2012-2013 Catalog

LEE COLLEGE

2012-2013 Catalog

P.O. Box 818 Baytown, Texas 77522-0818
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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 2012.

Vision Statement

Providing knowledge and skills to successfully navigate in the modern world.

Mission Statement

Lee College serves as a focal point for the development of educated, gainfully employed, and socially aware residents of our local community.

Goals and Outcomes

Learner Success:
Enable success among all learners

- Improve persistence of all students to completion of their educational intent
- Enrich learning through accessible and relevant experiences
- Enhance student engagement through learner support

Community Enrichment:
Advocate cultural and economic diversity

- Build bridges from education to employment
- Make Lee College the preferred provider for training and workforce partnerships
- Strengthen cultural initiatives that promote an enlightened community

Employee Success:
Model persistence, completion, and excellence in learning

- Support professional development opportunities for faculty, staff, and administration
- Recognize and reward employee excellence
- Model safety in the work environment

Institutional Effectiveness:
Foster a culture of adaptability and continuous improvement

- Employ assessment processes that direct action for improvement
- Foster transparency in data analysis and decision making
- Implement technology to effectively improve educational and operational processes and promote sustainability

Equal Education Opportunity Statement

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

For information regarding student rights or appeal procedures, refer to 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 descrimina 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 imformación 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.

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Lee College Calendar

FALL SEMESTER – 2012

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

SPRING SEMESTER – 2013

January	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

May	13	Monday	May Mini Session Begins (Classes Meet May 13-30)
	27	Monday	Memorial Day Holiday (College Closed)
June	10	Monday	Summer I: 5- and 10-Week Classes Begin (Credit and Community Education)
July	4	Thursday	Independence Day (College Closed)
	11	Thursday	Last Class Meeting (5-Week Classes)
	15	Monday	Summer II Classes Begin (5-Week Classes)
August	15	Thursday	Last Class Meeting (All Remaining Classes)
	16	Friday	Grades Due
			Summer Diploma Date

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

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).

Admission to the College does not imply admission to programs such as the Nursing or Honors Programs, which employ special admission requirements (see Enrollment Into Special Programs, 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 to the College, p. 10, and Texas Success Initiatives (TSI) Plan, 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 Texas Success Initiatives (TSI) Plan, 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. These students are limited to two college-level courses per semester or term. The policies regarding persons who are enrolled in accredited high schools apply to students who take Lee College courses on their high school campuses for dual credit as well as those who take courses at Lee College sites for college credit only (course prerequisites are a part of the course descriptions included in Chapter 6).

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

Students Enrolled in "Home Schooling"

Persons who have completed the equivalent of an approved high school curriculum through home schooling may apply for admission to the College under the Individual Approval

(IA) admission policies (see Individual Approval Admission, 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 Individual Approval 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 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; students may satisfy this requirement by submitting results from the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). Students need a minimum aggregate (TOEFL) score of 530 on the Paper-Based Test (PBT), 197 on the Computer-Based Test (CBT), or 71 on the Internet-Based version (IBT). On the (IELTS), a score of 5.5 or higher is required.
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 obtain F1 student status. Form I-20 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. 28).

Individual Approval Admission

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

The College's IA admission policies are described below:

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

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

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

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

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

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

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

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

   Prospective students who meet IA criteria will be admitted and may enroll. Adult students who enter the College under the IA admission procedure are encouraged to

consider obtaining a General Equivalency Diploma prior to study at Lee College. Students who enter the College under these provisions may also be restricted to certain courses and/or sections.

Enrollment for Personal Enrichment

Students who are not pursuing certificates or degrees and are not earning credits for transfer to other institutions may enroll at the college for "personal enrichment." Students who do so may avoid some placement testing but are not eligible for state or federal aid (see Personal Enrichment, p. 199).

Documents Needed for Admission to the College

Application for Admission

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

Establishing Residency Status

Under state law, students who move to the state solely for educational pursuits are not entitled to receive Texas residency tuition rates. Students who claim "Texas residency" must be prepared to show residence in the state for the immediate 12 months prior to the census date of the first term of enrollment. Accepted forms of documentation include records of gainful employment with a Texas address, deed to property in the state, registration to vote, and/or Texas vehicle registration documents. Other documents supporting a residency petition, including commercial apartment leases, bank statements and utility billing documents, may also be considered. Dependents of Texas residents may also need to present their parent's tax returns. See the Admissions and Records Office for more information on residency classification. See also "Tuition and Fees" in Chapter 2.

Official Transcripts

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

Immunization Requirements

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

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

The meningitis vaccination requirement affects most students under age 30, but there are some exceptions, and there are exemption options. Because the law is new and rules are still being developed, students are directed to the Admissions page of the Lee College website, www.lee.edu, for the most current information. Students can also contact the Admissions office at 281.425.6393 with questions.

Registering For Credit

Steps to register:

- Complete the application process (in person or online at www.applytexas.org).
- Determine the need for testing in the Counseling Center. If required, make an appointment to complete testing in the Testing Center.
- New students must meet with a counselor or advisor to secure a New Student Orientation date. At orientation, new students will have the opportunity to complete their registration.
- 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 schedule changes (add/drops) for those already registered. See limits on class load, Chapter 3.

Dropping classes:

Students are responsible for dropping classes. State-mandated refund policies, as well as 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 3/4 point in a semester or session (see Considerations When Dropping Courses, p. 21).

Special Registration

Special registrations are noted in class schedules. Special times and locations are available to industrial contract students. For additional information, contact the Counseling Center at 281.425.6384, or the Office of Industrial Liaison 281.425.6460.

Online Registration

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

Course Prerequisites

Most courses have prerequisites and students are advised to take courses in recommended sequences. (See 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. The test, which includes reading, writing, and mathematics, is computerized and the scores are immediately available upon completion. 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. Appointments are required and are made at the Counseling Center. The tests require up to three hours completing.

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, first-time Lee College students who have tested into two or more developmental courses, have tested two or more developmental levels below those required for their degree or certificate, and are enrolling in six or more credits will be required to successfully complete LSSS 300 (Learning Strategies for Success). Students failing to successfully complete the course will be required 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 classes until the fall semester.

Registering for Non-Credit (NC)

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

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

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. Develop-

mental courses and support are available to those students who test below college level.

- All first time in college students entering Lee College, unless exempt, must have assessment scores in all components from an approved test to determine readiness to meet course prerequisites and/or to enroll in college-level academic coursework.
- A student who has a deficiency in one or more areas will be given an individualized plan that lists the developmental coursework that is required for that student to become college ready.
- Students have completed the Texas Success Initiative (TSI) in each component if they have completed the developmental sequence of courses in reading 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 English, math, or reading prerequisites.

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 and mathematics test. Partial exemption (either reading/writing or math) is granted with a composite score of 23 and a minimum of 19 on either the English test or mathematics test. The score is good for 5 years from the date of the test.
    - **SAT** – results on critical reading and math scores added together which equal or exceed 1070 (with a minimum of 500 on each test). Partial exemption is granted for writing/reading or math with a combined score of 1070 and a minimum of 500 on either critical reading or math. Scores are good for 5 years from the date of the test.
    - **TAKS** (exit-level test only): minimum scale score of 2200 on the math section and a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3. Partial exemptions are allowed for math or reading/ writing. The scores are good for 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, p. 13).
- 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.

"C" Rule Courses:

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) SOCI 1301 (Introduction to Sociology)
Mathematics:	MATH 1332 (Contemporary Mathematics I) MATH 1314 (College Algebra) MATH 1342 (Elementary Statistics) Any advanced mathematics course for which the above are prerequisites

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

Transient Students – A student who is enrolled in a private or out-of-state institution of higher education and is attending Lee College on a temporary basis is not required to take a test for 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. Documentation of the disability is required. 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 and 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

Credit by examination offers students an opportunity to earn credit for previous knowledge. Types of examinations considered for credit include Advanced Placement (AP) tests (for current high school students and recent high school graduates), 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 appropriate department. 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 and Records Office. For information about the specific exams and college course equivalencies for each exam, see the Registrar.

Credit for Prior Learning

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

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, pp. 49, 50, and 57).
2. Students must meet course prerequisites to take examinations. Examinations may not be taken for courses in which students are currently registered or for courses in which students have received grades, including grades of "I," "W," and "F" Examinations may not be taken for any course for which the examination is a course prerequisite or for courses in which a student is currently enrolled or has already received credit. Prerequisites are found under "Course Descriptions" in Chapter 6, p. 125 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 of AP and CLEP scores must be sent directly to and received by Lee College, Office of Admissions and Records, P.O. Box 818, Baytown, TX 77522-0818.
4. Credit by examination through departmental examinations, AP or CLEP will be recorded on students' transcripts with grades of "P" and, as a consequence, will not be a part of the calculation of their cumulative GPAs. The cost for taking a departmental examination is $10 per credit hour.
5. The credit students receive by examination does not apply toward either their earned or attempted hours for purposes of determining full-time status.
6. A maximum of 15 SCHs may be awarded to students pursuing an Associate of Applied Science Degree in Professional Administrative Technology who have successfully passed all parts of the Certified Professional Secretary (CPS) 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. 20).
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 + 1304	Art History I & II	AP	3	6
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
GEOG 1303	World Regional Geography	AP (Human Geography)	3	3
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	Beginning and Intermediate Spanish	AP (Spanish Language)	3	8
SPAN 2311+2312	Spanish Reading, Conversation, Composition and Grammar Review	AP (Spanish Language)	3	6
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 1314	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	Introduction to Computing	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	Instrumentation Calibration	Dept.	70	4
ITSC 1309	Integrated Software Applications I	Dept.	70	3
MCHN 1438	Basic Machine Shop 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.				

Articulated 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. Articulated credits at LC are free to students pursuing articulated 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 Secretary Test (see p. 14)	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: Degree and Certificate 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 Acellular/Pertyssus (Tdap) 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.
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 a series of Hepatitis B vaccines prior to the start of direct patient care or show serologic confirmation of immunity to Hepatitis B virus.

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

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

A physical examination, inclusive of laboratory work, 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.**

A criminal background screening will be obtained before the student can register for classes.

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

The Honors Program

The Honors Program is designed to provide students with an enriched intellectual experience, the opportunity to explore subject areas in depth, 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 Honors Program Coordinator for permission to register.

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

Fall courses include American Literature to 1860 (ENGL 2327H) and History of the United States to 1877 (HIST 1301H). Spring courses include American Literature: 1860 to the Present (ENGL 2328H) and History of the United States Since 1877 (HIST 1301H or HUMA 1302H).

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

Fall courses include HUMA 1301H and ENGL 1301H; Spring courses include HUMA 1302H and ENGL 1302H.

History and Development of Motion Pictures, taken as either DRAM 2366H or ENGL 2341H, 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 (SOCI 1301H) 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 (SPCH 1315) will include the research, preparation, and delivery of various types of speeches. The aesthetics of oratory will be examined through personal experience, as well as focused observation and analysis of American political rhetoric, both historic and current. Particular attention will be paid in alternating two-year cycles to the Presidential and Texas Gubernatorial election seasons.

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	Conceptual Physics I
PHYS	1407	Conceptual Physics II
PHYS	2425	University Physics I
PHYS	2426	University Physics II
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

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 Repeated Courses," on the following page, and "Developmental Courses," p. 126.

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

*See drop explanations

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 DD214 (see Awarding Credits, p. 14).

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 into Advanced Classes, p. 13.

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 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 may be denied enrollment for a minimum of one term (one long semester or 10-week summer session). Students are returned to good standing when, for two subsequent semesters, they complete a minimum of 6 SCH and maintain a term GPA of 2.0 or higher.

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 exist:

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

Class Attendance

Students who have been absent from class for three hours or three sessions may be dropped by the instructor for nonattendance, 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 publicly posting students' grades by their names, initials, social security numbers, or other information that might allow any person to link a grade to a particular student.

Incomplete

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

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

Drops After Drop Period

After the 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 sign a statement indicating they understand impacts of the resignation and are encouraged to visit with an advisor if they have concerns. When graded, a resignation results in grades of W4.

Non-Credit (Audit) Grade

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

Developmental Courses Policies Regarding Grades and Student Records

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

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

Grades	*Interpretations*
A	Excellent work*
B	Good work*
C	Average work* *Student moves on the next level of developmental math, reading, or writing class or exits the developmental sequence in MATH 330, READ 302 or ENGL 302.
D	Not Passing – student must repeat course
F	Failure – student must repeat course

Students in developmental math, reading, or writing may also exit the developmental sequence by re-taking 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.

Grade Change Policy

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

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

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

Transcripts

Once a student completes at least one credit course at Lee College, an official college 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 and core curriculum completions earned by the student at Lee College. Certain honors and awards are only listed on the paper transcript; by default, Lee College will disseminate an electronic transcript when requests are made to send transcripts to those colleges capable of receiving EDI electronic transcripts.

Definition of Students' Records

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

Graduation

Graduation Requirements – Associate Degrees

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

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. 24). Graduates who meet certain requirements are guaranteed that their job skills will be current (see Guarantee of Job Competency Program, p. 42).

Course Waivers and Substitutions for Graduation

Division Chairs and the instructional deans or Vice President of Learning may, in certain circumstances, approve course substitutions or waive courses listed in degree plans. Course substitutions must be of similar content and difficulty.

Students who have requested substitutions should ensure that these have been received by the Admissions and Records Office and are reflected on the student's graduation checklist prepared by the Admissions and Records Office. Substitution forms are available in the Admissions and Records Office.

Commencement

Lee College holds commencement ceremonies 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 ceremony per 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 (1) be within 3-9 SCHs of completion of the requirements for an associate degree, and (2) have an overall GPA of 2.5 or higher.

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

Graduation Under a Particular Catalog

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

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

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

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

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.

Graduation Requirements – Certificates

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

Students in certificate programs 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 of Job Competency Program," p. 42).

Chapter 2
TUITION, FEES, AND FINANCIAL AID

Student Financial Aid

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

Financial Aid Application

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

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

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

When To Apply

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

Loans

Lee College participates in the Federal Direct Loan Programs, which include the Stafford and PLUS loans. All students interested in applying for a student loan must complete the FAFSA to qualify. The Financial Aid Office and EOC provide workshops and individual help for students who must complete the FAFSA. Students who have received loans must notify the Financial Aid Office each year to 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 and be enrolled in a degree program or an eligible certificate program.
b. Not be in default on any loan.
c. Not owe a refund on a loan, grant, or scholarship.
d. Be in good academic standing.
e. Maintain satisfactory academic progress (SAP).
f. Transfer students must provide the Financial Aid Office with a list of other colleges or universities 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 and registered with Selective Service if required.
- Have an EFC (Estimated Family Contribution) of $2,000 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.

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.

Scholarships

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

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.

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

Student Assistants and Work-Study Students

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

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

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

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

Course Enrollment for Financial Aid

Students must attempt 12 or more semester credit hours (SCH) 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 federal aid. In summer, the number of required SCH for full aid is reduced; however, students may not have enough aid remaining to cover summer classes.

Financial Aid Satisfactory Progress Statement

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

Financial Aid Warning

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

Financial Aid Suspension

Students who fail to meet the SAP standards after a semester of Financial Aid Warning, as well as students who have dropped or failed all of the courses that they attempted in a semester/term, allowed their cumulative GPAs to drop below the level set in the SAP, and/or exceeded the maximum number of credits allowed for their programs are placed on Financial Aid Suspension. Students on Financial

Aid Suspension are ineligible to receive state or federal financial aid. They may, however, use the financial aid appeal process to seek restoration of their financial aid eligibility.

Financial Aid Appeals

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

Financial Aid: Probation

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

Repayment of Federal Funds

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

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

Tuition and Fees

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

Residency Requirements

The legal residence of students enrolling at Lee College will be determined by the Admissions and Records Office. The documentation required to establish residency is discussed under Documents Needed for Admission in Chapter 1 of this catalog. For tuition purposes, the student will be classified as follows:

Out-of-District Residency

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

In-District Residency

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

Ad Valorum – For Tax District Property Owners Residing Elsewhere in Texas

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

Non-Resident

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

Texas Tuition Residency for Undocumented Students

Texas law makes Texas residency available to undocumented students for college tuition purposes. In order to quality, 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 (Chapter 1). 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 the 13th - 15th class days:

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

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

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

Military Veterans

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

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.

Chapter 3
STUDENT LIFE OPPORTUNITIES, SERVICES, AND POLICIES

Student Life

Counseling and Advising

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

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

The Counseling Center and Veterans Center are located in Moler Hall. The Center is open Mondays/Tuesdays 7:30 am to 7:30 pm; Wednesdays 7:30 am to 5:00 pm; Thursdays 9:00 am to 5:00 pm, and Fridays 7:30 am to 12:30 pm.

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.

A counselor is available in Bonner Hall to provide day-to-day assistance to students with curriculum and individual concerns. Students may also drop by the Student Success Center in the Student Center to receive advising and assistance with myLC accounts.

Students with Disabilities

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

Individuals needing 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, and different colleges require different courses for the same degree. Therefore, students who plan to transfer to other institutions should use the degree plan requirements at that institution to guide their choice of courses at Lee College. The best source of information regarding degree plan requirements is the official catalog of the institution. Most catalogs are available on the institution's website.

Student Class Load

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

Maximum load: Students may enroll for as many as 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, the Vice President of Learning, or the Vice President of Student Affairs. External credits resulting in overloads may not be applied to a student's degree plan if the overload was not pre-approved.

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

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

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

Student Identification

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

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

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

Parking Permits and Incidents

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

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

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

Student Services

Student Participation in Decision Making at Lee College

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

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

Student Congress and Student Clubs

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

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

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

How to Join a Club or Form a New Club

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

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

Art Association

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

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 may be entered into competition at the Annual Texas Junior College Play Festival and the Kennedy Center American College Theater Festival.

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

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

Gulf Coast Intercollegiate Conference (GCIC)

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

Campus Activities Board

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

Music Activities

Numerous solo and ensemble performance opportunities are available to Lee College students. The Chamber Choir, Lee College Concert Choir, Baytown Community Choir, Lee College Jazz Ensemble, Baytown Concert Band, and Baytown Symphony Orchestra fulfill instructional goals with concerts on campus and in the community, and offer travel and social enrichment through participation in festivals and tours. Solo opportunities for students enrolled in private lessons (available on all band and orchestral instruments, piano, organ, guitar, and voice) are provided through departmental recitals, by competition in various auditions, and by being featured with one of the Lee College ensembles. Interested students should contact the Office of Visual and Performing Arts Division at 281.425.6821 for additional information. Financial assistance is available to qualified Lee College students.

Sports

Collegiate Athletics

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

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

Club Sports

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

Intramural Competitions

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

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 completes 45 hours of service per semester.

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

Campus Services

Books and Bookstore

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

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

Campus Security

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

Incidents involving crime, theft, vandalism, automobile accidents, or damage to vehicles should be reported to the Campus Security Office. The office may be contacted by dialing 281.425.6888 (off-campus), by using campus extension 6888, or by picking up one of the red emergency telephones that are located around campus.

Childcare Services

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

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

Food Services

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

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

Student Career and Employment Office

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

Students can schedule an appointment with the Employment Specialist to receive assistance writing and/or updating their resumés, as well as preparing for upcoming job interviews. In addition, students can register with the Student Career and Employment Office to receive access to the Lee College Rebel Job Link, a computerized job 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 and Employment Office at 281.425.6572 or online at: www.lee.edu/hirearebel.

Project LeeWay

Project LeeWay is a program designed for economically disadvantaged adult learners with a GED or high school diploma. Most of these students have never been to college and have been out of school for a period of time. Most have a family and realize their need for a results-oriented technical education to support themselves. Students receive college credit to attend a six-week class, four days per week. They learn college expectations, decision making, goal setting, time management and study strategies, career exploration, conflict resolution, and more. Eligible students may qualify to receive childcare assistance during Project LeeWay, as well as when they enroll in 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. Students are strongly encouraged to obtain their own health insurance coverage.

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

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

Student Housing

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

Library

The Lee College Library extends its facilities and resources to students, faculty, staff, and community members. Located on the first floor of the Advanced Technology Center (ATC), the library continually updates its print and electronic materials, giving patrons a variety of resources that can be accessed in the library or remotely. It holds over 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

Learning Resource Center for Allied Health and Nursing

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

Mathematics Lab

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

Reading Lab/Writing Center

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

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

Open Computer Labs

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

The Student Success Center in the Cyber Café of the Student Center offers advising, tutoring, assistance with students' myLC accounts, and a casual place to study. Computers and small conference tables are available.

Student Rights and Responsibilities

Student Rights

Students are responsible for:

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

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

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

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

Student Records and Right to Privacy

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

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

Directory Information

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

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

Students' Right to Review Their Records

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

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

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

Challenging the Accuracy of College Records

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

Informal Review

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

Formal Review

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

Student Records and Transcripts

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

Academic Records
- Office of Admissions and Records
- 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 is available online.

