

LEE COLLEGE
CATALOG
2021-2022



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Overview

OUR VISION

Lee College will empower students by providing knowledge and skills to confidently navigate their future.

OUR MISSION

Lee College serves the community by providing innovative and quality education to our diverse students along guided pathways to gainful employment, personal enrichment and life-long learning.

OUR VALUES

Student Success
Integrity
Community
Diversity
Commitment

INSTITUTIONAL GOALS

Consistent with our mission and the state's mission for community colleges, Lee College's challenge is to continue to improve in all areas of institutional effectiveness including: student enrollment, performance and completion; services and programs offered to students, faculty, staff and the service area; financial efficiency, growth and stability; and measurement of effectiveness in various academic and administrative areas.

1. Student Success: Enable success among all students
 - 1.1. Improve the overall student experience through guided pathways
 - 1.2. Enrich learning through accessible and relevant programs and experiences
 - 1.3. Enhance student engagement through innovative and evidence-based practices
2. Campus Community: Promote an inclusive campus climate
 - 2.1. Promote a service-oriented, student-focused, safe and friendly campus environment
 - 2.2. Support professional development for faculty, staff, and administration
 - 2.3. Promote a talent recruitment and retention program that recognizes and rewards employee excellence
3. Partnerships: Advance educational opportunities, workforce development and cultural diversity
 - 3.1. Build bridges from education to employment and/or transfer
 - 3.2. Strengthen existing and develop new partnerships to provide relevant training, economic development opportunities and community engagement
 - 3.3. Strengthen cultural initiatives that unite a diverse internal and external campus community
4. Institutional Effectiveness: Promote continuous improvement and use resources effectively
 - 4.1. Foster transparent data driven decision making
 - 4.2. Implement and assess educational and operational processes and technological resources to promote affordability, sustainability and continuous improvement
 - 4.3. Increase external resources to support college efforts

EQUAL EDUCATION OPPORTUNITY STATEMENT

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

For information regarding student rights or appeal procedures, refer to Tuition, Fees, and Financial Aid and Student Life Opportunities, Services, and Policies or contact the Vice President of Student Affairs, Lee College, P.O. Box 818, Baytown, Texas 77522-0818 or call

281.425.6400. Lee College is located at the intersection of Lee Drive and Market and Texas Avenue.

DECLARACIÓN DE IGUALDAD EN LA EDUCACIÓN

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

Para información acerca de los derechos de los estudiantes o del procedimiento de quejas, refiérase al Tuition, Fees, and Financial Aid de este catálogo o póngase en contacto con la oficina del Vicepresidente de Asuntos Estudiantiles, Lee College, Apartado Postal 818, Baytown, TX 77522-0818, teléfono 281.425.6400. Lee College está situado en la esquina de las calles Lee Drive y Market Street.

ACCREDITATION

Lee College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Questions or concerns regarding accreditation may be addressed to the Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, Georgia, 30033-4097, telephone 404.679.4500, or at <http://www.sacscoc.org>

Lee College Academic Calendar 2021

SPRING SEMESTER - 2021

- Offices Open - Monday **January 4**
- Professional Development Week -Monday -Friday **January 4-8**
- Classes begin - Monday **January 11**
- Martin Luther King Jr. Day (College Closed) - Monday **January 18**
- Day of Record (16-week classes) -Wednesday **January 27**
- Spring Break (College Closed) -Monday - Sunday **March 8-14**

(The College closes 7:30 a.m. March 8, and reopens 7:30 a.m. March 15, 2021)

Those attending Weekend College should check with their instructor regarding the class schedule during Spring Break.

- Second 8- week classes- Monday **March 15**
- Good Friday Holiday (College Closed) -Friday **April 2**
- Summer 2021 Registration Begins - Tuesday **April 6**
- Fall 2021 Registration begins for students who have Successfully Completed at least 30 credits at Lee College - Tuesday **April 6**
- Fall 2021 Registration begins for all Students - Tuesday **April 13**
- Final exams -Monday - Thursday **May 3-6**
- ADN Pinning Ceremony - **May 6 (6 p.m.)**
- Grades Due/Spring Diploma Date - Friday **May 7**
- Spring Commencement Ceremonies -Saturday **May15**

SUMMER SEMESTER - 2021

- Summer Session Begins - **May 10**
- May Mini Session Begins - **May 10 (Runs through**

May 27)

- Cosmetology Begins - **May 10 (Runs through August 5)**
- Memorial Day Holiday (College Closed) - **May 31**
- Summer 1 Classes Begin - **June 1**
- Final Exams (Summer I 5-week Classes) - **July 1**
- Grades Due (Summer I 5-week Classes) - **July 2**
- Independence Day Holiday (College Closed) - **July 5**
- Summer II Classes Begin - **July 6**
- LVN Pinning Ceremony - **August 4 (7 p.m.)**
- Final Exams (10-week and Summer II 5-week classes) - **August 5**
- Grades Due (10-week and Summer II 5-week) - **August 6**

FALL SEMESTER - 2021

- Professional Development Week - **August 16-20**
- Fall Kick Off - **August 18**
- Classes Begin - **August 23**
- Labor Day (College Closed) - **September 6**
- Day of Record (16-week classes) - **September 8**
- Second 8-Week Session Begins - **October 18**
- Spring Registration Begins for Students who have Successfully Completed at Least 45 Credits at Lee College - **October 26**
- Spring Registration Begins for Students who have Successfully Completed at Least 30 Credits at Lee College - **November 2**
- Holiday College Registration Begins - **November 9**
- Spring Registration Begins for All Students - **November 9**
- Last Day for Student Drops (16-Week Classes) - **November 12**

- Thanksgiving Holidays (College Closed) - **November 24-28**
- Final Exams - **December 6-9**
- Grades Due/Fall Diploma Date - **December 10**
- Fall Commencement - **December 11**
- Holiday College Begins (Dates: December 13-16, 20-23, 27-30) - **December 13**
- Last Day Offices Open - **December 17**
- Winter Break (Offices Closed) - **December 18-January 3**

TEMPORARY CLOSING/CANCELLATIONS

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

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

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

Admission, Registration, and Enrollment

General Admission

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

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

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

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

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

First-Time-In-College (FTIC) Freshmen

Students may enroll as FTIC freshmen if they have graduated from an accredited high school or earned a General Education Development (GED) certificate. In either case, prospective students must produce high school transcripts or GED certificates no later than the census date of their first semester (see Documents Needed for Admission to the College 11, below, and Texas Success Initiatives (TSI), below).

Transfer/Transient Students

Students who transfer to Lee College from other institutions must have official copies of their transcripts on file in the Office of Admissions and Records. Official transcripts should be received by Admissions & Records prior to enrollment, but students are typically given a one semester grace period to get all official transcripts submitted (TSI exemptions and/or prerequisites may require that a transcript is received prior to enrollment). In the event that extenuating circumstances exist, contact the Registrar.

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 official test scores, transcripts, or other documentation prior to enrollment (see Texas Success Initiatives (TSI) Plan, below).

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

Students Enrolled in Accredited High Schools

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

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

In general, students who are enrolled in high school and

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

Impact Early College High School and Stuart Career Tech High School students should meet with their high school advisor to determine the number of college classes taken each semester. More information on the Goose Creek Consolidated Independent School District's Impact Early College High School and Stuart Career Tech High School can be found at www.gccisd.net.

Students Enrolled in "Home Schooling"

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

International Students

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

1. All admission materials must be received at least 45 days before the first class day of a given semester.
2. Most students must provide evidence of proficiency in the English language (Citizens of some English-speaking countries and those international students who have completed coursework in English may be exempt from this requirement); 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.

3. If the applicant completed high school outside the U.S., documentation of successful completion of secondary school will be required, and an official evaluation from a National Association of Credential Evaluation Services- approved agency may be required after initial review of secondary school documentation. Original copies of transcripts submitted to the College by the student may not be available for return to the student.
4. Students wishing to transfer college-level work to Lee College from foreign institutions must have their transcripts evaluated by an evaluation service approved by Lee College. Credit for courses taken at foreign institutions will be awarded according to the policies outlined for transfer students.
5. Students must provide proof of financial support. A bank statement showing funds on deposit to cover expenses for at least one year of studies (including tuition, fees, books, supplies, and living expenses as calculated by the College) as well as a letter pledging support from the sponsor (if the statement is not in the student's name) are required. Additionally, an I-134 Affidavit of Support will be required if the sponsor lives in the United States.

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

Enrollment for Personal Enrichment

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

Documents needed for Admission to the College

Application for Admission

To be admitted to Lee College, new students must complete an Application for Admission and provide the residency information cited below, if requested. Returning and former students who were not enrolled in the past year must also update their Application for Admission and, if requested, their residency information. Applications for Admission may be submitted at www.applytexas.org

Establishing Residency Status

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

Official Transcripts

High school graduates who have not attended other colleges must provide official high school transcript (showing date of graduation). Transfer students must provide official transcripts from all colleges previously attended as well as an official high school transcript. It is preferable that official high school and college transcripts be sent electronically directly from the generating institutions, but they can be mailed or brought in person to Admissions & Records in sealed envelopes. GEDs earned in Texas will be verified by Lee College, when possible; students who earned GEDs in other states must request that official GED transcripts be sent to Lee College. Registration may be blocked until official transcripts are received, particularly for transfer students. Students must request and pay any fees to obtain these documents. Transcripts submitted to the College will not be returned to the student.

Immunization Requirements

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

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

At the time this catalog was released, the meningitis vaccination requirement affects most students under age 22, but there are some exceptions, and there are exemption options. Students are directed to the Admissions page of the Lee College website, www.lee.edu, for information.

Registering for Credit

Steps to register:

- Complete the application process online at www.applytexas.org
- Determine the need for testing.
- First-time-in-college (FTIC) students must meet with a counselor or advisor to discuss their degree plan, course options, and review test results. After this meeting, students will be able to register for class. All first-time-in-college students will be able to register for class. All first-time-in-college students must complete New Student Orientation. This includes students who have completed high school dual credit classes.
- Once registered, payment deadlines must be met either in full, an approved payment plan, or approved financial aid awards.
- Any holds for documents or information needed to complete an admission file or for any funds or items owed to the College must be cleared prior to registration.

Adding classes:

Students can add additional classes after initial registration during the registration period. After classes start, students should contact the Advising & Counseling Center for assistance with adding courses and/or making schedule changes. See limits on class load, Student Life

Opportunities, Services, and Policies.

Dropping classes:

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

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 met with an advisor or counselor may also register online. Students should consult with an advisor or counselor concerning any registration questions they may have.

Course Prerequisites

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

Texas Success Initiative (updated 3/13/20)

The purpose of the Texas Success Initiative (TSI) program is to guide Texas colleges and universities in determining whether first time in college students are ready for entry-level college coursework in the areas of reading, writing, and mathematics through the administration of the Texas Success Initiative Assessment (TSIA). Students who do not meet the college ready standard of the TSIA are required to participate in developmental education prior to, or together with, enrollment in college-level coursework. Developmental supports such as co-requisite and non-course competency-based options help students succeed in meeting their academic and career goals. Students may be exempt from the TSI standards based on criteria established by the state (see below).

What is the TSI Assessment?

The TSIA is a web-based assessment and part of the Texas Success Initiative program designed to help determine readiness for college-level coursework in the areas of reading, writing, and mathematics. This program also will help determine what type of course or intervention will best meet students' needs to become better prepared for

college-level coursework. The TSIA is a requirement for all entering college students in Texas unless exempt (see exemptions below) to determine readiness for college level work.

Do I have to take the TSI Assessment?

Not all incoming students need to take the TSIA as there are a number of exemptions as set by the state of Texas. Qualifying for a TSI exemption means that a student can enroll in any entry-level college course without restrictions. In other words, there are no prerequisites for enrollment in the entry-level college courses. Often students may have a partial exemption. For example, he or she may be exempt in reading and writing, but not mathematics.

Exemptions include the following:

- Specified minimum college readiness standard scores on the SAT® or ACT. Specifically:
 - SAT-EBRW score of 480 or higher; Math score of 530 or higher
 - ACT - Composite score of 23 or higher with a minimum of 19 on the English and math sections. Partial exemptions are granted if you read the composite score of 23 and score a minimum on one of the two areas
- Enrollment in a Level-One certificate program (fewer than 43 semester credit hours);
 - For this exemption, students are limited to taking courses only within the level-one certificate as outlined in the catalog.
- Have been, or currently are, in the military (contact the Veterans Center for more details (va@lee.edu)).

Transfer Students and College Readiness

Transfer and dual-credit students who have completed equivalent C-Rule Coursework, as determined by Lee College, may use coursework to establish college readiness in reading, writing and/or math. A grade of C or better is required.

- Writing - ENGL 1301, 1302, PSYC 2301, GOVT 2301, GOVT 2302, GOVT 2305, GOVT 2306, SOCI 1301
- Reading - HIST 1301, HIST 1302, ENGL 1301, ENGL 1302, ENGL 2322, ENGL 2323, ENGL 2331,

ENGL 2332, ENGL 2333, ENGL 2326, ENGL 2327, ENGL 2328, PSYC 2301, GOVT 2301, GOVT 2302, GOVT 2305, GOVT 2306, SOCI 1301

- Mathematics* -MATH 1332, MATH 1314/1414, MATH 1342/1442/2442, *Higher-level math courses also establish college readiness in Mathematics.

Transfer students completing the highest level of developmental coursework are considered college ready in the area(s) completed. In addition, if the transcript from another Texas institution notes a student as college ready (TSI Complete or TSI Satisfied), that status will continue at Lee College.

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

For more information on exemptions or alternative college readiness standards, please contact the Counseling/Advising Center (counselor@lee.edu). More information can also be found online through the Lee College Testing website at <http://www.lee.edu/testing/tsi/>.

Students with Disabilities

Students with disabilities who would like to request accommodations for the TSI testing may contact the Access Center to identify themselves and provide necessary documentation as required. Submitted documentation will be reviewed to determine the appropriate accommodation(s), according to institutional policies and federal and state laws. For more information, contact the Access Center at 281-425-6217 or by email at disability@lee.edu or kvillanueva@lee.edu.

Mandatory Pre-Assessment Activity

Before taking the TSI Assessment for the first time, all students must participate in an online Pre-Assessment Activity (PAA). the purpose of the PAA is to give students important information about the assessment in order to be better prepared. to complete the PAA:

- Access the module online at <https://www.tsipreview.com/welcome/lee-college>
- Start the activity and choose "Lee College" as the campus in which you will complete the TSI Assessment.
- An email address will be required. This will allow receipt of a confirmation for completing the PAA and

may be used as proof of completion.

- In addition, the seven digit Lee College Student ID will be required. Students receive their ID by email from the Admissions office after submitting the online Apply Texas application. Students may contact the Admissions Office at admissions@lee.edu for assistance in retrieving the Lee College student ID.

Can I Retake the Test?

Students may retake the TSI Assessment at any time; however, it is strongly recommended that time is set aside for additional review. Review information can be found on the Testing Center website <http://www.lee.edu/testing/tsi/info-materials/>. While there is no fee for initial testing of the TSIA, there is a charge of \$15 per section for retesting.

Changing to the TSIA2

After August 31, 2020, the TSIA2 will replace the TSIA as the recognized and only assessment for the state of Texas. While TSIA scores will continue to be honored, the original TSIA will no longer be available and any retesting will be completed on the TSIA2.

Notable changes with the new TSIA2 include:

- There will be two sections instead of three. For the new TSIA2, an integrated reading and writing section (ELAR) will replace the separate reading and writing sections used in the original TSIA.
- Test content is updated to align with new revised standards.
- A free online tutorial will be available to students who do not meet the college ready standard. Students will get a "code" to customize the tutorial to their needs.

More information can be found online at lee.edu/testing or by contacting the Testing Center at leetesting@lee.edu

Learning Strategies/Learning Pathways Course Requirement Based on Placement Scores

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

LSSS 300-Student tests into developmental coursework in

reading and/or writing.

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

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

Registering for Non-Credit (NC)

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

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

Non-Degree Seeking Students

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

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

Advisement

Students who have not completed the Texas Success Initiative are encouraged to see their assigned advisor each

semester prior to registration. The developmental education counselor will monitor their progress toward completing required developmental coursework and will assist with course scheduling.

Students with Disabilities

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

Credit by Examination and Placement into Advanced Classes

Opportunities to Earn Credit for Prior Learning Including Credit by Examinations

To recognize and award credit for prior learning, Lee College may approve a variety of alternatives to traditional credit by exam, including portfolio development and alternative forms of assessment. See the Academic or Technical Dean for details regarding these opportunities. For credit by exam approval, students should contact the department chair responsible for the subject area for which the exam would cover. Other credit for prior learning must be approved by a Dean.

Examination Availability

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

Credit for Advanced Placement (AP)

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

Credit for the International Baccalaureate (IB) Credential

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

CLEP and DSST Exams

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

www.collegeboard.com/student/testing/clep/exams.html.

More information on the DSST exam can be found on their website, www.getcollegecredit.com.

Departmental Exams

Departmental examinations are established by the departments within Lee College and are available for specific classes as determined by the department. Students should speak with the department or an advisor or counselor concerning what classes are currently available for departmental exams. Students may obtain the application form for these examinations from the Admissions and Records Office and schedule the examinations through the appropriate department. The fee for departmental examinations must be paid in advance.

Credit Limitations

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

Awarding Credits

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

1. Generally, students must be enrolled in Lee College at the time credit is awarded. However, with the approval of the Registrar and the Associate Vice President, Academic Affairs, 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. 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.
3. 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.
4. The credit students receive by examination does not apply toward either their earned or attempted hours for purposes of determining full-time status.
5. A maximum of 15 SCHs may be awarded to students pursuing an Associate of Applied Science Degree in Professional Administrative Technology who have successfully passed all parts of the Certified Professional Secretary (CPS) or Certified Administrative Professional (CAP) Examination. Students who wish to receive this credit must submit an application to the lead instructor of the Professional Administrative Technology Program or to the Chair of the Business Technology Division. If granted, the credits apply to ACNT 1303, POFT 1309, POFT 1349, POFT 2312, and POFT 2331. Students will be charged a fee of \$10 per credit hour when the credit is posted to their transcripts.

(subject to change)

Enrollment into Special Programs

Allied Health and Nursing Student Admission

Students in institutions of higher education enrolled in health-related courses (nursing), which involve direct

patient contact, must meet immunization and serologic titer requirements designated by clinical affiliate agreements. In addition, students must provide proof of Social Security number; current Texas Drivers' License; personal health insurance; and CPR certification. Students must pass drug testing, and have a clear criminal background history.

Nursing students must meet the Texas Board of Nursing requirements for eligibility to enter nursing programs.

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 processes for applying to these programs are explained in the current application.

Contact the Nursing Office for the most recent application and admission requirements.

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 more individual attention from instructors. More information and special admission requirements can be found on the Honors Program webpage.

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

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

Honors Guidelines

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

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

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

Honors Courses

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

The Human Condition: Interdisciplinary Humanities and English Composition (HUMA 1301 or HUMA 1302 and ENGL 1301 or ENGL 1302)

History of the United States to 1877 (HIST 1301)

History of the United States since 1877 (HIST 1302)

Film Appreciation (DRAM 2366)

Principles of Public Speaking (SPCH 1315)

Federal Government (GOVT 2305)

Texas Government (GOVT 2306)

American Literature to 1860 (ENGL 2327)

American Literature: 1860 to Present (ENGL 2328)

Courses with Optional Honors Contracts

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

Courses		
ACCT 2402	Principles of Accounting II - Managerial	4
ARTS 1301	Art Appreciation	3
ARTS 1303	Art History I (Prehistoric to the 14th century)	3
ARTS 1304	Art History II (14th Century	3

	to the present)				
ARTS 1312	Design II (3-dimensional)	3	EDUC 1301	Introduction to the Teaching Profession	3
ARTS 1316	Drawing I	3	EDUC 2301	Introduction to Special Populations	3
ARTS 1317	Drawing II	3	ENGL 1301	English Composition I	3
ARTS 2317	Painting II	3	ENGL 1302	English Composition II	3
ARTS 2323	Life Drawing	3	ENGL 2351	Mexican-American Literature	3
ARTS 2326	Sculpture	3	ENGL 23--	Sophomore Level English Courses	
ARTS 2333	Printmaking	3	ENVR 1401	Environmental Science I	4
ARTS 2346	Ceramics I	3	GAME 2332	Project Development I	3
ARTS 2347	Ceramics II	3	GAME 2334	Project Development II	3
ARTS 2348	Digital Media	3	GEOL 1403	Physical Geology	4
ARTS 2356	Photography I (Fine Art Emphasis)	3	GEOL 1404	Historical Geology	4
ARTS 2357	Photography II (Fine Art Emphasis)	3	GEOL 1405	Environmental Science	4
BIOL 1406	General Biology I	4	GOVT 2305	Federal Government	3
BIOL 1407	General Biology II	4	GOVT 2306	Texas Government	3
BIOL 1408	Biology I for Non-Science Majors	4	HIST 1301	History of the United States to 1877	3
BIOL 1409	Biology II for Non-Science Majors	4	HIST 1302	History of the United States Since 1877	3
BIOL 1411	General Botany	4	HIST 2301	History of Texas	3
BIOL 2389	Academic Cooperative	3	HIST 2321	History of World Civilization to 1500	3
BIOL 2421	Microbiology	4	HIST 2322	History of World Civilization from 1500 to Present	3
BUSI 2301	Business Law	3	HUMA 1301	Introduction to the Humanities I	3
CHEM 1405	Introductory Chemistry	4	HUMA 1302	Introduction to the Humanities II	3
CHEM 1411	General Chemistry I	4	HUMA 1305	Introduction to Mexican-American Studies	3
COSC 1301	Introduction to Computing	3	IBUS 1305	Introduction to International Business and Trade	3
COSC 1436	Programming Fundamentals I	4	KINE 1301	Foundations in Kinesiology	3
COSC 1437	Programming Fundamentals II	4	MUAP 2---	Applied Music	
COSC 2325	Computer Organization	3	MUSC 1331	MIDI I	3
COSC 2436	Programming Fundamentals III	4	MUSI 1306	Music Appreciation	3
CRIJ 1306	Court Systems and Practices	3	MUSI 2311	Music Theory III	3
CRIJ 2301	Community Resources in Corrections	3	MUSI 2312	Music Theory IV	3
CRIJ 2313	Correctional Systems and Practices	3	PHIL 1301	Introduction to Philosophy	3
DAAC 1319	Substance Related and Addictive Disorders	3	PHIL 1304	Introduction to World Religions	3
DAAC 2380	Cooperative Education: Substance Abuse/Addiction Counseling	3	PHYS 1401	College Physics I: Mechanics and Heat	4
DAAC 2343	Current Issues	3	PHYS 1402	College Physics II: Sound, Electricity, Magnetism, Light, and Modern Physics	4
DFTG 2407	Electrical Drafting	4	PHYS 1403	Stars and Galaxies	4
DFTG 2408	Instrumentation Drafting	4	PHYS 1404	The Solar System	4
DFTG 2438	Final Project-Advanced Drafting	4	PHYS 1405	Conceptual Physics I	4
DFTG 2445	Advanced Pipe Drafting	4			
DRAM 2120	Theatre Practicum III	1			
EDUC 1200	Learning Frameworks	2			

PHYS 1407	Conceptual Physics II	4
PHYS 2425	University Physics I	4
PHYS 2426	University Physics II	4
RNSG 1343	Complex Concepts of Adult health	3
RNSG 2263	Clinical- Nursing Registered Nurse Training	2
SOCI 1301	Introductory Sociology	3
SOCI 2319	Multi-Cultural Studies	3
SPCH 1315	Principles of Public Speaking	3

MUAP 2--- Applied Music: all sophomore major courses

Policies Regarding Credit, Grades, and Student Records

The Semester Credit Hour (SCH)

The unit of measure generally used for counting college credit is the Semester Credit Hour, or SCH. One SCH represents the work done in a typical class that has one hour (50 minutes) of in-class instruction per week for one semester (about fifteen weeks) and assigns at least two hours of out-of-class work per week. A majority of classes have a credit value of three SCH, so they meet for three hours (150 minutes of instruction) each week and assign at least six hours of out-of-class work per week.

