, Bill**Marketing Specialist**

B.S.Ed., University of Miami

WHITLOW, Ray**Chair, Speech, Languages & Teacher Education****Faculty, Speech**

B.A., M.A., University of Houston

WHITTEN, Virginia**Institutional Advancement Officer**

B.A., University of Mississippi

M.B.A., Our Lady of the Lake University

WHITTINGTON, Kimberlee**Senior CE Program Manager**

A.A.S., Lee College

B.B.A., University of Houston

M.B.A., University of Houston, Victoria

WILLARD, Cheryl**Faculty, Psychology**

B.S., Central Missouri State University

M.Ed., EDSP, University of Missouri,

Columbia

WILLIAMS, Lynda**Faculty, English & Learning Strategies**

A.A., Lee College

B.A., University of Houston

M.A., University of Houston, Clear Lake

M.Ed., Texas Southern University

WOODALL, Beverly**Faculty, Instrumentation Technology**

A.A.S., Lee College

WOODS, Dana**Counselor, Veteran Services**

B.S., John Brown University

M.Ed., University of Arkansas

ZUCHA, Albert**Faculty, English**

B.A., Sam Houston State University

M.A., Oklahoma University

M.B.A., St. Edward's University

Glossary

Colleges use many words in special ways. This alphabetical list explains those special meanings used in this catalog and by the Lee College staff.

Academic Probation - the situation that occurs if a student's grade average falls below a C- (2.0 grade point average). The student must raise that average in the next semester or withdraw from the college.

Academic Suspension - failure to maintain or achieve the minimum cumulative GPA required. A student placed on suspension will be dismissed from the college for a specific period of time, usually one semester.

Accredited - having the official approval for college programs and/or degrees by various groups. This approval gives Lee College students many benefits, including the ability to transfer credits to other colleges and universities.

Accuplacer - Lee College's state approved test to determine college readiness for TSI standards.

Add - enrollment in a course after registration. An official form must be completed in the Admission Office.

Admission - steps that students follow before attending classes at a college.

Alien - a student who is not a citizen of the United States.

Alumni - graduates of a college or university.

American College Test (ACT) - one of the several tests used as a part of college entrance requirements. Lee College does not require the ACT.

Applied Science (Technical) - the Applied Science Division includes a wide variety of highly technical credit courses and degree and certificate programs designed to meet the needs of students who seek employment. Some applied science courses are transferable to university-level study.

Articulation - an agreement between two institutions whereby students receive credit for prior education.

Assessment - the process of discovering the strengths and weaknesses in student's school backgrounds to place students in courses in which they can succeed.

Associate Degree - general name for any one of the degrees offered by a community college. Lee College offers Associate of Arts (A.A.), Associate of Applied Sciences (A.A.S.), and Associate of Science (A.S.) Degrees.

Associate Degree Nursing (ADN) - an Associate of Applied Science Degree (A.A.S.) that permits students to take the National Test for Registered Nurses (RN).

Associate of Applied Science - the Associate of Applied Science Degree (A.A.S.) provides the student a degree in a chosen technical major and is intended for students who plan to enter the workforce upon program completion.

Associate of Arts - the Associate of Arts Degree (A.A.) provides the student the opportunity to obtain the first two years of college credits toward a four-year Baccalaureate Degree.

Associate of Arts in Teaching - the Associate of Arts in Teaching (A.A.T.) Degree provides students the opportunity to obtain the first two years of college credits toward a four-year Baccalaureate Degree in Education.

Associate of Science - the Associate of Science Degree (A.S.) provides the student the opportunity the first two years of college credits toward a four-year Baccalaureate Degree.

Audit - enrollment in a credit class for no credit.

Bachelor Degree - formal name for a four-year college degree; examples include the Bachelor of Arts (B.A.) and the Bachelor of Science (B.S.). An Associate Degree (two-year degree) is the highest degree offered at Lee College.

Calendar - the schedule of dates for official college activities.

Capstone Course - a comprehensive course taken during a student's last semester that demonstrates program mastery.

Catalog - official annual college publication containing information about its regulations, requirements, policies, and procedures. It includes general information, admissions information, general academic regulations, general non-academic information, financial aid and scholarship information, and educational programs of study.

Certificate of Completion and Certificates - program of study up to 59 credits designed for entry-level employment or knowledge upgrade.

College-level Courses - all credit courses offered by Lee College. Note that developmental courses have a three digit course number.

Commencement - a graduation ceremony in which colleges and universities award certificates and degrees to students.