Information Regarding Classes

Times and Frequency

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

Size of Classes

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

Graduate Guarantee Program

Transfer Credit

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

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

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

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

Transfer Limitation Notice

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

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. Exceptions to this policy are determined by the Board of Regents.

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 glue, aerosol paint, or chemical substance for inhalation.
- Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

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

Disruption of Operations or Events

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

Dress and Grooming

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

Firearms, Fireworks, and Explosives

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

Gambling

Gambling in any form is prohibited on college property.

Gangs

Gang activity is prohibited on College property and 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 Affairs.

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

Roller Skates, Roller Blades, and Skateboards

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

Smoking

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

Vandalism

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

Academic Honesty

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

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

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

Academic Honesty Code

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

1. **Acquiring Information**
   a. Acquiring information for any assigned work or examination from any source not authorized by the instructor.
   b. Working with another person or persons on any assignment or examination when not specifically permitted by the instructor.
   c. Observing the work of other students during any examination.
   d. Using, buying, selling, stealing, soliciting, copying, or possessing, in whole or part, the contents of a 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, or any such materials as the instructor may provide or assign.
   b. Copying without permission of the owner, or mutilating or destroying any media, printed or electronic (for example, film, video, music, graphics, art, photography, manuscript, Internet or World Wide Web sources, CD-ROM, or electronic databases).

Procedures

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

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

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

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

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

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

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

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

Student Rights and Student Appeals

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

Sexual Harassment

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

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

General Principles

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

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

Items that can be appealed through 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, students should speak with relevant supervisors and/or administrators, who may investigate the incident further to seek information to resolve the concern.

Level 2
Formal Appeal

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

Written Statement

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

Instructional Appeal:

1. Students will submit the written statement and supporting materials to the Division Chair. In the event that the instructor is a Division Chair, the process will begin with the appropriate instructional administrator.

2. Copies of the appeal will be forwarded by the Division Chair (if applicable, the appropriate instructional administrator) to those named in the appeal.

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

Non-instructional Appeal:

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

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

Appeal Response and Decision

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

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

Acceptance of Decision

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

Level 3
Appeals Committee

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

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

Appeals Meetings

Appeals meetings are held the second week of the month.

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

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

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

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

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

Meeting Protocol:

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

Response to the Appeal

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

Chapter 4
ACADEMIC STUDIES

Degrees & Certificates

Area of Study	AA	AS	AAS	Cert	Pg
Accounting			•	•	81
American Studies – Honors	•				69
Architecture	•				69
Architectural Construction & Building Tech.				•	97
Audio Engineering Technology			•	•	86-87
Biology		•			76
Business		•	•	•	64, 83-84
CAAD Engineering Technology			•	•	96
Cancer Data Management				•	106
Career Pilot				•	85
Chemistry		•			76
Child Development			•	•	100
Church Music	•				70
Coding (Health & Medical)				•	105
Computer Maintenance Technology			•	•	91-92
Computer Science		•			65
Cosmetology			•	•	93-94
Cosmetology Student Instructor				•	94
Criminal Justice	•				66
Digital Media			•	•	90
Drama	•				70
E-Business Web Development			•	•	84
Education (Teaching)	•				62
Electrical Technology			•	•	101
English	•				71
Entrepreneurship				•	84
Environmental Science		•			76
Game Design			•	•	102-103
General Studies	•				71
Geology		•			77
Health Info Technology			•		104
Humanities	•				72
Industrial System Technology			•	•	107
Instrumentation (Analytical)				•	109
Instrumentation (Industrial)			•	•	108
International Business				•	84
Kinesiology/Fitness	•				71
Kinesiology/Health	•				72
Kinesiology/Physical Education	•				72
Law Enforcement			•	•	95

Area of Study	AA	AS	AAS	Cert	Pg
Literature	•				73
Machinist				•	107
Management			•	•	83
Manufacturing Engineering Technology			•		110
Marketing				•	83
Mathematics		•			77
Mechanical Technology				•	97
Medical Transcription				•	105
Mental Health Services			•	•	111-112
Mexican American Studies (Liberal Arts)	•				73
Millwright				•	107
Music	•				67
Music Studio Production				•	87
Network Maintenance (Computer)				•	92
Nursing, Registered & Transitional			•		113-116
Nursing, Vocational (LVN)				•	117
Paralegal Studies			•	•	118
Personal Computer Support			•	•	88
Physics		•			78
Pilot – Career				•	85
Pilot – Commercial				•	85
Pilot – Instrument				•	85
Pipefitting Technology			•	•	119
Pre-Engineering		•			78
Process Instrumentation & Electrical Design				•	99
Process Piping Design			•	•	98
Process Technology			•	•	120
Professional Administrative			•	•	121-122
Safety Management Technology			•	•	123
Social Sciences	•				73
Social Work	•				74
Sound Reinforcement Technology				•	87
Spanish	•				74
Speech Communications	•				63
Substance Abuse Prevention				•	112
Supervision				•	84
Visual Arts	•				74
Visual Arts: Imaging	•				74
Welding Technology			•	•	124

Introduction

This section of the Catalog is devoted to describing the options available to the Lee College students who (1) plan to earn a certificate or associate degree from Lee College, (2) plan to transfer the credits they earn at Lee College to another institution, or (3) both graduate and transfer.

Coordinating Board-approved certificates require from 15 to 59 semester credit hours; associate degrees require 60 to 66 credits. For students considering a career in a technical field, an investment of one to four semesters of study is very reasonable. For students planning to earn 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 – 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.

A complete list of the degree and certificate options is listed on the table on page 52. Use this to guide you to the planning pages for the degree or certificate you are interested in pursuing. To view the course descriptions, go to Chapter 6.

Core Curriculum

(In Effect Through Summer 2013)

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 judgment 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 judgments;
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, expositive, 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, and 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 judgments, 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 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.

Health, Wellness, and Kinesiology (Institution Option)

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.

Core Curriculum Options

The primary purpose of the AA, AS, and AAT degrees are to prepare students to transfer and meet prerequisites for junior level courses. The core curriculum is an essential, state-mandated component of these associate degrees. The table below provides course options to meet the general core curriculum requirements and matches those listed for the Associate of Arts (AA) degree. Subsequent degrees, Fields of Study, and Areas of Concentration provide specific modifications to the core curriculum that meet the needs of students transferring in academic concentrations. A course can only be counted once in meeting core curriculum requirements. Course title and descriptions can be found in Chapter 6.

								SCH
Communication	ENGL	1301	&	1302				6
Communication/Other	SPCH	1311		1315	1318			3
		1321		1342				
	DRAM	2336						
Mathematics	MATH	1316		1324	1332	1314		3 or 4
		1342		2412	2413	2414		
Natural Sciences	BIOL	1406		1407	1411	1413	1424	8
		2401		2402	2404	2416	2421	
	CHEM	1405		1411	1412			
		1419		2423	2425			
	PHYS	1401		1402	1403	1404		
		1405		1407	1415	2425	2426	
	ENVR	1401		1402				
	GEOL	1403		1404	1405			
Humanities	ARCH	1301		1302	1311			3
Visual/Performing Arts	ARTS	1301		1303	1304			
	DRAM	1310		2361	2362	2366		
	MUSI	1303		1306	1310	1311		
Humanities/Other	ENGL	2322		2323	2326	2327	2328	3
		2331		2332	2333	2341	2351	
	HIST	2321		2322				
	HUMA	1301		1302	1305			
	PHIL	1301		1304	2306			
Social/Behavioral Science	GOVT	2301	&	2302				6
	HIST	1301		1302	2301			6
SBS/Other	ECON	2301		2302				3
	GEOG	1303						
	PSYC	2301		2314				
	SOCI	1301		1306	2319			
Kinesiology	Select from the following KINE courses				1101-1152, 1183-1188, 1301, 1304, 1305, 1306, 1332, 1338, 2155			1
							Core Total	**42-43**

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

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

Because of common course numbering and similarity in degree plans, students can easily matriculate to universities with most credits being accepted by public postsecondary institutions in Texas.

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.

Core Curriculum Completion

Lee College recognizes completion of the core curriculum for students seeking AA, AAT, and AS degrees that have completed the entire core curriculum with Lee College with a GPA of 2.0 or better. 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.

Field of Study

Field of study curricula were mandated by the state legislature in 1997. These programs offer transferability to general academic teaching institutions in the state of Texas and guarantee substitution for lower-division requirements for the degree program. Lee College currently offers coursework in four areas: Computer Science, Criminal Justice, Music, and Speech-Communications.

Area of Concentration

Areas of Concentration (AOC) provide structure to the elective courses taken to complete an AA or AS degree. Students focused on a major for Bachelor's degree work have multiple AOCs to choose from. It is the responsibility of the student to contact the transfer university to obtain its specific course requirements and enroll in appropriate lower division courses.

Articulation Agreements

Articulation agreements are specific degree plans agreed upon between Lee College and a 4-year institute of higher education. A list of current transfer articulation agreements can be found at: http://www.lee.edu/counseling/transfer_articulation_agreements.asp.

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 strives to promote superior online learning through the college's online learning management system.

Lee College offers several options for students who are self-motivated and prefer independent learning. 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 provides courses in which a majority (more than 50 percent) of the instruction occurs when the student(s) and instructor(s) are not in the same place. Two categories of distance education courses are defined as:

Fully Distance Education Course
A course with mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review, or an in-person test.

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

Distance Education Course Length

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

Lee College Course Delivery System

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

Hardware and Software Requirements

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

Virtual College of Texas (VCT)

Through a cooperative agreement, Texas community colleges share online courses. Students register through Lee College and are supported by local counseling, library tutoring, and testing services while they take classes from remote sites. Enrollment procedures are outlined in the class schedule. Testing is provided through the Counseling Center in Moler Hall on the Baytown campus. Some VCT courses are not included in the course descriptions in Chapter 7. Visit the VCT Internet site at http://www.vct.org for more information and listings.

Associate of Arts Degree

								SCH
Communication	ENGL	1301	&	1302				6
Communication/Other	SPCH	1311		1315	1318			3
		1321		1342				
	DRAM	2336						
Mathematics	MATH	1316		1324	1332	1314		3 or 4
		1342		2412	2413	2414		
Natural Sciences	BIOL	1406		1407	1411	1413	1424	8
		2401		2402	2404	2416	2421	
	CHEM	1405		1411	1412			
		1419		2423	2425			
	PHYS	1401		1402	1403	1404		
		1405		1407	1415	2425	2426	
	ENVR	1401		1402				
	GEOL	1403		1404	1405			
Humanities	ARCH	1301		1302	1311			3
Visual/Performing Arts	ARTS	1301		1303	1304			
	DRAM	1310		2361	2362	2366		
	MUSI	1303		1306	1310	1311		
Humanities/Other	ENGL	2322		2323	2326	2327	2328	3
		2331		2332	2333	2341	2351	
	HIST	2321		2322				
	HUMA	1301		1302	1305			
	PHIL	1301		1304	2306			
Social/Behavioral Science	GOVT	2301	&	2302				6
	HIST	1301		1302	2301			6
SBS/Other	ECON	2301		2302				3
	GEOG	1303						
	PSYC	2301		2314				
	SOCI	1301		1306	2319			
Kinesiology	Select from the following KINE courses				1101-1152, 1183-1188, 1301, 1304, 1305, 1306, 1332, 1338, 2155			1
							Core Total	**42-43**
Area of Concentration	Choose an Area of Concentration listed below							**18-24***
American Studies, Architecture, Church Music, Criminal Justice, Drama, English, Fitness, General Studies, Health, Humanities, Literature, Mexican American Studies, Physical Education, Social Sciences, Social Work, Spanish, Visual Arts, Visual Arts: Imaging (pp. 66, 69-75)								
							Total	**60-66**

*Same course cannot be used from Core area.

Associate of Science Degree

								SCH
Communication	ENGL	1301	&	1302				6
Communication/Other	SPCH	1311		1315	1318			3
		1321		1342				
	DRAM	2336						
Mathematics^	MATH	1324		2412	2413	2414		3 or 4
Natural Sciences^	BIOL	1406		1407		2401	2402	8
	CHEM	1411		1412		2423	2425	
Students must take	PHYS	1401		1402		2425	2426	
paired courses	ENVR	1401		1402				
	GEOL	1403		1404				
Humanities	ARCH	1301		1302	1311			3
Visual/Performing Arts	ARTS	1301		1303	1304			
	DRAM	1310		2361	2362	2366		
	MUSI	1303		1306	1310	1311		
Humanities/Other	ENGL	2322		2323	2326	2327	2328	3
		2331		2332	2333	2341	2351	
	HIST	2321		2322				
	HUMA	1301		1302	1305			
	PHIL	1301		1304	2306			
Social/Behavioral Science	GOVT	2301	&	2302				6
	HIST	1301		1302	2301			6
SBS/Other	ECON	2301		2302				3
	GEOG	1303						
	PSYC	2301		2314				
	SOCI	1301		1306	2319			
Kinesiology	Select from the following KINE courses				1101-1152, 1183-1188, 1301, 1304, 1305, 1306, 1332, 1338, 2155			1
							Core Total	**42-43**
Area of Concentration	Choose an Area of Concentration listed below							**18-24***
Biology, Chemistry, Environmental Science, Geology, Mathematics, Physics, Pre-Engineering (pp. 76-78)								
							Total	**60-66**

*Same course cannot be used from Core area.

^The Mathematics and Natural Science Core requirements are different from the AA degree.

Associate of Arts in Teaching

Lee College offers one Associate of Arts degree based on the Texas Higher Education Coordinating Board (THECB) Field of Study curriculum. The AAT provides four tracks in which a student can follow. Upon completion of this degree, students will have enough hours to seek employment as a childcare worker, paraprofessional, or substitute teacher. The following table outlines the core requirements established for the AAT degree plans:

							SCH
Communication	ENGL	1301	1302				6
Communication/Other	SPCH	1315					3
Mathematics	MATH	1314					3
Natural Sciences	BIOL	1406	1407	1411	1413	1424	8
		2401	2402	2404	2416	2421	
	CHEM	1405	1411	1412			
		1419	2423	2425			
	PHYS	1401	1402	1403	1404		
		1405	1407	1415	2425	2426	
	ENVR	1401	1402				
	GEOL	1403	1404	1405			
Humanities	ARCH	1301	1302	1311			3
Visual/Performing Arts	ARTS	1301	1303	1304			
	DRAM	1310	2361	2362	2366		
	MUSI	1303	1306	1310	1311		
Humanities/Other	ENGL	2322	2323	2326	2327	2328	3
		2331	2332	2333	2341	2351	
	HIST	2321	2322				
	HUMA	1301	1302	1305			
	PHIL	1301	1304	2306			
Social/Behavioral Science	GOVT	2301	2302				6
	HIST	1301	1302				6
SBS/Other	ECON	2301	2302				3
	GEOG	1303					
	PSYC	2301	2314				
	SOCI	1301	2319				
						Core Total	**41**

Associate of Arts in Teaching

The following two-year associate degree plans provide a foundation to completion of a baccalaureate degree in Teaching in the state of Texas.

- **ED15 AAT** – Prepares potential teachers for early childhood to sixth grade that plan to transfer to UHCL, UH Main, or UH Downtown.
- **ED25 AAT** – Prepares potential teachers for early childhood to sixth grade, as a Generalist, Bilingual Generalist, ESL Generalist, or Special Education Generalist.
- **ED35 AAT** – Future teachers interested in 4th to 8th grade teaching.
- **ED45 AAT** – Students interested in pursuing an area of specialization applied to early childhood through grade 12 (Music, Physical Education, Art, etc.) or grades 8 through 12 (Mathematics, Science, Social Studies, Business, Languages, etc.).

Through field experience each semester at public and private schools or daycares, students observe and participate in classroom activities and school events. The following table outlines the specific major courses required for each AAT degree. An additional 19 SCH provides the necessary total to complete each AAT degree.

Degree	*1st Semester*	*2nd Semester*	*3rd Semester*	*4th Semester*	*Open*
ED15	TECA 1311	MATH 1350	TECA 1318	TECA 1303 TECA 1354	EDUC 1301 KINE* 11XX
ED25	EDUC 1301	MATH 1350	Third Natural Science Course	EDUC 2301	General Elective and KINE 1306 or KINE 1332
ED35	EDUC 1301	MATH 1350	Third Natural Science Course	EDUC 2301	General Elective and KINE 1306 or KINE 1332
ED45	EDUC 1301 Specialization**	Specialization	Specialization	EDUC 2301, Specialization	KINE* 11XX

*Any of the activity courses listed in the AA core for Kinesiology will satisfy this requirement.
**Specialization requirement is a minimum of 12 SCH in a discipline.

Important Information:
Students are permitted to earn only one of the AAT degrees.
TECA 1303, 1311, and 1818, EDUC 1301, 2301 each have 16 clock hours of observation mandated by the State of Texas.

Contact: Teresa Landers at 832.556.4094, tlander@lee.edu, for specific degree information.

Field of Study Curriculum

Field of study curricula were mandated by the state legislature in 1997. These programs offer transferability to general academic teaching institutions in the state of Texas and guarantee substitution for lower-division requirements for the degree program. Students receive academic credit toward the baccalaureate degree program for the courses transferred, which meet the four-year institute of higher education's lower-division requirements in the academic program area.

Lee College currently offers coursework in four areas: Computer Science, Criminal Justice, Music, and Speech-Communications. Course sequencing is an important aspect of the field of study academic plans; communicate with an advisor or content specialist for an efficient and effective plan of action.

Field of Study Curriculum for Speech Communication – SPC4

The Speech Communication Field of Study is designed to provide the appropriate curriculum for students transferring into a Bachelor of Arts program with a major in Speech Communications. The degree focuses on the scientific, humanistic, and critical study of human communication in a variety of formats, media, and contexts.

Major Courses (15 SCH)

- Historical, theoretical, and/or analytical competency (9 SCH)
  - SPCH 1311 – Introduction to Speech Communication
  - SPCH 1318 – Interpersonal Communication
  - SPCH 2333 – Discussion and Small Group Communication*

- Writing/performance/production competency (6 SCH)
  - SPCH 1321 – Business and Professional Communication
  - SPCH 2335 – Argumentation and Debate*

  *For class arrangements and availability, please contact the faculty representative.

AA Core (42 SCH)

- Communication requirement
  - SPCH 1315 – Principles of Public Speaking

Elective (3 SCH)

- Check with receiving university for transferability

Total SCH for the Speech Communication Field of Study = 60 SCH

Transfer students may be required to complete between 3 to 6 additional lower-division SCH in their major if the receiving institution has additional lower-division courses that are: (1) specific to any communication degree, (2) required of their native students, (3) needed for the successful completion of advanced coursework at that institution, and (4) not duplicative in content of any course in the applicable sub-area Field of Study Curriculum for Communication that the student already has completed.

Contact: Ray Whitlow at 281.425.6876, rwhitlow@lee.edu, for specific degree information.

Field of Study Curriculum for Business – B3

The Business Administration Field of Study curriculum has been adopted to meet the needs of students transferring into a Bachelor of Arts or Bachelor of Science program, majoring in Business. The Field of Study courses will constitute a semester credit hour transfer block to any public Texas four-year college or university.

Field of Study Required Courses (24 SCH)

- ACCT 2401 – Principles of Accounting I
- ACCT 2402 – Principles of Accounting II
- ECON 2301 – Principles of Economics: Macroeconomics
- ECON 2302 – Principles of Economics: Microeconomics
- MATH 1325 – Calculus with Business Applications
- BCIS 1405 - Business Computer Applications
- SPCH 1321 - Business and Professional Communication

AS Core (35 SCH)

- Mathematics – 3 SCH
  - MATH 1324 – Finite Mathematics with Business Applications
- Communications – 9 SCH
  - ENGL 1301 - English Composition I
  - ENGL 1302 - English Composition II
  - SPCH 1321 - Business and Professional Communication
- Natural Science – 4 SCH
  - Choose two Natural Science courses from the AS Core
- Social and Behavioral Science – 12 SCH
  - HIST 1301 - History of the United States to 1877
  - HIST 1302 - History of the United States Since 1877
  - GOVT 2301 - American Government I
  - GOVT 2302 - American Government II
- Humanities – 6 SCH
  - Choose one from Humanities: Performing/Visual Arts from the AS Core
  - Choose one from Humanities: Other from the AS Core
- Kinesiology – 1 SCH
  - Choose one activity course from the AS Core

Major Course (6 SCH)

- BUSI 1301 - Business Principles
- BUSI 2301 - Business Law

Total SCH for the Business Field of Study = 65 SCH

Contact: Gregg Lattier at 281.425.6420, glattier@lee.edu, for specific degree information.