Classes in academic terms that are shorter than fifteen weeks will have more instructional minutes and more out-of-class work per week so that the total is equivalent to a course that meets for a full fifteen-week semester.

Classes that do not have a ratio of two hours of out-of-class work for each hour on in-class instruction, such as laboratories, studio classes, hybrid courses, online(asynchronous courses), clinical rotations, internships, etc., will require an equivalent amount of work for each SCH as classes that do have the 2:1 ratio.

The amount of work done in a class is measured not just by the number of minutes of instruction and out-of-class assignments but by the learning outcomes that are achieved. The learning outcomes that are achieved in a traditional face-to-face course in a regular fifteen-week semester are the standard against which we measure the learning achieved in courses taught in other modalities, e.g., online, or in different timeframes, e.g., an 8-week term.

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

*See drop explanations, below

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

Grade	Points/SCH	Interpretations
A	4	Excellent
B	3	Good
C	2	Average or Fair
D	1	Poor (barely passing)
F	0	Failure
U	0	Unsatisfactory
S		Satisfactory
P		Passing
I		Incomplete
NC		Non-Credit
W1		Student Initiated Drop*
W3		Administrative Withdrawal
W4		*See drop explanations, below

Grade Point Average (GPA)

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

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

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

Grades for Repeated Courses

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

Evaluation of Transfer Credit

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

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

Students who wish to enroll for more than 18 SCH during the long semester or more than 7 SCH each summer session must have approval of an instructional official. These credit hours include simultaneous enrollment at other institutions for a part or all of a term. If the simultaneous enrollment includes online learning classes, proctored exams must be taken in the Lee College Counseling Center unless another location and proctor are approved in advance by the Instructional Deans or Vice President of Instruction. External credits resulting in overloads may not be applied to a student's degree plan if the overload was not pre-approved.

5. Students may be required to obtain official course descriptions from colleges previously attended before transfer credit can be awarded.
6. Courses in which students earned grades of "D," "F," and "incomplete" will not be accepted as transfer credit by Lee College. Religion classes are generally not transferable.
7. Grade points earned at other institutions are not transferred to Lee College. All Lee College students' cumulative grade point averages which are based solely on grades earned at the College are used to determine their eligibility to graduate and their eligibility to receive honors at graduation.
8. Kinesiology credit may be granted to students who have served at least one year of active duty in the military. Required documentation includes the student's DD214 (see Awarding Credits (p. 14), above).
9. Credit will be evaluated for military training based upon the evaluation recommendations outlined in the American Council on Education Guide to the Evaluation of Educational Experiences.
10. For information regarding credit by examination (for example, CLEP, AP, and departmental examinations), see the section regarding Credit by Examination and Placement into Advanced Classes (p. 14), above.
11. The college has a process to consider coursework not completed at regionally-accredited institutions as well as clock-hour training. See the office of Admissions and Records for more information.

Academic Fresh Start

Under state law, students may petition their college or

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

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

Academic Warning and Probation

A student's academic status is determined by the Grade Point Average (GPA) accumulated at Lee College. GPA determines a student's eligibility for continuous enrollment. Individual students are responsible for their GPA, defining their academic status. At the beginning of each fall and spring term, academic status will be re-evaluated based on the student's previous semester success.

Academic Warning: Student did not maintain a 2.0 GPA within a given semester, but has a 2.0 or above cumulative GPA.

- Hold placed on account preventing registration
- Complete a mandatory online resource workshop for hold removal

Academic Probation: Student did not maintain a 2.0 cumulative GPA or higher.

- Hold placed on account preventing registration - to be released once cumulative GPA of 2.0 is achieved
- Limit enrollment to 1-2 courses that semester
- Grade replacement course selection may be required
- Mandatory visit with assigned Advisor/Counselor to discuss an action plan and to register for upcoming semester
- The last week for mandatory Advisor/Counselor visit appointments is two weeks prior to the semester start. Any time after will result in flex-start courses or a semester break.

Academic Suspension: Student did not maintain a semester GPA of 2.0 or higher while on Academic Probation.

- Must sit out for one (1) long semester, to include summer (includes 10 week, 5 week, and mini terms)
- Continued hold placement on account preventing registration - to be released once cumulative GPA of 2.0 is achieved
- Grade placement course selection may be required
- Limit enrollment to 1-2 courses that semester
- Mandatory meeting with assigned Advisor/Counselor, upon return from required semester sit out, to discuss an action plan and to register for upcoming semester
- The last week for mandatory Advisor/Counselor visit appointments is two weeks prior to the semester start. Any time after will result in flex-start courses or a semester break

Grade Reports

Grade reports are available to students online via students' myLC account shortly after the end of each semester or session. For an official report on grades in completed coursework, students can request an official transcript once grades have posted. Transcripts may not be released by the College if any of the following conditions exist:

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

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

Department not received.

11. College-owned musical instruments or equipment not returned.
12. Hospital Student Nurse badge not returned to Nursing Department.

Class Attendance

Students are expected to attend class and participate in class activities. Class attendance and participation policies may vary from instructor to instructor and from course to course. Please see class syllabi for specific requirements related to class attendance and participation and how it may factor into grading. For related information and additional policies, see Absences, Student Life Opportunities, Services, and Policies.

Posting Grades

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

Incomplete

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

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

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

Considerations When Dropping Courses

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

Surcharges for Certain Repeated Classes

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

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

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

Six Drop Policy

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

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

Drops During Drop Period

The drop period for all classes is during the first 75% of any class term at which time students may drop any class. These deadlines are printed in the Academic Calendar located on the college website and can be obtained from the Admissions and Records Office. Students are strongly

encouraged, but not required, to notify their instructor and advisor when they drop classes.

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

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 prior to the start of the finals period for any session the student is enrolled in. 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 a grade of W4.

Non-Credit (Audit) Grade

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

Developmental Courses Policy Regarding Grades and Student Records

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

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

Grades Interpretations

- A Excellent Work*
- B Good work*
- C Average work*
 - *Student moves on the next level of developmental math, reading, or writing class or exits the developmental sequence in MATH 330, or ENRD 402.
- S Satisfactory*
- D Not Passing - student must repeat course
- F Failure - student must repeat course
- U Unsatisfactory - student must repeat course

Students in developmental math or reading/writing may

also exit the developmental sequence by re-taking and passing TSIA in the subject area.

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

Grade Change Policy

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

An instructor may make a change to end of course grades (A, B, C, D, F, S, U, I) recorded within the previous 12 months, for any reason. The instructor will complete a grade change request online and a correction to the student's record will be made.

Grade changes (A, B, C, D, F, S, U, I) 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 Instruction.

Transcripts

Once a student completes at least one credit course at Lee College, an official college transcript may be obtained from the Admissions and Records Office. Students should request their transcript online at www.lee.edu/admissions or through their myLC Campus.

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 may only be listed on the paper transcript. For faster delivery and/or ease of processing, Lee College will send electronic transcripts via EDI or PDF formats when requested.

Definition of Students' Records

The Office of Admissions and Records retain records in students' permanent files including, but not limited to, the following document types: applications for admission, high school and/or college transcripts, residency documents, vaccination records, registration documentation, and individual test score reports.

Graduation

Graduation Requirements - Associate Degrees

Students in Associate Degree programs must complete the minimum number of semester hours of college credit required for the degree (no less than 60 credit hours) with a cumulative Lee College grade point average of 2.0 or higher. At least twenty-five percent of the required semester hours of college credit must be earned at Lee College. Students are encouraged to apply for graduation online in the Admissions and Records portion of the Lee College website. Students who meet qualifications for graduation but do not apply will be awarded the credential upon successful completion of the program requirements.

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

Course Waivers and Substitutions for Graduation

Division Chairs and the Instructional Deans or Vice President of Instruction 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 Advisement Report in the myLC campus account. Substitution requests are available online on the Admissions and Records portion of the Lee College website.

Commencement

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

Generally, commencement is a celebration reserved for students who have completed all of the requirements for certificates and degrees. However, students in associate degree programs who are very close to the completion of their program may petition for permission to participate in a commencement ceremony as "future graduates." To be eligible to participate, future graduates must (1) be within 3-9 SCHs of completion of the requirements for an associate degree, and (2) have an overall GPA of 2.5 or higher. Contact the Office of Admissions and Records for more information.

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

Graduation Under a Particular Catalog

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

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

years may apply for graduation under the catalog in effect at the time of their application for graduation.

4. Students who have not been enrolled for more than nine years must use a current catalog and must successfully complete at least one new course in that catalog year.

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

Changes made by the Texas Higher Education Coordinating Board supersede any completion timeline. If a program of study is deleted from the College inventory, students must complete the program within three years of program deletion. The Advising and Counseling department will provide assistance to students affected by discontinued programs.

Graduation with Honors

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

Second Associate Degree

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

Graduation Requirements - Certificates

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.

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. Students who

meet qualifications for graduation but do not apply will be awarded the credential upon successful completion of program requirements.

Associate of Arts, Associate of Science, and Field of Study Transfer Program Plans

Introduction

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

Coordinating Board approved certificates require from 15 to 59 semester credit hours; associate degrees require 60 credits. For students considering a career in a technical field, an investment of one to four semesters of study is very reasonable. For students planning to earn certificates or baccalaureate degrees, should realize that over 70% of all jobs require some college.

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

Core Curriculum

Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

Core Objectives

- **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- **Empirical and Quantitative Skills** - to include the

manipulation and analysis of numerical data or observable facts resulting in informed conclusions

- **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making
- **Social Responsibility**: to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Foundational Component Areas

Communication focuses on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively.

- Courses involve the command of oral, aural, written, and visual skills that enable people to exchange messages appropriate to the subject, occasion, and audience.
- The core objectives of critical thinking, communication skills, teamwork, and personal responsibility are addressed by each course in this component area.

Mathematics focuses on quantitative literacy in logic, patterns, and relationships.

- Courses involve the understanding of key mathematical concepts and the application of appropriate mathematical tools to the everyday experience.
- The core objectives of critical thinking, communication skills, and empirical and quantitative skills are addressed by each course in this component area.

Life and Physical Sciences focus on describing, explaining, and predicting natural phenomena using the scientific method.

- Courses involve the understanding of interactions among natural phenomena and the implications of scientific principles on human experiences.
- The core objectives of critical thinking, communication skills, empirical and quantitative analysis, and teamwork are addressed by each course in this component area.

Language, Philosophy, and Culture focuses on how ideas, values, beliefs and other aspects of culture express and affect human experience.

- Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.
- The core objectives of critical thinking, communication skills, personal responsibility, and social responsibility are addressed by each course in this component area.

Creative Arts focus on the appreciation and analysis of creative artifacts and works of the human imagination.

- Courses involve the synthesis and interpretation of artistic expression and enable critical, creative, and innovative communication about works of art.
- The Core Objectives of critical thinking, communication skills, teamwork, and social responsibility are addressed by each course in this component area.

American History focuses on the consideration of past events relative to the United States, with the option of including Texas history for a portion of this component area.

- Courses involve the interaction among individuals, communities, states, the nation, and the world, considering how these interactions have contributed to the development of the United States and its global role.
- The Core Objectives of critical thinking, communication skills, social responsibility, and personal responsibility are addressed by each course in this component area.

Government/Political Science focuses on consideration of the Constitution of the United States and the constitutions of the states with special emphasis on that of Texas.

- Courses involve the analysis of governmental institutions, political behavior, civic engagement, and

their political and philosophical foundations.

- The Core Objectives of critical thinking, communication skills, social responsibility, and personal responsibility are addressed by each course in this component area.

Social/Behavioral Science focuses on the application of empirical and scientific methods that contribute to the understanding of what makes us human.

- Courses involve the exploration of behavior and interactions among individuals, groups, institutions, and events, examining their impact on society and culture.
- The Core Objectives of critical thinking, communication skills, empirical and quantitative analysis, and social responsibility are addressed by each course in this component area.

Component Area Option provides individual institutions the ability to address foundational areas that exceed the number of Semester Credit Hours (SCH) required, require courses that exist in multiple component areas, and offer courses that provide essential college level skills and knowledge that prepare students for the rest of their educational experiences and work lives.

- The Core Objectives of critical thinking and communication skills and at least one other state objective are addressed by each course in this component area.

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

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

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

Graduation Requirements:

see Admission, Registration, and Enrollment

Core Curriculum Completion

Lee College recognizes completion of the core curriculum for students seeking AA, AAT, and AS degrees that have completed the entire core curriculum with Lee College with a GPA of 2.0 or better. All students who complete the core curriculum will have it noted on their transcript.

Field of Study

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

Area of Concentration

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

AA Area of Concentration:

American Studies, Creative Arts, Criminal Justice, English, General Studies, Health, Humanities, Literature, Mexican American Studies, Physical Education, Social Sciences, Social Work, Spanish, Transfer in Allied Health.

AS Area of Concentration:

Biology, Chemistry, Environmental Science, Geology, Mathematics, Physics, and Pre-Engineering

Articulation Agreements

Articulation agreements are specific degree plans agreed upon between Lee College and a 4-year institute of higher education. Articulation agreements have been made with several four-year universities. Students should contact their assigned advisor for details.

Online Learning

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

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

Online learning provides courses in which a majority (more than 50 percent) of the instruction occurs when the student(s) and instructor(s) are not in the same place. Two categories of online learning courses are defined as:

Fully Online Learning Course

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

Hybrid/Blended Course

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

Online Learning Course Length

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

Lee College Course Delivery System

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

Hardware and Software Requirements

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

Documentation of Online Attendance (Faculty)

In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question...-*FSA Handbook 2017-18, Volume 5, p.61.*

In order to comply with this federal requirement, Lee College Distance Education offers the following process for documenting attendance when students are enrolled in distance education courses:

Documentation that a student has logged into an online course is not sufficient to demonstrate academic attendance by the student. To show academic attendance, the student must complete some type of "academically related" activity in the course. Academically related activity is demonstrated by participating in an online discussion

forum related to the content in the course or initiating contact with the instructor to ask a question about content in the course (see below for additional examples). This participation must occur no later than the college's official published census date.

If the instructor determines a student has not logged in and participated in an academically related activity as described above, prior to the census date, the student has not attended the class. Therefore, the instructor should without exception leave the student's name unchecked on the census roster and that student will be administratively dropped by Admissions and Records (no form completion required).

Academically related activities include, but are not limited to:

- physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting an academic assignment;
- taking an exam, an interactive tutorial or computer-assisted instruction;
- attending a study group that is assigned by the school;
- participating in an online discussion about academic matters or initiating contact with a faculty member to ask a question about the academic subject studied in the course

Academically related activities do NOT include activities where a student may be present, but not academically engages, such as:

- logging into an online class without active participation or
- participating in academic counseling or advisement

Online Attendance and Participation (Student Expectations)

In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question...-*FSA Handbook 2017-18, Volume 5, p. 61.*

Expectations of Students

Students enrolled in distance education courses at Lee College are expected to maintain ongoing course engagement in order to uphold positive academic standing with the college. In an online environment, "attendance" is more than just logging into a course, or the Learning Management System (LMS). Online attendance is measured by your academic engagement with the course content, course tools, course instructor, and with other students in the course. The following is strongly recommended:

First Week of Class

All Lee College online courses open on the first day of the term unless the course is a late-start or second eight week course, then the course will open the first day of the beginning of those scheduled courses. All Lee College online students are expected to login to the LMS (Blackboard) and access online courses during the first week of their classes. Students must engage in an academically related activity prior to the official census date.

Throughout the Term

As the term progresses, all Lee College students are expected to maintain an ongoing online presence in their online courses by participating in course related activities. This may include, but is not limited to reading announcements, taking exams online, participating in group work, posting to discussion forums, submitting assignments and carrying out the requirements set forth by the instructor.

It is a good practice to login to online courses several times a week to stay informed of news, announcements, grades, assignments, and other important course information.

Federal Student Aid and Online Attendance

Federal regulations require that online students establish attendance/participation in coursework each term to be eligible for federal financial aid. Lee College verifies student attendance in accordance with this regulation.

*In a distance education context, logging into an online class is not sufficient, by itself, to demonstrate attendance by the student. Students must establish a record of participation in **academically related** activities in order to comply with this requirement.*

Academically related activities include, but are not limited to:

- physically attending a class where there is an

opportunity for direct interaction between the instructor and students;

- submitting an academic assignment;
- taking an exam, an interactive tutorial or computer-assisted instruction;
- attending a study group that is assigned by the school;
- participating in an online discussion about academic matters or
- initiating contact with a faculty member to ask a question about the academic subject studied in the course

Academically related activities do NOT include activities where a student may be present, but not academically engaged, such as:

- logging into an online class without active participation or
- participating in academic counseling or advisement

Students who have not established attendance/participation in online courses may have their federal financial aid eligibility adjusted.

Tuition, Fees, and Financial Aid

Student Financial Aid

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

Financial Aid Application

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

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

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

When To Apply

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

Loans

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

Financial Aid Eligibility

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

1. Be accepted for admission to the College and be enrolled in a degree program or an eligible certificate program.
2. Not be in default on any loan.
3. Not owe a refund on a loan, grant, or scholarship.
4. Be in good academic standing.
5. Maintain satisfactory academic progress (SAP).
6. Transfer students must provide the Financial Aid Office with a list of other colleges or universities attended, even if they did not receive aid while attending those institutions.
7. Meet College Readiness standards including graduated from a valid high school, have a GED, or other equivalents.

Federal Pell Grant

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

Federal Supplemental Education Opportunity Grant (SEOG)

The SEOG is a federally funded grant based upon financial need as determined by government regulations and cost of attendance. Students must apply each year for the grant by completing the FAFSA. The restrictions that apply to Pell Grants apply to SEOG (see Federal Pell Grant (p. 31) above).

Texas Public Education Grant (TPEG)

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

Texas Educational Opportunity Grant

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

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

Toward Excellence, Access, and Success (Texas)

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

Top Ten Scholarship

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

Scholarship

Lee College Foundation, founded in 1968, provides

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

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

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

Student Assistants and Work-Study Students

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

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

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

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

Course Enrollment for Financial Aid

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

Financial Aid Satisfactory Progress Statement

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

Financial Aid Warning

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

Financial Aid Suspension

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

Financial Aid Appeals

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

Financial Aid: Probation

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

Repayment of Federal Funds

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

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

Tuition and Fees

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

Residency Requirements

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

Out-of-District Residency

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

In-District Residency

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

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

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

Non-Resident

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

Texas Tuition Residency for Undocumented Students

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

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

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

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

Books and Other Materials/Services

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

Business Office Policies

Payments

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

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

A \$25.00 payment plan enrollment fee is charged per semester. There is no fee for full payments. 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-current 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. 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 canceled classes, all refunds are exclusive of the registration fee.

The College will begin processing refunds two weeks after the start of the semester. All refunds including credit card payments are processed through BankMobile.

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.

Vocational Rehabilitation for Adults with Disabilities

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

Student Life Opportunities, Services, and Policies

Advising and Counseling

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

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

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

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

Advisors/Counselors are also available across campus to provide day-to-day assistance to students within specific majors and for individual concerns. Students may also drop by the Student Success and Advising Center in Rundell Hall for advising and assistance with myLC accounts.

Students with Disabilities/Access Center

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

Individuals needing services should meet with the

Counselor for Students with Disabilities in Rundell Hall to request any assistance or accommodations. For more information or to set up a meeting, students can call 281.425.6217.

Military Veterans and Dependents

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

Students must observe the following college policies:

1. Notify the Veterans Center of all enrollment transactions (registration, add/drop, resignation).
2. Enroll in courses listed on their degree plan outlined in this catalog.
3. Complete the "Request for Certification" form each semester and submit the completed form to the Veterans Center in person.
4. Submit transcripts from colleges or universities previously attended.
5. Submit military transcripts (SMART or ART) Found at jst.doded.mil/JST/.

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

Transfer of Courses to Senior Colleges

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

progression of work.

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

Student Class Load

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

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

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

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

the College until their visas have been reinstated.

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

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

Student Identification

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

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

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

Parking Permits and Incidents

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

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

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

Student Services

Student Participation in Decision Making at Lee College

Students are encouraged to participate in decision making at Lee College, both in college governance and in student organizations. The College recognizes the Student Congress as the principal voice of the student body in matters related to college policy. Student Congress representatives meet with the President, Instructional

Deans or Vice President of Learning, Vice President of Student Affairs, and other campus leaders as members of the College Council. Student Congress representatives serve on the Lee College Planning Committee. Students, along with faculty and administrators, are also selected to serve on the Appeals Committee, which is part of the formal student appeal process for disciplinary actions and academic issues.

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

Student Congress and Student Clubs

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

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

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

How to Join a Club or Form a New Club

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

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

Art Association

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

Debate

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

No debate experience is necessary to join and newcomers will be prepared to compete against students of similar readiness in Novice competition, while those who may possess a debate background at the high school level may compete against more seasoned competition in the Varsity division. Membership in the Debate Team is also open to those students who do not wish to compete but to simply refine their delivery and argumentation skills. Students will receive hands-on training in both debate and public speaking and are able to attend 8-10 tournaments throughout the academic year, culminating in the IPDA National Championship Tournament in the late Spring semester.

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

Drama

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

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

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

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

Gulf Coast Intercollegiate Conference (GCIC)

The Gulf Coast Intercollegiate Council is a consortium of regional community colleges and includes several divisions, including the arts, sports, and honors. 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 offers Fall and Spring sports days with a variety of sports activities. GCIC also coordinates student honors conferences and retreats each year.

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 Lee College

Concert Choir, Lee College Jazz Ensemble 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, 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 view the Lee College Music website page at: <http://www.lee.edu/vpa/music/> and/or contact the Office of Visual and Performing Arts Division at 281-425-6821 for additional information. Financial assistance is available to qualified Lee College students.

Student Ambassador Program

Lee College Student Ambassadors represent Lee College both on and off campus. Through their diversity and passion, Ambassadors promote the benefits of education. The Ambassadors provide high schools and the surrounding community with resources and information about Lee College Programs and Recruitment and Outreach 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 50 hours of service per semester.

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

Sports

Collegiate Athletics

As a member of Region XIV of the National Junior College Athletic Association, Lee College conducts its program within the guidelines of these organizations.

Club Sports

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

Intramural Competitions

Intramural competitions are offered each semester at Lee

College. Information regarding participation in table tennis, 8-ball, chess, basketball, racquetball, flag football, softball, and volleyball is available from the Recreation coordinator, located in the gym.

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 the Student Center. Books may be purchased online at: <https://www.lee.edu/bookstore>. 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 <https://www.lee.edu/bookstore>

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

Child care assistance is offered to eligible technical students through the Retention and Transition Services Department office for those who might otherwise be unable to afford childcare. Child care assistance is generally available for children up to age 12 at most licensed childcare centers within the Lee College service area while parents attend classes. This service is available pending continuation of funding and eligibility. For more information, contact the Retention and Transition Services

office at 281.425.6492 or online at <http://www.lee.edu/project-leeway>.