Community College (Junior College) - a two-year college is also known as a community college. Most often community colleges offer associate degrees, certificates, and courses for transfer to universities.

Complete Withdrawal - this is the process of withdrawing from all classes after registration. See drop.

Concurrent or Dual Enrollment - system whereby a student takes a course at one institution and receives credit at more than one institution.

Continuing Education - courses offered for non-credit; may or may not offer Continuing Education Unit (CEUs).

Core Courses - those general education courses that degree plans require; for example, English 1302, History 1301, etc. Also referred to as core curriculum.

Course - work accomplished in a class during a semester or term. Each course successfully completed adds a certain number of semester hours of credit to a student's transcript.

Course Load - total number of semester hours that a student takes during a semester.

Course Number - the course number identifies each course with a prefix that designates the subject area and a number that designates that particular course; for example, HUMA 1301. Developmental courses are three digit numbers.

Course Waiver - official permission to omit one course in a degree plan.

Credit - see Semester Credit Hour.

Credit Courses - courses taken for credit that accumulate toward a college degree or certificate.

Credit Hour - see Semester Credit Hour.

Curriculum (plural form curricula) - courses of study offered by a college, or the particular course of study of a department or a class.

Dean - an administrator of the college who has responsibility for a particular area.

Degree Plan - series of courses laid out for an individual student's degree.

Degree Program - courses required to complete a particular degree. These are listed under each particular program of study.

Developmental Courses - courses designed to help prepare students for college-level coursework. These courses cannot be applied to certificates or degrees at Lee College or transferred to other institutions.

Distance Education (DE) - a course in which a majority (more than 50 percent) of the instruction occurs when the student(s) and instructor(s) are not in the same place. Two categories of distance education courses are defined as: Fully Distance Education and Hybrid/Blended.

Drop - withdrawal from a particular course. See the Student Services chapter for an explanation of the Lee College drop policy.

Early Registration - the period in which students can register for next semester classes prior to the end of the current semester (see the calendar for dates).

Electives - a course selected by the student that is optional to the degrees or certificate plan.

Extension Courses - classes taught at another location other than the main campus.

Extracurricular Activities - activities outside the classroom that contribute to a well-rounded education. They can include activities such as intramural sports, clubs, organizations, student government, and recreational and social events.

Faculty - the faculty is composed of all people who instruct classes on a college campus.

Fees - charges other than tuition costs, such as student activity fees and specific course fees.

Field of Study - courses that will satisfy lower-division requirements for a baccalaureate degree in a specific academic area.

Financial Aid - the money available to help students attend college.

Full-time Student - a student who is taking 12 or more semester hours in any fall or spring semester.

Fully Distance Education Course - a course which may have mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. Examples of face-to-face

sessions include orientation, laboratory, exam review, or an in-person test.

Grade Point Average (GPA) - overall average of student's grades. Divide the number of semester hours attempted into the grade points accumulated.

Gulf Coast Intercollegiate Conference (GCIC) - competition among Gulf Coast colleges in music and intramurals.

Hazelwood Act - money available from the state of Texas for the education of Texas veterans.

Honors Program - program designed to provide students with an enriched intellectual experience. Students interested in honors classes should contact the honors coordinator.

Hybrid/Blended Course - a course in which a majority (more than 50 percent but less than 85 percent), of the planned instruction occurs when the student(s) and instructor(s) are not in the same place.

In-District - the area around a community college that is part of the taxing district for that college. Tuition is lower for in-district residents (see tuition schedule).

Incomplete (I) - the grade given when illness or some other serious cause prevents a student from completing the requirements of a course during that semester.

Individualized Class (Self-Paced Instruction) - classes in which students complete the requirements on their own time, under the direction of an instructor and outside the classroom setting.

Intramural - activities that provide competition within the college rather than between two colleges.

Long Term - semesters consisting of 16 or more weeks, i.e., fall and spring semesters.

Lyceum - a series of Lee College cultural programs offered to students and the community.

Major/Minor - student's chosen field of study; it usually requires the successful completion of a specified number of credit hours. A minor is a secondary field of study requiring fewer hours.

Mentor - faculty or staff member who serves as a contact for college students who are enrolled for the first time.

Needs Analysis - process to determine a student's eligibility for financial aid.

Non-Credit Status (NC) - the designation given to students who do not wish to receive credit for a course. The student receives a grade of NC.