Field of Study Curriculum for Computer Science – CS3

The Computer Science Field of Study is designed for students who plan to major in Computer Science and transfer to a public Texas four-year college or university. Students will gain an Associate of Science degree and will be able to transfer the set of major courses as a block to any university in Texas as long as they complete all of the courses with a grade of "C" or better.

Major Courses (31 SCH)

- Computer Science
  - COSC 1436 - Programming Fundamentals I – (Fall only)
  - COSC 1437 - Programming Fundamentals II – (Spring only)
  - COSC 2325 - Computer Organization and Machine Language – (Fall only)
  - COSC 2436 - Programming Fundamentals III – (Spring only)
- Mathematics
  - MATH 2413 - Calculus I with Analytic Geometry
  - MATH 2414 - Calculus II with Analytical Geometry
- Natural Science
  - PHYS 2425 - University Physics I
  - PHYS 2426 - University Physics II

AS Core (31 SCH)

- Associate of Science
  - Communications (9 SCH)
  - Humanities (6 SCH)
  - Social and Behavioral Science (15 SCH)
  - Kinesiology (1 SCH)

Total SCH for the Computer Science Field of Study = 62 SCH

Contact: Roberta McClure 832.556.4015, rmcclure@lee.edu for specific degree information.

Note: Please note that Math 2413 is a prerequisite for the Physics series. Students should plan their coursework accordingly.

1. COSC 1336/1436 and 1337/1437 are preparatory and sequential in nature; however, not all courses are required for the Computer Science major at all universities, but may apply to general degree requirements.

   a. COSC 1336/1436 is not part of the Computer Science major requirements at The University of Texas at Austin, University of Texas at Arlington, University of Texas at Dallas, and Texas A&M University.

   b. COSC 1337/1437 is not part of the Computer Science major requirements at The University of Texas at Austin. Preparatory courses such as COSC 1336/1436 and COSC 1337/1437 will assist students who need additional background but do not apply toward the Computer Science major requirements.

2. COSC 2325/2425 is not part of the Computer Science major requirements at the University of Texas at Austin or Texas A&M University, but may be applied to general degree requirements.

3. It is recommended that students complete the Math sequence, Physics sequence, and Computer Science sequence at the same institution to reduce the likelihood of potential gaps in the curriculum.

Field of Study Curriculum for Criminal Justice – CJ4

The Criminal Justice Field of Study curriculum has been adopted to meet the needs of students transferring into a Bachelor of Arts or Bachelor of Science program, majoring in criminal justice. The Field of Study courses will constitute a semester credit hour transfer block to any public Texas four-year college or university. Students will gain basic knowledge about law enforcement, the courts, corrections, and criminal law.

Major Courses (15 SCH)

- Criminal Justice
  - CRIJ 1301 - Introduction to Criminal Justice
  - CRIJ 1306 - Court Systems and Practices
  - CRIJ 1310 - Fundamentals of Criminal Law
  - CRIJ 2313 - Juvenile Justice System
  - CRIJ 2328 - Police System and Practices

AA Core (42-43 SCH)

- Mathematics – 3 SCH
  - MATH 1332 – Contemporary Mathematics I
    Or
  - MATH 1314 – College Algebra
- Communications – 9 SCH
  - ENGL 1301 - English Composition I
  - ENGL 1302 - English Composition II
  - SPCH choose one from:
    - SPCH1321 - Business and Professional Communication or
    - SPCH 1318 - Interpersonal Communications
- Natural Science – 8 SCH
  - Choose two Natural Science courses from the AS Core
- Social and Behavioral Science – 15 SCH
  - HIST 1301 - History of the United States to 1877
  - HIST 1302 - History of the United States Since 1877
  - GOVT 2301 - American Government I
  - GOVT 2301 - American Government II
  - Choose one from Social/Behavioral Science: Other from the AS Core
- Humanities – 6 SCH
  - Choose one from Humanities: Performing/Visual Arts from the AS Core
  - Choose one from Humanities: Other from the AS Core
- Kinesiology – 1 SCH
  - Choose one activity course from the AS Core

Other (3 SCH)

- COSC 1301 – Introduction to Computing

Elective (3 SCH)

- CRIJ Elective

Total SCH for the Criminal Justice Field of Study = 63 SCH

Contact: Oris Buckner at 281.425.6463, obuckner@lee.edu for specific degree information.

Field of Study Curriculum for Music – MU4

The Music Field of Study is structured to meet the needs of students who will pursue a baccalaureate degree in music. Music courses in this curriculum plan are transferable to public Texas four-year colleges and universities. The Associate of Arts degree core requirement will not be completed in order to accommodate the field of study curriculum. Transfer of credit in ensemble, applied study, and theory/aural skills shall be on a course-for-course basis.
Students are required to:

- Enroll in either Class Piano or Applied Piano until exit proficiency requirements are met*
- Attend the Performance/Lecture Seminar
- Attend a specified number of approved concerts each semester
- Offered in the Fall only/guaranteed to be offered once a year***
- Offered in the Spring only/guaranteed to be offered once a year****

Major Courses (34 SCH)

Courses	1st Semester	2nd Semester	3rd Semester	4th Semester
Theory	MUSI 1311***	MUSI 1312****	MUSI 2311***	MUSI 2312****
Sight and Ear	MUSI 1116***	MUSI 1117****	MUSI 2116***	MUSI 2117****
Piano*	MUSI 1181	MUSI 1182	MUSI 2181	
Ensemble**	MUEN 11XX	MUEN 11XX	MUEN 21XX	MUEN 21XX
Applied	MUAP 12XX	MUAP 12XX	MUAP 22XX	MUAP 22XX
Music Literature		MUSI 1307****		
Total Music SCH	8	11	8	7

**Choices include: Concert Choir, Chamber Choir, Jazz Ensemble, Concert Band, or Baytown Symphony Orchestra

AA Core (29 SCH)

- Mathematics – 3 SCH - Choose one of the following:
  - MATH 1314 College Algebra
  - MATH 1342 Statistics
  - MATH 1332 Contemporary Mathematics I
- Communications – 9 SCH
  - ENGL 1301 English Composition I
  - ENGL 1302 English Composition II
  - SPCH choose one
- Natural Science – 4 SCH
  - Choose one Natural Science course
- Social and Behavioral Science – 12 SCH
  - HIST 1301 - History of the United States to 1877
  - HIST 1302 - History of the United States Since 1877
  - GOVT 2301 - American Government I
  - GOVT 2302 - American Government II
- Kinesiology – 1 SCH
  - Choose one activity course from the AA CORE

Elective (3 SCH)

- Choose from MUAP, MUEN, MUSI
- Courses are in addition to the 34 SCH required in the Major Courses

Total SCH for the Music Field of Study = 66 SCH

Contact: Charlotte Mueller at 281.425.6858, cmueller@lee.edu, John Weinel at 281.425.6351, jweinel@lee.edu, or Ken Booker at 281.425.6350, kbooker@lee.edu for specific Degree information.

Keyboard (Piano) Competency

Because keyboard (piano) competency is a requirement for most baccalaureate degrees in music, up to four additional semester credit hours of coursework pertaining to keyboard (piano) may transfer by agreement between institutions. Keyboard competency courses approved for transfer are courses in group piano or applied lessons that concentrate specifically on skills development for passing keyboard proficiency examinations. Keyboard courses that concentrate primarily on performance literature are not considered to be keyboard competency courses for the purposes of this field of study. Completion of courses leading to keyboard proficiency does not necessarily satisfy the established proficiency requirement at a receiving institution.

Competency, Proficiency, and Diagnostic Assessment

Transferring students who have completed the field of study curriculum must satisfy the competency and proficiency requirements of the receiving institution. Transferring students shall not be required to repeat courses transferred as part of the field of study curriculum. However, diagnostic assessment of transfer students is permissible if the receiving institution routinely conducts diagnostic assessment of native students at the same point in the program of study.

Vocal Diction and Instrumental Methods

Course work in vocal diction and instrumental methods is not included in the field of-study curriculum but may nonetheless transfer by agreement between institutions.

Courses for Specific Degree Programs

Completion of the field of study curriculum shall not prevent a receiving institution from requiring additional lower division courses that may be necessary for specific degree programs. Courses selected for inclusion in the field of study curriculum are those considered to be common to lower division study for most music degrees. Receiving institutions may require transfer students in specialized programs (e.g., jazz studies, performance, composition, music therapy, etc.) to take additional degree-specific lower-division courses that are not included in the field of study curriculum.

Music Literature Course(s)

The music field of study curriculum contains one semester of music literature that will automatically transfer into the student's degree program at a receiving institution. Since some senior colleges and universities require students to successfully complete two semesters of music literature, sending institutions should, to the extent possible, work with receiving institutions to develop transfer options that best serve student needs while maintaining program integrity at the sending and receiving institutions.

Areas of Concentration
AA Degree

American Studies – LA4H

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

AA Core

Core Recommendation

- Humanities Other
  - HUMA 1301

Area of Concentration (9 SCH)

- HUMA 1302
- ENGL 2327
- ENGL 2328

General Electives (9 SCH)

Contact: John Britt at 281.425.6375, jbritt@lee.edu, or Gordon Lee at 281.425.6417, glee@lee.edu.

Architecture – AR4

The curriculum is offered for students who are studying for a Bachelor of Architecture or other design related degree.

AA Core

Core Recommendation

- Humanities – Visual and Performing Arts
  - ARCH 1301 or ARCH 1302 or ARCH 1311
- Natural Science
  - PHYS 1401
  - PHYS 1402
- Mathematics
  - MATH 2412*

Area of Concentration (12-15 SCH)

- ARCH 1301
- ARCH 1302
- ARCH 1403
- ARCH 1404
- ARCH 1307
- ARCH 1308
- ARCH 1315
- ARCH 2301
- ARCH 2302
- ARTS 1316
- ARTS 1317

General Electives (3 - 6 SCH)

Students are required to submit a creative portfolio for review, acceptance, transfer, and placement by the selected university.

Contact: Paul Lucke at 281.425.6465, plucke@lee.edu

Other:

- Most Architecture programs require MATH 2412 Precalculus or equivalent. Review transfer institution's specific math requirement.

Church Music – CHM4

The Associate of Arts in Church Music is structured to meet the needs of students who will ultimately pursue a baccalaureate degree in music or church music. Students will meet minimum standards in one specified area of performance and will become proficient in piano. Students will demonstrate a basic understanding of music theory and church music literature.

AA Core

Core Recommendation

- Humanities - Visual and Performing Arts
  - MUSI 1303

Area of Concentration (12-15 SCH)

- MUSI 1311 (Fall only)
- MUSI 1116 (Fall only)
- MUSI 1181
- MUEN 1141
- MUEN 1152
- MUEN 1123
- MUEN 1135
- MUEN 1125
- MUAP 11 (Applied Music)
- MUSI 1308
- MUSI 1312 (Spring only)
- MUSI 1117 (Spring only)
- MUSI 1182
- MUSI 1307 (Spring only)
- MUSI 1309
- MUSI 2311 (Fall only)
- MUSI 2116 (Fall only)
- MUEN 2141
- MUEN 1153
- MUEN 2135
- MUEN 2123
- MUEN 2125
- MUAP 22 (Applied Music)
- MUSI 2312
- MUSI 2117

Music Electives, choose one of the following:

- MUAP 11 (Applied Music)
- MUSI 1310

Students are required to attend a specified number of concerts and performances by guest artists. Students must attend a weekly forum.

Contact: Dr. John Weinel at 281.425.6351, jweinel@lee.edu

Drama – DR4

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

AA Core

Core Recommendation

- Oral Communication
  - DRAM 2336
- Humanities – Visual and Performing Arts
  - DRAM 1310 or
  - DRAM 2361 or
  - DRAM 2362

Area of Concentration (12 - 15 SCH)

- DRAM 1120
- DRAM 1121
- DRAM 2120

Choose any of the following to complete the required DRAM SCH minimum

- DRAM 1330
- DRAM 1341
- DRAM 1342
- DRAM 1351
- DRAM 1352
- DRAM 2331
- DRAM 2361
- DRAM 2362
- DRAM 2366
- DRAM 2121

General Electives (3 - 6 SCH)

Contact: Amanda Murray at 281.425.4043, amurray@lee.edu

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.

AA Core

Core Recommendation

- Oral Communication
  - SPCH 1315

Area of Concentration (14 SCH)

- SPAN 1411
- SPAN 1412

Sophomore ENGL, choose two of the following

- ENGL 2321
- ENGL 2322
- ENGL 2323
- ENGL 2326
- ENGL 2327
- ENGL 2328
- ENGL 2307
- ENGL 2308
- ENGL 2311

General Electives (6 SCH)

Contact: Gordon Lee at 281.425.6417, glee@lee.edu

General Studies – GA4

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

AA Core

Area of Concentration (12 SCH)

- Common Discipline
- Common Rubric

General Electives (6 SCH)

Contact: Student Academic Advisor

KINE Fitness – KI4

Students will prepare for careers in the fitness industry and sports coaching.

AA Core

Core Recommendation

- Natural Science
  - BIOL 2401
  - BIOL 2402

Area of Concentration (15 SCH)

- KINE 1301
- KINE 1304
- KINE 1306
- KINE 1321 (Fall only)
- KINE 1338 (Spring only)

KINE Electives (3 SCH)

- KINE 1101 – KINE 1152

KINE Health – KH4

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

AA Core

Core Recommendation

- Natural Science
  - BIOL 2401
  - BIOL 2402

Area of Concentration (16 SCH)

- KINE 1132
- KINE 1301
- KINE 1304
- KINE 1305
- KINE 1306
- KINE 1346

KINE Electives (2 SCH)

- KINE 1101 – KINE 1152

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

KINE Physical Education – KP4

Students will prepare for careers in physical education and coaching with an emphasis on public education.

AA Core

Area of Concentration (15 SCH)

- KINE 1301
- KINE 1304
- KINE 1306
- KINE 1321 (Fall only)
- KINE1332 (Spring only)

KINE Electives (3 SCH)

- KINE 1101 – KINE 1152

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

Humanities – HU4

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

AA Core

Area of Concentration (15 SCH)

- Sophomore Literature (6 SCH)
- Humanities Elective (3 – 6 SCH)
- Social/Behavioral Science (3 – 6 SCH)

General Electives (3 SCH)

Contact: Gordon Lee at 281.425.6417, glee@lee.edu

Literature – LI4

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

AA Core

Area of Concentration (18 SCH)

One of the following sequences
- ENGL 2322 and ENGL 2323
- ENGL 2327 and ENGL 2328 (offered through American Studies only)

Two of the following
- ENGL 2307
- ENGL 2308
- ENGL 2321 (unless ENGL 2322 and 2323 are used above)
- ENGL 2322
- ENGL 2323
- ENGL 2326 (unless ENGL 2327 and 2328 are used above)
- ENGL 2327
- ENGL2328
- ENGL 2331
- ENGL 2341 (course may be taken more than once with different topic)
- ENGL 2351

Two electives, with a recommendation that at least one has one of the following rubrics without duplicating the Social Science Core requirement:
- PHIL
- PSYC
- SOCI

Contact: Gordon Lee at 281.425.6417, glee@lee.edu

Mexican American Studies – MAS4

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.

AA Core

Core Recommendation

- Humanities Other
  - HUMA 1301

Area of Concentration (9 SCH)

- HUMA 1305
- ENGL 2351
- ENGL 2331 or ENGL 2341

General Electives (9 SCH)

Contact: Gordon Lee at 281.425.6417, glee@lee.edu

Social Sciences – SS4

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

AA Core

Area of Concentration (12 SCH)

- ECON 2301* or ECON 2302*
- PSYC 2301*
- SOCI 1301*
- SOCI 2319*
- Students can count one of these courses for the social science core curriculum requirement.

Elective Courses (6 SCH)

- Social Science Elective
- Literature Elective

General Electives (3 SCH)

Contact: Dr. Steve Showalter at 281.425.6372, sshowalter@lee.edu

Social Work – SW4

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

AA Core

Area of Concentration (21 SCH)

- PSYC 2301*
- PSYC 2314
- SOCI 1301*
- SOCI 1306
- SOCI 2319
- SOCW 2361 (Fall only)
- SOCW 2362 (Spring only)
- Students can count either SOCI 1301 or PSYC 2301 for the social science core curriculum requirement.

Contact: Dr. Steve Showalter at 281.425.6372, sshowalter@lee.edu

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, knowledge of the leading foreign languages has become an important part of the educated person's academic preparation.

AA Core

Area of Concentration (14 SCH)

- SPAN 1411
- SPAN 1412
- SPAN 2311
- SPAN 2312

General Electives (4 - 6 SCH)

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

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.

AA Core

Core Recommendation

- Math 1314, 1332, or 1342
- Humanities-Visual and Performing Arts
  - ARTS1303 or ARTS1304

Area of Concentration (21 SCH)

- ARTS1303 or ARTS1304
- ARTS1311 (Fall only)
- ARTS1316
- ARTS2313
- ARTS2314
- ARTS2348
- ARTS2349

ARTS Electives – Choose 1 of the following (3 SCH)

- ARTS1317
- ARTS2316
- ARTS2317
- ARTS2356
- ARTS2357

Contact: Stephen Neihaus at 281.425.6485, sneihaus@lee.edu

Visual Arts – VA4

Students will gain a basic understanding of two-and/or three dimensional designs 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.

AA Core

Core Recommendation

- Math 1314, 1332, or 1342
- Humanities-Visual and Performing Arts
  - ARTS1304 or ARTS1303

Area of Concentration (12 SCH)

- ARTS1303 or ARTS1304
- ARTS1311(Fall only)
- ARTS1316
- ARTS1317

ARTS Electives - Choose 4 of the following (12 SCH)

- ARTS1312 (Spring only)
- ARTS2316
- ARTS2317
- ARTS2323 (Spring only)
- ARTS2324 (Spring only)
- ARTS2326
- ARTS2327
- ARTS2333 (Spring only)
- ARTS2334 (Spring only)
- ARTS2346
- ARTS2347
- ARTS2356
- ARTS2357

Contact: Jennifer Herzberg at 281.425.6484, jherzberg@lee.edu or Stephen Neihaus at 281.425.6485, sneihaus@lee.du

Areas of Concentration
AS Degree

Biology – BI3

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

AS Core

Core Recommendation

- Science
  - BIOL 1406
  - BIOL 1407
- Math
  - MATH 2413
- Oral Communications
  - SPCH 1315

Area of Concentration (20 SCH)

  - CHEM 1411
  - CHEM 1412
  - CHEM 2423
  - BIOL elective
  - PHYS 1401

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

Contact: Scott Nunez at 832.556.4510, bnunez@lee.edu or Tom O'Kuma at 281.425.6522, tokuma@lee.edu

Chemistry – CH3

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

AS Core

Core Recommendation

- Science
  - CHEM 2423
  - CHEM 2425
- Math
  - MATH 2413
- Social and Behavioral Science
  - ECON 2301
- Oral Communications
  - SPCH 1315

Area of Concentration (23 SCH)

- CHEM 1411
- CHEM 1412
- MATH 2414
- MATH 2320
- PHYS 2425
- PHYS 2426

Contact: Harry Pang at 281.425.6343, hpang@lee.edu

Environmental Science – EV3

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

AS Core

Core Recommendation

- Science
  - ENVR 1401
  - ENVR 1402
- Math
  - MATH 2412
- Oral Communications
  - SPCH 1315

Area of Concentration (8 SCH)

- CHEM 1411
- GEOL 1405

Science Electives (8 SCH)

General Electives (1 - 3 SCH)

Contact: Jim Dobberstine at 281.425.6354, jdobberstine@lee.edu or Tom O'Kuma at 281.425.6522, tokuma@lee.edu

Geology – GY3

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

AS Core

Core Recommendation

- Science
  - GEOL 1403
  - GEOL 1404

- Math
  - MATH 2413
- Social and Behavioral Science
  - ECON 2301
- Oral Communications
  - SPCH 1315

Area of Concentration (16 SCH)

- GEOL 1405
- MATH 2414
- CHEM 1411
- PHYS 2425

General Electives (1 - 3 SCH)

Contact: Sharon Gabel at 281.425.6335, sgabel@lee.edu

Mathematics – MA3

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

AS Core

Core Recommendation

- Science
  - PHYS 2425
  - PHYS 2426
- Math
  - MATH 2413
- Social and Behavioral Science
  - ECON 2301
- Oral Communications
  - SPCH 1315

Area of Concentration (14 SCH)

- MATH 2414
- MATH 2415
- MATH 2318 (Fall only)
- MATH 2320 (Spring only)

General Electives (4 - 6 SCH)

Contact: Sharon Graber at 281.425.6345, sgraber@lee.edu or Tom O'Kuma at 281.425.6522, tokuma@lee.edu

Physics – PS3

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

AS Core

Core Recommendation

- Science
  - PHYS 2425
  - PHYS 2426
- Math
  - MATH 2413
- Social and Behavioral Science
  - ECON 2301
- Oral Communications
  - SPCH 1315

Area of Concentration (22 SCH)

- CHEM 1411
- CHEM 1412
- MATH 2414
- MATH 2415
- MATH 2318 (Fall only)
- MATH 2320 (Spring only)

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

Pre-Engineering – EGR3

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

AS Core

Core Recommendation

- Science
  - PHYS 2425
  - PHYS 2426
- Math
  - MATH 2413
- Social and Behavioral Science
  - ECON 2301
- Oral Communications
  - SPCH 1315

Area of Concentration (22 SCH)

- ENGR 1201
- ENGR 1204
- ENGR 2301
- CHEM 1412
- MATH 2414
- MATH 2415
- MATH 2320 (Spring only)

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

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

Other: Mechanical Engineering majors also need to take ENGR 2302 and ENGR 2407.Chapter 5

Chapter 5
APPLIED SCIENCE DEGREE AND CERTIFICATE PLANS

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 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.