For help locating and evaluating child care options visit Texas Child Care Licensing at https://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/default.asp or the National resource at 713.600.1234. More information can be found in the Retention and Transition Services office.

Food Services

The Rebel Roost (snack bar) is located in Moler Hall in front of the Gazebo.

Business hours are:

Monday - Thursday 7:30 a.m. - 5:00 p.m. and Friday 7:30 a.m. 12:00 p.m.

Summer Hours are Monday - Thursday 7:30 a.m. - 5:00 p.m. Closed on Fridays.

The Rebel Roost offers a full menu of choices for breakfast, lunch, and dinner. In addition to the regular menu, we also offer a steam table with Taqueria available from 7:30 a.m. - 10:30 a.m. and Home Cooked Meals available from 10:30 a.m. - 1:30 p.m. Food service meal cards are available for purchase. Students that receive Financial Aid can buy meal cards with Financial Aid (limited time). Catering services are also available. For more information, please call the Rebel Roost at 281-425-6402.

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

Student Career and Employment Office

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

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

base listing current employment opportunities available to students and alumni.

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

Project LeeWay

Project LeeWay, with funding from the Carl D. Perkins grant, offers assistance to eligible technical students for childcare assistance, textbook assistance and emergency transportation assistance in the form of bus tickets or gas cards. We also have a food pantry and community resources available to all Lee College Students. For more information, please contact the Retention & Transition Services office at 281-425-6492 or online at <http://www.lee.edu/project-leeway/>.

Student Health

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

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

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

Student Housing

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

Library

The Lee College Library extends its facilities and resources to students, faculty, staff, and community members. Located on the first floor of the Advanced Technology Center (ATC), the library continually updates its print and electronic materials, giving patrons a variety of resources

that can be accessed in the library or remotely. It holds over 70,000 print books and more than 115,000 electronic and print periodical titles. In addition, it provides over 109,000 electronic books and government documents, and access to over 100 article, art, and video databases. The library also provides access to approximately 1,800 DVDs tapes, and over 23,000 streaming video titles.

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

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

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

Instructional Labs

Nursing Lab

In addition to the Nursing materials contained in the Library, other study materials are available for Nursing students' use in the Nursing Lab. This Lab is located in the east wing of the McNulty Haddick Complex. A full-time lab manager and student assistants are available to assist nursing students with available resources. Lab 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.

Gil & Maudene Chambers Writing and Communication Center

The Writing Center is located on the first floor of the ATC building, at the back of the library. Tutors are available to assist students with any writing assignment they may have, regardless of subject. Our adjacent computer lab is open for all students to use as needed as well.

Open Computer Labs

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

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

Lee College Simulation Center

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

Learning Hub

The Learning Hub, previously named the STEM Center, is located in Moler Hall 115. The Learning Hub provides a comfortable space for all students to utilize resources such as printing, computers (Macs and PCs), tutoring, study space, collaborative workstations and lounging areas. Within the Learning Hub you can also find the office of the supplemental instructors, the Director of Learning Support Services and the Puente Mentoring Program Coordinator.

Weekend + Evening Services Lab

Lee College not only offers several degrees in a weekend college format (Friday and Saturday only) but, we also offer a space for students Tuesday-Friday (9:30 a.m. to 7:15 p.m.) and Saturday (9 a.m. to 2:00 p.m.) to meet with the Weekend Evening Services Coordinator, print, access to computers and/or space to study individually or in groups. Tutoring Services are also available Friday and Saturday (courses may vary). The Weekend + Evening Services Lab is located in Moler Hall 107. Entry door is located externally for ease of access during non-traditional college hours. For additional information, please contact the Weekend Evening Services Coordinator at 281-425-6860 or online at <http://www.lee.edu/weekend/interest-form/>

Student Rights & Responsibilities

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.

Student Records and Transcripts

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

Academic Records

- Office of Admissions and Records

Student Affairs Records

- Associate Vice President, Student Affairs
- Counseling Office - Associate Dean, Testing & Student Life

Financial Records

- Business Office - Vice President of Financial Services
- Office of Financial Aid - Financial Aid Director

Applications to nursing programs

- Nursing Division Office

Community Education programs

- Community Education Office - Director of Community Education

Offices and Individuals with Access to Student Records

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

1. Officials, faculty, and staff of Lee College who have a legitimate educational interest in the student's record.

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

Students' Right to Know: Graduation Rates and Crime Statistics

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

Information Regarding Classes

Times and Frequency

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

Size of Classes

The College Administration reserves the right to discontinue any class for which the enrollment is too small

to justify its continuation during a particular semester. Class cancellations will be posted in buildings and/or at www.lee.edu.

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.

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 Associate Vice President, Academic Affairs will appoint and chair committees to hear

challenges concerning academic records. The Associate Vice President, Student Affairs will appoint and chair committees that hear the challenges concerning non-academic records.

Directory Information

1. Name
2. Address both Physical and Electronic
3. Telephone
4. Date and place of birth
5. Credentials earned and date as well as honors and awards
6. Major and field of study
7. Academic classification
8. Dates of attendance/Enrollment status
9. Number of semester hours in progress and attained to date
10. Previous high schools and colleges attended
11. Weight, height and participation of members of NJCAA 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.

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 Associate Vice President, Academic Affairs at Lee College within 10 days of notice of transfer credit denial so the "Transfer Dispute Resolution" process can be initiated.

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

Transfer Limitation Notice

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

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

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

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

Transfer Dispute Resolution

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

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 Associate Vice President, Academic Affairs.
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, Associate Vice President, Academic Affairs, 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 Associate Vice President, Academic Affairs within 90 days of the graduate's initial employment.

Behavioral Intervention Team (BIT)

The Lee College Behavioral Intervention Team (BIT) is an interdisciplinary alliance of staff and faculty committed to the well-being and safety of all campus members. The BIT provides guidance regarding how to refer and seek assistance for students with behaviors of concern. In addition, the IT seeks to sustain in a network in which the campus community can respond proactively to situations by connecting students to essential support services. It is the intention of the BIT to address the needs of referred students in a coordinated and collaborative fashion in a timely and consistent manner.

The Lee College BIT acts as a "centralized collection" point of information that addresses a spectrum of risk from a position of care and concern: odd, disturbing or disruptive behaviors; unexpected change in academics; potential targeted violence; harm to self; and provides guidance to campus offices with regard to student success and safety. Using a case management style, the BIT meets weekly to discuss referrals and possible interventions.

Individuals of concern are referred to the BIT through an online incident report
(<https://cm.maxient.com/reportingform.php?LeeCollege&l>)

ayout_id=2). More information can be found online at www.lee.edu/bit or by contacting Dr. Rosemary Coffman (rcoffman@lee.edu).

Student Conduct

Student Behavior

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

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

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

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

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

Bullying

Bullying can foster a climate of fear and disrespect which seriously impairs the physical and psychological health of its victims and creates conditions that negatively affect any learning and working environment. Bullying of any individual is prohibited and is subject to disciplinary action. Such behaviors should be reported to a trusted Lee College employee or can be reported through our online incident reporting form (<https://cm.maxient.com/reportingform.php?LeeCollege&l>

ayout_id=0).

Bullying is defined as the aggressive and hostile acts of an individual or group of individuals who are intended to humiliate, mentally or physically injure or intimidate, and/or control another individual or group of individuals. This includes behavior on campus, while attending a College activity, or elsewhere if the behavior adversely impacts the educational environment. Such aggressive and hostile acts can occur as a single, severe incident or repeated incidents, and may manifest itself in the following forms:

1. Physical Bullying includes pushing, shoving, kicking, poking, and/or tripping another; assaulting or threatening a physical assault; damaging a person's work area or personal property; and/or damaging or destroying a person's work product.
2. Verbal/Written Bullying includes ridiculing, insulting or maligning a person, either verbally or in writing; addressing abusive, threatening, derogatory or offensive remarks to a person; and/or attempting to exploit an individual's known intellectual or physical vulnerabilities.
3. Nonverbal Bullying includes directing threatening gestures toward a person or invading person or invading personal space after being asked to move or step away.
4. "Cyber bullying" is defined as bullying an individual using electronic form, including, but not limited to, the Internet, interactive and digital technologies, or mobile phones.

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 Associate Vice President, Student Affairs may be asked to change or leave the campus.

Firearms, Fireworks, and Explosives

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

Gambling

Gambling in any form is prohibited on college property.

Gangs

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

Hazing

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

Hazing includes but is not limited to:

- Any type of physical brutality;
- Any type of physical activity, such as sleep deprivation, exposure to elements, confinement in a small space, calisthenics;
- Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the students to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student;
- Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme

mental stress, shame, or humiliation;

- Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.
- A person commits an offense if the person:
 - Engages in hazing;
 - Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
 - Intentionally, knowingly, or recklessly permits hazing to occur; or
 - Has firsthand knowledge of the planning of a specific hazing incident involving a student, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report the incident to the Associate Vice President, 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.

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.

Student Complaints

Student Complaints/Grievances

Lee College is here to assist students with any issue or concern that impedes the learning environment within our campus community.

To assist students, the College has designated employees and resources to help maintain our professional standards across campus and to provide appropriate responses to our students' complaints and concerns.

Students are encouraged to report through an online form (<https://www.lee.edu/online-reporting/index.php>). The three types of complaints are:

- **General Complaints** - These include both instructional and non-instructional issues (see below for more information).
- **Title IX/Sexual Misconduct complaints** - If you have been impacted by any type of sexual harassment or sexual violence, you are encouraged to report this to the Title IX Coordinator. More information on this reporting process can be found at www.lee.edu/titleix.
- **Bias/Discrimination Complaints** – If you have been the target of a bias incident (or have witnessed a bias incident), you should complete the online report form (<https://www.lee.edu/online-reporting/index.php>) so the College will be aware and can investigate. You have the option to remain anonymous. For more information, contact the Chief Equity Officer, Dr. Victoria Marron at vmarron@lee.edu.

Instructional, Non-Instructional and Bias Discrimination Complaints:

This section covers both instructional and non-instructional complaints as outlined in Board Policy (FLD Local) and complaints based on discrimination or bias (FFDB Local). For complaints about course grades, students must first seek resolution with the instructor who issued the grade for the course (<https://www.lee.edu/online-reporting/>).

Informal Complaint Resolution

The informal resolution attempts to resolve issues regarding college policies, procedures, or personnel as they occur. Within 10 working days of an incident, students should meet with instructors or staff with whom they have a concern or complaint to seek resolution. If the concern is with another student, the student should meet with the Associate Dean Testing & Student Life. 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.

For issues not resolved with an informal resolution, the student can submit a written statement to initiate the formal complaint by completing the online report form for general complaints (instructional or non-instructional) or the online bias report form for issues related to bias or discrimination.

All members of the public have a right to bring concerns to the Board of Regents. Students desiring to address the Board at a regular Board meeting during the public comment section should complete the form located on the public comment registration table at the meeting and provide it to the recording secretary prior to the start of the meeting. The Board will listen to concerns and hear petitions during public comments but will not negotiate or respond to complaints.

Written Statement

The written statement is defined as one submitted directly to the appropriate administrator or through the online report portal. The report contains the student's name, ID number, contact information and a description of the complaint. Students should also 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 which may include e-mails, letters, or the course syllabus. In cases where absences are part of the consideration, documentation from medical personnel or others in authority may be included. Students are encouraged to suggest a resolution or remedy. Students should keep copies of all materials submitted for consideration.

For complaints related to discrimination, the Chief Equity Officer will review the allegations and determine if behavior (if substantiated) constitutes a violation of our bias policy. If there is a possible violation, the issue will be investigated by either the Chief Equity Officer or a designee. If the allegations do not constitute a violation of the Bias Policy, the issue will be addressed through the appropriate policy (such as a general complaint or student conduct) or the issue may be resolved informally.

Formal Complaint Process

Level 1

With the submission of a formal complaint through the online portal, the appropriate college administrator will review the concern and will provide a resolution to the issue within 10 working days. For instructional issues, a review will be conducted by the Division Chair. For non-instructional issues, the issue will be forwarded to the supervisor of the department for which the complaint is made.

For complaints regarding bias or discrimination, an investigation will be conducted. The College will provide interim action to protect the student while the investigation

is being conducted if necessary. If the results of the investigation indicate that the policy was violated, the College will respond promptly with corrective or disciplinary action.

Level 2

If the outcome of the review at Level 1 is not to the student's satisfaction, the student may, within 10 working days, request a review of the complaint with the appropriate college administrator. With the use of the online portal, information from Level 1 will be documented. If the student did not use the online system, he or she should present information including the written complaints and any evidence in its support, the solution sought, the date of the meeting with the administrator at Level 1 and any response to the administrator's resolution. A resolution to the issue will be provided to the student within 10 working days.

Level 3

If the student is not satisfied with the resolution of Level 2, the student may, within 10 working days, appeal the decision.

- For instructional complaints, the complaint will be heard by an academic appeals committee. The committee shall consist of two full-time faculty members, one from the applied science faculty and one from the academic faculty; and two students appointed by the Coordinator of Student Activities. Prior to the committee meeting and if needed, the student shall submit the written statement and the date of the conference with the AVP. The Associate Dean of Testing & Student Life (or designee) will preside over all committee hearings but has no vote except in the case of a tie. The decision of the academic appeals committee will be made within 10 working days.
- For non-instructional or bias/discrimination complaints, the student may, within 10 working days, appeal the decision made at Level 2 to the college president or designee. Prior to the conference, and if needed, the student will submit the written statement and other information gathered at previous levels. The college president or designee will provide a resolution within 10 working days. The decision made of the college president or designee is final.

Level 4

For instructional complaints, if the student is not satisfied with the resolution at Level 3, the student

may, within 10 working days, appeal that decision.

- For instructional complaints, the student may, within 10 working days appeal the decision made at Level 3 to the college president or designee. Prior to the conference and if needed, the student will submit the written statement and other information gathered at previous levels. The college president or designee will provide a resolution within 10 working days. The decision made of the college president or designee is final.

Academic Appeals Committee

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

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

If students or employees want to have the meeting recorded and transcribed, it is their responsibility to make arrangements for such documentation, notifying the chair no later than five working days prior to the appeals meeting.

Students may waive their right to be present at the appeals meeting by notifying the Appeals Committee chairperson in writing. Without written notice, if students or relevant employees do not attend the appeals meeting, the appeal process will end and the last decision regarding the appeal will be in effect.

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 chairperson 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 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.

Absences

Absences Due to School Functions

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

Absences Due to Religious Holy Days

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

Alcohol and Other Drugs

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

operated, leased, or controlled by the College. Exceptions to this policy are determined by the Board of Regents.

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

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

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

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

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

Drug-Free Campus Program

Lee College is committed to an environment that supports the academic success and health of our staff and students and has a Drug Free Campus Program that serves to provide the campus with activities and services designed to encourage a health and drug-free lifestyle.

In keeping with the requirements of the Drug-Free Schools and Campuses Regulations [EDGAR Part 86], Lee College has an Alcohol/Drug Abuse Prevention Statement that describes standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on College property or as part of any College sponsored activities. The policy

includes the following:

1. A description of legal sanctions under federal, state, or local law for the unlawful possession, use, or distribution of illicit drugs and alcohol;
2. A clear legal sanction under federal, state, or local law for the unlawful possession, use, or distribution of illicit drugs and alcohol;
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
4. A description of the drug and alcohol counseling and treatment resources available to students and employees.

As outlined in the "Complying with the Drug-Free Schools and Campuses Regulations" (EDGAR Part 86), the statement is distributed to all students and employees as part of our Drug Free Campus Program. A required biennial review which determines the effectiveness of the AOD Prevention program and is available online at <http://www.lee.edu/about/maintaining-a-drug-free-campus/>.

Tobacco and E-Cigarettes

Lee College is a tobacco free campus. Tobacco products include cigarettes, cigars, smokeless tobacco, and electronic cigarettes (every version and type of such device whether manufactured or marketed as electronic cigarettes, e-cigarettes, electronic cigars, e-cigars, electronic pipes, e-pipes or under any other product name or description). Smoking, vaping, and the use of other tobacco products are effectively banned from any area of campus including personal vehicles. Students violating the policy are subject to disciplinary measures, including fines.

More information on cessation can be found at <https://www.lee.edu/about/maintaining-a-drug-free-campus/>.

Academic Honesty Code

"Academic Honesty" means performing all academic work without plagiarism, cheating, lying, tampering, stealing, giving or receiving unauthorized assistance from any other person, or using any source of information that is not common knowledge without properly acknowledging the source.

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 to contribute to such an environment by observing the principles of academic honesty outlined in the College's Academic Honesty Code below and in the Lee College Academic Honesty Values. Anyone who witnesses an incident may also follow the **Step-by-Step Academic Honesty Procedures below.**

Academic Honesty Violations

Honesty Code Violations: Any conduct or activity by a student intended to earn or improve a grade or receive any form of credit by fraudulent or dishonest means is considered an Honesty Code violation. In addition, engaging in any conduct, including the following examples is considered a violation whether it be in a face-to-face, web enhanced, hybrid, teleconference, or completely online course. Examples of violations of the Honesty Code may 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 asked for individual work.
- c. Observing the work of other students during any examination.
- d. Using, buying, selling, stealing, soliciting, copying, or possessing, in whole or part, the contents of an un-administered examination, paper or another assignment.
- e. Using test materials not authorized by the person administering the test.

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

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 shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work. Examples of plagiarism may include, but are not limited to the following:

- a. Attempting to receive credit for work performed by another person, including papers obtained in whole or part from individuals or other sources.
- b. Copying computer programs or data files belonging to someone else.
- c. Copying and pasting text and images from electronic sources into a paper without acknowledging the source of that work or idea.
- d. 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.
- e. Self-Plagiarism: Submitting an assignment that is the same as or substantially similar to one's own previously submitted work(s) without asking permission from the instructor or submitting an assignment that is the same as or substantially similar in two courses simultaneously without asking permission from both instructors.

4. Fabrication of Information

- a. Fabricating or falsifying a bibliography.
- b. Changing answers or grades after an academic work has been returned to the student and claiming instructor error.

- c. Fabricating or falsifying the results obtained from research or a laboratory experiment.
- d. Substituting for another student to take an examination or to do any academic work for which academic credit will be received.
- 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.
- f. Using false justification to obtain extension on an assignment or exam.

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 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 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. This is a learning process for the students and the enforcement of the Academic Honesty Code will empower students to be better employees in the workplace.

Step-by-Step Academic Honesty Violation Procedures

[Last updated: 11/08/2018]

Step 1: See the Academic Honesty Code for a list of possible violations.

Step 2: Faculty members who suspect that a student may have violated a provision of the Academic Honesty Code are obligated to investigate the incident and meet with the student and discuss with them that an alleged Academic Honesty Violation might have taken place and the possible sanctions that could be in play. Then conduct an investigation to see if your student has committed an Academic Honesty Violation. Faculty members who conduct such investigations are encouraged to confer with their instructional and/or student affairs administration

regarding procedures, valid proof, and due process.

Step 3: 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. Academic honesty violations will be reported to the Associate Vice President, Student Affairs, the Division Chair, and the Associate Vice President, Academic Affairs by completing the Academic Honesty Incident Violation form. Anyone who witnesses an incident can also fill out the Academic Honesty Incident Violation form.

The Instructor will be informed of the progress of their student's academic honesty violation through an online system, which will track the student's violations throughout their academic career at Lee College. 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 Associate Vice President, Student Affairs and the Associate Vice President, Academic Affairs will treat violations of the Academic Honesty Code in the manner described below:

Penalties for proven violations of the Academic Honesty code during a student's entire career at Lee College are as follows:

Step 4: For Unintentional Violations:

- The student will complete a mandatory Academic Honesty instruction session. The Writing Center or the Library will make an appointment with the academic honesty violator. Once contacted, the student will have two weeks to complete the instruction session. Failure to complete the instruction session will result in one of the following: 1) a course registration hold for subsequent semesters; 2) being dropped from all of their courses if a student is already registered; or 3) transcripts put on hold if the student is graduating. The registration or transcript hold will be released once the student completes the training.
- "Students will be given a verbal and a written warning about unacceptable behavior or activities, which may result in subsequent academic or disciplinary penalties based on department/program policies. The student may also be advised that all future work will be closely monitored and subsequent unacceptable behavior may be subject to stronger

disciplinary action." Taken from Saddleback College's Academic Integrity Contract

Step 5: For Intentional First Offense Violators:

- 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.
- The student will also complete a mandatory Academic Honesty instruction session. The Writing Center or the Library will make an appointment with the academic honesty violator. Once contacted, the student will have two weeks to complete the training session. Failure to complete the instruction session will result in one of the following: 1) a course registration hold for subsequent semesters; 2) being dropped from all of their courses if a student is already registered; or 3) transcripts put on hold if the student is graduating. The registration or transcript hold will be released once the student completes the training.

Step 6: For Intentional Second Offense Violators:

- In any class where a second offense occurs, the student will receive an "F" for the course.
- The student will also complete a mandatory Academic Honesty instruction session. The Writing Center or the Library will make an appointment with the academic honesty violator. Once contacted, the student will have two weeks

to complete the training session. Failure to complete the instruction session will result in one of the following: 1) a course registration hold for subsequent semesters; 2) being dropped from all of their courses if a student is already registered; or 3) transcripts put on hold if the student is graduating. The registration or transcript hold will be released once the student completes the training.

- Additional Penalties: Violations of the Academic Honesty Code in any subsequent courses 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 the Vice President of Instruction.

Step 7: For Intentional Third Offense Violators:

- Violations of the Academic Honesty Code in any subsequent courses 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 Associate Vice President, Student Affairs and the Associate Vice President, Academic Affairs.

Step 8: Student Rights and Student Appeals

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

Title IX/Sexual Misconduct

Lee College is committed to maintaining an academic environment in which students can learn and work without fear of any form of sexual misconduct or discrimination. 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 when indicated, sanction those who are found to violate our sexual misconduct policy, prevent its recurrence, and address its effects.

What is Title IX?

Title IX prohibits sex discrimination in educational institutions that receive federal funding. While Title IX is a very short statute, Supreme Court decisions and guidance from the U.S. Department of Education have given it a broad scope covering sexual harassment and sexual violence. Under Title IX, schools are legally required to respond and remedy hostile educational environments and failure to do so is a violation with heavy penalties.

Under Title IX, sex discrimination includes sexual harassment and gender-based harassment. Sexual harassment comes in many forms, ranging from unwanted sexual comments or advances to cyberbullying to any non-consensual sexual contact. Gender-based harassment is when an individual is harassed or bullied because they don't conform to gender stereotypes. Sexual misconduct can be committed by men or women, strangers or acquaintances, and can occur between people of the same or opposite sex. This policy applies to all regardless of the gender, gender orientation or gender identity of the person reporting the misconduct or the person responding to the allegation. The policy protects students, faculty, staff and visitors. The College will work to ensure that all persons are given appropriate support and fair treatment. In addition, the policy protects any individual from retaliation for reporting or participating in a Title IX investigation.

Harassment is prohibited by Title IX when it creates a hostile environment for an individual such that he or she can no longer fully participate in or benefit from their education. A hostile environment can be caused by a single incident or by repeated instances of harassment. Schools must take action against harassment or discrimination regardless of where incidents occur. Instances of harassment that occur off-campus may be sufficiently serious to create a hostile learning environment and

therefore fall under the purview of Title IX.

How to Report Sexual Misconduct

It is the right of those who believe they have experienced sexual misconduct to choose whether or not to report the matter to the college and/or law enforcement. The college, however, urges anyone who has experienced sexual assault, domestic, dating violence, or stalking to seek support as soon as possible to minimize and treat physical and emotional harm and to understand the options for reporting.