Non-traditional Student - an adult student for whom several or many years have passed between his or her previous education and the start or continuation of a college program. "Non-traditional" may also refer to any student who is not the traditional 18 year-old high school graduate (e.g., a single parent, a GED graduate, or a part-time student who works full-time).

Out-of-District - the area outside of the taxing district for a community college. Tuition is higher for out-of-district students.

Overload - additional courses over the usual 18 hours permitted.

Pell Grant - money given by the federal government for tuition and books for students who demonstrate financial need.

Placement - the process of discovering students' strengths and weaknesses and placing them in courses that fit their abilities and backgrounds.

Plagiarism - use of the words or thoughts of an author without giving that author credit. While most students' plagiarism is unintentional, it is a serious offense. Students should consult their instructors regarding this issue.

Prerequisite - courses or skills required as background for college-level courses.

Program - plan of study which, when completed, results in a degree or certificate.

Registration - process of signing up for particular classes and paying fees. Registration is necessary every semester before attending classes.

Remediation - process of assisting the student to develop the basic skills required for college work. See Developmental Courses.

Resident - student who has lived in Texas for at least one year prior to the date of registration.

Resignation - the process of withdrawing from all classes during a semester.

Schedule of Classes - a list of courses with sections, semester credit hours, room numbers, times, days, and instructors for the semester, published prior to registration for each semester.

Scholastic Aptitude Test (SAT) - one of several tests whose scores are used as part of a college's entrance requirements. Lee College does not require the SAT.

Section - a particular class. On the class schedule the number that follows the decimal point is the section number. It separates that class from all others with the same course number.

Semester Credit Hour (SCH) - the customary unit of measure for counting college credit. Classes which meet three hours per week in long semesters usually have three credits. For courses offered by Lee College, the second digit of the course number

is the number of credits associated with the course. Three digit numbers do not award college credit, i.e., READ 300.

Semester (Term) - the period of time during which classes are offered is called a semester. For example, the semester system consists of a fall (August - December) semester, a spring (January - May) semester, and a summer (June - August) semester. At Lee College, and at some other colleges and universities, there are often intersession terms or semesters (during the Christmas holidays, for example). See the current class schedule for exact dates.

Senior College - a college or university that offers a bachelor degree or above.

Short Term - semesters consisting of less than 16 weeks, i.e., summer semesters.

Sophomore - student who has earned at least 30 credit hours toward a degree or certificate.

Student Assistant - part-time (no more than 19.5 hours per week) work on campus. The pay rate is minimum wage.

Student Service Fee - the money that all students pay to support student publications, organizations, and activities.

Syllabus - a description of a college course including its title, course number, required text(s), stated objectives and requirements.

Transfer Student - student who applies credit earned from one college or university to a program at another. For example, many Lee College students transfer to a four-year college or university.

Transcript - record of courses attempted and grades earned. Individuals may obtain a copy of their transcript from the Admissions and Records Office.

Tuition - the basic charge per semester hour for college courses.

Withdrawal - see Drop.

Work Study - college work study is a program that allows students with documented financial need to apply for part-time (no more than 19.5 hours per week) employment on campus. The pay is minimum wage.