Certificates of Completion

Lee College offers 57 Certificates of Completion. These programs are designed for students who are employed – or plan to be employed – in technical fields.

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

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

General Education for AAS Degrees

An AAS degree requires a minimum of 15 SCH of General Education courses. AAS degree earners will not have the description "core complete" on their transcripts unless they have completed the entire 42-43 SCH Core defined for AA and AS degrees.

							SCH
Written Communication	BUSI	1304					**3**
	ENGL	1301	1302	2311			
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 options from the AA/AS/AAT Core Curriculum.							
Natural Sciences/Mathematics							**3/4**
Choose one from Natural Science or Mathematics options from the AA/AS/AAT Core Curriculum.							
Oral Communications	SPCH	1311	1315	1318	1321	1342	**3**
Humanities/Fine Arts							**3**
Choose one course from the Humanities options in the Core Curriculum.							
Total Core Curriculum Credit Hours							**15/16**

- Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester. Core curriculum courses are shown in bold type.

Accounting

Associate of Applied Science
Accounting Technology – 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				
__	ACCT	2402	Principles of Accounting II – Managerial	4
__	POFT	2312	Business Correspondence & Communication	3
__	ACNT	1311	Introduction to Computerized Accounting	3
__	ACNT	1329	Payroll & Business Tax Accounting	3
__	----	----	Business Elective*	3
				16

THIRD SEMESTER				
__	ACNT	2303	Intermediate Accounting I	3
__	ACNT	1313	Computerized Accounting Applications	3
__	BUSI	1301	Business Principles	3
__	**SPCH**	**1315**	**Principles of Public Speaking**	
			or	
__	**SPCH**	**1321**	**Business & Professional Communication**	**3**
__	----	----	**Natural Science/Mathematics**	**3/4**
				15/16

FOURTH SEMESTER				
__	ACNT	2304	Intermediate Accounting II	3
__	BUSI	2301	Business Law	3
__	ACNT	2309	Cost Accounting	3
__	----	----	**Social/Behavioral Science**	**3**
__	----	----	**Humanities/Fine Arts**	**3**
__•	ACNT	2389	Internship – Accounting	
			or	
__•	ACNT	2302	Accounting Capstone	3
				18
Total Semester Credit Hours for Degree				**66/67**

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

Notes:

- Students should plan to take indicated 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.

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				
__	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	
			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				
__	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				
__	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	
			or	
__•	ACNT	2302	Accounting Capstone	3
				15
Total Semester Credit Hours for Certificate				**48**

Business Administration and Management

Associate of Applied Science
Management – 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				
___	**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				
___	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				
___	BUSI	2301	Business Law	3
___	----	----	**Natural Science/Mathematics**	**3/4**
___	BUSG	2309	Small Business Management	3
___	----	----	**Humanities/Fine Arts**	**3**
___•	BMGT	1327	Principles of Management	3
				15/16
Total Semester Credit Hours for Degree				**63/66**

Certificate of Completion
Management – MN1

FIRST SEMESTER				SCH
___	BMGT	1301	Supervision	3
___•	BMGT	1327	Principles of Management	3
___	BMGT	1307	High Performance Work Teams	3
___	HRPO	2301	Human Resource Management	3
___	HRPO	1311	Human Relations	3
				15
SECOND SEMESTER				
___	BMGT	1325	Office Management	3
___	BMGT	1331	Production & Operations Management	3
___	BUSG	2309	Small Business Management	3
___	ACNT	1303	Introduction to Accounting I	
			or	
___	ACCT	2401	Principles of Accounting I – Financial	3/4
				12/13
Total Semester Credit Hours for Certificate				**27/28**

Certificate of Completion
Marketing – MK1

FIRST SEMESTER				SCH
___•	MRKG	1311	Principles of Marketing	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**

Certificate of Completion
Entrepreneurship – BE1

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
Business – BU1

FIRST SEMESTER				SCH
__•	BUSI	1301	Business Principles	3
__	BMGT	1327	Principles of Management	3
__	BUSI	2301	Business Law	3
__	MRKG	1311	Principles of Marketing	3
__	BMGT	1331	Production & Operations Management	3
				15
Total Semester Credit Hours for Certificate				**15**

Certificate of Completion
International Business – IB1

FIRST SEMESTER				SCH
__	BUSI	1301	Business Principles	3
__	BMGT	1327	Principles of Management	3
__	MRKG	1311	Principles of Marketing	3
__•	IBUS	1305	Introduction to International Business & Trade	3
__	----	----	Social/Behavioral Science	3
				15
Total Semester Credit Hours for Certificate				**15**

Certificate of Completion
Supervision – SU1

FIRST SEMESTER				SCH
__•	BMGT	1301	Supervision	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**

Career Pilot

Certificate of Completion
Career Pilot – CP1

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.

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 (Audio Recording)

Associate of Applied Science
Audio Engineering Technology – AET2

FIRST SEMESTER				SCH
__	MUSC	1427	Audio Engineering I	4
__	MUSC	1331	MIDI I	3
__	MUSB	1305	Survey of Music Business	3
__	MUSI	1303	Fundamentals of Music	3
			or	
__	MUSI	1311	Music Theory I	3
__	MUSI	1181	Piano Class I (or Applied Piano)	1
__	**ENGL**	**1301**	**English Composition I**	**3**
				17
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**	**American Music**	**3**
__	SPCH	----	Oral Communications	3
				16
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**	**1314**	**College Algebra**	**3**
				17
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	
			or	
__	MUSC	----	Elective	3/4
				14/15
Total Semester Credit Hours for Degree				**64/65**

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	1303	Fundamentals of Music	
			or	
__	MUSI	1311	Music Theory I	3
__	MUSI	1181	Piano Class I (or Applied Piano)	1
				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	American Music	3
				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
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
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	1303	Fundamentals of Music	
			or	
__	MUSI	1311	Music Theory I	3
__	MUSI	1181	Piano Class I (or Applied Piano)	1
				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	American Music	3
				13

Total Semester Credit Hours for Certificate **27**

Certificate of Completion
Sound Reinforcement Technology – SRT1

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.

FIRST SEMESTER				SCH
__	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

SECOND 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
				15

THIRD SEMESTER				
__•	MUSC	2386	Internship – Recording Arts Technology Technician	3
__	MUSC	2453	Live Sound III	4
				7

Total Semester Credit Hours for Certificate **37**

Computer Information

Associate of Applied Science
Personal Computer Support Specialist – PC2

FIRST SEMESTER				SCH
__	ITSC	1309	Integrated Software Applications	
			or	
__	BCIS	1405	Business Computer Applications	3/4
__	ARTC	1453	Computer Illustration*	4
__	CPMT	1411	Introduction to Computer Maintenance	4
__	IMED	1316	Web Page Design I*	3
				14/15
SECOND SEMESTER				
__	GISC	1311	Introduction to Geographic Information Systems	3
__	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
				18
THIRD SEMESTER				
__	**ENGL**	**1301**	**English Composition I**	**3**
__	----	----	**Social/Behavioral Science**	**3**
__	CPMT	1449	Computer Networking Technology	4
__	----	----	**Natural Science/Mathematics**	**3/4**
__	COSC	1436	Programming Fundamentals I*	
			or	
__	ITSE	1331	Introduction to Visual BASIC Programming*	3/4
				16/18
FOURTH SEMESTER				
__	**SPCH**	----	**Oral Communications**	**3**
__•	ITSC	2339	Personal Computer Help Desk**	3
__	----	----	**Humanities/Fine Art**	**3**
__	----	----	Elective^	3/4
				15/16
Total Semester Credit Hours for Degree				**63/67**

**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 Specialist 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				
__	GISC	1311	Introduction to Geographic Information Systems	3
__	ITSC	2321	Integrated Software Applications II**	
__	IMED	1445	Interactive Digital Media I**	4
__	ARTC	2440	Computer Illustration II**	4
__•	ARTC	1413	Digital Publishing I**	4
				18
Total Semester Credit Hours for Certificate				**36/37**

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

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
___	GISC	1311	Introduction to GIS	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**	**3/4**
___	----	----	**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
				16/17
Total Semester Credit Hours for Degree				**65/67**

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
___	GISC	1311	Introduction to GIS	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
FOURTH SEMESTER				
__	----	----	**Natural Science/Mathematics**	**3/4**
__	----	----	**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
				15/16
Total Semester Credit Hours for Degree				**63/65**

**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	1413	Digital Publishing I	4
__	ARTC	2440	Computer Illustration II	4
__	IMED	1445	Interactive Digital Media I	4
__•	IMED	2311	Portfolio Development	3
				18
Total Semester Credit Hours for Certificate				**33/34**

Computer Technology

Associate of Applied Science
Computer Maintenance Technology – MT2

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

FIRST SEMESTER				SCH
___	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
				14
SECOND SEMESTER				
___	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				
___	ITCC	1404	Cisco Exploration 2 - Routing Protocols & Concepts	4
___	**SPCH**	----	**Oral Communications**	**3**
___	**ENGL**	**1301**	**English Composition I**	
			or	
___	**BUSI**	**1304**	**Business Report Writing & Correspondence**	**3**
___	----	----	**Social/Behavioral Science**	**3**
___	----	----	Elective*	3
				16
FOURTH SEMESTER				
___	ITSC	1316	Linux Installation and Configuration	3
___	----	----	**Natural Science/Mathematics**	**3/4**
___•	CPMT	----	Capstone Course**	4
___	----	----	Elective*	4
				14/15
Total Semester Credit Hours for Degree				**61/62**

**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
___	ITSC	1316	Linux Installation and Configuration	3
___	TECM	1341	Technical Algebra	3
___	CPMT	1449	Computer Networking Technology	4
___	CPMT	1411	Introduction to Computer Maintenance	4
				14
SECOND SEMESTER				
___	ITCC	1408	Intro. to Voice over Internet Protocol (VoIP)	4
___	TECM	1349	Technical Math Applications	3
___	ITCC	1401	Exploration: Network Fundamentals	4
___•	CPMT	----	Capstone Course*	4
				15
Total Semester Credit Hours for Certificate				**29**

**The capstone experience will be assigned by the Lead Instructor as CPMT 2449 or CPMT 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				
__	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				
__•	CPMT	2449	Advanced Computer Networking Technology*	
			or	
__•	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.*

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 Cosmetology Operator License.

FIRST SEMESTER				SCH
___	CSME	1435	Orientation to the Instruction of Cosmetology	4
___	CSME	1434	Cosmetology Instructor I	4
___	**ENGL**	**1301**	**English Composition I**	**3**
___	ITSC	1309	Integrated Software Applications I	3
___	----	----	Elective	3
				17
SECOND SEMESTER				
___	CSME	2414	Cosmetology Instructor II	4
___	CSME	2415	Cosmetology Instructor III	4
___	ENGL	1302	English Composition II	
			or	
___	ENGL	2311	Technical Writing	3
___	**SPCH**	**1315**	**Principles of Public Speaking**	**3**
___	BMGT	1301	Supervision	3
				17
THIRD SEMESTER				
___	CSME	2444	Cosmetology Instructor IV	4
___	BMGT	1307	High Performance Work Teams	3
___	----	----	**Natural Science/Mathematics**	**3/4**
___	**HUMA**	**1301**	**Introduction to the Humanities I**	
			or	
___	**PHIL**	**1301**	**Introduction to Philosophy**	**3**
				13/14
FOURTH SEMESTER				
___•	CSME	2445	Instructional Theory & Clinic Operation	4
___	HRPO	1311	Human Relations	3
___	----	----	**Social/Behavioral Science**	**3**
___	----	----	Elective	3
				13
Total Semester Credit Hours for Degree				**60/61**

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				SCH
___	CSME	1505	Fundamentals of Cosmetology	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	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	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
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**

Certificate of Completion
Cosmetology Student Instructor – SI1

To earn this certificate, students must have a GED or high school diploma, a valid TDLR Cosmetology Operator License, and successfully complete courses contained in a block taught in three semesters.

FIRST SEMESTER				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 Applied Science
Law Enforcement – LE2

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
__	----	----	**Written Communication**	**3**
__	**PSYC**	**2301**	**Introduction to Psychology**	**3**
__	CRIJ	1301	Introduction to Criminal Justice	
			or	
__	CJSA	1322	Introduction to Criminal Justice	3
__	CRIJ	2328	Police Systems & Practices	3
__	ITSC	1309	Integrated Software Applications I	
			or	
__	COSC	1301	Introduction to Computing	3
				15

SECOND SEMESTER				
__	----	----	Written Communication	3
__	CRIJ	1306	Court Systems & Practices	3
__	----	----	**Humanities/Fine Arts**	**3**
__	SOCI	1301	Introduction to Sociology	
			or	
__	SOCI	2336	Criminology	3
__	----	----	Elective	3
				15

THIRD SEMESTER				
__	**SPCH**	**1315**	**Principles of Public Speaking**	
			or	
__	**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				
__	----	----	**Natural Science/Mathematics**	**3/4**
__	CRIJ	2314	Criminal Investigation	3
__•	CRIJ	2323	Legal Aspects of Law Enforcement	3
__	CRIJ	----	Criminal Justice Elective*	3
__	SOCI	1306	Social Problems	3
				15/16
Total Semester Credit Hours for Degree				**60/61**

**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	
			or	
__	CJSA	1322	Introduction to Criminal Justice	3
__	CRIJ	1310	Fundamentals of Criminal Law	3
__	ENGL	----	Written Communication	3
__	ITSC	1309	Integrated Software Applications I	3
			or	
__	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	
			or	
__	SOCI	2336	Criminology	3
__	SPCH	1315	Principles of Public Speaking	
			or	
__	SPCH	1318	Interpersonal Communication	3
__	CRIJ	----	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.*

CADD and Engineering

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
__	----	----	Drafting Elective – Track I, II, or III	3/4
				14/15
SECOND SEMESTER				
__	----	----	Drafting Elective – Track I, II, or III	3/4
__	DFTG	2419	Intermediate Computer-Aided Drafting	4
__	----	----	**Social/Behavioral Science**	**3**
__	**ENGL**	**1301**	**Written Communications**	**3**
__	----	----	**Humanities/Fine Arts**	**3**
				16/17
THIRD SEMESTER				
__	DFTG	2432	Advanced CAD	4
__	----	----	Drafting Elective – Track I, II, or III	3/4
__	----	----	Drafting Elective – Track I, II, or III	3/4
__	**SPCH**	----	**Oral Communications**	**3**
				13/15
FOURTH SEMESTER				
__	----	----	Drafting Elective – Track I, II, or III	3/4
__	----	----	Drafting Elective – Track I, II, or III	3/4
__	----	----	**Natural Science/Mathematics**	**3/4**
__•	DFTG	2486	Internship - Drafting & Design Technician, General	4
				13/16
Total Semester Credit Hours for Degree				***60/63**

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

Pending THECB approval.

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	3
__•	DFTG	2419	Intermediate Computer-Aided Drafting	4
				7
Total Semester Credit Hours for Certificate				**15**

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 transferable course substitutions.

FIRST SEMESTER				SCH
__	DFTG	1405	Technical Drafting	4
__	DFTG	1409	Basic Computer-Aided Drafting	4
__	TECM	1349	Technical Math Applications	3
				11
SECOND SEMESTER				
__	----	----	Drafting Elective – Track I, II, or III	3/4
__	----	----	Drafting Elective – Track I, II, or III	3/4
__	DFTG	2419	Intermediate Computer-Aided Drafting	4
__•	DFTG	2432	Advanced CAD	4
				14/16
Total Semester Credit Hours for Certificate				**25/27**

Pending THECB approval.

Field of Specialization – Drafting Electives

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

Track I Drafting Electives
Certificate of Completion
Architectural Construction Technology:

DFTG 1417	Architectural Drafting Residential
DFTG 2428	Architectural Drafting -Commercial
DFTG 2431	Advanced Technology in Architectural Drafting-3D
CNBT 1442	Building Codes and Ordinances
CNBT 1411	Construction Methods and Materials
CNBT 2317	Green Building

Track II Drafting Electives
Certificate of Completion Mechanical Technology:

DFTG 1433	Mechanical Drafting
DFTG 2435	Advanced Technologies in Mechanical Design and Drafting* (Prerequisite: DFTG 1433)
ENGR 2307	Engineering Materials
MCHN 1302	Print Reading for Machine Trades
MCHN 1438	Basic Machine Shop
INMT 1311	Computer Integrated Manufacturing

Track III Drafting Electives
Certificate of Completion Process Instrumentation and Electrical Design:

DFTG 2408	Instrumentation Drafting
CETT 1302	Electricity Principles
DFTG 2407	Electrical Drafting
DFTG 2423	Pipe Drafting
INTC 1312	Instrumentation and Safety
INTC 1343	Application of Industrial Automatic Control

**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.*

Certificate of Completion Architectural Construction and Building Technology – CMT1

FIRST SEMESTER			SCH
___	DFTG 1405	Technical Drafting	4
___	DFTG 1409	Basic Computer Aided Drafting	4
___	CNBT 1411	Construction Methods & Materials I	4
___	CNBT 1442	Building Codes & Inspections	4
			16
SECOND SEMESTER			
___	DFTG 2419	Intermediate CAD	4
___	TECM 1349	Technical Math Application	3
___	DFTG 1417	Architectural Drafting-Residential	4
			11
THIRD SEMESTER			
___	CNBT 2317	Green Building	3
___	DFTG 2428	Architectural Drafting – Commercial	4
___•	DFTG 2431	Advanced Tech in Architectural Design – 3D	4
			11
Total Semester Credit Hours for Certificate			**38**

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

Certificate of Completion Mechanical Technology – MET1

FIRST SEMESTER			SCH
___	DFTG 1405	Technical Drafting	4
___	DFTG 1409	Basic Computer – Aided Drafting	4
___	MCHN 1302	Blue Print Reading for Machining Trades	3
___	ENGT 2307	Engineering Materials I	3
			14
SECOND SEMESTER			
___	DFTG 2419	Intermediate Computer – Aided Drafting	4
___	DFTG 1433	Mechanical Drafting	4
___	MCHN 1438	Basic Machine Shop I	4
			12
THIRD SEMESTER			
___	DFTG 2432	Internship - Manufacturing Technology	4
___	DFTG 2435	Advanced Technologies in Mechanical Design and Drafting	4
___•	INMT 1311	Computer Integrated Manufacturing	3
			11
Total Semester Credit Hours for Certificate			**37**

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
__	**ENGL**	**1301**	**English Composition I**	**3**
				14
SECOND SEMESTER				
__	DFTG	2419	Intermediate CAD	4
__	DFTG	2408	Instrumentation Drafting	4
__	ENGT	2307	Engineering Materials I	3
__	----	----	**Humanities/Fine Arts**	**3**
__	----	----	**Natural Science/Mathematics**	**3/4**
				17/18
THIRD SEMESTER				
__	DFTG	2423	Pipe Drafting - 3D	4
__	DFTG	2432	Advanced CAD - 3D	4
__	----	----	**Social/Behavioral Science**	**3**
__	**SPCH**	----	**Oral Communications**	**3**
				14
FOURTH SEMESTER				
__	DFTG	2445	Advanced Pipe Drafting	4
__	ARCE	2444	Statics and Strength of Materials	4
__	PFPB	2449	Field Measuring, Sketching & Layout	4
__•	DFTG	2457	Advanced Technologies in Pipe Design & Drafting	4
				16
Total Semester Credit Hours for Degree				**61/62**

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
				8
Total Semester Credit Hours for Certificate				**36**

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
___	INTC	1343	Application Industrial Automatic Controls	3
				15
Total Semester Credit Hours for Certificate				**29**

Education

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.