It is also important to obtain medical treatment following sexual assault or other acts of violence. A hospital exam to collect evidence for potential criminal prosecution should be done as soon as possible after the incident. The Campus Sexual Assault Victim's Bill of Rights exists as part of the campus security reporting requirements, commonly known as the Jeanne Clery Act and provides information on the rights of those who report sexual violence on a college campus.

Any person may report an incident of sexual assault, interpersonal violence (including domestic and dating violence, stalking, sexual harassment, and sex discrimination) to one of the Title IX Coordinators via the online reporting form; via email at TitleIXSupport@lee.edu; via mail at P.O. Box 818, Baytown TX 77520-0818, or by calling one of the Title IX coordinators directly (information below). Reports can be made regardless of whether the person reporting is the person alleged to be subject to the complaint. The online reporting form allows for anonymous reports.

Why Report?

- The incident has negatively affected your academics or employment.
- You have concerns about your safety or the safety of the community.
- You want the college to pursue disciplinary action against the respondent.
- Reporting an incident informs the college of the incident, which allows the institution to provide support, resources, and accommodations to all the parties impacted by the incident and does not necessarily result in the initiation of a grievance

process.

File a Title IX Report: Use this link to report allegations of sex discrimination, sexual harassment, sexual assault, sexual misconduct, interpersonal violence (including dating violence and domestic violence), and stalking.

Types of Reporting

Anonymous Reports: A report can be made without sharing your name. You may pick this option if you'd like to make the college aware of incidents or general trends but you may not be seeing any further action. Depending on the information provided, the college's ability to respond may be limited.

College Reports: All parties who report incidents to the Title IX coordinator will be offered individualized supportive measures. A decision to remain anonymous may greatly limit the college's ability to stop the alleged conduct, collect evidence or take action against parties accused of violating this policy. Prompt reporting is encouraged.

Any person subject to an alleged incident, may file a formal complaint to initiate the appropriate grievance process. The college recognizes the right of a victim of sexual harassment, sexual assault, dating violence, or stalking to report the incident and to receive a prompt and equitable resolution of the report or formal complaint.

The Title IX coordinator may also file and sign a formal complaint based on any incident report received which will initiate the appropriate grievance process track.

Police Reports: Individuals who report to the college may also report to law enforcement.

What Happens Next?

After a report or formal complaint is submitted, a Title IX coordinator will review the report or formal complaint and will reach out to the reporter, complainant, and other appropriate parties to discuss next steps and provide information on specific resources and accommodations related to the report or formal complaint.

Understanding Confidentiality

All reports are treated with the greatest degree of confidentiality possible. Confidentiality is maintained on a need-to-know basis with respect to the college's obligations to investigate allegations of sexual misconduct and take the appropriate corrective action. Anyone making a report should be aware that all Lee College employees are

mandatory reporters and are required to report to a Title IX coordinator any information of sexual misconduct brought to their attention.

The college has designated specific individuals to serve as confidential employees. These individuals may provide support in a secure environment in which questions can be asked, information provided, and guidance offered should the student wish to report the sexual misconduct to the college. Confidential Employees are not required to report any information about an incident of sexual misconduct to the Title IX coordinator without the student's written permission unless there is concern the individual will likely cause serious physical harm to self or others; or the information concerns conduct involving suspected abuse or neglect of a minor or elder. The following employees serve as Confidential Employees for the college:

- **Kassandra Flores** kflores@lee.edu
- **Tyrone Smith** tsmith@lee.edu
- **Rhonda Drew** rdrew@lee.edu

Contact Information

More information on Title IX and other sexual misconduct policies and procedures can be found online at www.lee.edu/titleix, by email (TitleIXSupport@lee.edu), or by contacting a Title IX coordinator.

Amanda Summers - HR Director,
asummers@lee.edu 281-425-6533

Title IX Coordinator for Students - Rosemary Coffman -
 Associate Dean Testing & Student Life,
rcoffman@lee.edu 281-425-6387

Definitions

Title IX – Key Definitions

The following are definitions set by state and federal regulations and used to determine violation of Title IX or other sexual misconduct behaviors.

Consent

Consent is voluntarily and knowingly expressing unambiguous participation in a mutually agreed upon sexual activities at any stage of sexual activity and does not include coerced submission or submission out of fear. In the absence of an individual's inability to offer resistance, say "no" or provide clear, concise and positive verbal communications and physical actions indicating

approval, agreement and permission to engage in sexual activities by all parties, one should not infer or presume consent. A prior or current relationship, even if sexual activity is/was involved, does not imply consent for future sexual activity.

Dating Violence

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse and does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Domestic Violence

Domestic Violence (or intimate partner violence) can be a felony or misdemeanor crime of violence committed by:

A current or former spouse or intimate partner of the victim;

A person with whom the victim shares a child in common;

A person who is cohabiting with, or has cohabitated with, the victim as a spouse or intimate partner;

A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;

Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Gender-Based Harassment

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in

or benefit from the College District's educational program. Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Grievance Policy: Other Sexual Misconduct Complaints (*Process B*)

Sexual Misconduct complaints may be investigated either as a Title IX complaint or an Other Sexual Misconduct complaint. Process B procedures will be used for complaints that do not meet the definition required by Title IX federal regulations. In general this process is less formal than the Title IX (Process A) procedures as outlined in Board Policy FFDA.

Other Sexual Misconduct Complaints (Process B) involve sexual misconduct defined in policy as "Other Complaints" and may include sex discrimination and other inappropriate conduct or retaliation that does not meet the criteria as defined by the Title IX regulations. This would include those complaints that fall within the definition of Title VII.

Grievance Policy: Title IX (*Process A*)

For conduct that is determined to be a possible violation of Title IX, specific processes are followed based on federal regulations in order to provide for a prompt and equitable resolution of the complaint. This includes the investigation, a hearing, and an opportunity for an appeal. (Board Policy FFDA). To be considered a Title IX Complaint, the behavior must meet the definition as outlined in federal regulations which include behavior that is severe, pervasive, AND objectively offensive so that it effectively denies the student's ability to participate in their educational program.

Sexual Harassment

Sexual harassment includes inappropriate conduct on the basis of sex that satisfies one or more of the following:

An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;

Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity.

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; rape; sexual assault; sexual battery; sexual coercion; and other sexually motivated conduct, communications, or contact. Physical contact not reasonably construed as sexual in nature is not sexual harassment.

Sexual Violence

Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability.

Stalking

Stalking involves engaging in a course of conduct directed at a specific person that would cause a reasonable person to suffer substantial emotional distress or fear for his or her safety or the safety of others. For the purposes of this definition:

Course of conduct means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by an action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial emotional distress means significant mental

suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Retaliation

The college prohibits retaliation by a student or College District employee against a student alleged to have experienced discrimination or harassment or another who, in good faith, makes a report of harassment or discrimination, serves as a witness, or otherwise participated in an investigation.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

kNOw More Campaign

Lee College's kNOw More campaign supports a campus environment free from any threat of sexual violence. Our goal is to educate the campus community on primary prevention and how we all can help end the culture of violence on our campuses and in the community.

Students are encouraged to report any incidence of sexual misconduct to Dr. Rosemary Coffman, Associate Dean of Testing and Student Life. Employees should contact Amanda Summers, the Human Resource Director.

Core Curriculum Options

Core Curriculum Options Requirement

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

Core Options

Communication (6 SCH) 010

ENGL 1301	English Composition I	3
ENGL 1302	English Composition II	3
ENGL 2311	Technical Writing	3

Mathematics (3 SCH) 020

MATH 1314	College Algebra	3
MATH 1316	Plane Trigonometry	3
MATH 1324	Finite Mathematics with Business Applications	3
MATH 1332	Contemporary Mathematics I	3
MATH 1342	Elementary Statistics	3
MATH 2412	Precalculus	4
MATH 2413	Calculus I with Analytic Geometry	4

MATH 2412 and MATH 2413: Extra SCH will be applied to degree plan general electives.

Life and Physical Sciences (LP Science) (6 SCH)* 030

BIOL 1308	Biology for Non-Science Majors I	3
BIOL 1309	Biology for Non-Science Majors II	3
BIOL 1322	Nutrition	3
BIOL 1406	General Biology I	4
BIOL 1407	General Biology II	4
BIOL 1408	Biology I for Non-Science Majors	4
BIOL 1409	Biology II for Non-Science Majors	4
BIOL 1411	General Botany	4
BIOL 1413	General Zoology	4

BIOL 2401	Human Anatomy and Physiology I	4
BIOL 2402	Human Anatomy and Physiology II	4
BIOL 2404	The Human Body	4
BIOL 2406	Environmental Biology	4
BIOL 2416	Genetics	4
BIOL 2421	Microbiology	4
CHEM 1405	Introductory Chemistry	4
CHEM 1411	General Chemistry I	4
CHEM 1412	General Chemistry II	4
CHEM 2423	Organic Chemistry I	4
CHEM 2425	Organic Chemistry II	4
ENVR 1401	Environmental Science I	4
ENVR 1402	Environmental Science II	4
GEOL 1347	Meteorology	3
GEOL 1403	Physical Geology	4
GEOL 1404	Historical Geology	4
GEOL 1405	Environmental Science	4
GEOL 1447	Meteorology	4
PHYS 1317	Physical Science II	3
PHYS 1401	College Physics I: Mechanics and Heat	4
PHYS 1402	College Physics II: Sound, Electricity, Magnetism, Light, and Modern Physics	4
PHYS 1403	Stars and Galaxies	4
PHYS 1404	The Solar System	4
PHYS 1405	Conceptual Physics I	4
PHYS 1407	Conceptual Physics II	4
PHYS 1415	Physical Science I	4
PHYS 1417	Physical Science II	4
PHYS 2425	University Physics I	4
PHYS 2426	University Physics II	4

ENVR 1401 and GEOL 1405: Courses are cross listed and cannot be used as two different courses to fulfill the science core requirement for a degree plan

**Extra SCH will be applied to degree plan general electives.*

BIOL 1308, BIOL 1309, BIOL 1322 and BIOL 2406: Pending THECB approval

Language, Philosophy, and Culture (LPC) (3 SCH) 040

ENGL 2322	English Literature: Beowulf to Romantic	3
ENGL 2323	English Literature: Romantic to Present	3
ENGL 2326	American Literature Survey	3
ENGL 2327	American Literature to 1860	3

ENGL 2328	American Literature: 1860 to Present	3
ENGL 2331	Cross-Cultural Literature	3
ENGL 2341	Forms of Literature	3
ENGL 2351	Mexican-American Literature	3
HIST 2321	History of World Civilization to 1500	3
HIST 2322	History of World Civilization from 1500 to Present	3
HIST 2381	African American History I	3
HIST 2382	African American History II	3
HUMA 1301	Introduction to the Humanities I	3
HUMA 1305	Introduction to Mexican-American Studies	3
HUMA 2319	American Minority Studies	3
PHIL 1301	Introduction to Philosophy	3
PHIL 1304	Introduction to World Religions	3
SPAN 2311	Intermediate Spanish I	3
SPAN 2312	Intermediate Spanish II	3
SPAN 2313	Spanish for Native/Heritage Speakers I	3
SPAN 2315	Spanish for Native/Heritage Speakers II	3

HIST 2381 and HIST 2382 are pending THECB approval for inclusion in the Core Curriculum.

Creative Arts (3 SCH) 050

ARCH 1311	Introduction to Architecture	3
ARTS 1301	Art Appreciation	3
ARTS 1303	Art History I (Prehistoric to the 14th century)	3
ARTS 1304	Art History II (14th Century to the present)	3
DRAM 1310	Theatre Appreciation	3
DRAM 2366	Film Appreciation	3
MUSI 1306	Music Appreciation	3
MUSI 1310	American Music	3

American History (6 SCH) 060

HIST 1301	History of the United States to 1877	3
HIST 1302	History of the United States Since 1877	3
HIST 2301	History of Texas	3

Government/Political Science (GOVT/PS) (6 SCH) 070

GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3

Social/Behavioral Sciences (SBS) (3 SCH) 080

ECON 2301	Principles of Economics: Macroeconomics	3
ECON 2302	Principles of Economics: Microeconomics	3
GEOG 1303	World Regional Geography	3
PSYC 2301	Introduction to Psychology	3
SOCI 1301	Introductory Sociology	3

Oral Communication (3 SCH) 090

SPCH 1311	Introduction to Speech Communication	3
SPCH 1315	Principles of Public Speaking	3
SPCH 1318	Interpersonal Communication	3
SPCH 1321	Business and Professional Communication	3

Institutional Requirements (3 SCH) 090

BCIS 1305	Business Computer Applications	3
EDUC 1200	Learning Frameworks	2
KINE 1164	Introduction to Physical Fitness and Wellness	1
KINE 1304	Personal/Community Health	3
KINE 1306	First Aid	3

KINE 1304 and KINE 1306: Extra SCH will be applied to degree plan general electives.

BCIS 1305: Courses approved by the Texas Higher Education Coordinating Board for implementation beginning Fall 2019.

Subtotal: 42

Associate of Science Core Curriculum

Associate of Science Core Curriculum Requirement

The Mathematics and Life and Physical Science are more specific in the Associate of Science degree plans. The table below outlines the requirements.

Associate of Science Core Options

Mathematics (3 SCH)

MATH 1324	Finite Mathematics with Business Applications	3
MATH 2412	Precalculus	4
MATH 2413	Calculus I with Analytic Geometry	4

Life and Physical Sciences (6 SCH)*

BIOL 1406	General Biology I	4
BIOL 1407	General Biology II	4
BIOL 2401	Human Anatomy and Physiology I	4
BIOL 2402	Human Anatomy and Physiology II	4
CHEM 1411	General Chemistry I	4
CHEM 1412	General Chemistry II	4
CHEM 2423	Organic Chemistry I	4
CHEM 2425	Organic Chemistry II	4
ENVR 1401	Environmental Science I	4
ENVR 1402	Environmental Science II	4
GEOL 1403	Physical Geology	4
GEOL 1404	Historical Geology	4
PHYS 1401	College Physics I: Mechanics and Heat	4
PHYS 1402	College Physics II: Sound, Electricity, Magnetism, Light, and Modern Physics	4
PHYS 2425	University Physics I	4
PHYS 2426	University Physics II	4

*Extra SCH will be applied to degree plan general electives.

Students must take paired courses

Associate of Arts Degree Plan

Associate of Arts Degree

This Associate of Arts degree (AA) is a general education degree with an emphasis on the Core requirements. Students should select a major to find a series of suggested courses that meet the requirements of the AA and align with transfer requirements into a four-year academic program.

Program Requirements

First Semester

ENGL 1301	English Composition I♦	3
HIST 1301	History of the United States to 1877♦	3
	See Major Plan- Creative Arts Core Course	3
	See Major Plan - Elective in Major	3
	For First Time In College Students:	
EDUC 1200	Learning Frameworks♦	2
	And	
KINE 1164	Introduction to Physical Fitness and Wellness♦	1
	Or	
	Science - 4th Credit hour of one 4-credit Life and Physical Sciences Core Course	
	Or	
BCIS 1305	Business Computer Applications♦	3
	Or	
KINE 1304	Personal/Community Health♦	3
	Or	
KINE 1306	First Aid♦	3
	See major plan for recommendation	
	For Students who are not first time in college:	
BCIS 1305	Business Computer Applications♦	3
	Or	
KINE 1304	Personal/Community Health♦	3
	Or	
KINE 1306	First Aid♦	3
	Or	

KINE 1164	Introduction to Physical Fitness and Wellness♦	1
	And	
	Science - 4th credit hour of two 4-credit Life and Physical Sciences Core Courses	

See major plan for recommendation

Subtotal: 15-17

Second Semester

ENGL 1302	English Composition II♦	3
	Or	
ENGL 2311	Technical Writing♦	3
	See major plan for recommendation	
HIST 1302	History of the United States Since 1877♦	3
	Or	
HIST 2301	History of Texas♦	3
	See major plan for recommendation	
SPCH	Oral Communication♦	3
MATH	Mathematics♦	3
	See Major Plan - Elective in Major	3

Subtotal: 15

Third Semester

	See Major Plan Language, Philosophy, and Culture Core Course♦	3
	See Major Plan - Life and Physical Sciences Core Course (3) ♦	3
GOVT 2305	Federal Government♦	3
	See Major Plan - Elective in Major	3
	See Major Plan - Elective in Major	3

Subtotal: 15

Fourth Semester

	See Major Plan - Social and Behavioral Sciences Core	3
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	Course♦	
	See Major Plan - Life and Physical Sciences Core	3
	Course (3) ♦	
GOVT 2306	Texas Government♦	3
	See Major Plan - Elective in Major	3
	See Major Plan - Elective in Major	3

Subtotal: 15

Subtotal: 60-62

♦ Core curriculum course

Ω Indicates course with optional Honors contract

Associate of Arts in Teaching Degree Plans

Early Childhood to 6th Grade (Early Childhood Specialization Only) - ED15, AAT

The following two year associate degree plan provides a foundation to completion of a baccalaureate degree in Teaching in the State of Texas.

ED 15 AAT - Prepares potential teachers for early childhood to sixth grade that plan to transfer to UHCL, UH Main, or UH Downtown

Program Requirements

First Semester

ENGL 1301	English Composition I	3
SPCH 1315	Principles of Public Speaking	3
MATH 1314	College Algebra	3
HIST 1301	History of the United States to 1877	3
KINE	Kinesiology	1
		Subtotal: 13

Second Semester

ENGL 1302	English Composition II	3
HIST 1302	History of the United States Since 1877	3
LPS	Life and Physical Sciences	4
EDUC 1301	Introduction to the Teaching Profession	3
MATH 1350	Fundamentals of Mathematics I	3
		Subtotal: 16

Third Semester

GOVT 2305	Federal Government	3
SBS	Social/Behavioral Sciences	3
	Creative Arts	3
LPS	Life and Physical Sciences	4
EDUC 2301	Introduction to Special Populations	3
		Subtotal: 16

Fourth Semester

GOVT 2306	Texas Government	3
LPC	Language, Philosophy and Culture	3
TECA 1354	Child Growth and	3

TECA 1303	Development Family, School and Community Elective	3 3
		Subtotal: 15

Important Information: Students are permitted to earn only one AAT degree.

Subtotal: 60

Early Childhood to 6th Grade (Special Educ., ESL, and Bilingual Generalist) - ED 25, AAT

The following two-year associate degree plan provides a foundation to completion of a baccalaureate degree in Teaching in the State of Texas.

ED 25 AAT- Prepares potential teachers for early childhood to sixth grade, as a Generalist, Bilingual Generalist, ESL Generalist or Special Education Generalist.

Program Requirements

First Semester

ENGL 1301	English Composition I	3
MATH 1314	College Algebra	3
HIST 1301	History of the United States to 1877	3
LPS	Life and Physical Sciences	4
EDUC 1301	Introduction to the Teaching Profession	3
		Subtotal: 16

Second Semester

ENGL 1302	English Composition II	3
HIST 1302	History of the United States Since 1877	3
	Creative Arts	3
LPS	Life and Physical Sciences	4
MATH 1350	Fundamentals of Mathematics I	3
		Subtotal: 16

Third Semester		
GOVT 2305	Federal Government	3
SPCH 1315	Principles of Public Speaking	3
KINE	Kinesiology	1
SBS	Social and Behavioral Sciences	3
LPS	Life and Physical Sciences	3
		Subtotal: 13

Fourth Semester		
GOVT 2306	Texas Government	3
LPC	Language, Philosophy and Culture	3
EDUC 2301	Introduction to Special Populations	3
	Elective	3
	Elective	3
		Subtotal: 15

Important Information: Students are permitted to earn only one AAT degree.

Subtotal: 60

Grades 4th to 8th Generalist - ED35, AAT

The following two-year associate degree plan provides a foundation to completion of a baccalaureate degree in Teaching in the state of Texas

ED35 AAT - Future teachers interested in 4th to 8th grade teaching.

Program Requirements

First Semester		
ENGL 1301	English Composition I	3
MATH 1314	College Algebra	3
HIST 1301	History of the United States to 1877	3
LPS	Life and Physical Sciences	4
EDUC 1301	Introduction to the Teaching Profession	3
		Subtotal: 16

Second Semester		
ENGL 1302	English Composition II	3
HIST 1302	History of the United States Since 1877	3
	Creative Arts	3
LPS	Life and Physical Sciences	4
MATH 1350	Fundamentals of	3

Mathematics I		Subtotal: 16
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Third Semester		
GOVT 2305	Federal Government	3
SPCH 1315	Principles of Public Speaking	3
KINE	Kinesiology	1
SBS	Social and Behavioral Sciences	3
LPS	Life and Physical Sciences	3
		Subtotal: 13

Fourth Semester		
GOVT 2306	Texas Government	3
LPC	Language, Philosophy and Culture	3
EDUC 2301	Introduction to Special Populations	3
	Elective	3
	Elective	3
		Subtotal: 15

Important Information: Students are permitted to earn only one AAT degree.

Subtotal: 60

Grades 8th to 12th Generalist - ED45, AAT

The following two-year associate degree plan provides a foundation to completion of a baccalaureate degree in Teaching in the state of Texas

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, Languages, Social Services, etc.).

Program Requirements

First Semester		
ENGL 1301	English Composition I	3
HIST 1301	History of the United States to 1877	3
LPS	Life and Physical Sciences Specialization	4
		3
		Subtotal: 13

Second Semester		
ENGL 1302	English Composition II	3
MATH 1314	College Algebra	3

HIST 1302	History of the United States Since 1877	3
LPS	Life and Physical Sciences Specialization	4 3
		Subtotal: 16

Third Semester		
GOVT 2305	Federal Government	3
SPCH 1315	Principles of Public Speaking	3
	Creative Arts	3
EDUC 1301	Introduction to the Teaching Profession	3
	Specialization	3
		Subtotal: 15

Fourth Semester		
GOVT 2306	Texas Government	3
KINE	Kinesiology	1
LPC	Language, Philosophy and Culture	3
SBS	Social and Behavioral Sciences	3
EDUC 2301	Introduction to Special Populations	3
	Specialization	3
		Subtotal: 16

Note: Specialization requirement is a minimum of 12 SCH in a discipline. Select courses in the area you plan to teach.

Important Information: Students are permitted to earn only one AAT degree.

Subtotal: 60

- ◆ Core curriculum course
- Ω Indicates course with optional Honors contract

Associate of Science Degree Plan

Associate of Science Degree

This Associate of Science degree (AS) is a general education degree with an emphasis on the Core requirements. Students should select a major to find a series of suggested courses that meet the requirements of the AS and align with transfer requirements into a four-year academic program.