Campus Contacts

Counseling 281-425-6384 • Switchboard 281-427-5611

Subject	Contact	Telephone Number
		<i>Area Code 281 (unless indicated)</i>
Adding or Dropping a Class	Admissions Office	281-425-6393
Academic Curricula	Dean, Academic Studies	281-425-6445
Admissions Information	Admissions Office	281-425-6393 or 800-621-8724
Advanced Placement	Counseling Center	281-425-6384
Allied Health	Allied Health Office	281-425-6229
Athletics	Kinesiology, Athletics & Wellness	281-425-6487
Black Ed. Access Committee (BEAC)	College Relations Office	281-425-6260
Books and Supplies	Bookstore	281-425-6360
Business Matters	Business Office	281-425-6324 or 281-425-6317
Career Counseling	Counseling Center	281-425-6384
Change of Major	Admissions Office	281-425-6393
Change of Name or Address	Admissions Office	281-425-6393
Child Care	Baytown Childcare Center	281-427-2507
Class Schedules	Counseling Center	281-425-6384
Continuing Education	Continuing Education Office	281-425-6311
Cosmetology	Cosmetology Office	281-425-6286
Counseling/Advising Services	Counseling Center	281-425-6384
Credit by Examination	Admissions Office	281-425-6393
Degree Requirements	Admissions Office	281-425-6393
Disability Services	Counselor-Students with Disabilities	281-425-6384
Distance Education	Instructional Deans Office	281-425-6444
Drama/Music	Visual & Performing Arts Division	281-425-6821
Dual Credit	Dual Credit Coordinator	281-425-6434
English	Division Chair	281-425-6417
Evaluations of Transcript Credit	Admissions Office	281-425-6393
Financial Aid	Financial Aid Office	281-425-6389
Graduation Requirements	Admissions Office	281-425-6393
Hispanic Ed. Access Committee (HEAC)	College Relations Office	281-425-6563
Honors Program	Honors Coordinator	281-425-6438
I.D. Cards	Library	281-425-6379
International Student Services	Admissions Office	281-425-6393
Job Placement	Student Career & Employment Office	281-425-6572
Library	Library	281-425-6379 or 800-261-9556
Lost & Found	Security	281-425-6475
Instructional Media Assistance	My LC Helpdesk	281-425-6952
Minority Access Committee	College Relations Office	281-425-6260
Parking	Security	281-425-6475
Project Leeway	Special Populations Office	281-425-6559
Publicity & Publications	College Relations Office	281-425-6563
Recruitment	Student Affairs	281-425-6260
Registration	Admissions Office	281-424-6393
Residency Issues	Admissions Office	281-425-6393
Scholarships & Loans	Financial Aid Office	281-425-6389
Small Business Development Center	Director of SBDC	281-425-6309
Student Activities/Organizations	Student Activities Director	281-425-6861
Student Congress	Student Activities Director	281-425-6861
Testing & Placement	Counseling Center	281-425-6384
Technical Curricula	Dean, Applied Science	281-425-6445
Transcript Request	Admissions Office	281-425-6395
Tuition & Fees	Business Office	281-425-6321 or 281-425-6322
Use of College Facilities	Coordinator of Facilities	832-556-4031
Veterans' Affairs	Counseling Center	281-425-6384
Waiver of Course	Admissions Office	281-425-6393
Wellness Center	Arena	281-425-6271
Wetlands Center	Continuing Education	281-425-6311
Withdrawal from College	Adm. Office/Counseling Center	281-425-6393 or 281-425-6384
Workforce	Workforce/Industrial Training	281-425-6478 or 281-425-6460