				SCH
FIRST SEMESTER				
__	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**	**1314**	**College Algebra**	**3**
__	TECA	1354	Child Growth and Development	3
				15
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**

**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

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

Electrical

Associate of Applied Science
Electrical Technology – IE2

FIRST SEMESTER				SCH
__	ELPT	1325	National Electrical Code I	3
__	ELPT	1419	Fundamentals of Electricity I	4
__	TECM	1341	Technical Algebra	3
__	ELPT	----	Elective*	3
__	----	----	**Natural Science/Mathematics**	**3/4**
				16/17

SECOND SEMESTER				
__	ELPT	1420	Fundamentals of Electricity II	4
__	ELPT	1455	Electronic Applications	4
__	TECM	1349	Technical Math Applications	3
__	**ENGL**	**1301**	**English Composition I**	
			or	
__	**BUSI**	**1304**	**Business Report Writing & Correspondence**	**3**
__	----	----	**Humanities/Fine Art**	**3**
				17

THIRD SEMESTER				
__	ELPT	2405	Motors & Transformers	4
__	ELPT	2319	Programmable Logic Controllers	3
__	**SPCH**	**1315**	**Principles of Public Speaking**	**3**
__	----	----	Elective	3
__	ELPT	1445	Commercial Wiring	4
				17

FOURTH SEMESTER				
__•	ELPT	1441	Motor Control	4
__	ELPT	2331	AC/DC Drives	3
__	----	----	**Social/Behavioral Science**	**3**
__	----	----	Elective	3
				13

Total Semester Credit Hours for Degree **63/64**

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

SECOND SEMESTER				
__	ELPT	1420	Fundamentals of Electricity II	4
__	ELPT	2331	AC/DC Drives	3
__	ELPT	1455	Electronic Applications	4
				11

THIRD SEMESTER				
__	ELPT	2319	Programmable Logic Controllers I	3
__	ELPT	2405	Motors & Transformers	4
__•	ELPT	1441	Motor Control	4
				11

Total Semester Credit Hours for Certificate **32**

**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				SCH
__	ELPT	1321	Introduction to Electrical Safety & Tools	3
__	ELPT	1419	Fundamentals of Electricity I	4
				7

SECOND SEMESTER				
__	ELPT	1325	National Electrical Code I	3
__•	ELPT	1445	Commercial Wiring	4
				7

Total Semester Credit Hours for Certificate **14**

Certificate of Completion
Electrical Construction – EC1

FIRST SEMESTER				SCH
__	ELPT	1321	Introduction to Electrical Safety & Tools	3
__	ELPT	1419	Fundamentals of Electricity I	4
				7

SECOND SEMESTER				
__	ELPT	1325	National Electrical Code I	3
__	ELPT	1411	Basic Electrical Theory	4
				7

THIRD SEMESTER				
__	ELPT	1445	Commercial Wiring	4
__	ELPT	2325	National Electrical Code II	3
				7

FOURTH SEMESTER				
__•	ELPT	1451	Electrical Machines	4
				4

Total Semester Credit Hours for Certificate **25**

Pending THECB approval.

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				
__	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				
__	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**	**1314**	**College Algebra (programmer)****	**3/4**
__	----	----	Elective***	3/4
				15/17

FOURTH SEMESTER				
__	**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				**67/70**

**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				
___	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
				17/18
Total Semester Credit Hours for Certificate				**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**

Health Information

Associate of Applied Science
Health Information – 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				SCH
__	HITT	1305	Medical Terminology I	3
__	ITSC	1309	Integrated Software Applications I	3
				6

SECOND SEMESTER				
__	**ENGL**	**1301**	**English Composition I**	**3**
__	**BIOL**	**2401**	**Human Anatomy & Physiology I**	**4**
__	HITT	1349	Pharmacology	3
__	HITT	1301	Health Data Content & Structure	3
__	HITT	1345	Health Care Delivery Systems	3
				16

THIRD SEMESTER				
__	BIOL	2402	Human Anatomy & Physiology II	4
__	MRMT	1307	Medical Transcription I	3
__	HITT	1341	Coding & Classification Systems	3
__	HPRS	2301	Pathophysiology	3
__	PSYC	2301	**Introduction to Psychology**	**3**
				16

FOURTH SEMESTER				
__	HITT	2160	Clinical: Health Information/Medical Records Technology/Technician	1
__	**SPCH**	----	**Oral Communications**	**3**
				4

FIFTH SEMESTER				
__	HITT	1355	Health Care Statistics	3
__	MRMT	2433	Medical Transcription II	4
__	HITT	2260	Clinical - Health Information/ Medical Records Technology/Technician	2
__	HITT	1353	Legal & Ethical Aspects of Health Information	3
__	HITT	2335	Coding & Reimbursement Methodologies	3
				15

SIXTH SEMESTER				
__	HITT	2339	Health Information Organization & Supervision	3
__	HITT	2343	Quality Assessment & Performance Improvement	3
__•	HITT	2261	Clinical - Health Information/ Medical	2
__	ENGL	1302	English Composition II	3
__	----	----	**Humanities/Fine Arts**	**3**
				14

Total Semester Credit Hours for Degree **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 (AHDI), formerly known as the American Association for Medical Transcription (AAMT).

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

FIRST SEMESTER				SCH
___	HITT	1305	Medical Terminology I	3
___	BIOL	2404	The Human Body	4
___	HITT	1349	Pharmacology	3
___	ITSC	1309	Integrated Software Applications I	3
				13
SECOND SEMESTER				
___	MRMT	1307	Medical Transcription I	3
___	ENGL	1301	English Composition I	3
___	POFT	1301	Business English	3
___	POFT	2301	Intermediate Keyboarding	3
				12
THIRD SEMESTER				
___	MRMT	2433	Medical Transcription II	4
___•	MRMT	1167	Practicum (or Field Experience): Medical Transcription/ Transcriptionist	1
___	HITT	1353	Legal & Ethical Aspects of Health Information	3
___	POFT	2312	Business Correspondence & Communication	3
				11
Total Semester Credit Hours for Certificate				**36**

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 Improvement	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**

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 1302	Print Reading for Machining Trades	3
___	MCHN 1438	Basic Machine Shop I	4
___	MCHN 1425	Millwright I	4
___	MCHN 1343	Machine Shop Mathematics	3
			14
SECOND SEMESTER			
___	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			
___	HYDR 1345	Hydraulics and Pneumatics	3
___	MCHN 2407	Millwright IV	4
___	MCHN 2445	Advanced Machining II	4
___	**SPCH**	**Oral Communications**	**3**
___	---- ----	**Social/Behavioral Science**	**3**
			17
FOURTH SEMESTER			
__•	INMT 1311	Computer Integrated Manufacturing	3
___	MCHN 2412	Millwright V	4
___	---- ----	**Natural Science/Mathematics**	**3/4**
___	---- ----	**Humanities/Fine Arts**	**3**
___	---- ----	**Written Communication**	**3**
			16/17
Total Semester Credit Hours for Degree			**63/64**

Certificate of Completion
Industrial Systems - Machinist – MC1

The IST Millwright certificate prepares students to be able to diagnose and correct the problems that occurs using industry standard practice and procedures.

FIRST SEMESTER			SCH
___	MCHN 1302	Print Reading for Machining Trades	3
___	MCHN 1438	Basic Machine Shop I	4
___	MCHN 1343	Machine Shop Mathematics	3
			10
SECOND SEMESTER			
___	MCHN 1454	Intermediate Machining II	4
___	MCHN 2441	Advanced Machining I	4
			8
THIRD SEMESTER			
__•	MCHN 2445	Advanced Machining II	4
___	INMT 1311	Computer Integrated Manufacturing	3
			7
Total Semester Credit Hours for Certificate			**25**

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 SEMESTERS			SCH
___	MCHN 1302	Print Reading for Machining Trades	3
___	MCHN 1425	Millwright I	4
___	MCHN 1343	Machine Shop Mathematics	3
			7
SECOND SEMESTER			
___	MCHN 1429	Millwright II	4
___	MCHN 2405	Millwright III	4
			8
THIRD SEMESTER			
___	HYDR 1345	Hydraulics & Pneumatics	3
___	MCHN 2407	Millwright IV	4
			10
FOURTH SEMESTER			
__•	MCHN 2412	Millwright V	4
			4
Total Semester Credit Hours for Certificate			**29**

Instrumentation

Associate of Applied Science
Instrumentation Technology – IR2

FIRST SEMESTER				SCH
__	INTC	1312	Instrumentation & Safety	3
__	INTC	1456	Instrumentation Calibration	4
__	CETT	1302	Electricity Principles	
			or	
__	CETT	1325	Digital Fundamentals	3
__	ITSC	1309	Integrated Software Applications I	3
__	TECM	1341	Technical Algebra	3
				16
SECOND SEMESTER				
__	INTC	1441	Principles of Automatic Control	4
__	CPMT	1303	Introduction to Compute 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**
				16/17
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
				16/18
FOURTH SEMESTER				
__	----	----	**Natural Science/Mathematics**	**3/4**
__	----	----	**Social/Behavioral Science**	**3**
__•	INTC	2450	Fieldbus Process Control Systems	4
__	----	----	Elective*	3/4
				13/15
Total Semester Credit Hours for Degree				**61/66**

**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				SCH
__	INTC	1312	Instrumentation & Safety	3
__	INTC	1456	Instrumentation Calibration	4
__	TECM	1341	Technical Algebra	3
__	CETT	1302	Electrical Principles	
			or	
__	CETT	1325	Digital Principles	3
				13
SECOND SEMESTER				
__	CPMT	1303	Introduction to Computer Technology	
			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				SCH
__	INTC	1305	Introduction to Instrumentation	3
__	INTC	1425	Instrument Hardware Installation I	4
				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 – ATI1

FIRST SEMESTER				SCH
___	TECM	1341	Technical Algebra	3
___	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**

Manufacturing 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	1314	College Algebra	3
__	PTAC	1308	Safety, Health & Environment I	
			or	
__	OSHT	1301	Introduction to Safety and Health	3
__	**ENGL**	**1301**	**English Composition I**	**3**
				13

SECOND SEMESTER				
__	PTAC	1332	Process Instrumentation I	3
__	**CHEM**	**1411**	**General Chemistry I**	**4**
__	PHYS	1401	Physics Selection	4
__	PTAC	2314	Principles of Quality	3
__	ENGT	2307	Engineering Materials for Engineering Tech.	
			or	
__	----	----	Elective	3
				17

THIRD SEMESTER				
__	----	----	**Social/Behavioral Science**	**3**
__	PTAC	2438	Process Technology III: Operations	4
__	MATH	2413	Calculus I with Analytic Geometry	
			or	
__	SCIT	1414	Applied General Chemistry	4
__	PTAC	2420	Process Technology II Systems	4
				15

FOURTH SEMESTER				
__•	ENGT	2310	Introduction to Manufacturing Processes	3
__	**SPCH**	----	**Oral Communications**	**3**
__	PTAC	2346	Process Troubleshooting	3
__	----	----	**Humanities/Fine Arts**	**3**
__	----	----	Elective	3
				15

Total Semester Credit Hours for Degree **60**

CTEC 2386, CHEM, MATH, PHYS, TECM, OSHT, ENGT, BMGT 1307, ENGL 2311, others approved by Division Chair.

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

Mental Health Services

Associate of Applied Science
Alcohol and Drug Abuse Counseling – CA2

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

FIRST SEMESTER				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	
			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**	**3/4**
__	**SPCH**	**----**	**Oral Communications**	**3**
__	DAAC	2354	Dynamics of Group Counseling	3
				12/13

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				**67/68**

**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**

Nursing

Associate of Applied Science Nursing Program – 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 Texas Board of Nursing 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
- 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 admission, 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, and Statistics
- Previous unsuccessful RN degree plan attempts, at other schools and Lee College, may impact admission

The Texas Board of Nursing (BON) requires schools to inform enrolled students (verbally and in writing) about eligibility requirements and to maintain students' signed receipt of the required information. The BON has identified certain circumstances that may render a potential candidate ineligible for licensure as a registered nurse in the state of Texas. The Board provides individuals the opportunity to petition for a Declaratory Order as to their eligibility in accordance with article 4519(a) of the Nursing Practice Act. View www.bon.state.tx.us for further information and forms.

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	4
__	RNSG	2263	Clinical -Registered Nursing/ Registered Nurse	2
__•	RNSG	2221	Professional Nursing: Leadership & Management	2
				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 Texas VN license in good standing.

Admission requirements are monitored continuously and may change between catalogs. Contact the Nursing Office for most current requirements including:

- Preadmission testing
- 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, and 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 admission, 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 Texas Board of Nursing (BON) requires schools to inform enrolled students (verbally and in writing) about eligibility requirements and to maintain students' signed receipt of the required information. The BON has identified certain circumstances that may render a potential candidate ineligible for licensure as a registered nurse in the state of Texas. The Board provides individuals the opportunity to petition for a Declaratory Order as to their eligibility in accordance with article 4519(a) of the Nursing Practice Act. View www.bon.state.tx.us for further information and forms.

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	Adaptation to Role of Professional Nurse	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	2263	Clinical -Registered Nursing/ Registered Nurse	2
__•	RNSG	2221	Professional Nursing: Leadership & Management	2
				8
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 transcripted 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*
- *Current Texas VN license in good standing*

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, our students' articulation into Lamar University 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 Texas Board of Nursing (BON).

Admission to the Vocational Nursing Program is based on accrual of points for meeting the following requirements within the stated time frame:

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 program degree plan form signed by a Lee College Counselor to the Nursing Office.
- Submitting a statement of documented reading level after evaluation completed 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 5 years, "B" or better is required. (If this course is taken prior to entering the VN program, the student will not have to take BIOL 2404, which is required during the fall semester of the VN program).
- BIOL 2401 and BIOL 2402: no older than 5 years, "B" or better is required. (If these courses are taken prior to entering the VN program, the student will not have to take BIOL 2402 which is required during the fall semester of the VN program).
- HITT 1305: Medical Terminology I. (If this course is taken prior to entering the VN program, the student will not have to take HITT 1305 which is required during the spring semester of the VN program.
- LSSS 300: Learning Strategies Skills
- ITSC 1309: Integrated Software Applications I or COSC 1301: Intro to Computing
- 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 BON 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 Nursing 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**

Paralegal

Associate of Applied Science
Paralegal Studies – 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				
__	**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				
__	**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				
__	- - - -	- - - -	**Natural Science/Mathematics**	**3/4**
__	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
				16/17
Total Semester Credit Hours for Degree				**68/69**

+Legal elective to be chosen from LGLA 1317, 1343, 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				
__	LGLA	1345	Civil Litigation*	3
__	LGLA	1351	Contracts	3
__	LGLA	1353	Wills, Trusts & Probate Administration*	3
__	LGLA	- - - -	Elective	3
				12
THIRD SEMESTER				
__	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: Paralegal Studies Program
The Paralegal Studies Program, in compliance with Guidelines of the American Bar Association, requires students to complete 18 semester credit hours of legal specialty courses, as defined by the ABA, at Lee College.

Pipefitting

Associate of Applied Science
Pipefitting Technology - PF2

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**	**3/4**
				16/17
SECOND SEMESTER				
___	**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**
				16
THIRD SEMESTER				
___	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
				17
FOURTH SEMESTER				
__•	PFPB	2343	Advanced Pipe Practices	3
___	----	----	**Social/Behavioral Science**	**3**
___	PFPB	2449	Field Measuring, Sketching & Layout	4
___	----	----	Elective	3
				13
Total Semester Credit Hours for Degree				**62/63**

Certificate of Completion
Pipefitting Technology – PF1

FIRST SEMESTER				SCH
___	PFPB	1350	Plumbing & Pipefitting Equipment and safety	3
___	PFPB	1408	Basic Pipefitting Skills	4
				7
SECOND SEMESTER				
___	PFPB	1305	Basic Blueprint Reading for Pipefitters	3
___	PFPB	2407	Pipe Fabrication & Installation I	4
				7
THIRD SEMESTER				
___	PFPB	2408	Piping Standards & Materials	4
___	PFPB	2310	Intermediate Blueprint Reading for Pipefitters	3
___	PFPB	2441	Pipe Fabrication & Installation II	4
				11
FOURTH SEMESTER				
__•	PFPB	2343	Advanced Pipe Practices	3
				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
				7
SECOND SEMESTER				
___	PFPB	1305	Basic Blueprint Reading for Pipefitters	3
___	PFPB	2407	Pipe Fabrication & Installation I	4
				7
THIRD SEMESTER				
__•	PFPB	2310	Intermediate Blueprint Reading for Pipefitters	3
				3
Total Semester Credit Hours for Certificate				**17**

Process Technology

Associate of Applied Science
Process Technology – 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	2346	Process Troubleshooting	3
				17
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				**61**

**Approved Program Electives: CTEC 2386 Internship, CHEM, MATH, PHYS, TECM, OSHT, ENGT, BMGT 1307, ENGL 2311, others approved by Division Chair.*

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

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	2346	Process Troubleshooting	3
__	PTAC	2438	Process Technology III - Operations	4
__	PTAC	1308	Safety, Health & Environment I	3
				17
Total Semester Credit Hours for Certificate				**34**

**Approved Program Electives: CTEC 2386 Internship, CHEM, MATH, PHYS, TECM, OSHT, ENGT, BMGT 1307, ENGL 2311, others approved by Division Chair.*

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

Professional Administrative

Associate of Applied Science
Administrative Technology – 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**	**3/4**
___•	POFT	2331	Administrative Systems	3
___	POFI	1349	Spreadsheets	3
___	ACNT	1303	Introduction to Accounting I	3
___	POFI	2340	Advanced Word Processing	3
				15/16
Total Semester Credit Hours for Degree				**62/64**

**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**

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**	**3/4**
				15/16
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**	- - - -	**Oral Communications**	**3**
___	- - - -	- - - -	Technical Elective	3
___	- - - -	- - - -	**Humanities/Fine Arts**	**3**
___	- - - -	- - - -	**Social/Behavioral Science**	**3**
				15
Total Semester Credit Hours for Degree				**60***

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

Approved Program Electives: CTEC 2386 Internship, CHEM, MATH, PHYS, TECM, OSHT, ENGT, BMGT 1307, ENGL 2311, others approved by Division Chair.

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

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**

Approved Program Electives: CTEC 2386 Internship, CHEM, MATH, PHYS, TECM, OSHT, ENGT, BMGT 1307, ENGL 2311, others approved by Division Chair.

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

Welding

Associate of Applied Science
Welding Technology – WE2

FIRST SEMESTER			SCH
__	WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
__	WLDG 1313	Introduction to Blueprint Reading for Welders	3
__	TECM 1341	Technical Algebra	3
__	---- ----	**Written Communication**	**3**
__	WLDG 1323	Welding Safety, Tools & Equipment	3
			16
SECOND SEMESTER			
__	WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)	4
__	WLDG 1337	Introduction to Welding Metallurgy	3
__	TECM 1349	Technical Math Applications	3
__	WLDG 1291	Special Topics in Welder/ Welding Technologist: Introduction to Gas Metal Arc	2
__	---- ----	**Natural Science/Mathematics**	**3/4**
			15/16
THIRD SEMESTER			
__	WLDG 1435	Introduction to Pipe Welding	4
__	WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
__	WLDG 1327	Welding Codes	3
__	---- ----	**Humanities/Fine Arts**	**3**
			14
FOURTH SEMESTER			
__	WLDG 2453	Advanced Pipe Welding	4
__•	WLDG 2451	Advanced Gas Tungsten Arc (GTAW) Welding	4
__	**SPCH** ----	**Oral Communications**	**3**
__	---- ----	**Social/Behavioral Science**	**3**
__	---- ----	Elective	3
			17
Total Semester Credit Hours for Degree			**62/63**

Certificate of Completion
Welding Technology – WE1

FIRST SEMESTER			SCH
__	WLDG 1313	Introduction to Blueprint Reading for Welders	3
__	WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
__	WLDG 1323	Welding Safety, Tools & Equipment	3
			10
SECOND SEMESTER			
__	WLDG 1337	Introduction to Welding Metallurgy	3
__	WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)	4
__	WLDG 1291	Special Topics in Welder/Welding Technologist: Introduction to Gas Arc	2
			9
THIRD SEMESTER			
__	WLDG 1435	Introduction to Pipe Welding	4
__	WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
__	WLDG 1327	Welding Codes	3
			11
FOURTH SEMESTER			
__	WLDG 2453	Advanced Pipe Welding	4
__•	WLDG 2451	Advanced Gas Tungsten Arc (GTAW) Welding	4
			8
Total Semester Credit Hours for Certificate			**38**

Certificate of Completion
Welding Inspection Technology – WI1

FIRST SEMESTER			SCH
__	WLDG 1313	Introduction to Blueprint Reading for Welders	3
__	WLDG 1337	Introduction to Welding Metallurgy	3
__	NDTE 1401	Film Interpretation of Weldments	4
__	NDTE 1410	Liquid Penetrant/Magnetic Particle Testing	4
			14
SECOND SEMESTER			
__•	NDTE 2411	Preparation for Certified Welding Inspector Exam	4
__	WLDG 1327	Welding Codes	3
			7
Total Semester Credit Hours for Certificate			**21**

Chapter 6
COURSE DESCRIPTIONS

The following pages contain descriptions of all the courses offered at Lee College. The four letter rubric for a course identifies the subject area, for example HIST is History. The courses are listed in alphabetical order based on this rubric. Important information is contained within each course description: Semester Credit Hours (SCH), title, prerequisites and corequisites, lecture/laboratory/practicum/other hourly breakdown, and other course specific requirements or information.