Program Requirements

First Semester

ENGL 1301	English Composition I♦	3
HIST 1301	History of the United States to 1877♦	3
	See Major Plan- Creative Arts Core Course	3
	See Major Plan- Life and Physical Sciences Core Course♦	4
	For First Time In College Students:	
EDUC 1200	Learning Frameworks♦	2
	And	
KINE 1164	Introduction to Physical Fitness and Wellness♦	1
	Or	
	Science - 4th Credit hour of one 4-credit Life and Physical Sciences Core Course	
	Or	
BCIS 1305	Business Computer Applications♦	3
	Or	
KINE 1304	Personal/Community Health♦	3
	Or	
KINE 1306	First Aid♦	3
	See major plan for recommendation	
	For Students who are not first time in college:	
BCIS 1305	Business Computer Applications♦	3
	Or	
KINE 1304	Personal/Community Health♦	3

	Or	
KINE 1306	First Aid♦	3
	Or	
KINE 1164	Introduction to Physical Fitness and Wellness♦	1
	And	
	Science - 4th credit hour of two 4-credit Life and Physical Sciences Core Courses	
	See major plan for recommendation	
		Subtotal: 15-16

Second Semester

ENGL 1302	English Composition II♦	3
	Or	
ENGL 2311	Technical Writing♦	3
	See major plan for recommendation	
HIST 1302	History of the United States Since 1877♦	3
	Or	
HIST 2301	History of Texas♦	3
	See major plan for recommendation	
SPCH	Oral Communication♦	3
MATH	Mathematics♦	3
	See Major Plan- Life and Physical Sciences Core Course♦	4
		Subtotal: 16

Third Semester

	See Major Plan Language, Philosophy, and Culture Core Course♦	3
	See Major Plan -Life and Physical Sciences Course (degree requirement beyond Core)	4
GOVT 2305	Federal Government♦	3
	See Major Plan - Elective in Major	3
		Subtotal: 13

Fourth Semester

	See Major Plan - Social and Behavioral Sciences Core Course♦	3
	See Major Plan -Life and Physical Sciences Course (degree requirement beyond Core)	4
GOVT 2306	Texas Government♦	3
	See Major Plan - Elective in Major	3
	See Major Plan - Elective in Major	3

Subtotal: 16

Total Credit Hours: 60-61

♦ Core curriculum course

Ω Indicates course with optional Honors contract

Applied Science Degree and Certificate Plans

Associate of Applied Science (AAS)

Lee College offers Associate of Applied Science (AAS) degrees in 24 technical areas. AAS degrees require 60 college credits, or the equivalent of two full years of college work. The curriculum for AAS degrees includes coursework in a technical area as well as a core curriculum which includes courses in Communication, Mathematics, Life and Physical Sciences, Creative Arts, Language Philosophy, Government/Political Sciences, American History, Social/Behavioral Sciences, Communication and Kinesiology Area Option.

Certificates of Completion

Lee College offers 55 Certificates of Completion. These programs are designed for students who are employed or plan to be employed in technical fields.

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

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

General Education for AAS Degrees

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

Associate of Applied Science Core Options

Communication (3 SCH)

While only three hours of Communication are required for an AAS degree, students who plan to transfer to a

university should take 6 hours to meet university requirements.

ENGL 1301	English Composition I	3
ENGL 1301T	English Composition I	3
ENGL 1302	English Composition II	3
ENGL 2311	Technical Writing	3

Oral Communication (3 SCH)

SPCH 1311	Introduction to Speech Communication	3
SPCH 1315	Principles of Public Speaking	3
SPCH 1318	Interpersonal Communication	3
SPCH 1321	Business and Professional Communication	3

Creative Arts/Language, Philosophy, and Culture (LPC) (3 SCH)

Choose one course from the Creative Arts/ Language, Philosophy, and Culture options in the Core Curriculum. (Identified as Creative Arts/LPC.)

Social/Behavioral Sciences, American History, or Government/Political Sciences (3 SCH)

Choose one from Social/Behavioral Sciences, American History, Government/Political Sciences options from the Core Curriculum. (Identified as SBS/HIST/GOVT PS).

Life and Physical Sciences/Mathematics (3/4 SCH)

Choose one from Mathematics or Life and Physical Sciences options from the Core Curriculum. (Identified as LP Sciences/Mathematics).

Subtotal: 15-16

Accounting

Accounting Technology - AT2, AAS

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

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

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

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

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

Program Requirements

First Semester

ENGL 1301	English Composition I♦	3
ACCT 2401	Principles of Accounting I - Financial	4
BCIS 1305	Business Computer Applications♦	3

SPCH 1321	Business and Professional Communication♦	3
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POFT 1328	Business Presentations	3
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Subtotal: 16

Second Semester

POFT 1325	Business Math Using Technology	3
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ACNT 1331	Federal Income Tax: Individual	3
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ACCT 2402	Principles of Accounting II - Managerial	4
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ACNT 1311	Introduction to Computerized Accounting	3
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	Social/Behavioral Sciences Elective♦	3
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Subtotal: 16

Third Semester

ACNT 1329	Payroll and Business Tax Accounting	3
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ACNT 2303	Intermediate Accounting I	3
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ACNT 1313	Computerized Accounting Applications	3
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BUSI 1301	Business Principles	3
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	Life and Physical Sciences/Math Elective♦	3-4
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Subtotal: 15-16

Life and Physical Sciences/Math Elective: MATH 1324
Finite Mathematics with Business Applications,
recommended

Fourth Semester

ACNT 2304	Intermediate Accounting II	3
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BUSI 2301	Business Law	3
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ACNT 2309	Cost Accounting	3
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ACNT 2189	Internship Accounting	1
	Creative Arts/Language, Philosophy and Culture Elective♦	3
		Subtotal: 13

► 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.

Total: 60-61

Accounting Technician - TA1, Certificate of Completion

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

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

Program Requirements

First Semester		
ACCT 2401	Principles of Accounting I - Financial	4
POFT 1325	Business Math Using Technology	3
BCIS 1305	Business Computer Applications♦	3
ACNT 1331	Federal Income Tax: Individual	3
POFT 1301	Business English Or	3
ENGL 1301	English Composition I♦	3
		Subtotal: 16
Second Semester		
ACCT 2402	Principles of Accounting II - Managerial	4
ACNT 1311	Introduction to Computerized Accounting	3
POFT 2312	Business Correspondence and Communications	3

ACNT 1329	Payroll and Business Tax Accounting	3
ACNT 1313	Computerized Accounting Applications	3
ACNT 2386	Internship: Accounting Technology/Technician and Bookkeeping Or	3
ACNT 2302	Accounting Capstone	3
		Subtotal: 19

ACNT 2386 and ACNT 2302: 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.

Total: 35

Advanced Accounting Technician - AT1, Certificate of Completion

Program Requirements

First Semester		
ACCT 2401	Principles of Accounting I - Financial	4
POFT 1325	Business Math Using Technology	3
BCIS 1305	Business Computer Applications♦	3
ACNT 1331	Federal Income Tax: Individual	3
POFT 1301	Business English Or	3
ENGL 1301	English Composition I♦	3
		Subtotal: 16
Second Semester		
ACCT 2402	Principles of Accounting II - Managerial	4
ACNT 1311	Introduction to Computerized Accounting	3
POFT 2312	Business Correspondence and Communications	3
ACNT 1329	Payroll and Business Tax Accounting	3
BUSI 1301	Business Principles	3
		Subtotal: 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 and Bookkeeping Or	3
ACNT 2302	Accounting Capstone	3
		Subtotal: 15

ACNT 2387 and ACNT 2302: 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.

Total: 47

◆ Core curriculum course

Ω Indicates course with optional Honors contract

Business Administration and Management

Management - MN2, AAS

Program Requirements

First Semester			
ENGL 1301	English Composition I♦	3	
BMGT 1301	Supervision	3	
BCIS 1305	Business Computer Applications♦	3	
SPCH 1321	Business and Professional Communication♦	3	
HRPO 1311	Human Relations	3	
		Subtotal: 15	
Second Semester			
BUSI 1301	Business Principles	3	
BMGT 1331	Production and Operations Management	3	
HRPO 2301	Human Resources Management	3	
BMGT 1307	Team Building Social/Behavioral Sciences/History/Government Elective♦	3	
		Subtotal: 15	
Third Semester			
IBUS 1305	Introduction to International Business and Trade	3	
MRKG 1311	Principles of Marketing	3	
BMGT 1327	Principles of Management	3	
BMGT 1325	Office Management	3	
	Life and Physical Sciences♦	3	
	Or		
MATH 1324	Finite Mathematics with Business Applications♦	3	
		Subtotal: 15	
Fourth Semester			
BMGT 1341	Business Ethics	3	
BUSI 2301	Business Law	3	
BUSG 2309	Small Business Management/Entrepreneurship	3	
ACNT 1303	Introduction to Accounting I	3	
	Or		
ACNT 1311	Introduction to Computerized Accounting	3	
	Creative Arts/Language, Philosophy and Culture Elective♦	3	
		Subtotal: 15	

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

Total: 60

Business - BU1, Certificate of Completion

Program Requirements

First Semester			
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 and Operations Management	3	
		Subtotal: 15	
<i>BUSI 1301: 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.</i>			
		Total: 15	

Entrepreneurship - BE1, Certificate of Completion

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

Program Requirements

First Semester			
BMGT 1301	Supervision	3	
ACNT 1303	Introduction to Accounting I	3	
	Or		
ACCT 2401	Principles of Accounting I - Financial	4	
BUSI 1301	Business Principles	3	
IMED 2315	Web Page Design II	3	
	Or		
HRPO 1311	Human Relations	3	
MRKG 1311	Principles of Marketing	3	
		Subtotal: 15-16	
Second Semester			
BUSI 2301	Business Law	3	
IMED 2309	Internet Commerce	3	

IBUS 1305	Introduction to International Business and Trade	3
BUSG 2309	Small Business Management/Entrepreneurship	3
		Subtotal: 12

BUSG 2309: 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.

Total: 27-28

International Business - IB1, Certificate of Completion

Program Requirements

First Semester

BUSI 1301	Business Principles	3
BMGT 1327	Principles of Management	3
MRKG 1311	Principles of Marketing	3
IBUS 1305	Introduction to International Business and Trade	3
	Social/Behavioral Sciences/History/Government Elective♦	3
		Subtotal: 15

IBUS 1305: 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.

Total: 15

Management - MN1, Certificate of Completion

Program Requirements

First Semester

BMGT 1301	Supervision	3
BMGT 1327	Principles of Management	3
BMGT 1307	Team Building	3
HRPO 2301	Human Resources Management	3
HRPO 1311	Human Relations	3
		Subtotal: 15

BMGT 1327: 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.

Second Semester

BMGT 1325	Office Management	3
BMGT 1331	Production and Operations Management	3
BUSG 2309	Small Business Management/Entrepreneurship	3
ACNT 1303	Introduction to Accounting I	3
	Or	

ACCT 2401	Principles of Accounting I - Financial	4
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Subtotal: 12-13
Total: 27-28

Marketing - MK1, Certificate of Completion

Program Requirements

First Semester

MRKG 1311	Principles of Marketing	3
BUSI 1301	Business Principles	3
		Subtotal: 6

MRKG 1311: 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.

Second Semester

IMED 2315	Web Page Design II	3
	Or	
PSYC 2301	Introduction to Psychology♦	3
IMED 2309	Internet Commerce	3
BUSI 2301	Business Law	3
IBUS 1305	Introduction to International Business and Trade	3
		Subtotal: 12

Total: 18

Supervision - SU1, Certificate of Completion

Program Requirements

First Semester

BMGT 1301	Supervision	3
MRKG 1311	Principles of Marketing	3
BMGT 1307	Team Building	3
		Subtotal: 9

BMGT 1301: 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.

Second Semester

HRPO 2301	Human Resources Management	3
BMGT 1331	Production and Operations Management	3
	Or	
BMGT 1325	Office Management	3
		Subtotal: 6
		Total: 15

♦ Core curriculum course

Ω Indicates course with optional Honors contract

CADD and Engineering Technology

Computer-Aided Drafting and Design Technology - DT2, AAS

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

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

Program Requirements

First Semester

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

Subtotal: 16

Second Semester

DFTG 2419	Intermediate Computer-Aided Drafting	4
SBS/HIST/GOVT PS	Social/Behavioral Sciences/History/Government Elective♦	3
ENGL 1301	English Composition I♦ Creative Arts/Language, Philosophy and Culture♦	3

Subtotal: 13

Third Semester

DFTG 2432	Advanced Computer-Aided Drafting Drafting Elective Drafting Elective	4
SPCH	Oral Communication♦	3

Subtotal: 15

Fourth Semester

	Drafting Elective Drafting Elective Life and Physical Sciences♦	4
DFTG 2486	Internship - Drafting and Design Technology/Technician, General Or	4
DFTG 1433	Mechanical Drafting Or	4
DFTG 2423	Pipe Drafting	4

Subtotal: 16

DFTG 2486, DFTG 1433, and DFTG 2423: 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.

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

Electives for CADD Degree:

DFTG 2408	Instrumentation Drafting	4
DFTG 2407	Electrical Drafting	4
CNBT 1442	Building Codes and Inspections	4
CNBT 1411	Construction Methods and Materials I	4
DFTG 1417	Architectural Drafting- Residential	4
DFTG 2428	Architectural Drafting- Commercial	4
DFTG 2430	Civil Drafting	4
DFTG 1433	Mechanical Drafting	4
DFTG 2435	Advanced Technologies in Mechanical Design and Drafting	4
DFTG 2423	Pipe Drafting	4
MCHN 1438	Basic Machine Shop I	4

The following two certificate exit points allow students to seek employment after a concentrated drafting program. (First semester courses may not be substituted in the Computer- Aided Drafting and Design).

Total: 60

Process Piping Design - PPD2, AAS

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

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

Program Requirements

First Semester

DFTG 1409	Basic Computer-Aided Drafting	4
DFTG 1405	Technical Drafting	4
	Creative Arts/Language, Philosophy and Culture♦	3
ENGL 1301	English Composition I♦	3
		Subtotal: 14

Second Semester

DFTG 2419	Intermediate Computer-Aided Drafting	4
DFTG 2423	Pipe Drafting	4
PFPB 2449	Field Measuring, Sketching, and Layout	4
SBS/HIST/GOVT PS	Social/Behavioral Sciences/History/Government Elective♦	3
		Subtotal: 15

Third Semester

	Life and Physical Sciences/Mathematics♦	4
DFTG 2432	Advanced Computer-Aided Drafting	4
DFTG 2417	Descriptive Geometry	4
DFTG 2445	Advanced Pipe Drafting	4
		Subtotal: 16

Fourth Semester

SPCH	Oral Communication♦	3
DFTG 1433	Mechanical Drafting	4
DFTG 2408	Instrumentation Drafting	4
DFTG 2457	Advanced Technologies in Pipe Design and Drafting	4
		Subtotal: 15

DFTG 2457: 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.

Total: 60

Architectural Construction and Building Technology - CMT1, Certificate of Completion

Program Requirements

First Semester

DFTG 1405	Technical Drafting	4
DFTG 1409	Basic Computer-Aided Drafting	4
CNBT 1411	Construction Methods and Materials I	4
CNBT 1442	Building Codes and Inspections	4
		Subtotal: 16

Second Semester

DFTG 2419	Intermediate Computer- Aided Drafting	4
DFTG 2417	Descriptive Geometry	4

DFTG 1417	Architectural Drafting- Residential	4
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Subtotal: 12

Third Semester

DFTG 2430	Civil Drafting	4
DFTG 2428	Architectural Drafting- Commercial	4

Subtotal: 8

DFTG 2428: 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.

Total: 36

Computer-Aided Drafting and Design - TP1, Certificate of Completion

Program Requirements

First Semester

DFTG 1405	Technical Drafting	4
DFTG 1409	Basic Computer-Aided Drafting	4

Subtotal: 8

Second Semester

DFTG 2417	Descriptive Geometry	4
DFTG 2419	Intermediate Computer- Aided Drafting	4

Subtotal: 8

DFTG 2419: 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.

Total: 16

Computer-Aided Drafting and Design Advanced Technology - DS1, Certificate of Completion

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

Program Requirements

First Semester

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

Subtotal: 12

Second Semester

Drafting Elective	4
Drafting Elective	4

DFTG 2419	Intermediate Computer-Aided Drafting	4
DFTG 2432	Advanced Computer-Aided Drafting	4
		Subtotal: 16

DFTG 2432: 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.

Electives for CADD Certificate

DFTG 2408	Instrumentation Drafting	4
DFTG 2407	Electrical Drafting	4
CNBT 1442	Building Codes and Inspections	4
CNBT 1411	Construction Methods and Materials I	4
DFTG 1417	Architectural Drafting-Residential	4
DFTG 2428	Architectural Drafting-Commercial	4
DFTG 2430	Civil Drafting	4
DFTG 1433	Mechanical Drafting	4
DFTG 2435	Advanced Technologies in Mechanical Design and Drafting	4
DFTG 2423	Pipe Drafting	4
MCHN 1438	Basic Machine Shop I	4
		Total: 28

Mechanical Technology - MET1, Certificate of Completion

Program Requirements

First Semester

DFTG 1405	Technical Drafting	4
DFTG 1409	Basic Computer-Aided Drafting	4
		Subtotal: 8

Second Semester

DFTG 2419	Intermediate Computer-Aided Drafting	4
DFTG 1433	Mechanical Drafting	4
MCHN 1438	Basic Machine Shop I	4
		Subtotal: 12

Third Semester

DFTG 2432	Advanced Computer-Aided Drafting	4
DFTG 2435	Advanced Technologies in Mechanical Design and Drafting	4
		Subtotal: 8

DFTG 2435: 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.

Total: 28

Process Instrumentation and Electrical Design - PIED1, Certificate of Completion

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

Program Requirements

First Semester

DFTG 1409	Basic Computer-Aided Drafting	4
DFTG 1405	Technical Drafting	4
IEIR 1302	Introduction to Direct Current Circuits	3
INTC 1312	Instrumentation and Safety	3
		Subtotal: 14

Second Semester

DFTG 2419	Intermediate Computer-Aided Drafting	4
DFTG 2408	Instrumentation Drafting	4
DFTG 2407	Electrical Drafting	4
INTC 1343	Application of Industrial Automatic Control	3
		Subtotal: 16

DFTG 2408: 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.

Total: 30

Process Piping Design - PPD1, Certificate of Completion

Program Requirements

First Semester

DFTG 1409	Basic Computer-Aided Drafting	4
DFTG 1405	Technical Drafting	4
		Subtotal: 8

Second Semester

DFTG 2419	Intermediate Computer-Aided Drafting	4
DFTG 2423	Pipe Drafting	4
PFPB 2449	Field Measuring, Sketching, and Layout	4

Subtotal: 12

Third Semester

DFTG 2432	Advanced Computer-Aided Drafting	4
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DFTG 2445	Advanced Pipe Drafting	4
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Subtotal: 8

Fourth Semester

DFTG 2457	Advanced Technologies in Pipe Design and Drafting	4
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DFTG 2408	Instrumentation Drafting	4
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Subtotal: 8

DFTG 2457: 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.

Total: 36

◆ Core curriculum course

Ω Indicates course with optional Honors contract

Communications (Audio Recording)

Audio Engineering Technology - AET2, AAS

Program Requirements

First Semester			
MUSC 1427	Audio Engineering I	4	
MUSC 1331	MIDI I	3	
MUSB 1305	Survey of the Music Business	3	
MUSI 1181	Piano Class I	1	
ENGL 1301	English Composition I♦	3	
			Subtotal: 14

MUSI 1181: or Applied Piano

Second Semester			
MUSC 1323	Audio Electronics	3	
MUSC 2427	Audio Engineering II	4	
MUSC 2355	MIDI II	3	
MUSI 1306	Music Appreciation♦ Or	3	
MUSI 1310	American Music♦	3	
SPCH	Oral Communication♦	3	
			Subtotal: 16

Third Semester			
MUSC 2447	Audio Engineering III	4	
RTVB 1321	TV Field Production	3	
MUSC 1335	Commercial Music Software	3	
SBS/HIST/GOVT PS	Social/Behavioral Sciences/History/Government Elective♦	3	
MATH 1332	Contemporary Mathematics I♦ Or	3	
MATH 1314	College Algebra♦	3	
			Subtotal: 16

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/Technician Or	3	
MUSC	Elective	3	
			Subtotal: 14

MUSC 2386: 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.

Total: 60

Audio Engineering Technology - AET1, Certificate of Completion

Program Requirements

First Semester			
MUSC 1427	Audio Engineering I	4	
MUSC 1331	MIDI I	3	
MUSB 1305	Survey of the Music Business	3	
MUSI 1181	Piano Class I	1	
			Subtotal: 11

MUSI 1181: or Applied Piano

Second Semester			
MUSC 2427	Audio Engineering II	4	
MUSC 2355	MIDI II	3	
MUSC 1335	Commercial Music Software	3	
MUSI 1306	Music Appreciation♦ Or	3	
MUSI 1310	American Music♦	3	
			Subtotal: 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/Technician	3	
			Subtotal: 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	
			Subtotal: 11

MUSC 2386: 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.

Total: 48

Music Studio Production - MSP1, Certificate of Completion

Program Requirements

First Semester			
MUSC 1427	Audio Engineering I	4	
MUSC 1331	MIDI I	3	
MUSB 1305	Survey of the Music Business	3	
MUSI 1181	Piano Class I	1	

Subtotal: 11*MUSI 1181: or Applied Piano**MUSC 1427: 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.*

Second Semester

MUSC 2427	Audio Engineering II	4
MUSC 2355	MIDI II	3
MUSI 1306	Music Appreciation♦	3
	Or	
MUSI 1310	American Music♦	3

Subtotal: 10**Total: 21**

Sound Reinforcement Technology - SRT1, Certificate of Completion

The Sound Reinforcement Technology certificate prepares students for a career in the live sound industry. Students will learn the skills necessary to operate, maintain, design, and install sound systems in a variety of settings. Career opportunities include working with touring companies, concert venues, sports facilities, theaters, house of worships, convention halls, and many other kinds of venues. Students completing this program are TSIA responsible.

Program Requirements

First Semester

MUSC 1427	Audio Engineering I	4
MUSC 1405	Live Sound I	4
MUSB 1305	Survey of the Music Business	3

Subtotal: 11

Second Semester

MUSC 2427	Audio Engineering II	4
MUSC 2403	Live Sound II	4
MUSC 1323	Audio Electronics	3
RTVB 1321	TV Field Production	3

Subtotal: 14

Third Semester

MUSC 2386	Internship: Recording Arts Technology/Technician	3
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Subtotal: 3*MUSC 2386: 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.***Total: 28**

♦ Core curriculum course

Ω Indicates course with optional Honors contract

Computer Technology

Computer and Graphics Technology - CGT2, AAS

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

Program Requirements

First Semester

BCIS 1305	Business Computer Applications♦	3
ARTC 1413	Digital Publishing I	4
ARTC 1453	Computer Illustration	4
IMED 1316	Web Design I	3
SPCH	Oral Communication♦	3
		Subtotal: 17

Second Semester

ARTC 2440	Computer Illustration II	4
IMED 1445	Interactive Digital Media I	4
ITSC 2421	Integrated Software Applications II	4
ITSE 1431	Introduction to Visual Basic Programming	4
		Subtotal: 16

Third Semester

ITCC 1414	Introduction to Networks	4
IMED 2311	Portfolio Development	3
ENGL 1301	English Composition I♦ Creative Arts/Language, Philosophy and Culture♦	3
		Subtotal: 13

Fourth Semester

CPMT 1411	Introduction to Computer Maintenance	4
IMED 2315	Web Page Design II Life and Physical Sciences♦	3
SBS/HIST/GOVT	Social/Behavioral Sciences/History/Government Elective♦	4
		Subtotal: 14

IMED 2315: 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.

Total: 60

Computer and Information Systems Security-Information Assurance CISS2, AAS

This AAS Degree is pending THECB approval.