Index

Absences	39	Developmental Courses.....	22-23
About Lee College.....	153	Disabled Students.....	32
Academic Fresh start.....	21	Disciplinary Policy	39
Academic Honesty Code	40-41	Disruption of Operations or Events	39
Academic Probation/Suspension	21	Distance Education	48
Accounting Degree/Certificate Plans.....	60	Distance Learning	48
Accounts not Paid and Clear	28	Documents Needed for Admission.....	10
Adding Classes	10	Drafting Technology - CADD Degree/Certificate Plans	77-78
Admission Documentation.....	10	Drama	34
Admission Policies	8	Drama Degree Plan.....	79
Adult Education Program	151	Dress and Grooming	40
Advisory Committees	46	Dropping Classes.....	10,22
Agribusiness Degree Plan	61	Drug Abuse Policy.....	39-40
Alcohol Policy	39	Education Degrees.....	80-82
Allied Health Learning Resource Center	36	Educational Exemplary Objectives	56
Allied Health Programs Enrollment Information	17	Educational Opportunity Center (EOC)	151
Application for Admission.....	10	Electrical Technology Degree/Certificate Plans.....	83
Architecture Degree Plan	61	English Degree Plan	84
Art Association	33	Enrollment in Other Texas Colleges.....	28
Articulation Agreements.....	23	Enrollment into Special Programs	17
Associate Degrees-Minimum Requirements.....	47	Equal Education Opportunity Statement.....	2
Associate Degrees-Receiving a Second One.....	47	Establishing Residency Status	10
Associate of Applied Science (AAS) Degree Information.....	47	Examination Availability (TSI, Placement Test)	13
Associate of Arts (AA) Degree Information	47	Evaluation of Transfer Credit	20
Associate of Arts in Teaching (AAT) Degree Information.....	47	Faculty and Administrative Personnel.....	155-159
Associate of Science (AS) Degree Information	47	Federal Supplemental Education Opportunity Grant (SEOG).....	26
Athletics.....	33-34	Financial Aid.....	26
Attendance of Classes.....	21	Financial Aid Appeals.....	27
Auditing Courses	11,22	Financial Aid Eligibility	26
Awarding Credits.....	13	Financial Aid Warning.....	27
Black Educational Access Committee (BEAC).....	152	Financial Aid Progress Statement.....	27
Bookstore	34	Financial Aid Repayment.....	27
Business Administration & Management Degree/Certificate	62-63	Financial Aid Suspension.....	27
Business Office Policies	28	Firearm, Fireworks, and Explosives	40
Calendar for Baytown Campus.....	4-6	First-Time-in-College Freshman.....	8
Campus Activity Board.....	34	Food Services.....	35
Campus Contacts	163	Fully Distance Education Course	48
Career and Transfer Center	152	Game Design Degree/Certificate Plans	85
Career Pilot Technology Certificate Plans.....	64	Gambling	40
Certificates of Completion Graduation Requirements	47	Gangs.....	40
Child Care.....	35	General Admission Policy.....	8
Class Attendance	21	Glossary.....	160-162
Class Information.....	38	Goals for Lee College	2
Class Load.....	32	Grade - Incomplete "I"	21,22
Closing the Campus	6	Grade Point Averages	20
Clubs	33	Grade Reports.....	21
Commencement.....	46	Grades	20
Communications Degree Plan.....	65-66	Grades - Change Policy	23
Community Service	152	Grades - Developmental Courses.....	22,23
Computer Information Systems Degree/Certificate Plans	67-69	Grades - Non Credit (Audit)	22
Computer Maintenance Technology Degree/Certificate Plans.....	70	Grades - Posting of.....	21
Computer Programming Degree/Certificate Plans.....	71	Graduate Guarantee Program	38
Continuing Education.....	151	Graduation Requirements - General	46
Construction Engineering Technology Degree/Certificate Plans	72	Graduation Under a Particular Catalog	46
Controlled Substances	39	Graduation with Honors	47
Core Curriculum Completion.....	47	Grants for Students.....	26
Core Curriculum Definition.....	56	Guarantee for Job Competency.....	38
Core Curriculum Options.....	53-55	Guarantee for Transfer Credit.....	38
Cosmetology Enrollment Requirements	17	Gulf Coast Intercollegiate Conference.....	34
Cosmetology Degree/Certificate Plans	73-74	Hazing	40
Counseling and Advising.....	32	Health Information Technology Degree/Certificate Plans	86-87
Counseling Center	32	Health Care for Students on Campus.....	35
Course Descriptions	115-149	Health Records	10
Course Numbering System.....	47-48	Hispanic Educational Access Committee (HEAC)	152
Course Prerequisites.....	11	History of Lee College.....	153-154
Course Waivers and Substitutions for Graduation	46	Home Schooling.....	8
Courses with Optional Honors Contracts.....	18	Honors Program.....	17-18
Credit by Examination	13	Housing for Students	36
Credit by Examination Table.....	15	Humanities Degree Plan	88
Credit for the International Baccalaureate (IB) Credential.....	13	Huntsville Center/Lee College.....	151
Credit Limitations.....	13	Hybrid/Blended Course	48
Criminal Justice and Corrections Degree/Certificate Plans.....	75-76	In-District.....	27
Degree and Certificates Degree Plans	49-52	Incomplete Grade	21-22