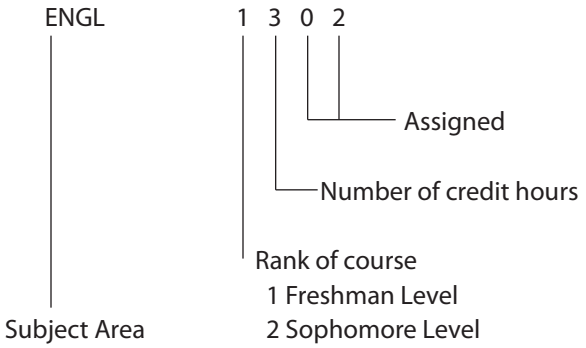
Course Numbering System

Lee College participates in the Texas Common Course Numbering System which designates equivalent course content among many public and some private colleges and universities in the state of Texas. Its purpose is to assist students in making a smooth transfer from one postsecondary institution to another. However, the fact that a course is not part of the numbering system does not necessarily mean that it will not transfer or meet degree requirements.
Each course has an individual alphanumeric code (such as ENGL 1302). The alphabetic part of the code indicates the subject area.

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

1 – Freshman level or Beginning.
2 – Sophomore level or Advanced.

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



Prerequisite and Corequisite

A prerequisite is a course that students are required to master before entering the described course. Students are expected to pass prerequisite courses with a C or better in order to enroll in the course. Some prerequisite courses (developmental courses) have placement score equivalences that allow students to demonstrate competency at the level expected by the prerequisite course. Prerequisites are an important feature of student preparation for success. A corequisite course is taken simultaneously. The condition of corequisite enrollment requires completion of both courses. If for any reason a student is unable to complete the corequisite, the student must withdraw from the course as well. For this reason, it is best to enroll and complete corequisites in advance when possible, unless a program specifically calls for co-enrollment.

Developmental Courses

Students often require preparatory courses before enrolling in college level courses. At Lee College developmental courses are offered in English, Reading, and Mathematics. All three subject areas have several levels of curriculum designed to provide students progression from current abilities to college readiness. Developmental courses do not transfer nor are they part of degree or certificate plans. Developmental course numbers begin with a zero and are displayed as a rubric followed by a three digit number (e.g., MATH 0310 is listed as MATH 310).

Notes:
Ω Indicates courses taught with optional honors contracts.
Σ Indicates honors courses (see page 17 for more information on the honors program).

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, and 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.
(Offered in the Fall only)
Lecture Hrs. = 2, Lab Hrs. = 2
Prerequisite: ACCT 2401, READ 301 or equivalent

ACNT 1313
Computerized Accounting Applications
Use of the computer to develop and maintain accounting records and to process common business applications for managerial decision making.
(Offered in the 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 overview of taxes relating to partnerships and corporations.
(Offered in the 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 federal tax law for preparation of individual income tax returns.
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. This course is designed to be a capstone experience for the Accounting Certificate and AAS Degree in Accounting Technology. This course must be taken in the student's last semester of study.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ACCT 2303

ACNT 2303
Intermediate Accounting I
Analysis of generally accepted accounting principles, concepts, and theory underlying the preparation of financial statements.
(Offered in the 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.
(Offered in the Spring only)
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ACCT 2303

ACNT 2309
Cost Accounting
A study of budgeting, cost analysis and cost control systems using traditional and contemporary costing methods and theories in decision making.
(Offered in the 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 and MUST be in an 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 and MUST be in an 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 and MUST be in an 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

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 subsystems and 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
Prerequisite: 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: TECM 1349
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. = 2, Lab Hrs. = 4
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. = 2, Lab Hrs. = 4
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, evaluations, sections, and others. Procedures for creating and organizing a set of presentation and construction drawings are also presented.
Lecture Hrs. = 2, Lab Hrs. = 4
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. = 2, Lab Hrs. = 4
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. = 2, Lab Hrs. = 4
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: COSC 1301 or 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 30 1 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. = 2, Lab Hrs. = 4
Pre/Corequisite: READ 300 or equivalent

ARTS 1312
Design II
Continuation of ARTS 1311 with emphasis on three-dimensional concepts.
Lecture Hrs. = 2, Lab Hrs. = 4
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. = 2, Lab Hrs. = 4
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. = 2, Lab Hrs. = 4
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. = 2, Lab Hrs. = 4
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. = 2, Lab Hrs. = 4
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. = 2, Lab Hrs. = 4
Pre/Corequisite: READ 300 or equivalent

ARTS 2317Ω
Painting II
Continuation of ARTS 2316 with emphasis on individual expression.
Lecture Hrs. = 2, Lab Hrs. = 4
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. = 2, Lab Hrs. = 4
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. = 2, Lab Hrs. = 4
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. = 2, Lab Hrs. = 4
Pre/Corequisite: READ 300 or equivalent

ARTS 2327Ω
Sculpture II
A continuation of ARTS 2326 with emphasis on individual expression.
Lecture Hrs. = 2, Lab Hrs. = 4
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. = 2, Lab Hrs. = 4
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. = 2, Lab Hrs. = 4
Prerequisite: ARTS 2326
Pre/Corequisite: READ 300 or equivalent

ARTS 2346Ω
Ceramics I
An introduction to basic ceramic processes.
Lecture Hrs. = 2, Lab Hrs. = 4
Pre/Corequisite: READ 300 or equivalent

ARTS 2347Ω
Ceramics II
Opportunities for specialization in ceramic processes.
Lecture Hrs. = 2, Lab Hrs. = 4
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. = 2, Lab Hrs. = 4
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. = 2, Lab Hrs. = 4
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. = 2, Lab Hrs. = 4
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. = 2, Lab Hrs. = 4
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
Business Computer Applications
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. (This course is part of the Business Field of Study Curriculum.)
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.
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)

BIOL 1411Ω
General Botany
This course presents a panorama of plant life and how plants function, live, reproduce, and interact with their environment and humans. 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 humans. 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: Instructor's 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: Instructor's 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 generics 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
The role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation, and human relations skills.
Lecture Hrs. = 3, Lab Hrs. = 0
Pre/Corequisite: READ 300, ESOL 310, or equivalent

BMGT 1307
Team Building
Principles of building and sustaining teams in organizations. Includes team dynamics, process improvement, trust and collaboration, conflict resolution, and the role of the individual in the team.
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, supervising employee 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 and operations management. Includes 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 responsibility in management practices and business activities. Includes ethical corporate responsibility.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: READ 301 or equivalent

BUSG 2309
Small Business Management/Entrepreneurship
Starting, operating, and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, 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
Pre/Corequisite READ 300 or equivalent

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
Pre/Corequisite READ 300 or equivalent

CDEC 1323
Observation and Assessment
A study of observation skills, assessment techniques, and documentation of children's development.
Lecture Hrs. = 3, Lab Hrs. = 0
Pre/Corequisite READ 300 or equivalent

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
Pre/Corequisite READ 300 or equivalent

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 to include numbering systems, logic gates, Boolean algebra, and combinational logic.
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. Covers general principles of chemistry, description of elements and compounds, chemical laws, and 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, and qualitative and quantitative analysis including instrumental methods.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: READ 302 or equivalent
Pre/Corequisite: MATH 1314 or equivalent

CHEM 1412
General Chemistry II
A continuation of CHEM 1411. Study of equilibrium, oxidation-reduction reactions, electrochemistry, chemical thermodyn-amics, 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

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 primary 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

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, cistrans, and optical isomerism.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisites: CHEM 1412

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 1322
Introduction to Criminal Justice
History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; law enforcement; court system; prosecution and defense; trial process; corrections.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: READ 300 or equivalent

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 1411
Construction Methods and Materials I
Introduction to construction materials and methods and their applications.
Lecture Hrs. = 3, Lab Hrs. = 3
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 2317
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

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.
(Offered in the Fall only)
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. (This course is included in the Field of Study Curriculum for Computer Science.)
(Offered in the Spring only)
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. (This course is included in the Field of Study Curriculum for Computer Science.)
(Offered in the Fall only)
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. (This course is included in the Field of Study Curriculum for Computer Science.)
(Offered in the Spring only)
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/Corequistie: 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 1411 and 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; and 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; and 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; and 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; and 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; and 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 1410
Introduction to Haircutting and Related Theory
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 1434
Cosmetology Instructor I
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 Operator license are 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 Operator license are required for admission to this class.*
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 safety and sanitation, service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, and 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 hair 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
Procedures necessary for salon development. Topics include professional ethics and goal setting, 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
Note: A high school diploma or GED and a valid Texas Cosmetology Operator license is required for admission to this class.
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
Note: A high school diploma or GED and a valid Texas Cosmetology Operator license is required for admission to this class.
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, 2343, 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
Pre/Corequistie: 2337, 2343, 2439

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
***Note:** A high school diploma or GED and a valid Texas Cosmetology Operator license is required for admission to this class.*
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
Note: A high school diploma or GED and a valid Texas Cosmetology Operator license is required for admission to this class.
Prerequisite: CSME 1435
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 leaning plan is developed by the college and the employer.
Lecture Hrs. = 0, Lab Hrs. = 0, External Hrs. = 9
Prerequisite: PTAC 1332, 1410, and 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 1332 and 1410

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/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 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 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 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 mechanical drawings using 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 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
Pre/Corequisite: DFTG 2419, 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
Pre/Corequisite: DFTG 2419, 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 3-D.
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 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 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
Application of advanced CAD techniques.
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
Pre/Corequisite: READ 301 or equivalent, DFTG 2432

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.
External Hrs. = 320 total
Prerequisite: DFTG 2419
Pre/Corequisite: READ 301 or equivalent

DRAM 1120
Theatre Practicum 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. = 4
Prerequisite: READ 300 or equivalent

DRAM 1121
Theatre Practicum 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. = 4
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. = 5
Prerequisite: READ 300 or equivalent

DRAM 1342
Introduction to Costume
Principles and techniques of costume design and construction for theatrical production.
Lecture Hrs. = 2, Lab Hrs. = 4
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 Practicum 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. = 4
Prerequisite: READ 300 or equivalent

DRAM 2121
Theatre Practicum 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. = 4
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 1411
Basic Electrical Theory
Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: 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 1451
Electrical Machines
Direct current (DC) motors, single-phase and polyphase alternating current (AC) motors, generators, and alternators. Emphasis on construction, characteristics, efficiencies, starting, and speed control.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: 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
Prerequisite: Accuplacer reading score of 30+ or 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, READ 300 or equivalent

ENGL 1301
English Composition I
Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENGL 302 or equivalent, READ 302 or equivalent

ENGL 1302Ω
English Composition II
Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.
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 giving students additional practice developing their skills and techniques.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: ENGL 2307

ENGL 2311Ω
Technical Writing
Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and description of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.
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 storytelling 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 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 1314 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 1314 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, and 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, and 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

ENGR 2407
Fundamentals of Circuit Analysis
Basic concepts of electrical engineering using calculus; the fundamentals of electrical and electronic components and circuits, circuit analysis, network principles, motors, and steady-state and transient responses; application of Laplace transforms; and use of computational software to solve network problems; application of the principles to the solution of electrical engineering problems; relationship between basic principles and advanced applications. Basic laboratory experiments supporting theoretical principles involving electrical and electronic components and circuits, including circuit analysis, network principles, motors, and steady-state and transient responses, and preparation of laboratory reports.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: PHYS 2426

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, and casting and injection molding.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: PTAC 1332 and 1410

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 1314 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

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: ARTC 1453, GAME 1302, GAME 1306

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: 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: Previously completed minimum 6 hours GAME course work.

GAME 2325
3D Animation II Character Setup
Skinning and weighting, forward kinematics, inverse kinetics, 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, 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: GAME 2332, READ 301 or equivalent

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 1314

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

GEOL 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: Instructor's 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: Instructor's 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. Prerequisite: 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. = 3, 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, websites, 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 online 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, IMED 1445, 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 websites 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. Employs 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 3-D 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

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 or DFTG 2408, READ 300 or equivalent

INTC 1348
Analytical Instrumentation
Analytical instruments emphasizing utilization in process applications. Includes, but not limited to, chromatography, pH, conductivity, and spectrophotometic 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 issues 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: CPMT 1449 or ITCC 1401, and 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

ITNW 1451
Fundamentals of Wireless LANs
Design, plan, implement, operate, and troubleshoot Wireless Local Area Networks (WLANs). Includes WLAN design, installation, and configuration; and WLAN security issues and vendor interoperability strategies.
Lecture Hrs. = 3, Lab Hrs. = 3
Pre/Corequisite: INTC 1441, READ 301 or equivalent

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 ITSC 1309

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. = 0, Lab Hrs. = 3, 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. = 0, Lab Hrs. = 3, 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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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, and leaving and returning to the beach.
Lecture Hrs. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
Prerequisite: KINE 1129
Pre/Corequisite: READ 300 or equivalent

KINE 1132
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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 place on correct technique for the fundamental strokes. Rules, etiquette, and game play for singles and doubles matches will be addressed.
Lecture Hrs. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
Prerequisite: KINE 1151
Pre/Corequisite: READ 300 or equivalent

KINE 1183M
Basketball Team
A course designed for individuals on athletic scholarships who participate in basketball.
Lecture Hrs. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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
The Healthy American
A course designed for individuals to make lifestyle assessments within the seven dimensions of wellness; physical, emotional, environmental, mental, social, spiritual, and occupational dimensions.
Lecture Hrs. = 3, Lab Hrs. = 0
Pre/Corequisite: READ 301 or equivalent

KINE 1305
Personal Health and Nutrition
This course studies the relationship among nutrition, diet, and food. 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 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. Certifications are not currently available to students who take online courses.
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. = 0, Lab Hrs. = 3
Pre/Corequisite: READ 300 or equivalent

KINE 2150
Conditioning for Athletics
A course designed to develop dynamic power and flexibility for athletics.
Lecture Hrs. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
Pre/Corequisite: READ 300 or equivalent

KINE 2183M
Basketball Team
A course designed for individuals on athletic scholarships who participate in basketball.
Lecture Hrs. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
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
Presents the fundamentals of legal research and writing emphasizing the paralegal's role including resources and processes used in legal research and writing.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: READ 301 or equivalent

LGLA 1307
Introduction to Law and the Legal Professions
Overview of the law and the legal professions including legal concepts, systems, and terminology; substantive areas of law and the federal and state judicial systems; 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 emphasizing the paralegal's role in the use of law office technology.
Lecture Hrs. = 3, Lab Hrs. = 0
Pre/Corequisite: LGLA 1307, ENGL 1301

LGLA 1343
Bankruptcy
Fundamental concepts of bankruptcy law and procedure are presented including individual and business liquidation and reorganization with emphasis on the paralegal's role.
Lecture Hrs. = 3, Lab Hrs. = 0
Pre/Corequisite: LGLA 1307, ENGL 1301

LGLA 1345
Civil Litigation
Presents fundamental concepts and procedures of civil litigation including pretrial, trial, and post-trial phases of litigation and emphasizes the paralegal's role in civil litigation.
Lecture Hrs. = 3, Lab Hrs. = 0
Pre/Corequisite: LGLA 1307, ENGL 1301

LGLA 1351
Contracts
Presents fundamental concepts of contract law including formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code with emphasis on the paralegal's role in contract law.
Lecture Hrs. = 3, Lab Hrs. = 0
Pre/Corequisite: LGLA 1307, ENGL 1301

LGLA 1353
Wills, Trusts and Probate Administration
Fundamental concepts of the law of wills, trusts, and probate administration emphasizing the paralegal's role.
Lecture Hrs. = 3, Lab Hrs. = 0
Pre/Corequisite: LGLA 1307, ENGL 1301

LGLA 1355
Family Law
Fundamental concepts of family law including formal and informal marriages, divorce, annulment, martial property, and the parent-child relationship with emphasis on the paralegal's role in family law.
Lecture Hrs. = 3, Lab Hrs. = 0
Pre/Corequisite: LGLA 1307, ENGL 1301

LGLA 2303
Torts and Personal Injury Law
Fundamental concepts of tort and personal injury law including intentional torts, negligence, and strick liability are presented with emphasis on the paralegal's role in tort and personal injury law.
Lecture Hrs. = 3, Lab Hrs. = 0
Pre/Corequisite: LGLA 1307, ENGL 1301

LGLA 2307
Law Office Management
Fundamental 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
Presents fundamental concepts of real property law including 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 emphasizing the paralegal's role in real property law.
Lecture Hrs. = 3, Lab Hrs. = 0
Pre/Corequisite: LGLA 1307, ENGL 1301

LGLA 2311
Business Organizations
Basic concepts of business organizations including law of agency, sole proprietorships, partnerships, corporations, and other emerging business entities with emphasis on the paralegal's role.
Lecture Hrs. = 3, Lab Hrs. = 0
Pre/Corequisite: LGLA 1307, ENGL 1301

LGLA 2313
Criminal Law and Procedure
Fundamental concepts of criminal law and procedure from arrest to final disposition including principles of federal and state law emphasizing the role of the paralegal in the criminal justice system.
Lecture Hrs. = 3, Lab Hrs. = 0
Pre/Corequisite: LGLA 1307, ENGL 1301

LGLA 2323
Intellectual Property
Presents the fundamentals of intellectual property law, including creation, procurement, preparation, and filing documents related to patents, copyrights, trademarks, and the processes of intellectual property litigation. Emphasizes the paralegal's role in intellectual property law.
Lecture Hrs. = 3, Lab Hrs. = 0
Pre/Corequisite: LGLA 1307, ENGL 1301

LGLA 2331
Advanced Legal Research and Writing
Builds on previous legal research and writing courses and covers standard and electronic research techniques and preparation of complex legal documents 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
Use of office technology skills in preparation of legal documents by paralegals based on hypothetical situations drawn from various areas of law.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: 15 SCH of LGLA Coursework, POFI 1401, READ 301 or equivalent

LGLA 2337
Mediation
Fundamental concepts of mediation and alternative dispute resolution emphasizing the paralegal's role assisting in the mediation process.
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
Pre Algebra
This course provides a transition from arithmetic to algebra. Algebraic concepts are introduced through traditional arithmetic topics including whole numbers, fractions, decimals, percent's, 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 or MATH 342. Credit for this course is not transferable.
Lecture Hrs. = 4, Lab Hrs. = 0
Pre/Corequisite: 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 310 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 1314. Credit for this course is not transferable.
Lecture Hrs. = 4, Lab Hrs. = 0
Prerequisite: MATH 320 or equivalent and READ 300 or equivalent

MATH 342
Pre Statistics
This course covers concepts of arithmetic skills, linear equations and inequalities, quadratic equations, functions, formulas, graphing linear equations, set theory, probability, and statistics with an emphasis on problem solving and critical thinking. This course prepares students to take MATH 1332 or MATH 1342 when completed with a grade of "C" or higher, but does not satisfy the prerequisite for MATH 1314 or MATH 1324. 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 310 or equivalent; READ 302 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 1314
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. = 3, Lab Hrs. = 1
Prerequisite: MATH 330 or equivalent, ENGL 301 or equivalent
Pre/Corequisite: READ 302 or equivalent

MATH 1316
Plane Trigonometry
This course covers trigonometric functions, identities, equations, and applications.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: MATH 1314 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. = 1
Prerequisite: MATH 1314 or equivalent (C or better)and ENGL 301 or equivalent
Pre/Corequisite: READ 302 or equivalent

MATH 1325
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, and applications to management, economics, and business.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: MATH 1314 or equivalent (C or better), 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: READ 302, ENGL 301 or equivalent , and MATH 330 (C or better) or equivalent or MATH 342 (C or better).

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 1342
Elementary Statistics
This course is a non-calculus introduction to statistics. Topics include the presentation and interpretation of data (using histograms and other charts, measures of location and dispersion, and exploratory data analysis), elementary probability, probability distribution functions (binomial, normal, student, chi-square), confidence intervals, hypothesis testing, analysis of variance, and correction and linear regression.
Lecture Hrs. = 3, Lab Hrs. = 1
Prerequisite: READ 302, ENGL 301 or equivalent, and MATH 330 (C or better) or equivalent or MATH 342 (C or better).