Program Requirements

First Semester

MATH 1314	College Algebra♦	3
ENGL 1301	English Composition I♦ Creative Arts♦ Social Behavioral Science/History/Government Political Science♦	3
SPCH	Oral Communication	3
		Subtotal: 15

Second Semester

CPMT 1411	Introduction to Computer Maintenance	4
IMED 1316	Web Design I	3
ITSC 1416	Linux Installation and Configuration	4
ITSY 1442	Information Technology Security	4
		Subtotal: 15

Third Semester

ITNW 1358	Network +	3
ITSE 1359	Introduction to Scripting Languages Or	3
ITSE 1402	Computer Programming	4
ITMT 1457	Administering a Windows Operating System	4
ITDF 1300	Introduction to Digital Forensics	3
ITSY 2330	Intrusion Detection	3
		Subtotal: 16-17

Fourth Semester

ITSY 2401	Firewalls and Network Security	4
ITSY 2342	Incident Response and Handling	3
ITSY 2300	Operating System Security	3
ITSY 2445	Network Defense and Countermeasures	4
		Subtotal: 14
		Total: 60-61

Computer and Network Maintenance Technology - CNET2, AAS

This Program is designed to prepare students with concepts and skills required for entry-level employment into

computer support and maintenance careers. Completion prepares the student with CISCO routing skills.

Program Requirements

First Semester

BCIS 1305	Business Computer Applications♦	3
IMED 1316	Web Design I	3
MATH 1314	College Algebra♦	3
SPCH 1311	Introduction to Speech Communication♦	3
GOVT 2305	Federal Government♦	3
		Subtotal: 15

Second Semester

ITSE 1402	Computer Programming	4
ENGL 2311	Technical Writing♦	3
CPMT 1411	Introduction to Computer Maintenance	4
ENGL 1301	English Composition I♦	3
		Subtotal: 14

Third Semester

ITNW 1425	Fundamentals of Network Technology	4
ITNW 2412	Routers	4
ITSC 1416	Linux Installation and Configuration	4
ITDF 1300	Introduction to Digital Forensics	3
		Subtotal: 15

Fourth Semester

ITCC 1408	Introduction to Voice over Internet protocol (Volp)	4
ITNW 2453	Advanced Routing and Switching	4
ITSY 1442	Information Technology Security	4
CPMT 2488	Internship: Computer Installation and Repair Technology	4
	Or	
ITMT 1457	Administering a Windows Operating System	4
		Subtotal: 16

CPMT 2488: Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

Total: 60-61

Application Specialization - AS1, Certificate of Completion

The Computer Technology Application Specialization curriculum provides students with an introduction to data processing and allows persons already engaged in

business and industry to increase their computer knowledge.

Program Requirements

First Semester

BCIS 1305	Business Computer Applications♦	3
ARTC 1413	Digital Publishing I	4
ARTC 1453	Computer Illustration	4
IMED 1316	Web Design I	3
POFT 1227	Introduction to Keyboarding	2
		Subtotal: 16

IMED 1316: 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.

Total: 16

Computer and Graphics Technology I - CGR1, Certificate of Completion

The Computer Technology - User and Computer Support Certificate of Completion I is a level-one award designed primarily for students seeking employment with organizations that use computers to process, design, manage, and communicate information. Emphasis placed on the use of computer software in the solution of business and scientific problems, design and development of Web pages, and desktop computer software support.

Program Requirements

First Semester

BCIS 1305	Business Computer Applications♦	3
ARTC 1413	Digital Publishing I	4
ARTC 1453	Computer Illustration	4
IMED 1316	Web Design I	3
		Subtotal: 14

Second Semester

ARTC 2440	Computer Illustration II	4
IMED 1445	Interactive Digital Media I	4
ITSC 2421	Integrated Software Applications II	4
ITSE 1431	Introduction to Visual Basic Programming	4
		Subtotal: 16

ITSC 2421: 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.

Total: 30

Computer and Graphics Technology II - CGT1, Certificate

of Completion

The Computer Technology - User and Computer Support Certificate of Completion II is a level-two award designed primarily for students seeking employment with organizations that use computers to process, design, manage, and communicate information. Emphasis is placed on the use of computer software in the solution of business and scientific problems, design and development of Web pages, and desktop computer hardware and software support.

Program Requirements

First Semester

BCIS 1305	Business Computer Applications♦	3
ARTC 1413	Digital Publishing I	4
ARTC 1453	Computer Illustration	4
IMED 1316	Web Design I	3
		Subtotal: 14

Second Semester

ARTC 2440	Computer Illustration II	4
IMED 1445	Interactive Digital Media I	4
ITSC 2421	Integrated Software Applications II	4
ITSE 1431	Introduction to Visual Basic Programming	4
		Subtotal: 16

Third Semester

CPMT 1411	Introduction to Computer Maintenance	4
ITCC 1414	Introduction to Networks	4
IMED 2311	Portfolio Development	3
		Subtotal: 11

IMED 2311: 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.

Total: 41

Computer Maintenance Technology - MT1, Certificate of Completion

Program Requirements

First Semester

ITSC 1416	Linux Installation and Configuration	4
BCIS 1305	Business Computer Applications♦	3
ITCC 1414	Introduction to Networks	4
CPMT 1411	Introduction to Computer Maintenance	4
		Subtotal: 15

Second Semester

ITCC 1408	Introduction to Voice over Internet protocol (Voip)	4
TECM 1349	Technical Math Applications	3
CPMT 2449	Advanced Computer Networking Technology	4
	Capstone course	4
		Subtotal: 15

Capstone course:

1. The capstone experience will be assigned by the Lead Instructor as *ITSY 1442* or *CPMT 2488*.
2. 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.

Total: 30

Network Maintenance Technology - NET1, Certificate of Completion

Program Requirements

First Semester

BCIS 1305	Business Computer Applications♦	3
IMED 1316	Web Design I	3
CPMT 1411	Introduction to Computer Maintenance	4
ITNW 1425	Fundamentals of Network Technology	4
		Subtotal: 14

Second Semester

ITNW 2412	Routers	4
ITSC 1416	Linux Installation and Configuration	4
ITNW 2453	Advanced Routing and Switching	4
		Subtotal: 12

Third Semester

ITSY 1442	Information Technology Security	4
ITCC 1408	Introduction to Voice over Internet protocol (Voip)	4
ITMT 1457	Administering a Windows Operating System	4
		Subtotal: 12

ITSY 1442: 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.

*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.

Total: 38

♦ Core curriculum course

Ω Indicates course with optional Honors contract

Cosmetology

Cosmetology Operator - CI2, AAS

Cosmetology Operator Certificate consists of semesters 3 & 4. This degree can be achieved by two pathways; by completing the certificate first, then completing semester 1 & 2 or by taking courses in order sequence.

Program Requirements

First Semester

ENGL 1301	English Composition I♦	3
ACNT 1303	Introduction to Accounting I	3
BCIS 1305	Business Computer Applications♦	3
SPCH 1321	Business and Professional Communication♦	3
POFT 1328	Business Presentations	3
		Subtotal: 15

Second Semester

	Life and Physical Sciences/Math Elective♦	3-4
	Creative Arts/Language, Philosophy and Culture Elective♦	3
BUSI 1301	Business Principles	3
BUSI/BMGT/BUSG	Elective♦	3
	Social and Behavioral Sciences Elective♦	3
		Subtotal: 15-16

Third Semester

CSME 1505	Fundamentals of Cosmetology	5
CSME 1410	Introduction to Haircutting and Related Theory	4
CSME 1254	Artistry of Hair Design I	2
CSME 1453	Chemical Reformation and Related Theory	4
		Subtotal: 15

Fourth Semester

CSME 2401	The Principles of Hair Coloring and Related Theory	4
CSME 2337	Advanced Cosmetology Techniques	3
CSME 2439	Advanced Hair Design	4
CSME 2441	Preparation for the State Licensing Examination	4
		Subtotal: 15

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

Total: 60-61

Cosmetology - CO1, Certificate of Completion

The Certificate Program will provide for 1000 hours of instruction, scheduled to be completed within 2 semesters. This program will provide students with an opportunity to learn the basic manipulative and theoretical skills necessary to become a licensed cosmetologist. To be eligible for licensing by the Texas Department of Licensing and Regulation, the student must have a GED or high school diploma, must have successfully completed the following courses of study, and must show satisfactory completion of the State Administered Examination.

Program Requirements

First Semester

CSME 1505	Fundamentals of Cosmetology	5
CSME 1410	Introduction to Haircutting and Related Theory	4
CSME 1254	Artistry of Hair Design I	2
CSME 1453	Chemical Reformation and Related Theory	4
		Subtotal: 15

Second Semester

CSME 2401	The Principles of Hair Coloring and Related Theory	4
CSME 2337	Advanced Cosmetology Techniques	3
CSME 2439	Advanced Hair Design	4
CSME 2441	Preparation for the State Licensing Examination	4
		Subtotal: 15

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

Total: 30

Cosmetology HS Dual Credit - COHS1, Certificate of Completion

NOTICE: The Cosmetology HS Dual Credit COHS1, Certificate of Completion will no longer be offered effective Fall 2020. No new students will be admitted into this program. Please see your High School counselor or the Dual Credit office at Lee College for other options in the Cosmetology Program.

Program Requirements

First Semester

CSME 1505	Fundamentals of Cosmetology	5
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CSME 1254	Artistry of Hair Design I	2
		Subtotal: 7
Second Semester		
CSME 1410	Introduction to Haircutting and Related Theory	4
CSME 1453	Chemical Reformation and Related Theory	4
		Subtotal: 8
Third Semester		
CSME 1255	Artistry of Hair Design II	2
CSME 2401	The Principles of Hair Coloring and Related Theory	4
		Subtotal: 6
Fourth Semester		
CSME 2410	Advanced Haircutting and Related Theory	4
CSME 2441	Preparation for the State Licensing Examination	4
		Subtotal: 8
<i>CSME 2441: 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.</i>		
		Total: 29

Cosmetology Student Instructor - SI1, Certificate of Completion

To be eligible for this certificate, the student must have a GED or high school diploma possess a valid Texas Department of Licensing and Regulation Cosmetology Operator License, and complete the following courses.

Program Requirements

First Semester		
CSME 1435	Orientation to the Instruction of Cosmetology	4
CSME 1434	Cosmetology Instructor I	4
		Subtotal: 8
Second Semester		
CSME 2414	Cosmetology Instructor II	4
CSME 2449	Cosmetology Instructor III	4
		Subtotal: 8
Third Semester		
CSME 2444	Cosmetology Instructor IV	4
CSME 2445	Instructional Theory and Clinic Operation	4
		Subtotal: 8
<i>CSME 2444: 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.</i>		
		Total: 24

◆ Core curriculum course

Ω Indicates course with optional Honors contract

Education

Child Development - EDCD2, AAS

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

Program Requirements

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 Programs	3
CDEC 1317	Child Development Associate Training I	3

Subtotal: 15

Second Semester

CDEC 1356	Emergent Literacy for Early Childhood	3
CDEC 1359	Children with Special Needs	3
CDEC 2326	Administration of Programs for Children I Creative Arts/Language, Philosophy and Culture♦	3
CDEC 2322	Child Development Associate Training II	3

Subtotal: 15

Third Semester

CDEC 2307	Math and Science for Early Childhood	3
TECA 1303	Family, School and Community	3
TECA 1354	Child Growth and Development	3
SPCH	Oral Communication♦	3
MATH 1332	Contemporary Mathematics I♦ Or	3
MATH 1314	College Algebra♦	3

Subtotal: 15

Fourth Semester

CDEC 2328	Administration of Programs for Children II	3
CDEC 2166	Practicum (or Field Experience) - Child Care provider/Assistant	1
TECA 1318	Wellness of the Young Child	3
SBS/HIST/GOVT PS	Social/Behavioral Sciences/History/Government Elective♦	3
CDEC 2324	Child Development Associate Training III	3

EDUC 1200 Learning Frameworks♦ 2

Subtotal: 15

CDEC 2166: 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.

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

Total: 60

Child Development Administrator - EDCDA1, Certificate of Completion

This two-semester certificate is designed for students who have appropriate experience and whose goals include the administration of programs for young children whether in a day care or institutional setting. The certificate focuses upon the interpersonal skills needed to supervise childcare staff, manage business practices, maintain the minimum standards in a child care setting, and recognize the importance of parent, staff, and community interactions. All of the courses in this certificate apply to the AAS in Child Development degree.

Program Requirements

First Semester

CDEC 2326	Administration of Programs for Children I	3
CDEC 1313	Curriculum Resources for Early Childhood Programs	3

Subtotal: 6

Second Semester

CDEC 2328	Administration of Programs for Children II	3
CDEC 1359	Children with Special Needs	3
TECA 1354	Child Growth and Development	3

Subtotal: 9

Total: 15

Child Development Associate Training Marketable Skills - EDCDM1, Certificate of Completion

Program Requirements

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

Subtotal: 9**Total: 9**

Child Development Curriculum Specialist - EDCDC1, Certificate of Completion

This two-semester certificate is designed to give students a practical working knowledge of basic child development principles that will assist them in the everyday planning and implementation of developmentally appropriate activities and environments for young children. The certificate is meant to integrate with the goals and courses required for the AAS degree in Child Development. All of the courses in this certificate apply to the AAS in Child Development degree.

Program Requirements

First Semester

CDEC 1356	Emergent Literacy for Early Childhood	3
CDEC 1313	Curriculum Resources for Early Childhood Programs	3

Subtotal: 6

Second Semester

CDEC 2307	Math and Science for Early Childhood	3
CDEC 1319	Child Guidance	3
TECA 1311	Educating Young Children	3

Subtotal: 9**Total: 15**

♦ Core curriculum course

Ω Indicates course with optional Honors contract

Electrical

Electrical Technology - IE2, AAS

Program Requirements

First Semester

ELPT 1325	National Electrical Code I	3
ELPT 1411	Basic Electrical Theory	4
TECM 1341	Technical Algebra	3
ELPT 2301	Journeyman Electrician Exam Review	3
PHYS 1407	Conceptual Physics II♦	4
		Subtotal: 17

Second Semester

ELPT 1455	Electronic Applications	4
TECM 1349	Technical Math Applications	3
ENGL 1301	English Composition I♦	3
	Creative Arts/Language, Philosophy and Culture♦	3
		Subtotal: 13

Third Semester

ELPT 2405	Motors and Transformers	4
ELPT 2319	Programmable Logic Controllers I	3
SPCH 1315	Principles of Public Speaking♦	3
ELPT 2331	AC/DC Drives	3
SBS/GOVT/HIST	Social/Behavioral Sciences/History/Government Elective♦	3
		Subtotal: 16

Fourth Semester

ELPT 1441	Motor Control Elective	4
ELPT 2355	Programmable Logic Controllers II Elective	3-4
		Subtotal: 14-15

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

ELPT 1441: Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

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

Total: 60-61

Electrical Construction - EC1, Certificate of Completion

Program Requirements

First Semester

ELPT 1321	Introduction to Electrical Safety and Tools	3
ELPT 1315	Electrical Calculations I	3
		Subtotal: 6

Second Semester

ELPT 1325	National Electrical Code I	3
ELPT 1329	Residential Wiring	3
		Subtotal: 6

Third Semester

ELPT 1445	Commercial Wiring	4
ELPT 1457	Industrial Wiring	4
ELPT 2325	National Electrical Code II	3
		Subtotal: 11

Fourth Semester

ELPT 1451	Electrical Machines	4
		Subtotal: 4

ELPT 1451: 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.

Total: 27

Electrical Technology - IE1, Certificate of Completion

Program Requirements

First Semester

ELPT 1325	National Electrical Code I	3
ELPT	Elective	3
ELPT 2301	Journeyman Electrician Exam Review	3
		Subtotal: 9

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

Second Semester

ELPT 2331	AC/DC Drives	3
ELPT 1455	Electronic Applications	4
ELPT 2319	Programmable Logic Controllers I	3
ELPT 2405	Motors and Transformers	4
		Total: 14

Third Semester

ELPT 1441	Motor Control	4
ELPT 2355	Programmable Logic Controllers II	3
		Subtotal: 7

ELPT 1441: 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.

Total: 30

Electrical, Instrumentation, and Analytical II - EIA1, Certificate of Completion

Program Requirements

First Semester

INTC 1312	Instrumentation and Safety	3
PHYS 1407	Conceptual Physics II♦	4
ELPT 1411	Basic Electrical Theory	4
INTC 1348	Analytical Instrumentation	3
ELPT 2301	Journeyman Electrician Exam Review	3

Subtotal: 17

Second Semester

ELPT 1441	Motor Control	4
INTC 1456	Instrumentation Calibration	4
TECM 1349	Technical Math Applications	3
ELPT 2331	AC/DC Drives	3
ELPT 2319	Programmable Logic Controllers I	3

Subtotal: 17

Third Semester

INTC 1441	Principles of Automatic Control	4
CHEM 14XX	Approved Chemistry Course	4
ELPT 1455	Electronic Applications	4

Subtotal: 12

INTC 1441: 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.

Total: 46

Wiring Installation - EW11, Certificate of Completion

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

Program Requirements

First Semester

ELPT 1321	Introduction to Electrical Safety and Tools	3
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Subtotal: 3

Second Semester

ELPT 1325	National Electrical Code I	3
ELPT 1445	Commercial Wiring	4

Subtotal: 7

ELPT 1445: 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.

Total: 10

♦ Core curriculum course

Ω Indicates course with optional Honors contract

Game Design

Game Development Specialist - GADS2, AAS

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

Program Requirements

First Semester

BCIS 1305	Business Computer Applications♦	3
GAME 1306	Design and Creation of Games	3
GAME 1302	Interactive Storyboarding	3
	Life and Physical Sciences♦	4
	Creative Arts/Language, Philosophy and Culture♦	3
		Subtotal: 16

Second Semester

GAME 1404	Level Design	4
GAME 1336	Introduction to 3D Game Modeling	3
ARTC 2440	Computer Illustration II	4
SPCH	Oral Communication♦	3
		Subtotal: 14

Third Semester

ARTC 1453	Computer Illustration	4
BMGT 1331	Production and Operations Management	3
ENGL 1301	English Composition I♦	3
IMED 2311	Portfolio Development	3
IMED 1316	Web Design I	3
		Subtotal: 16

Fourth Semester

SBS/HIST/GOVT PS	Social/Behavioral Sciences/History/Government Elective♦	3
BUSG 2309	Small Business Management/Entrepreneurship	3

IMED 1445	Interactive Digital Media I	4
ITSE 1431	Introduction to Visual Basic Programming	4

Subtotal: 14

IMED 1445: 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.

Total: 60

Game Designer - GAD1, Certificate of Completion

Program Requirements

First Semester

BCIS 1305	Business Computer Applications♦	3
GAME 1306	Design and Creation of Games	3
GAME 1302	Interactive Storyboarding	3
ARTC 1453	Computer Illustration	4
IMED 1316	Web Design I	3
		Subtotal: 16

GAME 1306: 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.

Game Specialist - GAS1, Certificate of Completion

Program Requirements

First Semester

BCIS 1305	Business Computer Applications♦	3
GAME 1306	Design and Creation of Games	3
GAME 1302	Interactive Storyboarding	3
ARTC 1453	Computer Illustration	4
IMED 1316	Web Design I	3
		Subtotal: 16

Second Semester

GAME 1404	Level Design	4
ITSE 1431	Introduction to Visual Basic Programming	4
ARTC 2440	Computer Illustration II	4
IMED 1445	Interactive Digital Media I	4
		Subtotal: 16

GAME 1404: 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.

Total: 32

♦ Core curriculum course

Ω Indicates course with optional Honors contract

Health Information

Health Information Management - MR2, AAS

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

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

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

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

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

Program Requirements

First Semester

HITT 1305	Medical Terminology I	3
BIOL 2401	Human Anatomy and Physiology I♦	4
ENGL 1301	English Composition I♦	3
BCIS 1305	Business Computer Applications♦	3
MATH 1342	Elementary Statistics♦	3
		Subtotal: 16

Second Semester

HITT 1301	Health Data Content and Structure	3
HITT 1341	Coding and Classification Systems	3
BIOL 2402	Human Anatomy and Physiology II♦	4
HITT 1249	Pharmacology	2
HITT 1345	Health Care Delivery Systems	3
		Subtotal: 15

Third Semester

HITT 1311	Health Information Systems	3
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HITT 2343	Quality Assessment and Performance Improvement	3
HITT 2335	Coding and Reimbursement Methodologies	3
HPRS 2201	Pathophysiology	2
HITT 1353	Legal and Ethical Aspects of Health Information	3

Subtotal: 14

Fourth Semester

HITT 2260	Clinical-Health Information/Medical Records Technology/Technician	2
HITT 2339	Health Information Organization and Supervision	3
PSYC 2301	Introduction to Psychology♦	3
HITT 1255	Health Care Statistics	2
HUMA 1301	Introduction to the Humanities I♦Ω	3
HITT 2246	Advanced Medical Coding	2

Subtotal: 15

Total: 60

Medical Coding - CD1, Certificate of Completion

The Certificate of Completion in coding will qualify students to work as a Medical Coder.

Prerequisites for the Certificate Program include a minimum 12th grade reading level as determined by Lee College Placement Testing. The Lee College Certificate Curriculum covers coding conventions and principles that allow the learner to sequence codes according to established guidelines and standards, and demonstrate knowledge in reimbursement methodologies. Part of the learning experience includes a clinical. A voluntary certification examination is administered by the American Health Information Management Association (AHIMA).

Program Requirements

First Semester

HITT 1305	Medical Terminology I	3
BIOL 2401	Human Anatomy and Physiology I♦	4
BCIS 1305	Business Computer Applications♦	3
HITT 1341	Coding and Classification Systems	3
		Subtotal: 13

Second Semester

BIOL 2402	Human Anatomy and Physiology II♦	4
HITT 1301	Health Data Content and Structure	3
HITT 1249	Pharmacology	2
HITT 2335	Coding and Reimbursement Methodologies	3

Subtotal: 12

Third Semester

HITT 1353	Legal and Ethical Aspects of Health Information	3
HITT 1345	Health Care Delivery Systems	3
HPRS 2201	Pathophysiology	2
HITT 2246	Advanced Medical Coding	2
HITT 2161	Clinical-health Information/Medical Records Technology/Technician	1

Subtotal: 11

HITT 2161: 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.

Total: 36

◆ Core curriculum course

Ω Indicates course with optional Honors contract

Industrial Systems

Industrial Systems Technician - IS2, AAS

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

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

Program Requirements

First Semester

MCHN 1302	Print Reading for Machining Trades	3
MCHN 1438	Basic Machine Shop I	4
MCHN 1425	Millwright I	4
ENGL	Communication♦	3
		Subtotal: 14

Second Semester

MCHN 1429	Millwright II	4
MCHN 1454	Intermediate Machining II	4
MCHN 2403	Fundamentals of Computer Numerical Controlled (CNC) Machine Controls	4
SPCH	Oral Communication♦	3
		Subtotal: 15

Third Semester

MCHN 2405	Millwright III	4
MCHN 2434	Operation of CNC Machining Centers	4
SBS/HIST/GOVT PS	Social/Behavioral Sciences/History/Government Elective♦	3
	Creative Arts/Language, Philosophy and Culture♦	3
		Subtotal: 14

Fourth Semester

HYDR 1345	Hydraulics and Pneumatics	3
WLDG 1323	Welding Safety, Tools, and Equipment	3
	Or	
PFPB 1350	Plumbing and Pipefitting Equipment and Safety	3
	Or	
MCHN 2381	Cooperative Education - Machine Tool Technology/Machinist	3
MCHN 2407	Millwright IV	4
MCHN 2412	Millwright V	4
	Life and Physical Sciences/Mathematics♦	3-
		4

Subtotal: 17-18

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

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

Total: 60-61

Industrial System - Millwright - MW1, Certificate of Completion

The IST Millwright certificate prepares students to be able to manufacture precision parts and/or repair existing parts of mechanical systems.