Individual Approval Admission.....	9	Repeating Courses.....	20
Index.....	164-165	Residency Status and Requirements.....	10
Industrial Systems Degree/Certificate Plans.....	89	Returned Checks.....	28
Information Review.....	37	Right to Privacy.....	36-37
Institutional and Departmental Scholarships.....	27	Roller Skates, Roller Blades, and Skateboard.....	40
Instrumentation Technology Degree/Certificate Plans.....	90	Safety Management Degree Plan.....	108
International Curriculum Program of Study.....	19	Scholarships for Students.....	26-27
International Students.....	8-9	Security for Campus.....	35
Intramural Competitions.....	34	Semester Credit Hour (SCH).....	20
Kids at College Summer Program.....	152	Senior Adult Program.....	152
Kinesiology/Physical Education Degree Plans.....	91-92	Setting and Facilities.....	154
Lab - ATC Open Computer Lab.....	36	Sexual Harassment Policy.....	41-42
Lab - Allied Health.....	36	Small Business Development Center (SBDC).....	152
Lab - Mathematics.....	36	Smoking.....	40
Lab - Reading.....	36	Snack Bar.....	35
Lab - Writing.....	36	Social Sciences Degree Plan.....	109
Learning Strategies Course Requirement.....	11	Social Work Degree Plan.....	109
Lee College at the McNair Center on I-10.....	153	Spanish Degree Plan.....	110
Lee College Foundation Scholarship.....	26	Special Populations Office.....	35
Liberal Arts Degree Plans.....	93	Special Registration.....	10
Library.....	36	Speech Degree Plan.....	110
Loans for Students.....	26	Student Ambassadors Program.....	34
Mandatory Continuing Education.....	152	Student Appeals Process.....	39,44,45
Manufacturing Engineering Technology Degree/Certificate.....	94	Student Assistants.....	27
Map of Lee College Campus/Service Area.....	166-168	Student Career and Employment Office.....	35, 153
Math Lab.....	36	Student Conduct Policies.....	39
Math/Physics/Pre-Engineering Degree Plans.....	94	Student Congress/Student Clubs.....	33
Mechanical Engineering Technology Degree/Certificate Plans.....	95	Student I.D.'S.....	33
Mental Health Services Degree/Certificate Plans.....	96	Student Participation in Decision Making at Lee College.....	33
Military Veterans.....	29	Student Records and Transcripts.....	23,37
Minority Access Committees.....	152	Student Rights.....	36-44
Mission Statement for Lee College.....	2	Student Services.....	33
Multicultural Institute.....	34	Student Enrolled in Accredited High Schools.....	8
Music Activities.....	34	Summer Camps for Kids at College.....	152
Music Degree Plans.....	97-99	Table of Contents.....	3
Natural Sciences Degree Plan.....	100	Temporary Campus Closing.....	6
Neighborhood Colleges.....	151	Texas Education Opportunity Grant.....	26
Non-Credit Status.....	11	Texas Public Education Grant.....	26
Non-Resident.....	27	Texas Success Initiative (TSI).....	11
Nursing Admission Requirements.....	17	Exemptions.....	11
Nursing (ADN) Degree Plans.....	101-102	Transfer Student.....	12
Nursing (VN) Certificate Plan.....	103	Non Degree Seeking Student.....	12
On-Line Registration.....	10	Advisement.....	13
Open Computer Lab.....	36	Student With Disabilities.....	13
Out-of-District.....	27	Testing Guidelines for the Texas Success Initiative.....	13
Paralegal Studies Degree/Certificate Plan.....	104	Transcripts Needed for Admission.....	10,23
Parking Permits.....	33	Transcripts and Records.....	37
Payment of Fees.....	28	Transfer of Courses.....	32
Pell Grant.....	26	Transfer Degree Plan.....	111
Performing Arts Center.....	153	Transfer Dispute Resolution.....	38
Personal Enrichment.....	10, 152	Transfer Limitation Notice.....	38
Personnel Listing.....	155-159	Transfer/Transient Students.....	8
Pipefitting Degree/Certificate Plans.....	105	Tuition and Fees.....	27
Placement in Advanced Courses.....	15-16	Undocumented Students.....	27-28
Placement Tests.....	11	Vandalism.....	40
Policies Regarding Student Conduct.....	39	Veterans Affairs.....	29
Policies - Credit, Grades, Student Records, Graduation.....	20	Virtual College of Texas (VCT).....	48
Prerequisites for Courses.....	11	Virtual Classroom Conduct.....	48
Process Technology Degree/Certificate Plans.....	106	Vision Statement of Lee College.....	2
Professional Development.....	151-152	Visual Arts: Degree Plan.....	112
Professional Administrative Technology Degree Plan.....	107-108	Visual Arts: Imaging Degree Plan.....	112
Project Leeway.....	35	Vocational Rehabilitation.....	30
Reading Lab.....	36	Web Page: www.lee.edu	166
Records - Challenging Accuracy.....	37	Weekend College.....	151
Refund Policy.....	28-29	Welding Degree/Certificate Plans.....	113
Registration for Credit.....	10	Wellness Center.....	152
Registration Information.....	10-11	Wetlands Center.....	152
Registration - Non-Credit.....	11	Withdrawal.....	22
Registration - Nursing Students.....	17	Writing Lab.....	36
Registration - Online.....	10	Work Study Student Program.....	27
Registration - Special.....	10	Workforce/Business/Professional Development.....	151-152
Registration - Veterans and Dependents.....	29		
Religious Holy Days.....	39		
Repayment of Federal Funds.....	27		

**P. O. Box 818
Baytown, Texas 77522-0818
Corner of Lee Drive
and Gulf Street
www.lee.edu**

Student Services Offices

Moler Hall

- Admissions
- Bookstore
- Career Planning
- Counseling
- Financial Aid
- Services for Student with Disabilities
- Snack Bar
- Student Success Center
- Veterans' Services