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 1314 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 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 1314 or equivalent (C or better), ENGL 301 or equivalent
Pre/Corequisite: READ 302 or equivalent

MATH 2318
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. = 3, Lab Hrs. = 0
Prerequisite: MATH 2414 with a C or better

MATH 2320
Differential Equations
Topics include ordinary differential equation, initial value problems, linear differential equations, solutions by Laplace transforms and series, and numerical solutions.
Lecture Hrs. = 3, Lab Hrs. = 0
Prerequisite: MATH 2414 or equivalent (C or better)

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 1314 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)

MCHN 1302
Print Reading for Machining Trades
A study of blueprints for matchining trades with emphasis on machine drawings.
Lecture Hrs. = 3, Lab Hrs. = 0
Pre/Corequisite: READ 300 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 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
A continuation of Millwright I to millwright tools including specialty power and precision tools. A study of the property of metals and 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 1438
Basic Machine Shop I
An introductory course that assists the student in understanding the machinist occupation in industry. The student begins by using basic machine tools such as the lathe, milling machine, drill press, power saw, and bench grinder. Machine terminology, theory, math, part layout, and bench work using common measuring tools is included. Emphasis is placed on shop safety, housekeeping, and preventative maintenance.
Lecture Hrs. = 3, Lab Hrs. = 3
Pre/Corequisite: 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 1438
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 1302, 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 1425 or 1429

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 1425 and 1429

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 mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues.
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 sales-people.
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 176.

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. = 0, Lab Hrs. = 4
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. = 0, Lab Hrs. = 4
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. = 0, Lab Hrs. = 4
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. = 0, Lab Hrs. = 4
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. = 0, Lab Hrs. = 4
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. = 0, Lab Hrs. = 4
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. = 0, Lab Hrs. = 4
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. = 0, Lab Hrs. = 4
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. = 0, Lab Hrs. = 4
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. = 0, Lab Hrs. = 4
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. = 0, Lab Hrs. = 4
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. = 0, Lab Hrs. = 4
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.
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. 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 1303 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

MUAP: Applied (Private) Music Lessons

Pre/Corequisite: READ 300 or Equivalent

		Non-major (1 credit)	*Non-major (2 credit)*	*Major*	
		one 30-minute lesson per week	*one 60-minute lesson per week*	*Freshman*	*Sophomore*
Voice	MUAP	1181, 1182, 2181, 2182	1281, 1282, 2281, 2282	1283, 1284	2283, 2284
				Co-enroll in an 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, 1170, 2169, 2170	1269, 1270, 2269, 2270	1271, 1272	2271, 2272
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	1--213, 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

MUSC 1396
Special Topics in Recording Arts Technology/Technician
Topics address recently identified current events, skills, knowledge's, 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
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. = 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
Advanced recording, mixing, arranging, and editing. Includes the role of the producer in session planning, communication, budgeting, business aspects, technical considerations, and music markets.
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. = 0, Lab Hrs. = 3
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. = 0, Lab Hrs. = 3
Prerequisite: MUSI 1116, READ 300 or equivalent
Corequisite: MUSI 1312

MUSI 1181
Piano Class I
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. = 1, Lab Hrs. = 1
Pre/Corequisite: READ 300 or equivalent

MUSI 1182
Piano Class II
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. = 1, Lab Hrs. = 1
Pre/Corequisite: READ 300 or equivalent

MUSI 1183
Voice Class I
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
Voice Class II
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 I
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 II
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 I
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 1303
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
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, and 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
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, ethic 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. = 0, Lab Hrs. = 3
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, ethic 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. = 0, Lab Hrs. = 3
Prerequisite: MUSI 2116, READ 300 or equivalent
Corequisite: MUSI 2312

MUSI 2181
Piano Class III
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. = 1, Lab Hrs. = 1
Pre/Corequisite: READ 300 or equivalent

MUSI 2182
Piano Class IV
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. = 1, Lab Hrs. = 1
Pre/Corequisite: READ 300 or equivalent

MUSI 2183
Voice Class III
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 nondestructive 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 Certified Welding Inspector Exam
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 an 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, interpreting, and sketching piping drawings. Includes isometric and orthographic views.
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 mechanic and heat and thermodynamics enriched with modern physics concepts.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: READ 302 and ENGL 302 or equivalent
Pre/Corequisite: MATH 1314 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, and ENGL 302 or equivalent

PHYS 1403
Stars and Galaxies
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: READ 302, ENGL 302, and MATH 330 or equivalent

PHYS 1404
The Solar System
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: READ 302, ENGL 302, and MATH 330 or equivalent

PHYS 1405Ω
Conceptual 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 and ENGL 302 or equivalent
Pre/Corequisite: MATH 320, TECM 1341 or equivalent

PHYS 1407Ω
Conceptual 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 and ENGL 302 or equivalent
Pre/Corequisite: MATH 320, TECM 1341 or equivalent

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: READ 302, ENGL 302, and 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: Instructor's 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: Instructor's Permission

PHYS 2425Ω
University Physics I
Principles of mechanics, thermo-dynamics, harmonic motion and physical systems; also engineering applications of physical principles by means of numerical problem solving methods; primarily for physics, mathematics, computer science, chemistry, and engineering students. It is recommended that students have already taken 1 year of high school physics or Physics 1401.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: MATH 2413

PHYS 2426Ω
University Physics II
Principles of electricity and magnetism including circuits, geometrical and physical optics, wave motion and sound, and introductory modern physics; primarily for physics, mathematics, computer science, chemistry, and engineering majors.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: PHYS 2425

POFI 1349
Spreadsheets
Skill development in concepts, procedures, and application of spreadsheets for business. This course is designed to be repeated multiple times to improve student proficiency.
Lecture Hrs. = 3, Lab Hrs. = 1
Prerequisite: POFI 1401
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 is designed to be repeated multiple times to improve student proficiency.
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. This course is designed to be repeated multiple times to improve student proficiency.
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. This course is designed to be repeated multiple times to improve student proficiency.
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 a 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
Skill development in business math problem-solving using electronic 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. This course is designed to be repeated multiple times to improve student proficiency.
Lecture Hrs. = 2, Lab Hrs. = 1
Pre/Corequisite: READ 301 or equivalent

POFT 2301
Intermediate Keyboarding
A continuation of keyboarding skills emphasizing acceptable speed, 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 2314Ω
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: PSYC 2301, READ 302, and ENGL 302 or equivalent

PSYC 2316Ω
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: : PSYC 2301, READ 302, 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
Prerequisite: READ 301 or equivalent, Math 310 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
Prerequisite: READ 301 or equivalent, Math 310 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
Prerequisite: READ 301 or equivalent, Math 310 or equivalent

PTAC 1410
Process Technology I: Equipment
Instruction in the use of common process equipment.
Lecture Hrs. = 3, Lab Hrs. = 3
Prerequisite: READ 301 or equivalent, Math 310 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 301 or equivalent, Math 310 or equivalent

PTAC 2346
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 and 1410

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 and 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 and 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 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 necessary to perform basic nursing skills for the adult patient; and demonstrate competence in the performance of nursing procedures. Content includes knowledge, judgment, 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 patient-centered care, patient safety advocate, member of health care team, and member of the 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 the 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 perinatal nursing care for childbearing families. Content includes knowledge judgment, 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 the 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, Oral Communication, and Computer Literacy 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 drug classifications. Content includes 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 1343Ω
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 patient-centered care, patient safety advocate, member of health care team, and member of the profession in the care of adult patients and families with complex medical-surgical health care needs associated with body systems. Emphasis on complex knowledge, judgments, 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 patient-centered care, patient safety advocate, member of health care team, and member of the profession. Content includes fundamental concepts of nursing practice, history of professional nursing, a systematic framework for decision making and critical thinking. The mechanisms of disease and the needs and problems that can arise are discussed and how the nursing process helps manage the patient through these issues. Emphasis on knowledge, judgment, 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 to next nursing level.
Lecture Hrs. = 4, Lab Hrs. = 0, Testing Fee
Prerequisites: Admission to the RN Program
Pre/Corequisite: BIOL 2402, PSYC 2314
Corequisite: RNSG 1205, 1247, 1261

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 judgment, and professional values within a 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
Adaptation to Role of Professional Nurse
Selected concepts related to the role of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Review of trends and issues impacting nursing and health care today and in the future. Content includes knowledge, judgment, skill, 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 patients and their families. This course lends itself to a blocked approach. 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 2221
Professional Nursing: Leadership and Management
Exploration of leadership and management principles applicable to the roles of the professional nurse. Includes application of knowledge, judgment, skills, and professional values within a legal/ethical framework. Emphasizes the impact of laws and regulations on the provision of safe and effective professional nursing care including topics such as confidentiality, the Nursing Practice Act, professional boundaries, ethics, and health care legislation in both theory and in the health care setting.
Lecture Hrs. = 1, Lab Hrs. = 0, Clinical Hrs. = 4,
Insurance Fee
Prerequisites: Admission to RN or RNT Program, RNSG 1162, RNSG 1251, RNSG 2160, RNSG 2213, SPNL 1301 Corequisites: RNSG 2432, RNSG 2263

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 2221, 2432

RNSG 2432
Enhanced Concepts of Adult Health I
Enhanced concepts and skills for developing professional competencies in complicated nursing care situations involving adult patients and families with multiple body system problems. Emphasizes critical thinking, clinical reasoning, and determining legal/ethical values for optimization of patient 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 2221, 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 301 or equivalent, Math 310 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
Prerequisite: READ 301 or equivalent, Math 310 or equivalent

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, and 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, and 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.
(Offered Fall semester only)
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.
(Offered Spring semester only)
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, informative, 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 with emphasis on self-improvement and includes subjects such as listening, assertive communication, verbal and nonverbal communication, and dealing appropriately with conflict.
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, MATH 310 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 physical, psychosocial, and cultural aspects of the aging process. Addresses disease processes of aging. Exploration of perceptions toward care of the older adult. This course will run concurrently with VNSG 1429 and 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
Essentials 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 the care of the pediatric patient and family during health and disease. Emphasis on growth and developmental needs utilizing the nursing process. This course will run concurrently with VNSG 1429 and VNSG 1432.
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
A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium. 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 basic nursing skills and competencies for a variety of health care settings using 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 heath 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 heath 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 1313
Introduction to Blueprint Reading for Welders
A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.
Lecture Hrs. = 3, Lab Hrs. = 0
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, and 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 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

Chapter 7
THE COMMUNITY AND LEE COLLEGE

Off Campus Education

To provide quality education to service area residents, Lee College offers educational services for students who find it difficult to attend classes on the main campus. Instructors are selected from full-time faculty, outstanding area educators, and other professional specialists. Off campus classes are held at off-site locations including:

Lee College Huntsville Center

Lee College provides degrees and certificates through the Texas Department of Criminal Justice-Institutional Division.

Lee College Educational Opportunity Center (EOC)

Located in the Sears wing of San Jacinto Mall, the EOC provides eligible students with services including one-on-one counseling sessions, career and academic advising, assistance with college admission and financial aid applications, assistance with course selection, childcare, academic counseling, and tutoring referrals, and GED information. In order to receive these services, an adult must be a U.S. citizen or permanent resident, age 19 or older, and plan to attend college.

The EOC is open Monday - Friday, 8 am to 7 pm. Counseling sessions are available by appointment only. All services are free.

For additional information, call 832.556.4506 or visit www.lee.edu/eoc.

Neighborhood College

Classes are scheduled at various locations throughout the Lee College service area. Class offerings are based on the needs of each location, available equipment, and enrollment.

Refer to the current class schedule for a list of available classes.

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

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." In compliance with this requirement, Lee College offers more than 500 courses designed to provide non-credit learning opportunities for the public and community. Classes are intended to address the changing needs of the community – whether vocational or recreational – and may be as short as one session or may continue for a full semester. Courses begin throughout the year and are conducted at a variety of times and locations. Although a few programs have eligibility requirements, Continuing Education offerings are open to most interested adults regardless of educational background or eligibility for admission to college credit programs. While courses do not apply toward a degree, 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 are dependent upon 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
- Personal Enrichment
- Workforce Development
- Computer Technology
- Space Available Classes
- Business/Professional Development
- Small Business Development Center
- Arts and Culture
- Online Learning
- Recreation and Fitness
- Senior Adult Program
- 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
www.lee.edu/ce
Office Hours: Monday - Thursday 7:30 am - 6:00 pm
Friday 7:30 am - 12:30 pm

Adult Education Program

Adult education courses assist adults in acquiring basic skills and are offered as a public service. Areas of study include English as a Second Language (ESL), Adult Basic Education (ABE), and Adult Secondary Education (ASE). English as a Second Language (ESL) is for adults whose primary language is not English. Adult Basic Education (ABE) is for those adults requiring basic skills in reading, writing, and math on the first through eighth grade levels. Adult Secondary Education (ASE), formerly GED, courses are for those who did not receive a high school diploma and need assistance preparing to take the test to earn a certificate of high school equivalency. Classes in each area are regularly scheduled throughout the year.

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 courses including emergency medical services, childcare, and fiber-optics are designed to meet these requirements.

Small Business Development Center

The Lee College Small Business Development Center (SBDC) is a non-profit professional consulting service dedicated to helping individuals start or manage their own small businesses.

Located in the JC Penney Wing of Baytown's San Jacinto Mall, the Center provides free confidential consulting as well as low-cost seminars and workshops. Additionally, the Center hosts a monthly Business Networking Breakfast designed to provide networking and educational opportunities for local small business owners.

For additional information call 281.425.6556.

Personal Enrichment

Personal enrichment courses provide adults with opportunities to enhance the quality of their lives through vocational activities. Courses are tailored to meet the expressed needs of the community and are based upon the philosophy that adults continue to develop intellectually, socially, and aesthetically throughout their lives. Course selections include personal development, arts and crafts, cooking, music, languages, physical fitness, and recreation.

Kids at College Summer Program

Each summer, Lee College offers special programming for children ranging in age from kindergarten to high school. Combining classroom and outdoor and field trip experiences with an emphasis on enjoying the learning process, the Kids at College program provides students with the opportunity to learn in a college setting. Camp offerings include volleyball, basketball, tennis, computer technology, fishing, bowling, math, arts and crafts, Energy Venture, and career classes.

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. Day trips to cultural, historical, and fascinating attractions in Houston and the surrounding area are also offered. The program also co-sponsors the Annual Baytown Area Senior Olympics, holiday parties, and out-of-state travel. Participation in any of these activities is open to anyone over the age of 50.

A newsletter, *FOCUS*, is made available several times a year.

Additionally, senior adults, age 65 or older currently residing in the college's district have opportunities to attend college functions, use the Library, and enroll in credit classes on a space-available basis and at no charge.

Call 281.425.6416 for more information.

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 designed to encourage Hispanics, African-Americans, and other under-represented groups pursue an education.

These nationally-recognized committees are dedicated to providing services and activities that encourage educational access to anyone and conduct programs which preserve the heritage of each culture.

Events and programs have included bilingual college planning seminars, financial aid workshops, receptions honoring educators, graduation programs for Hispanic and African-American high school seniors, cooperative programs with other service area organizations and churches, fundraising and scholarship activities, elementary and junior high school tutoring and motivational programs, writing and poster contests, and observance and celebrations of respective holidays.

Wellness Center

The Lee College Wellness Center is located in the Wellness Center and Sports Arena on the Lee College campus.

Eddie V. Gray Wetlands Education and Recreation Center

Located on the banks of Goose Creek across from Robert E. Lee High School on Market Street in Baytown, the Eddie V. Gray Wetlands Education and Recreation Center is operated by the City of Baytown, Lee College, and the Goose Creek School District. The center features 5,000 square feet of meeting rooms and laboratory space, as well as 9,000 square feet of open space for the growing of fish and plants and the building of environmental projects. Meeting rooms and the laboratory feature an eight-station computer lab and a teachers' library.

Canoeing, water and boat safety, fly-fishing, and country western line and jitterbug dance classes are examples of the many short-term Lee College Continuing Education courses offered at the Center.

Lee College at the McNair Center on I-10

Lee College offers cosmetology, non-credit health care, and other non-credit classes at the McNair Center located at 3555 I-10 in Baytown. Student services such as counseling, registration, and financial aid are offered on a posted schedule. For a list of classes being offered at the Center, refer to the credit and 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 37 for more information.

Performing Arts Center

Constructed over a two-year period, the $2 million, 57,900-square-foot Lee College Performing Arts Center continues to provide for the cultural enrichment of the local community.

The only facility of its kind in East Harris County, the Performing Arts Center is equipped with industry-standard theatrical light and sound systems, drapery systems, an orchestra shell, and other state-of-the-art equipment. The building features the Lisa H. Urban Grand Foyer, the Melva Johnson Black Box Theatre, a 700-seat main theatre with proscenium stage, and various practice and performance halls.

About Lee College

In 1931, the Board of Trustees of the Goose Creek Independent School District identified the need to establish a junior college dedicated to providing educational opportunities to students who could otherwise not afford it. In 1934, they established the Lee Junior College of Goose Creek, Texas.

One hundred seventy-seven students enrolled in the inaugural session. By 1935, enrollment increased 33 percent, bringing the total student population to 236. That same year, the college held its first commencement exercises. Four women, Juanita Barrington (Mrs. David Holm), Byrtis Avey (Mrs. Elmer Brinkley), La Del Payne (Mrs. Barney Hillard), and Hudnall Spence (Mrs. Robert Southwick) received diplomas.

Recognizing the need for both a strong academic curriculum and a comprehensive technical/vocational curriculum, the founders of the college established the Robert E. Lee Vocational Institute, Vocational Division of Lee Junior College. No college credit was given for work in the institute

until 1941 and it did not become an integral part of the college until 1945, following a two-year period when no technical/vocational courses were offered.

By the mid-1940s, the administration and faculty of the college had become increasingly aware that the college needed its own governing board. In 1945, Walter Rundell, one of the original faculty members, became Dean of Lee College. Dean Rundell became the guiding force behind major developments for the two decades which followed.

In 1948, the college's name was changed to Lee College. That same year, Lee College gained accreditation from the Southern Association of Colleges and Schools. The Association urged Lee College to develop a campus facility separate from the high school.

A successful bond election in 1949 led to the completion of the first two buildings – the Administration Building and the Gymnasium. The college moved to the new campus in 1951. Following the move to a separate campus, the growth of the college exceeded the expectations of its leaders and plans for additional buildings were accelerated. A Liberal Arts Building (now Social Sciences(was added in 1958. By 1961, the campus had doubled in size. The Library was completed and the Gymnasium expanded in 1962. Construction of Moler Hall, Technical Vocational Building One, and Bonner Hall soon followed.

Under the leadership of Dean Rundell, Lee College successfully separated from the local public school district in 1965. On August 18, 1965, Lee College's first Board of Regents, appointed by the public school board, assumed governance of the College.

In 1966, the College, under the leadership of Dean Rundell and George Beto and in cooperation with the Texas Department of Corrections, began a program of courses in the state's prison system. This program has grown from an initial enrollment of 182 students to a current enrollment of more than 1,000 students.

In 1966, Dr. Richard Strahan became the first full-time president of Lee College. Since the separation from the local public school district, the college has had nine presidents:

Dr. Strahan	1966 -1971
Dr. Raymond Cleveland	1971 - 1973
Dr. Jim Sturgeon	1973 - 1976
Dr. Robert Cloud	1976 - 1986
Dr. Vivian B. Blevins	1986 - 1991
Dr. Jackson N. Sasser	1992 - 2001
Dr. Martha M. Ellis	2002 - 2008
Dr. Michael Murphy	2009 - 2012
Dr. Dennis Brown	2012 - present

The Lee College Foundation was established in 1968. A non-profit dedicated to providing scholarships to deserving Lee College students, the Foundation has a current portfolio balance of more than $6.5 million and awards more than 200 scholarships each year.

In 1969, Lee College, in cooperation with two Liberty County school districts, began offering courses in Liberty and Dayton.

In 1972, course offerings were expanded to include continuing education courses, as well as the senior adults program. These community-oriented, short-term courses have experienced a dramatic growth in popularity and are further evidence of the flexibility of the community college concept.

In 1986, Lee College partnered with San Jacinto Mall to offer programs and services to constituents outside the College's service area. That same year, the Friends of Lee College, a group of volunteers dedicated to funding and supporting college educational programs, was also established. Under the leadership of John B. Tucker, this group raised more than $2 million to support programs and facilities improvements.

A focus on local economic development leads to the establishment of the Small Business Development Center in 1987. Additionally that year, Lee College began instituting new industrial programs and revising existing curriculums in an effort to respond to the needs of local industries.

In 1987 the college instituted an agreement with the University of Texas School of Nursing in Galveston, enabling registered nurses the opportunity to pursue a Bachelor of Science Degree in Nursing.

A successful bond election in 1988 enabled the college to initiate a construction program featuring a new science building, a lecture hall, and major renovations to several campus facilities.

The 711 West Texas property, acquired in 1990, was renovated to house a performing and fine arts complex in addition to an allied health suite named the McNulty-Haddick Complex, in honor of Alma Haddick and her husband Luther.

In February 2000, local voters passed a $20 million bond election to build a new advanced technology center/library, a completely renovated gymnasium and newly constructed sports/wellness complex. Other renovations and additional parking were also included.