Program Requirements

First Semester

MCHN 1302	Print Reading for Machining Trades	3
MCHN 1425	Millwright I	4
WLDG 1323	Welding Safety, Tools, and Equipment	3
	Or	
PFPB 1350	Plumbing and Pipefitting Equipment and Safety	3
		Subtotal: 10

Second Semester

MCHN 1429	Millwright II	4
MCHN 2405	Millwright III	4
		Subtotal: 8

Third Semester

HYDR 1345	Hydraulics and Pneumatics	3
MCHN 2407	Millwright IV	4
		Subtotal: 7

Fourth Semester

MCHN 2412	Millwright V	4
		Subtotal: 4

MCHN 2412: 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.

Total: 29

Industrial Systems - Machinist - MC1, Certificate of Completion

The IST Machinist certificate prepares students to be able to diagnose and correct the problems that occur using industry standard practices and procedures.

Program Requirements

First Semester

MCHN 1302	Print Reading for Machining Trades	3
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MCHN 1438	Basic Machine Shop I	4
WLDG 1323	Welding Safety, Tools, and Equipment	3
	Or	
PFPB 1350	Plumbing and Pipefitting Equipment and Safety	3
		Subtotal: 10
Second Semester		
MCHN 1454	Intermediate Machining II	4
MCHN 2403	Fundamentals of Computer Numerical Controlled (CNC) Machine Controls	4
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
		Subtotal: 12
Third Semester		
MCHN 2434	Operation of CNC Machining Centers	4
MCHN 2381	Cooperative Education - Machine Tool Technology/Machinist	3
		Subtotal: 7
<i>MCHN 2381: 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.</i>		
		Total: 29

◆ Core curriculum course

Ω Indicates course with optional Honors contract

Instrumentation

Analytical Instrumentation Technology - ATI2, AAS

Program Requirements

First Semester

CTEC 1401	Applied Petrochemical Technology	4
TECM 1349	Technical Math Applications	3
INTC 1312	Instrumentation and Safety	3
INTC 1456	Instrumentation Calibration	4
INTC 1441	Principles of Automatic Control	4

Subtotal: 18

Second Semester

ENGL 1301	English Composition I♦	3
EPCT 1349	Environmental Regulation Interpretation and Applications	3
IEIR 1302	Introduction to Direct Current Circuits	3
ITCC 1414	Introduction to Networks	4
INTC 1348	Analytical Instrumentation	3

Subtotal: 16

Third Semester

SPCH 1318	Interpersonal Communication♦	3
CHEM 1405	Introductory Chemistry♦	4
INTC 1374	Analytical Instrumentation II	3
INTC 2372	Sample Systems	3

Subtotal: 13

Fourth Semester

INTC 2371	Physical Properties Analyzers	3
INTC 2445	Advanced Analyzers	4
	Creative Arts/Language, Philosophy and Culture♦	3
	Social/Behavioral Sciences♦	3

Subtotal: 13

Total: 60

Instrumentation Technology - IR2, AAS

Program Requirements

First Semester

INTC 1305	Introduction to Instrumentation	3
CTEC 1401	Applied Petrochemical Technology Life and Physical Sciences/Mathematics♦	4
		3-4

SPCH	Oral Communication♦	3
	Or	

BCIS 1305	Business Computer Applications♦	3
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	Social/Behavioral Science/History/Government♦	3
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Subtotal: 16-17

Second Semester

TECM 1301	Industrial Mathematics	3
ELPT 1411	Basic Electrical Theory	4
INTC 1456	Instrumentation Calibration	4
ENGL 1301	English Composition I♦	3

Subtotal: 14

Third Semester

ELPT 2319	Programmable Logic Controllers I	3
INTC 1441	Principles of Automatic Control	4
	Guided Elective	4
	Guided Elective	3
	Creative Arts/Language, Philosophy and Culture♦	3

Subtotal: 17

Fourth Semester

INTC 1343	Application of Industrial Automatic Control	3
INTC 1350	Digital Measurement Controls	3
INTC 2433	Instrumentation Systems Installation	4
	Guided Elective	3

Subtotal: 13

Total: 60-61

Analytical Instrumentation - ATI1, Certificate of Completion

Program Requirements

First Semester

CTEC 1401	Applied Petrochemical Technology	4
TECM 1349	Technical Math Applications	3
INTC 1312	Instrumentation and Safety	3
INTC 1456	Instrumentation Calibration	4
INTC 1441	Principles of Automatic Control	4

Subtotal: 18

Second Semester

EPCT 1349	Environmental Regulation Interpretation and Applications	3
IEIR 1302	Introduction to Direct Current Circuits	3
ITCC 1414	Introduction to Networks	4
INTC 1348	Analytical Instrumentation	3

Subtotal: 13

Third Semester

INTC 1374	Analytical Instrumentation II	3
INTC 2371	Physical Properties Analyzers	3
INTC 2372	Sample Systems	3

Subtotal: 9

INTC 2372: 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.

Subtotal: 40

Industrial Instrumentation - IF1, Certificate of Completion

Program Requirements

First Semester

INTC 1305	Introduction to Instrumentation	3
INTC 1425	Instrument Hardware Installation I	4

Subtotal: 7

Second Semester

INTC 2405	Instrument Hardware Installation II	4
CETT 1307	Fundamentals of Electronics	3
INTC 1401	Principles of Industrial Measurements	4

Subtotal: 11

Third Semester

INTC 2410	Principles of Industrial Measurements II	4
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Subtotal: 4

INTC 2410: 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.

Subtotal: 22

Instrumentation Technology - IR1, Certificate of Completion

Program Requirements

First Semester

INTC 1305	Introduction to Instrumentation	3
CTEC 1401	Applied Petrochemical Technology	4
TECM 1301	Industrial Mathematics	3
ELPT 1411	Basic Electrical Theory	4
	Guided Elective	3

Subtotal: 17

Second Semester

INTC 1456	Instrumentation Calibration	4
ELPT 2319	Programmable Logic Controllers I	3
	Guided Elective	4

Subtotal: 11

Third Semester

INTC 1441	Principles of Automatic Control	4
INTC 1343	Application of Industrial Automatic Control	3

Guided Elective 3

Subtotal: 10

Fourth Semester

INTC 1350	Digital Measurement Controls	3
INTC 2433	Instrumentation Systems Installation	4

Subtotal: 7**Total: 45**

Requirements

*Guided Electives are designed to give students expanded knowledge of the instrumentation field by providing related electrical or analytical technical skills. Only ONE Guided Elective path of 10 hours may be chosen for either the Certificate or Degree:

Electrical Technology

ELPT 1441	Motor Control	4
ELPT 2331	AC/DC Drives	3
ELPT 2355	Programmable Logic Controllers II	3

Analytical Instrument Technology

INTC 1348	Analytical Instrumentation	3
INTC 1374	Analytical Instrumentation II	3
ITCC 1414	Introduction to Networks	4

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

♦ Core curriculum course

Ω Indicates course with optional Honors contract

Logistics and Supply Chain Management

Logistics and Supply Chain Management relates to the movement of supplies, material, and people from one place to another to satisfy a consumer's essential needs. All businesses rely on logistics professionals to preserve their inventory and keep it moving.

The Logistics and Supply Chain Management Program prepares students for careers in inventory management, quality control, purchasing, operations management, and much more.

Logistics and Supply Chain Technology - LOG2, AAS

Program Requirements

First Semester

ENGL 1301	English Composition I♦	3
ACNT 1303	Introduction to Accounting I♦	3
BCIS 1305	Business Computer Applications♦	3
SPCH 1321	Business and Professional Communication♦	3
POFT 1328	Business Presentations	3

Subtotal: 15

Second Semester

LMGT 1319	Introduction to Business Logistics	3
POFI 1349	Spreadsheets	3
BMGT 1301	Supervision	3
LMGT 1323	Domestic and International Transportation Management Social and Behavioral Sciences Elective♦	3

Subtotal: 15

Third Semester

LMGT 1325	Warehouse and Distribution Center Management	3
LMGT 1345	Economics of Transportation and Distribution Or	3
LMGT 1341	Freight Loss and Damage Claims	3
ENGL 1302	English Composition II♦	3
LMGT 2330	International Logistics Management	3
MATH 1314	College Algebra♦	3

Subtotal: 15

Fourth Semester

LMGT 1321	Introduction to Materials Handling	3
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LMGT 1301	Radio Frequency Identification (RFID)- History & Industrial Applications	3
LMGT 2334	Principles of Traffic Management	3
LMGT 1340	Contemporary Logistics Issues Or	3
LMGT 2388	Internship: Logistics and Materials Management	3
	Creative Arts/Language, Philosophy and Culture Elective♦	3

Subtotal: 15

LMGT 1340 and LMGT 2388: 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.

Total: 60

Logistical Operations Management - LOM1, Certificate of Completion

Program Requirements

First Semester

LMGT 1319	Introduction to Business Logistics	3
BCIS 1305	Business Computer Applications♦	3
BMGT 1301	Supervision	3
LMGT 1323	Domestic and International Transportation Management	3
LMGT 1325	Warehouse and Distribution Center Management	3

Subtotal: 15

Second Semester

LMGT 2330	International Logistics Management	3
LMGT 2334	Principles of Traffic Management	3
LMGT 1341	Freight Loss and Damage Claims	3
LMGT 1340	Contemporary Logistics Issues	3

Subtotal: 12

Total: 27

Logistics Advanced Technology - LOGAT 1, Certificate of Completion

Program Requirements

First Semester

LMGT 1323	Domestic and International Transportation Management	3
ECON 2301	Principles of Economics: Macroeconomics♦	3
LMGT 2334	Principles of Traffic Management	3
LMGT 1341	Freight Loss and Damage Claims	3
MATH 1314	College Algebra♦	3

Subtotal: 15

Second Semester

LMGT 1393	Special Topics in Logistics and Materials Management	3
LMGT 1301	Radio Frequency Identification (RFID)- History & Industrial Applications	3
LMGT 1345	Economics of Transportation and Distribution	3
LMGT 1321	Introduction to Materials Handling	3
POFI 1349	Spreadsheets	3

Subtotal: 15

Note the prerequisite for this certificate is LMGT 1319 and
BMGT 1301

Total: 30

Logistics and Supply Chain Management - LOG1, Certificate of Completion

Program Requirements

First Semester

LMGT 1319	Introduction to Business Logistics	3
BCIS 1305	Business Computer Applications♦	3
BMGT 1301	Supervision	3
LMGT 1323	Domestic and International Transportation Management	3
LMGT 1325	Warehouse and Distribution Center Management	3

Subtotal: 15

Total: 15

♦ Core curriculum course

Ω Indicates course with optional Honors contract

Manufacturing Technology

Manufacturing Engineering-MAET2, AAS

The Manufacturing Engineering Technology MET program is a broad-based general science degree designed to prepare students for careers in the chemical processing industry, manufacturing, and advanced technology. The Manufacturing Engineering Technology MET program is a popular option found at fourteen universities in the State of Texas. Graduates from the Manufacturing Engineering Technology MET AAS program would have five options; (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.

Program Requirements

First Semester

PTAC 1302	Introduction to Process Technology	3
PTAC 1410	Process Technology I: Equipment	4
MATH 1314	College Algebra♦	3
PTAC 1332	Process Instrumentation I	3
KINE 1100-1164		1

Subtotal: 14

Second Semester

PTAC 1308	Safety, Health, and Environment I	3
ENGL	Written Communication♦	3
PTAC 2420	Process Technology II: Systems	4
PTAC 2314	Principles of Quality	3
	Social Behavioral Sciences/History/Government♦	3

Subtotal: 16

Third Semester

PTAC 2346	Process Troubleshooting	3
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PHYS 1401	College Physics I: Mechanics and Heat♦	4
SPCH	Oral Communication♦	3
PTAC 2438	Process Technology III: Operations	4

Subtotal: 14

Fourth Semester

CTEC 2250	Unit Operations II	2
ENGT 2310	Introduction to Manufacturing Processes	3
	Creative Arts/Language, Philosophy and Culture♦	3
CHEM 1411	General Chemistry I♦	4
CTEC 2445	Unit Operations	4

Subtotal: 16

CTEC 2445: 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.

Approved Program Electives: PTAC 2486 Internship, others approved by Division Chair.

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

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

Total: 60

♦ Core curriculum course

Ω Indicates course with optional Honors contract

Mental Health Services

Addiction Counseling - CA2, AAS

The degree program leads to an Associate of Applied Science Degree in Mental Health Services and prepares students for credentialing as Licensed Chemical Dependency Counselors (LCDCs) and to sit for that competency-based exam. The Prevention Specialist Certificate exceeds state mandated education requirements for credentialing as a Certified Prevention Specialist (CPS) and prepares students to sit for a competency-based exam for that credential. Prerequisite for the programs is a 12th grade reading level. In order to sit for the LCDC exam, students must have a minimum of a two-year degree and at least 270 contact hours (6 courses in alcohol and drug abuse counseling or related courses of 3 credit hours each). In addition, candidates for licensure must have completed at least 300 hours of supervised field work in an approved cooperative education, clinical, or practicum course. The candidate for licensure must also have 4000 hours of experience in substance abuse counseling prior to sitting for the exam. The student is responsible for the 4000 hours of field work. The Certificate of Completion in Substance Abuse Prevention consists of 6 DAAC courses, 2 specifically prevention courses, plus a 120 hour supervised cooperative education class. After the cooperative education class, the student is candidate for Certified Prevention Specialist credentialing exam.

Program Requirements

First Semester

DAAC 1319	Substance Related and Addictive Disorders	3
DAAC 1304	Pharmacology of Addiction	3
ENGL 1301	English Composition I♦	3
PSYC 2301	Introduction to Psychology	3
		Subtotal: 12

Second Semester

DAAC 1311	Counseling Theories	3
DAAC 1317	Basic Counseling Skills	3
SBS/HIST/GOVT	Social Behavioral Sciences/History/Government	3
PS	PS♦	
DAAC 2306	Substance Abuse Prevention I	3
		Subtotal: 12

Third Semester

DAAC 1309	Assessment Skill of Alcohol and Other Drug Addictions	3
	Life and Physical Sciences/Mathematics♦	3-4
SPCH	Oral Communication♦	3
DAAC 2353	Substance Abuse Prevention II	3
		Subtotal: 12-13

Fourth Semester

DAAC 1380	Cooperative Education:	3
DAAC 2341	Counseling Alcohol and Other Drug Addictions	3
SOCW 2361	Introduction to Social Work	3
	Creative Arts/Language, Philosophy and Culture♦	3
		Subtotal: 12

Fifth Semester

DAAC 2343	Current Issues	3
DAAC 2307	Addicted Family Intervention	3
DAAC 2380	Cooperative Education: Substance Abuse/Addiction Counseling	3
DAAC 2354	Dynamics of Group Counseling	3
		Subtotal: 12

DAAC 2307: 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.

Total: 60-61

Addiction Counseling - CA1, Certificate of Completion

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

Program Requirements

First Semester

DAAC 1319	Substance Related and Addictive Disorders	3
DAAC 1304	Pharmacology of Addiction	3
DAAC 1311	Counseling Theories	3
		Subtotal: 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
		Subtotal: 9

Third Semester

DAAC 2354	Dynamics of Group Counseling	3
DAAC 2343	Current Issues	3
DAAC 2341	Counseling Alcohol and Other Drug Addictions	3
		Subtotal: 9

Fourth Semester

DAAC 2380	Cooperative Education: Substance Abuse/Addiction Counseling	3
		Subtotal: 3

► 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.

Total: 30

Substance Abuse Prevention - SAP1, Certificate of Completion

Program Requirements

First Semester

DAAC 1319	Substance Related and Addictive Disorders	3
DAAC 1304	Pharmacology of Addiction	3
DAAC 2306	Substance Abuse Prevention I	3

Subtotal: 9

Second Semester

DAAC 1317	Basic Counseling Skills	3
DAAC 2353	Substance Abuse Prevention II	3
SOCW 2361	Introduction to Social Work	3
DAAC 1380	Cooperative Education:	3

Subtotal: 12

DAAC 1380: 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.

Total: 21

◆ Core curriculum course

Ω Indicates course with optional Honors contract

Nursing

Bachelor of Science Nursing Program

Lee College does not grant nursing baccalaureate degrees; however, our students' articulation into Lamar University RN-BSN tracks are facilitated. Students interested in the RN-BSN track upon completion of Lee's ADN program should contact the Nursing Admission Office for more information on current RN-BSN articulation agreements.

Lamar University Texas Tech University
Chamberlain University School of Nursing
UTMB-Galveston School of Nursing

Nursing - Transitional Entry - TN2, AAS

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

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

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

Lee College Nursing Division is committed to lifelong learning and encourages students to continue their education. Lee College Nursing Division has articulation agreements for RN-BSN programs with Lamar University, Texas Tech Health Sciences Center, Texas Women's University and Chamberlain University. Once the Associate Degree Nursing graduate passes the NCLEX-RN exam, they are eligible to transition to a BSN program. Articulation agreements make this transition seamless. Students interested in pursuing RN-BSN programs should contact the nursing admissions or the counseling office for more information.

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

A current Texas LVN license, in good standing with the Texas Board of Nursing, is required.

Applications for the Nursing program are available online at www.lee.edu/nursing. Deadlines and details of the

application process and admissions requirements are listed on the Nursing application.

Transitional Entry Prerequisites:

All academic courses with the exception of Creative Arts/Language, Philosophy, and Culture (LPC) must be completed for the student to be eligible for admission to RNSG 2307. It is recommended that the * courses be taken prior to program admission. Once admitted into the program, all courses must be taken in the sequence listed at the time of admission. If any RNSG course must be repeated, the lab/clinical corresponding course must be repeated also. All RNSG courses must be completed within 5 years of awarding degree.

Program Requirements

First Semester

BIOL 2401	Human Anatomy and Physiology I ♦	4
ENGL 1301	English Composition I ♦	3
PSYC 2301	Introduction to Psychology ♦	3
		Subtotal: 10

Second Semester

BIOL 2402	Human Anatomy and Physiology II ♦	4
ENGL 1302	English Composition II ♦	3
PSYC 2314	Life Span Growth and Development	3
	Creative Arts/Language, Philosophy and Culture ♦	3
		Subtotal: 13

Creative Arts/Language, Philosophy and Culture: This concept may be taken after admission to the program.

Third Semester

BIOL 2421	Microbiology ♦	4
RNSG 1413	Foundations for Nursing Practice	4
RNSG 1205	Nursing Skills I	2
RNSG 1261	Clinical - Registered Nursing/Registered Nurse	2
RNSG 2307	Adaptation to Role of Professional Nurse	3
		Subtotal: 15

RNSG 1413, RNSG 1205 and RNSG 1261: Waiver allowed upon completion of RNSG 1343, RNSG 1262, RNSG 2201, and RNSG 2161

Fourth Semester

RNSG 1343	Complex Concepts of Adult health	3
RNSG 1262	Clinical - Registered Nursing/Registered Nurse	2
RNSG 2201	Care of Children and Families	2
RNSG 2161	Clinical - Registered Nursing/Registered Nurse	1
		Subtotal: 8

RNSG 1343, RNSG 1262, RNSG 2201 and RNSG 2161: Waiver is given for RNSG 1205, RNSG 1261, RNSG 1413.

Fifth Semester

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

Subtotal: 6

Sixth Semester

RNSG 2432	Enhanced Concepts of Adult Health I	4
RNSG 2263	Clinical- Nursing Registered Nurse Training	2
RNSG 2221	Professional Nursing: Leadership and Management	2

Subtotal: 8

RNSG 2221: 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.

Total: 60

Nursing Program - AD2, AAS

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

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

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

Lee College Nursing Division is committed to lifelong learning and encourages students to continue their education. Lee College Nursing Division has articulation agreements for RN-BSN programs with Lamar University, Texas Tech Health Sciences Center, Texas Women's University and Chamberlain University. Once the Associate Degree Nursing graduate passes the NCLEX-RN exam, they are eligible to transition to a BSN program. Articulation agreements make this transition seamless. Students interested in pursuing RN-BSN programs should contact the nursing admissions or the counseling office for more information.

Students are required to make application to Lee College before applying to the nursing program. Students are responsible for furnishing official transcript(s) to the Admissions and Records Office. Nursing applicant transcripts are evaluated during the application review and selection process. Students who have foreign transcripts should plan extended time for transcript evaluation. Applications for the Nursing program are available online at www.lee.edu/nursing. Deadlines and details of the

application process and admissions requirements are listed on the Nursing application.

It is recommended that the * courses are taken prior to program admission. Once admitted into the program, all courses must be taken in the sequence listed at the time of admission. If any RNSG course must be repeated, the lab/clinical corresponding course must be repeated also. All nursing prefix courses must be completed within 5 years of awarding degree. (Note: Pharmacology is excluded from the 5 year requirement once the student is admitted to the nursing program and if the student remains continuously enrolled in the Nursing Program; otherwise the 5 year RNSG rule will apply).

Program Requirements

First Semester Prerequisites

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

Subtotal: 13

Second Semester

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

Subtotal: 15

Third Semester

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

Subtotal: 12

Fourth Semester

RNSG 1251	Care of the Childbearing Family	2
RNSG 1162	Clinical - Registered Nursing/Registered Nurse	1
RNSG 2213	Mental Health Nursing	2
RNSG 2160	Clinical: Nursing Registered Nurse Training	1
	Creative Arts/Language, Philosophy and Culture♦	3
ENGL 1302	English Composition II♦	3

Subtotal: 12

Fifth Semester

RNSG 2432	Enhanced Concepts of Adult Health I	4
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RNSG 2263	Clinical- Nursing Registered Nurse Training	2
RNSG 2221	Professional Nursing: Leadership and Management	2
		Subtotal: 8

RNSG 2221: 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.

Total: 60

Vocational Nursing - VN1, Certificate of Completion

The purpose of the Vocational Nursing Program is to prepare individuals to use a systematic problem-solving process to function within the nurse's legal and ethical scope of practice while safely providing quality care and demonstrate the Differentiated Essential Competencies of Graduates of Texas Nursing Programs (DECs). The Vocational Nursing Program is accredited by Texas Board of Nursing (BON).

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.

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

A copy of a state accredited high school transcript with the graduation date or GED certificate is required to be attached to your Nursing application before the candidate review. Foreign high school transcripts must be evaluated for U.S. high school equivalency.

Applications for the VN program are available online at www.lee.edu/nursing. Deadlines and details of the application process and admissions requirements are listed on the Nursing application.

Program Requirements

First Semester - Prerequisites

BIOL 2404	The Human Body♦	4
HITT 1305	Medical Terminology I	3
		Subtotal: 7

Second Semester

VNSG 1423	Basic Nursing Skills	4
VNSG 1304	Foundation of Nursing	3
VNSG 1331	Pharmacology	3
VNSG 1227	Essentials of Medication Administration	2
VNSG 1161	Clinical - Licensed Practical/Vocational Nurse Training	1
		Subtotal: 13

Third Semester

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
		Subtotal: 15

Fourth Semester

VNSG 1330	Maternal- Neonatal Nursing	3
VNSG 1219	Leadership and Professional Development	2
VNSG 2431	Advanced Nursing Skills	4
VNSG 2361	Clinical - Licensed Practical/Vocational Nurse Training	3
		Subtotal: 12

VNSG 2361: 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.

Total: 47

♦ Core curriculum course

Ω Indicates course with optional Honors contract

Paralegal

Paralegal Studies - PA2, AAS

Paralegals (also called "Legal Assistants") work under the supervision of an attorney and assist in the delivery of legal services. They do substantive legal work the supervising attorney would otherwise do; however, paralegals are not attorneys. Paralegals generally may not provide legal services directly to the public, except as permitted by law. Paralegals are important members of the legal service team. They perform such functions as interviewing clients and witnesses, drafting legal documents, conducting legal research, and attending depositions and court hearings. Paralegals are found in a number of work settings, including law offices, government agencies, and corporate offices. This program is approved by the American Bar Association.