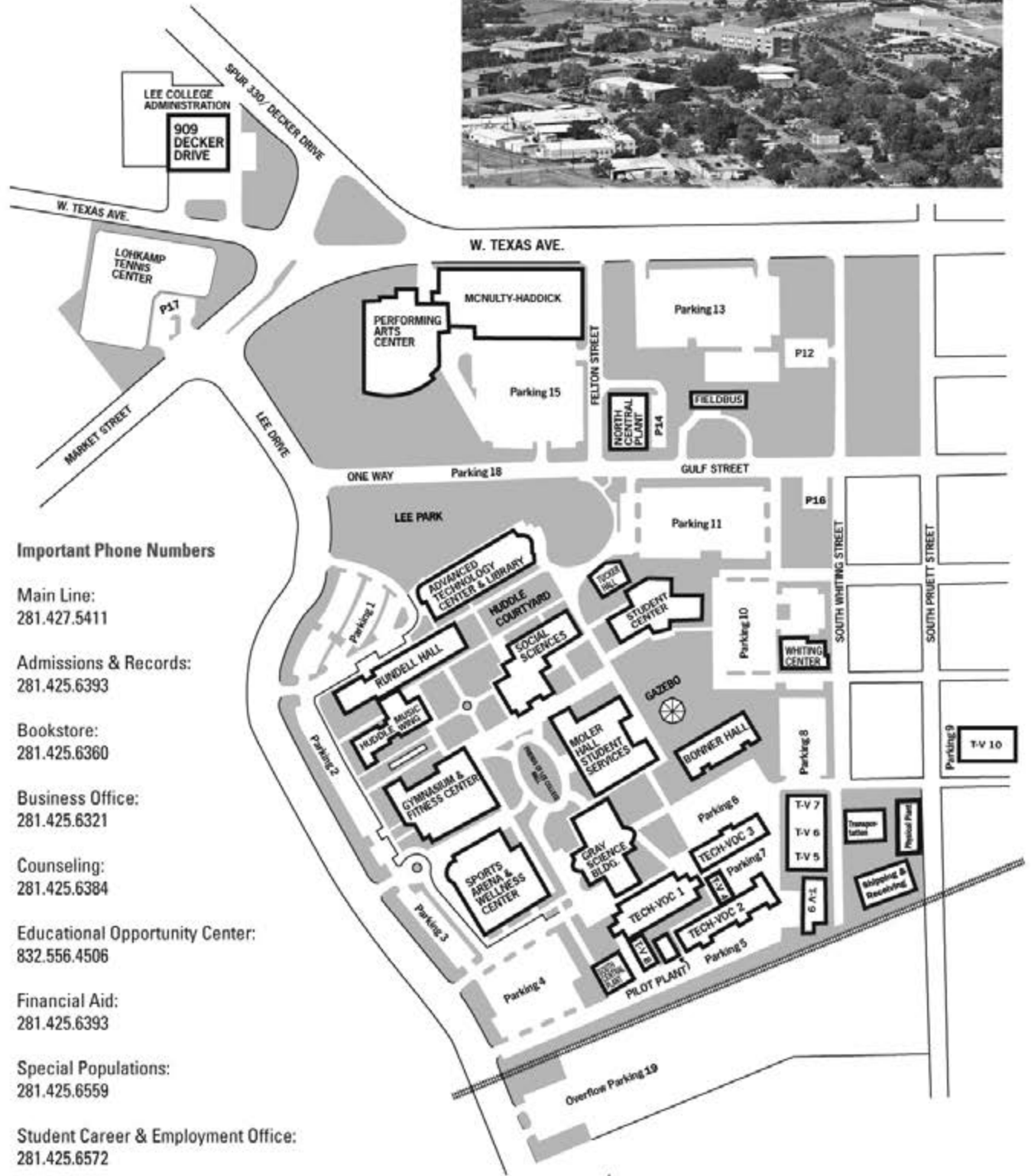
Social Sciences Building

- College Relations

Student Services Numbers

Admissions	281-425-6393
Counseling	281-425-6384
Financial Aid	281-425-6389

Lee College Campus Map



Important Phone Numbers

- Main Line:
281.427.5411
- Admissions & Records:
281.425.6393
- Bookstore:
281.425.6360
- Business Office:
281.425.6321
- Counseling:
281.425.6384
- Educational Opportunity Center:
832.556.4506
- Financial Aid:
281.425.6393
- Special Populations:
281.425.6559
- Student Career & Employment Office:
281.425.6572
- Testing Center:
281.425.6384