Today, more than 13,000 Lee College students are enrolled in academic, technical education, and non-credit continuing education programs each semester. Basic education is avail-

able for those seeking to improve skills in reading, writing, mathematics, and language, in addition to a nationally-acclaimed honors curriculum.

Lee College Setting and Facilities

Lee College is a public community college, located in Baytown, Texas, approximately thirty miles east of Houston.

The college is situated on an attractive 40-acre campus. The buildings are complemented by lighted tennis courts, a sports complex including an arena and a multi-generational wellness center with racquet ball courts and a heated swimming pool, an Advanced Technology Center and Library, a Performing Arts Center (PAC), and McNair Center.

Located at the center of campus, Moler Hall 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 and recreational and study areas, as well as a Cyber Café with gourmet coffee and Internet access.

Lee College is the only two-year (community) college in the country with a Fieldbus Center.

Lee College 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

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B.A., University of Houston
M.A., University of Houston, Clear Lake

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M.A., San Diego State University

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M.S.N., University of Alabama
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D.M.A., University of Texas, Austin

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M.A., University of Houston, Clear Lake

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B.S., Northern Arizona University
M.A., Arizona State University
Ph.D., New Mexico State University

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B.C.J., Loyola University
M.A., Southern University, New Orleans

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M.S., Ph.D., Tulane University

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Basketball Coach
B.S., University of South Western Louisiana

CHANCE, Paul
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B.S., Henderson State University

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M.S.N., University of New Jersey
Licensed Registered Nurse

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M.S., University of Oregon

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B.B.A., San Angelo State University

EVANS, Jimmy
Network Support Specialist
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Sr. Adult Travel Program Manager

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M.A., New Mexico State University

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Buyer
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A.A., San Jacinto College North Campus
B.S., University of Texas Medical Branch
B.S., M.S., University of Houston, Clear Lake
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Certified Medical Technician

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Security Captain
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JACOBS, Joycelyn
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Faculty, Developmental Reading
B.S., M.A., Sam Houston State University

JAIME, Mark
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M.S.N., Lamar University
Licensed Registered Nurse

JAROSZEWSKI, David
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Glossary

Colleges use many words in special ways. This alphabetical list explains those special meanings used in this catalog and by the Lee College staff.

Academic Probation – describes the situation that occurs when a student's grade average falls below a C– (2.0 grade point average). The student must raise that average in the next semester or withdraw from the college.

Academic Suspension – failure to maintain or achieve the minimum cumulative GPA required. A student placed on suspension will be dismissed from the college for a specific period of time, usually one semester.

Accredited – having the official approval for college programs and/or degrees by various groups. This approval gives Lee College students many benefits, including the ability to transfer credits to other colleges and universities.

Accuplacer – Lee College's state-approved test to determine college readiness for 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 classses at a college.

Alien – a student who is not a citizen of the United States.

Alumni – graduates of a college or university.

American College Test (ACT) – one of the several tests used as a part of college entrance requirements. Lee College does not require the ACT.

Applied Science (Technical) – the Applied Science Division includes a wide variety of highly technical credit courses and degree and certificate programs designed to meet the needs of students who seek employment. Some applied science courses are transferable to university-level study.

Articulation – an agreement between two institutions whereby students receive credit for prior education.

Assessment – the process of discovering the strengths and weaknesses in students' school backgrounds in order to place students in courses in which they can succeed.

Associate Degree – general name for any one of the degrees offered by a community college. Lee College offers Associate of Arts (AA), Associate of Applied Sciences (AAS), and Associate of Science (AS) Degrees.

Associate Degree Nursing (ADN) – an Associate of Applied Science Degree (AAS) that permits students to take the National Test for Registered Nurses (RN).

Associate of Applied Science – the Associate of Applied Science Degree (AAS) provides the student a degree in a chosen technical major and is intended for students who plan to enter the workforce upon program completion.

Associate of Arts – the Associate of Arts Degree (AA) provides the student the opportunity to obtain the first two years of college credits toward a four-year Baccalaureate degree.

Associate of Arts in Teaching – the Associate of Arts in Teaching (AAT) degree provides students the opportunity to obtain the first two years of college credits toward a four-year Baccalaureate degree in Education.

Associate of Science – the Associate of Science degree (AS) provides the student the opportunity the first two years of college credits toward a four-year Baccalaureate degree.

Audit – enrollment in a credit class for no credit.

Bachelor Degree – formal name for a four-year college degree; examples include the Bachelor of Arts (BA) and the Bachelor of Science (BS). An Associate degree (two-year degree) is the highest degree offered at Lee College.

Calendar – the schedule of dates for official college activities.

Capstone Course – a comprehensive course taken during a student's last semester that demonstrates program mastery.

Catalog – official annual college publication containing information about its regulations, requirements, policies, and procedures. The catalog includes general information, admissions information, general academic regulations, general non-academic information, financial aid and scholarship information, and educational programs of study.

Certificate of Completion and Certificates – programs of study up to 59 credits designed for entry-level employment or knowledge upgrade.

College-level Courses – all credit courses offered by Lee College. Note that developmental courses have a three digit course number.

Commencement – a graduation ceremony in which colleges and universities award certificates and degrees to students.

Community College (Junior College) – a two-year college is also known as a community college. Most often, community colleges offer associate degrees, certificates, and courses for transfer to universities.

Complete Withdrawal – this is the process of withdrawing from all classes after registration. See drop.

Concurrent or Dual Enrollment – system whereby a student takes a course at one institution and receives credit at more than one institution.

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 have three digit numbers.

Course Waiver – official permission to omit one course in a degree plan.

Credit – see Semester Credit Hour.

Credit Courses – courses taken for credit that accumulate toward a college degree or certificate.

Credit Hour – see Semester Credit Hour.

Curriculum (plural form curricula) – courses of study offered by a college or the particular course of study of a department or a class.

Dean – an administrator of the college who has responsibility for a particular area.

Degree Plan – series of courses laid out for an individual student's degree.

Degree Program – courses required to complete a particular degree. These are listed under each particular program of study.

Developmental Courses – courses designed to help prepare students for college-level coursework. These courses cannot be applied to certificates or degrees at Lee College or transferred to other institutions.

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 degree or certificate plan.

Extension Courses – classes taught at another location other than the main campus.

Extracurricular Activities – activities outside the classroom that contribute to a well-rounded education. They can include activities such as intramural sports, clubs, organizations, student government, and recreational and social events.

Faculty – the faculty is composed of all people who instruct classes on a college campus.

Fees – charges other than tuition costs, such as student activity fees and specific course fees.

Field of Study – courses that will satisfy lower-division requirements for a baccalaureate degree in a specific academic area.

Financial Aid – the money available to help students attend college.

Full-time Student – a student who is taking 12 or more semester hours in any fall or spring semester.

Fully 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 – a program designed to provide students with an enriched intellectual experience. Students interested in honors classes should contact the honors coordinator.

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

In-District – the area around a community college that is part of the taxing district for that college. Tuition is lower for in-district residents (see tuition schedule).

Incomplete (I) – the grade given when illness or some other serious cause prevents a student from completing the requirements of a course during that semester.

Individualized Class (Self-Paced Instruction) – classes in which students complete the requirements on their own time, under the direction of an instructor and outside the classroom setting.

Intramural – activities that provide competition within the college rather than between two colleges.

Long Term – semesters consisting of 16 or more weeks, i.e., Fall and Spring semesters.

Lyceum – a series of Lee College cultural programs offered to students and the community.

Major/Minor – student's chosen field of study; it usually requires the successful completion of a specified number of credit hours. A minor is a secondary field of study requiring fewer hours.

Mentor – faculty or staff member who serves as a contact for college students who are enrolled for the first time.

Needs Analysis – process to determine a student's eligibility for financial aid.

Non-Credit Status (NC) – the designation given to students who do not wish to receive credit for a course. The student receives a grade of NC.

Non-traditional Student – an adult student for whom several or many years have passed between his or her previous education and the start or continuation of a college program. "Non-traditional" may also refer to any student who is not the traditional 18-year-old high school graduate (e.g., a single parent, a GED graduate, or a part-time student who works full-time).

Out-of-District – the area outside of the taxing district for a community college. Tuition is higher for out-of-district students.

Overload – additional courses over the usual 18 hours permitted.

Pell Grant – money given by the federal government for tuition and books for students who demonstrate financial need.

Placement – the process of discovering students' strengths and weaknesses and placing them in courses that fit their abilities and backgrounds.

Plagiarism – use of the words or thoughts of an author without giving that author credit. While most students' plagiarism is unintentional, it is a serious offense. Students should consult their instructors regarding this issue.

Prerequisite – courses or skills required as background for college-level courses.

Program – plan of study which, when completed, results in a degree or certificate.

Registration – process of signing up for particular classes and paying fees. Registration is necessary every semester before attending classes.

Remediation – process of assisting the student develop the basic skills required for college work. See Developmental Courses.

Resident – a student who has lived in Texas for at least one year prior to the date of registration.

Resignation – the process of withdrawing from all classes during a semester.

Schedule of Classes – a list of courses with sections, semester credit hours, room numbers, times, days, and instructors for the semester, published prior to registration for each semester.

Scholastic Aptitude Test (SAT) – one of several tests whose scores are used as part of a college's entrance requirements. Lee College does not require the SAT.

Section – a particular class. On the class schedule the number that follows the decimal point is the section number. It separates that class from all others with the same course number.

Semester Credit Hour (SCH) – the customary unit of measure for counting college credit. Classes which meet three hours per week in long semesters usually have three credits. For courses offered by Lee College, the second digit of the course number is the number of credits associated with the course. Three digit numbers do not award college credit, i.e., READ 300.

Semester (Term) – the period of time during which classes are offered is called a semester. For example, the semester system consists of a Fall (August - December) semester, a Spring (January - May) semester, and a Summer (June - August) semester. At Lee College, and at some other colleges and universities, there are often intersession terms or semesters (during the Christmas holidays, for example). See the current class schedule for exact dates.

Senior College – a college or university that offers a bachelor degree or above.

Short Term – semesters consisting of less than 16 weeks, i.e., summer semesters.

Sophomore – student who has earned at least 30 credit hours toward a degree or certificate.

Student Assistant – part-time (no more than 19.5 hours per week) work on campus. The pay rate is minimum wage.

Student Service Fee – the money that all students pay to support student publications, organizations, and activities.

Syllabus – a description of a college course including its title, course number, required text(s), stated objectives, and requirements.

Transfer Student – a student who applies credit earned from one college or university to a program at another. For example, many Lee College students transfer to a four-year college or university.

Transcript – record of courses attempted and grades earned. Individuals may obtain a copy of their transcript from the Admissions and Records Office.

Tuition – the basic charge per semester hour for college courses.

Withdrawal – see Drop.

Work Study – college work study is a program that allows students with documented financial need to apply for part-time (no more than 19.5 hours per week) employment on campus. The pay is minimum wage.

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		Area Code 281 (unless indicated)
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Academic Curricula	Dean, Academic Studies	281.425.6445
Admissions Information	Admissions Office	281.425.6393
Advanced Placement	Counseling Center	281.425.6384
Allied Health	Allied Health Office	281.425.6229
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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	DE Coordinator	281.425.6495
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	Bookstore	281.425.6360
International Student Services	Admissions Office	281.425.6393
Job Placement	Student Career & Employment Office	281.425.6572
Library	Library	281.425.6379 or 800.261.9556
Lost & Found	Security	281.425.6475
Instructional Media Assistance	My LC Helpdesk	281.425.6952

Minority Access 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

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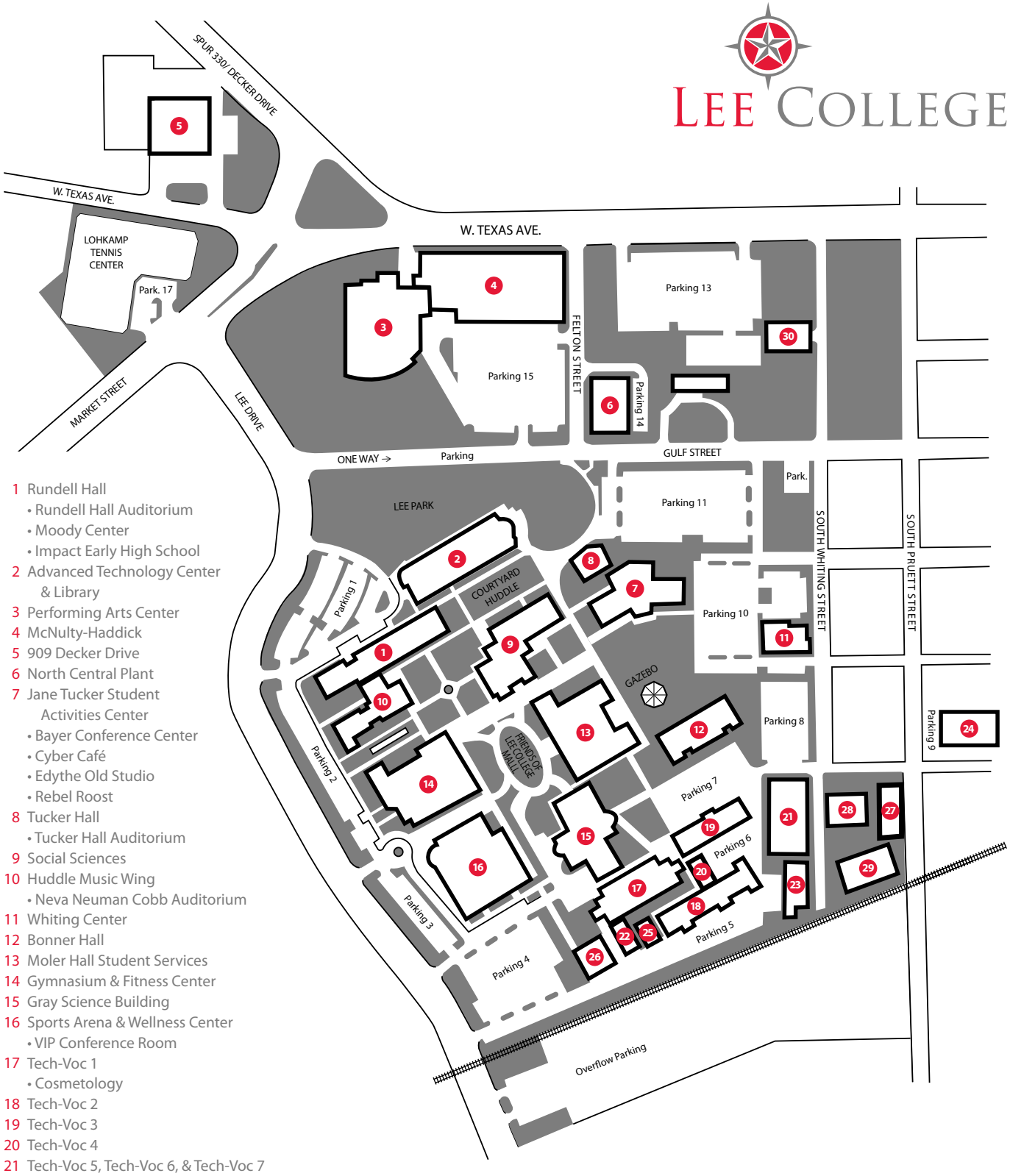
LEE COLLEGE



1 Rundell Hall
- Rundell Hall Auditorium
- Moody Center
- Impact Early High School

2 Advanced Technology Center & Library
3 Performing Arts Center
4 McNulty-Haddick
5 909 Decker Drive
6 North Central Plant
7 Jane Tucker Student Activities Center
- Bayer Conference Center
- Cyber Café
- Edythe Old Studio
- Rebel Roost

8 Tucker Hall
- Tucker Hall Auditorium

9 Social Sciences
10 Huddle Music Wing
- Neva Neuman Cobb Auditorium

11 Whiting Center
12 Bonner Hall
13 Moler Hall Student Services
14 Gymnasium & Fitness Center
15 Gray Science Building
16 Sports Arena & Wellness Center
- VIP Conference Room

17 Tech-Voc 1
- Cosmetology

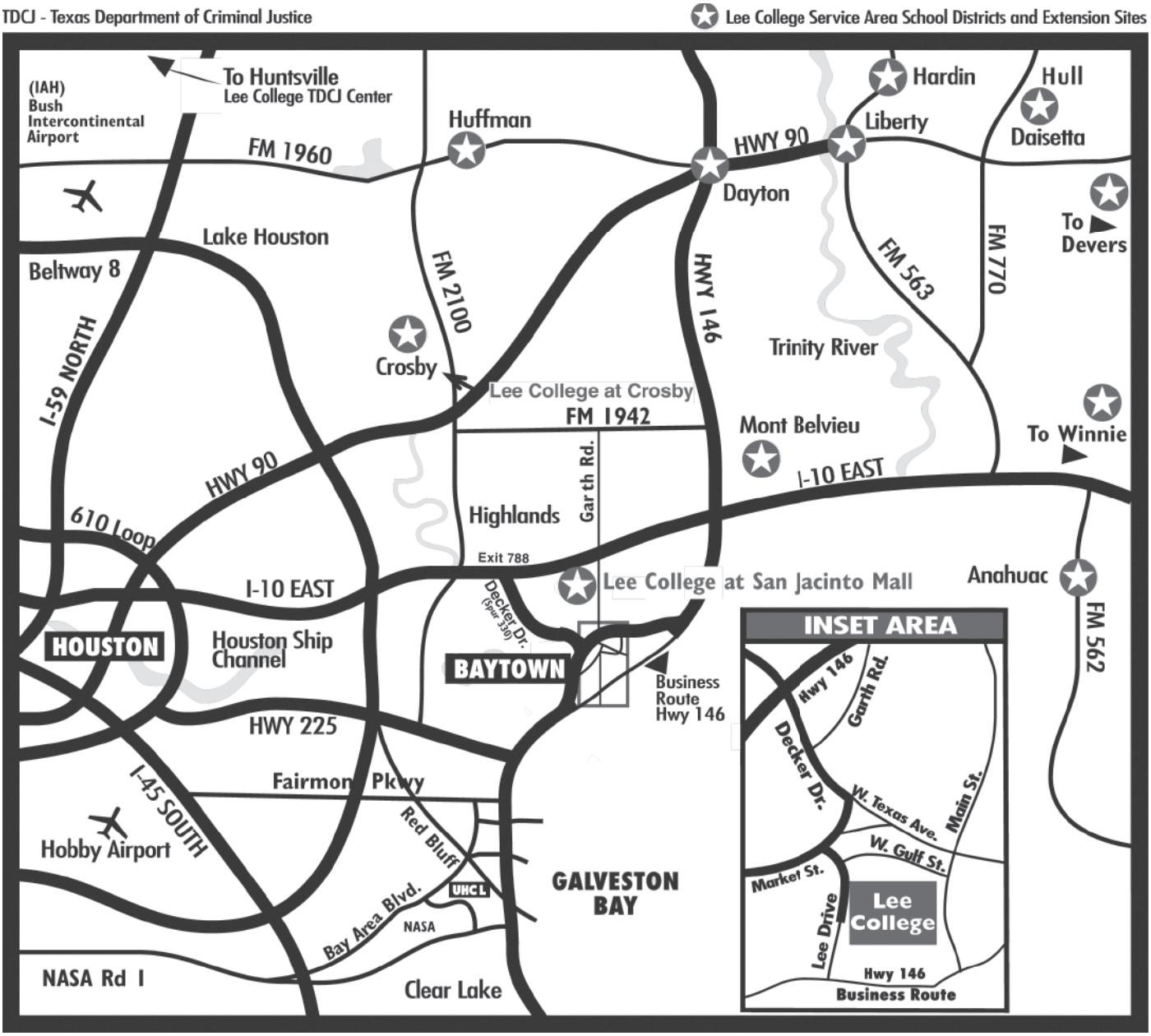
18 Tech-Voc 2
19 Tech-Voc 3
20 Tech-Voc 4
21 Tech-Voc 5, Tech-Voc 6, & Tech-Voc 7
22 Tech-Voc 8
23 Tech-Voc 9
24 Tech-Voc 10
25 Pilot Plant
26 South Central Plant
27 Physical Plant
28 Transportation
29 Shipping & Receiving
30 Adult Learning Center

Important Phone Numbers

Main Line 281.427.5611
Admissions & Records 281.425.6393
Campus Tours 281.425.6260
Counseling 281.425.6384
Financial Aid 281.425.6389

aa/eeo 05/12

Service Area Map



Lee College McNair Campus at 1-10	281.425.6287
Weekend College	281.425.6384
Admissions	281.425.6393
Admissions Fax	281.425.6831
Counseling	281.425.6384
Financial Aid	281.425.6389
Switchboard	281.427.5611

Lee College does not discriminate ont he basis of gender, race, color, age, religion, national origina, or veteran status.