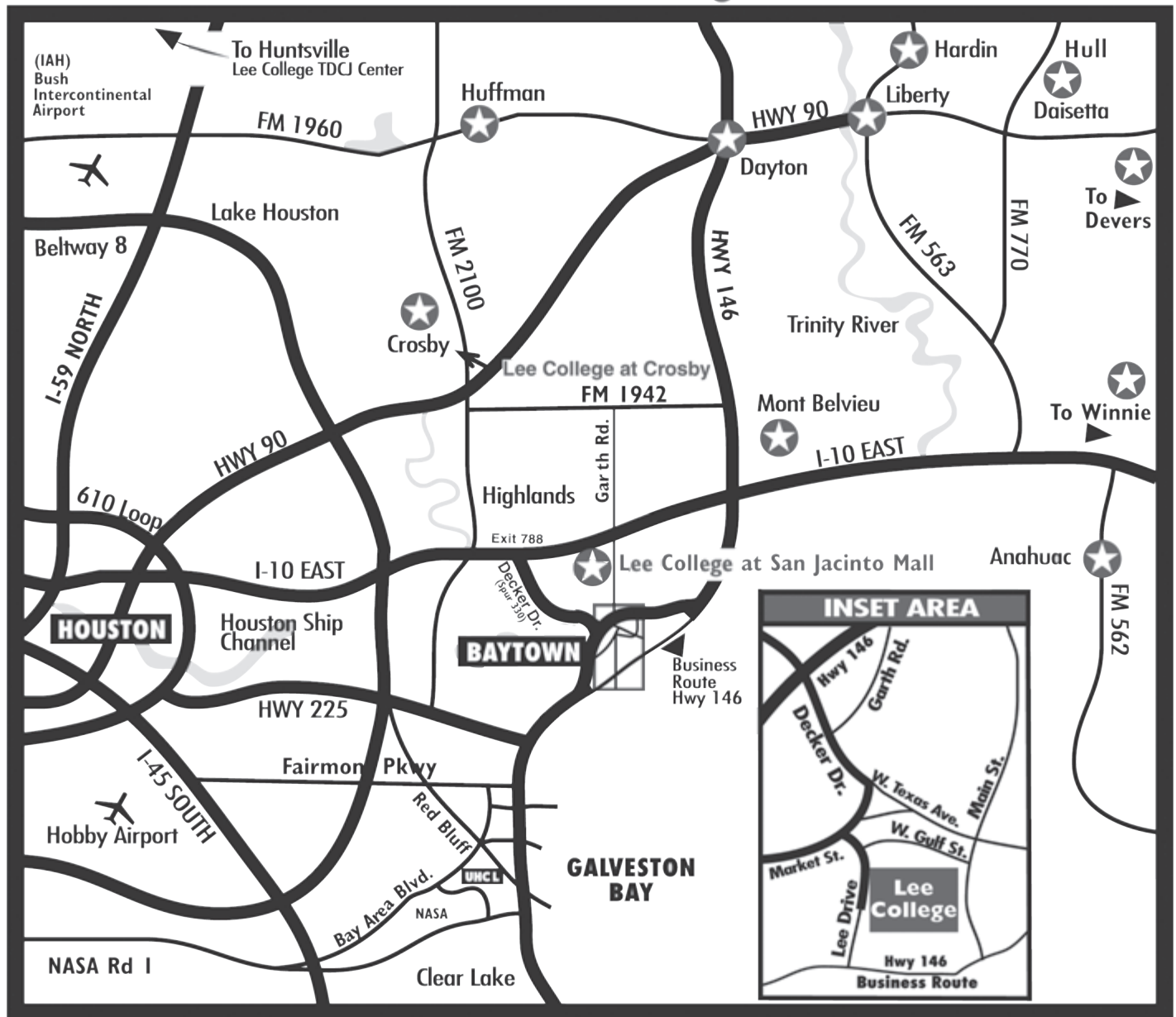


LEE COLLEGE aa/eoo

Service Area Map

TDCJ - Texas Department of Criminal Justice

★ Lee College Service Area School Districts and Extension Sites



Lee College McNair Campus at 1-10
Weekend College
Admissions
Admissions Fax
Counseling
Financial Aid
Switchboard

281- 425-6287
281- 425-6384
281- 425-6393
281- 425-6831
281- 425-6384
281- 425-6389
281- 427-5611

Lee College does not discriminate on the basis of gender, disability, race, color, age, religion, national origin or veteran status.