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

Program Requirements

First Semester

ENGL 1301	English Composition I♦	3
ACNT 1303	Introduction to Accounting I♦	3
BCIS 1305	Business Computer Applications♦	3
SPCH 1321	Business and Professional Communication♦	3
POFT 1328	Business Presentations	3
		Subtotal: 15

Second Semester

LGLA 1307	Introduction to Law and the Legal Professions	3
LGLA 1219	Paralegal Ethics	2
LGLA	Elective	3
ENGL 1302	English Composition II♦	3
GOVT 2305	Federal Government♦	3
		Subtotal: 14

Third Semester

LGLA 1355	Family Law	3
LGLA 2309	Real Property	3
LGLA 1353	Wills, Trusts and Probate Administration	3
LGLA	Elective	3
	Life and Physical Sciences Elective	3
	Or	
MATH	Elective	3
	And	
	Free elective♦	1
		Subtotal: 16

LGLA Elective: LGLA 2388 Internship or see elective list

• Fourth Semester

LGLA 1301	Legal Research and Writing	3
LGLA 1345	Civil Litigation	3

LGLA	Elective	3
LGLA 2333	Advanced Legal Document Preparation	3
	Or	
LGLA 2389	Internship: Legal Assistant/Paralegal	3
	Creative Arts/Language, Philosophy and Culture Elective♦	3

Subtotal: 15

LGLA Elective: See elective list

LGLA Capstone: LGLA 2333 Advanced Legal Document Preparation or LGLA 2389 Internship

LGLA 2333 or LGLA 2389: 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.

Legal elective to be chosen from:

LGLA 1317	Law Office Technology	3
LGLA 1343	Bankruptcy	3
LGLA 1351	Contracts	3
LGLA 2303	Torts and Personal Injury Law	3
LGLA 2305	Interviewing and Investigating	3
LGLA 2307	Law Office Management	3
LGLA 2311	Business Organizations	3
LGLA 2313	Criminal Law and Procedure	3
LGLA 2323	Intellectual Property	3
LGLA 2331	Advanced Legal Research and Writing	3
LGLA 2337	Mediation	3
LGLA 2388	Internship: Legal Assistant/Paralegal	3

Total: 60

Legal Support Staff - LS1, Certificate of Completion

Program Requirements

First Semester

ENGL 1301	English Composition I♦	3
ACNT 1303	Introduction to Accounting I	3
BCIS 1305	Business Computer Applications♦	3
SPCH 1321	Business and Professional Communication♦	3
POFT 1328	Business Presentations	3
		Subtotal: 15

Second Semester

LGLA 1307	Introduction to Law and the Legal Professions	3
LGLA 1219	Paralegal Ethics	2
LGLA	Elective	3
ENGL 1302	English Composition II♦	3
GOVT 2305	Federal Government♦	3

Subtotal: 14

Total: 29

Paralegal Studies - PA1, Certificate of Completion

Prerequisite: Baccalaureate degree or junior standing in a baccalaureate degree program.

Program Requirements

First Semester (9 SCH)

LGLA 1301	Legal Research and Writing	3
LGLA 1307	Introduction to Law and the Legal Professions	3
LGLA 2303	Torts and Personal Injury Law	3

LGLA 1301: Legal specialty course

Subtotal: 9

Second Semester (9 SCH)

LGLA 1345	Civil Litigation	3
LGLA 2309	Real Property	3
LGLA	Elective	3

LGLA 1345: Legal specialty course

Subtotal: 9

Third Semester (6 SCH)

LGLA	Elective	3
LGLA 2333	Advanced Legal Document Preparation Or	3
LGLA 2389	Internship: Legal Assistant/Paralegal	3

Subtotal: 6

Total: 24

LGLA 2333:

1. Capstone course must be taken in the last semester of course work.
2. Legal specialty course.
3. Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

NOTE: 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.

LGLA Electives Online:

LGLA 1351	Contracts	3
LGLA 1353	Wills, Trusts and Probate Administration	3
LGLA 1355	Family Law	3
LGLA 2313	Criminal Law and Procedure	3
LGLA 2388	Internship: Legal Assistant/Paralegal	3

Pipefitting

Pipefitting Technology - PF2, AAS

Program Requirements

First Semester

PFPB 1350	Plumbing and Pipefitting Equipment and Safety	3
WLDG 1323	Welding Safety, Tools, and Equipment	3
PFPB 1408	Basic Pipefitting Skills	4
TECM 1301	Industrial Mathematics	3
BCIS 1305	Business Computer Applications♦	3
	Life and Physical Sciences/Mathematics♦	3-4

Subtotal: 16-17

Second Semester

SPCH	Oral Communication♦	3
PFPB 1305	Basic Blueprint Reading for Pipefitters	3
PFPB 2407	Pipe Fabrication and Installation I	4
ENGL	Communication♦	3
	Creative Arts/Language, Philosophy and Culture♦	3

Subtotal: 16

Third Semester

PFPB 2408	Piping Standards and Materials	4
PFPB 2310	Intermediate Blueprint Reading for Pipefitters	3
PFPB 2441	Pipe Fabrication and Installation II	4
	Elective	4

Subtotal: 15

Fourth Semester

PFPB 2343	Advanced Pipe Practices	3
SBS/HIST/GOVT PS	Social/Behavioral Sciences/History/Government Elective♦	3
PFPB 2449	Field Measuring, Sketching, and Layout	4
	Elective	3

Subtotal: 13

PFPB 2343: Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

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

Total: 60-61

Pipefitter Helper - PH1, Certificate of Completion

Program Requirements

First Semester

PFPB 1350	Plumbing and Pipefitting Equipment and Safety	3
WLDG 1323	Welding Safety, Tools, and Equipment	3
PFPB 1408	Basic Pipefitting Skills	4

Subtotal: 7

Second Semester

PFPB 1305	Basic Blueprint Reading for Pipefitters	3
PFPB 2407	Pipe Fabrication and Installation I	4

Subtotal: 7

Third Semester

PFPB 2310	Intermediate Blueprint Reading for Pipefitters	3
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Subtotal: 3

PFPB 2310: 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.

Total: 17

Pipefitting Technology - PF1, Certificate of Completion

Program Requirements

First Semester

PFPB 1350	Plumbing and Pipefitting Equipment and Safety	3
WLDG 1323	Welding Safety, Tools, and Equipment	3
PFPB 1408	Basic Pipefitting Skills	4

Subtotal: 7

Second Semester

PFPB 1305	Basic Blueprint Reading for Pipefitters	3
PFPB 2407	Pipe Fabrication and Installation I	4

Subtotal: 7

Third Semester

PFPB 2408	Piping Standards and Materials	4
PFPB 2310	Intermediate Blueprint Reading for Pipefitters	3
PFPB 2441	Pipe Fabrication and Installation II	4

Subtotal: 11

Fourth Semester

PFPB 2343 Advanced Pipe Practices 3

Subtotal: 3

PFPB 2343: 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.

Total: 28

◆ Core curriculum course

Ω Indicates course with optional Honors contract

Process Technology

Process Technology - PT2, AAS

Process Technology is a program that prepares individuals to apply scientific principles and technical skills to the operation of chemical processing equipment in industries such as chemical manufacturing, petroleum refining, gas processes, pipeline operations, pharmaceutical manufacturing, food processing, paper and pulp industries, and waste water treatment. Includes instruction in mathematics, chemistry, and physics; computer applications; process instrumentation; principles of quality, safety, health and environment, chemical and refinery plant operations, equipment, systems, troubleshooting; and applications to specific industries. (Process Operator, Process Technician, Chemical Operator, Operator, Laboratory Technician, and Research Technician).

Program Requirements

First Semester

PTAC 1302	Introduction to Process Technology	3
PTAC 1410	Process Technology I: Equipment	4
TECM	Technical Math Or	3
MATH	Math♦	3
PTAC 1332	Process Instrumentation I Elective♦	3 3
		Subtotal: 16

Second Semester

ENGL	Communication♦	3
PTAC 1308	Safety, Health, and Environment I	3
PTAC 2420	Process Technology II: Systems	4
	Social Behavioral Science/History/Government Political Science♦	3
SCIT 1414	Applied General Chemistry I	4
		Subtotal: 17

Third Semester

SPCH	Oral Communication♦	3
PTAC 2314	Principles of Quality	3
PTAC 2438	Process Technology III: Operations	4
PTAC 2346	Process Troubleshooting	3
		Subtotal: 13

Fourth Semester

	Creative Arts/Language, Philosophy and Culture♦	3
	Physics Elective	4
CTEC 2445	Unit Operations	4
ENGT 2310	Introduction to Manufacturing Processes	3

Subtotal: 14

CTEC 2445: 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.

*Approved Electives: Technical electives include: PTAC 2486 Internship others approved by Division Chair.

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

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

Total: 60

Process Technology PT1, Certificate of Completion

Program Requirements

First Semester

PTAC 1302	Introduction to Process Technology	3
PTAC 1410	Process Technology I: Equipment	4
PTAC 1332	Process Instrumentation I	3
SCIT 1414	Applied General Chemistry I	4
		Subtotal: 14

Second Semester

PTAC 1308	Safety, Health, and Environment I	3
PTAC 2420	Process Technology II: Systems	4
PTAC 2314	Principles of Quality	3
TECM	Elective Or	3
MATH	Elective	3
		Subtotal: 13

Third Semester

PTAC 2346	Process Troubleshooting	3
PTAC 2438	Process Technology III: Operations	4
		Subtotal: 7

Approved Program Electives: PTAC 2486 Internship, others approved by Division Chair.

Note: Students must complete 50% of Technical Courses at Lee in order to receive a certificate or AAS degree.

Total: 34

♦ Core curriculum course

Ω Indicates course with optional Honors contract

Professional Administrative

Administrative Technology - OT2, AAS

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

Program Requirements

First Semester

ENGL 1301	English Composition I♦	3
ACNT 1303	Introduction to Accounting I	3
BCIS 1305	Business Computer Applications♦	3
SPCH 1321	Business and Professional Communication♦	3
POFT 1328	Business Presentations	3
		Subtotal: 15

Second Semester

	Creative Arts/Language, Philosophy and Culture♦	3
POFI 2301	Word Processing	3
POFT 2203	Speed and Accuracy Building	2
POFT 1291	Special Topics in Business Communications	2
	Social/Behavioral Sciences♦	3
POFT 1325	Business Math Using Technology	3
		Subtotal: 16

Third Semester

ACNT 1311	Introduction to Computerized Accounting	3
POFT 1220	Job Search Skills	2
POFT 1392	Special Topics in Administrative Assistant/Secretarial Science, General	3
POFT 1366	Practicum (or Field Experience): General Office Occupations and Clerical Services	3
	Or Non Major Elective	3
	Life and Physical Sciences/Mathematics♦	3-4
		Subtotal: 14-15

Fourth Semester

POFI 1349	Spreadsheets	3
POFI 2350	Databases	3

POFT 2331	Administrative Project Solutions	3
POFI 1391	Special Topics in Information Processing/Data Entry Technician	3
	Non Major Elective	3
	Or	
POFT 2366	Practicum (or Field Experience) - General Office Occupations and Clerical Services	3

Subtotal: 15
Total: 60-61

Non Major Elective Choices:

Health Information Technology:

HITT 1301	Health Data Content and Structure	3
HITT 1305	Medical Terminology I	3
HITT 1353	Legal and Ethical Aspects of Health Information	3

Logistics and Materials Management:

LMGT 1319	Introduction to Business Logistics	3
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Accounting:

ACCT 2401	Principles of Accounting I - Financial	4
ACNT 1331	Federal Income Tax: Individual	3

Business Management:

BMGT 1325	Office Management	3
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Legal Assistant/Paralegal:

LGLA 1307	Introduction to Law and the Legal Professions	3
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Criminal Justice:

CRIJ 1301	Introduction to Criminal Justice	3
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Administrative Technology I - OA1, Certificate of Completion

Administrative Technology I, II, and III

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

The ability to type 30-35 words per minute is recommended for POFT 2301; POFT 1227 should be taken before taking this course if the student's typewriting speed is less than 30 words per minute.

Program Requirements

First Semester

BCIS 1305	Business Computer Applications♦	3
POFT 1291	Special Topics in Business Communications	2
POFT 1328	Business Presentations	3
POFT 1325	Business Math Using Technology	3
POFT 2203	Speed and Accuracy Building	2
POFI 2301	Word Processing	3
Subtotal: 16		
Total: 16		

Administrative Technology II - AA1, Certificate of Completion

Administrative Technology I, II, and III

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

The ability to type 30-35 words per minute is recommended for POFT 2301; POFT 1227 should be taken before taking this course if the student's typewriting speed is less than 30 words per minute.

Program Requirements

First Semester

BCIS 1305	Business Computer Applications♦	3
POFT 1291	Special Topics in Business Communications	2
POFT 1328	Business Presentations	3
POFT 1325	Business Math Using Technology	3
POFT 2203	Speed and Accuracy Building	2
POFI 2301	Word Processing	3
Subtotal: 16		

Second Semester

ACNT 1303	Introduction to Accounting I	3
POFT 1220	Job Search Skills	2
POFT 1392	Special Topics in Administrative Assistant/Secretarial Science, General	3
POFT 1366	Practicum (or Field Experience): General Office Occupations and Clerical Services Or Non Major Elective	3
POFI 2350	Databases	3
Subtotal: 14		
Total: 30		

Administrative Technology III -

O21, Certificate of Completion

Administrative Technology I, II, and III

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

The ability to type 30-35 words per minute is recommended for POFT 2301; POFT 1227 should be taken before taking this course if the student's typewriting speed is less than 30 words per minute.

Program Requirements

First Semester

BCIS 1305	Business Computer Applications♦	3
POFT 1291	Special Topics in Business Communications	2
POFT 1328	Business Presentations	3
POFT 1325	Business Math Using Technology	3
POFT 2203	Speed and Accuracy Building	2
POFI 2301	Word Processing	3
Subtotal: 16		

Second Semester

ACNT 1303	Introduction to Accounting I	3
POFT 1220	Job Search Skills	2
POFT 1392	Special Topics in Administrative Assistant/Secretarial Science, General	3
POFT 1366	Practicum (or Field Experience): General Office Occupations and Clerical Services Or Non Major Elective	3
POFI 2350	Databases	3
Subtotal: 14		

Third Semester

POFI 1349	Spreadsheets	3
POFI 1391	Special Topics in Information Processing/Data Entry Technician	3
POFT 2331	Administrative Project Solutions	3
ACNT 1311	Introduction to Computerized Accounting Or	3
POFT 2366	Practicum (or Field Experience) - General Office Occupations and Clerical Services	3
Subtotal: 12		
Total: 42		

Basic Business Skills - BB1,

Certificate of Completion

Program Requirements

First Semester

ENGL 1301	English Composition I ♦	3
ACNT 1303	Introduction to Accounting I	3
ACCT 2401	Or Principles of Accounting I - Financial	4
BCIS 1305	Business Computer Applications ♦	3
SPCH 1321	Business and Professional Communication ♦	3
POFT 1328	Business Presentations	3

Subtotal: 15-16

♦ Core curriculum course

Ω Indicates course with optional Honors contract

Safety Management

Safety Management Technology - SM2, AAS

This program prepares the students to enter the workplace as HAZMAT maintenance technicians, occupational health and safety specialists, chemical safety technicians, inspectors, or quality control technicians.

Program Requirements

First Semester

OSHT 1301	Introduction to Safety and Health	3
OSHT 1309	Physical Hazards Control	3
OSHT 1313	Accident Prevention, Inspection, and Investigation	3
TECM 1341	Technical Algebra Or	3
TECM 1349	Technical Math Applications	3
SCIT 1414	Applied General Chemistry I	4

Subtotal: 16

Second Semester

OSHT 1316	Material Handling	3
OSHT 1321	Fire Protection Systems	3
PTAC 2314	Principles of Quality	3
OSHT 2309	Safety Program Management	3
OSHT 2401	OSHA Regulations: General Industry	4

Subtotal: 16

OSHT 2401: 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.

Third Semester

BMGT	Elective	3
SPCH	Oral Communication♦	3
	Technical Elective	3
	Humanities/Creative Arts/Language, Philosophy and Culture♦	3
SBS/HIST/GOVT PS	Social Behavioral Science/History/Government Political Science♦	3

Subtotal: 15

Fourth Semester

BMGT	Elective	3
ENGL	Communication Social Behavioral Science/History/Government Political Science♦	3
X3XX	Technical Elective	3
X4XX	Life and Physical Sciences/Mathematics	4

Subtotal: 13

Approved Program Electives: PTAC, BMGT, and others approved by Division Chair.

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

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

Total: 60

Safety Management Technology - SM1, Certificate of Completion

Program Requirements

First Semester

OSHT 1301	Introduction to Safety and Health	3
OSHT 1309	Physical Hazards Control	3
OSHT 1313	Accident Prevention, Inspection, and Investigation	3
TECM 1341	Technical Algebra Or	3
TECM 1349	Technical Math Applications	3
SCIT 1414	Applied General Chemistry I	4

Subtotal: 16

Second Semester

OSHT 1316	Material Handling	3
OSHT 1321	Fire Protection Systems	3
PTAC 2314	Principles of Quality	3
OSHT 2309	Safety Program Management	3
OSHT 2401	OSHA Regulations: General Industry	4

Subtotal: 16

OSHT 2401: Capstone Course

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

Note: Student must complete 50% of Technical courses at Lee College in order to receive a certificate or AAS degree. The CAPSTONE experience must be completed at Lee College.

Total: 32

♦ Core curriculum course

Ω Indicates course with optional Honors contract

Welding

Industrial Welding Technology - WE2, AAS

Program Requirements

First Semester			
WLDG 1200	Introduction to Welding		2
WLDG 1323	Welding Safety, Tools, and Equipment		3
PFPB 1350	Plumbing and Pipefitting Equipment and Safety		3
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)		4
TECM 1301	Industrial Mathematics		3
ENGL	Communication♦		3
			Subtotal: 15
Second Semester			
WLDG 1313	Introduction to Blueprint Reading for Welders		3
WLDG 1430	Introduction to Gas Metal Arc Welding (GMAW)		4
WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)		4
SPCH	Oral Communication♦		3
	Creative Arts/Language, Philosophy and Culture♦		3
			Subtotal: 17
Third Semester			
WLDG 1337	Introduction to Welding Metallurgy		3
WLDG 1434	Introduction to Gas Tungsten Arc Welding (GTAW)		4
WLDG 1435	Introduction to Pipe Welding		4
	Life and Physical Sciences/Mathematics♦		3-4
			Subtotal: 14-15
Fourth Semester			
WLDG 1312	Introduction to Flux Cored Arc Welding		3
WLDG 2451	Advanced Gas Tungsten Arc Welding (GTAW)		4
WLDG 2453	Advanced Pipe Welding		4
	Social Behavioral Science/History/Government PS♦		3
			Subtotal: 14

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

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

♦ Core curriculum course.

Total: 60-61

Welding Helper-WH1 Certificate of Completion

This Certificate of Completion is pending THECB approval.

Program Requirements

First Semester			
WLDG 1323	Welding Safety, Tools, and Equipment		3
PFPB 1350	Plumbing and Pipefitting Equipment and Safety		3
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)		4
			Subtotal: 7
Second Semester			
WLDG 1200	Introduction to Welding		2
WLDG 1313	Introduction to Blueprint Reading for Welders		3
WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)		4
			Subtotal: 9
			Total: 16

Welding Inspection Technology - WI1, Certificate of Completion

Program Requirements

First Semester			
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
			Subtotal: 14
Second Semester			
NDTE 2411	Preparation for Certified Welding Inspector Exam		4
WLDG 1327	Welding Codes		3
NDTE 1405	Introduction to Ultrasonics		4
	Elective		3-4
			Subtotal: 14-15

NDTE 2411: 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.

Electives:		
BCIS 1305	Business Computer Applications♦	3
WLDG 1312	Introduction to Flux Cored Arc Welding	3
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
		Total: 28-29

Welding Technology - WE1, Certificate of Completion

Program Requirements

First Semester		
WLDG 1200	Introduction to Welding	2
WLDG 1323	Welding Safety, Tools, and Equipment Or	3
PFPB 1350	Plumbing and Pipefitting Equipment and Safety	3
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
		Subtotal: 9
Second Semester		
WLDG 1313	Introduction to Blueprint Reading for Welders	3
WLDG 1430	Introduction to Gas Metal Arc Welding (GMAW)	4
WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)	4
		Subtotal: 11
Third Semester		
WLDG 1337	Introduction to Welding Metallurgy	3
WLDG 1434	Introduction to Gas Tungsten Arc Welding (GTAW)	4
WLDG 1435	Introduction to Pipe Welding	4
		Subtotal: 11
Fourth Semester		
WLDG 1312	Introduction to Flux Cored Arc Welding	3
WLDG 2451	Advanced Gas Tungsten Arc Welding (GTAW)	4
WLDG 2453	Advanced Pipe Welding	4
		Subtotal: 11
<i>WLDG 2451: 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.</i>		
		Total: 42

♦ Core curriculum course

Ω Indicates course with optional Honors contract

Main Campus Courses

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.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 3

ACCT 2402 - Principles of Accounting II - Managerial

This course emphasizes managerial accounting concepts, including a study of cost behavior, budgeting, cost-volume profit analysis, manufacturing cost accounting, variance analysis, and cost controls. Tax and management decisions, cash 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.

Prerequisite: ACCT 2401

Lecture Hours: 3, Lab Hours: 3

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.

Prerequisite: ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 0

ACNT 1311 - Introduction to Computerized Accounting

Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package using Quickbooks.

Prerequisite: ENRD 401 or equivalent.

Lecture Hours: 2, Lab Hours: 2

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 using Excel.

Prerequisite: ENRD 401 or equivalent.

Lecture Hours: 2, Lab Hours: 2

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.

Prerequisite: ACCT 2401, ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 0

ACNT 1331 - Federal Income Tax: Individual

A study of the federal tax law for preparation of individual income tax returns.

Prerequisite: ENRD 401 or equivalent.

Lecture Hours: 3, Lab Hours: 0

ACNT 2189 - Internship Accounting

A work-based learned experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Prerequisite: ACNT 2303

Lecture Hours: 0, Lab Hours: 0

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.

Prerequisite: ACNT 2303.

Lecture Hours: 3, Lab Hours: 0

ACNT 2303 - Intermediate Accounting I

Analysis of generally accepted accounting principles, concepts, and theory underlying the preparation of financial statements.

Prerequisite: ACCT 2402. Offered: Fall Semester. Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: ACNT 2303. Offered: Spring Semester.

Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: ACCT 2402. Offered: Fall Semester.

Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: ACCT 2401

Lecture Hours: 0, Lab Hours: 0

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.

Prerequisite: ACCT 2402.

Lecture Hours: 0, Lab Hours: 0

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.

Prerequisite: ACNT 2303

Lecture Hours: 0, Lab Hours: 0

ARCE 1403 - Architectural Materials and Methods of Construction

Properties, specifications, vendors references, and uses of materials as related to architectural systems of structures.

Prerequisite: ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 3

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.

Prerequisite: ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 3

ARCH 1301 - Architectural History I

Part one of a survey of the history of world architecture from pre-history to the present. This course focuses on the period from pre-history up to at least the 14th Century. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB) Student Performance Criteria: A.7 History and Global Culture.

Prerequisite: ENRD 401 or equivalent, MATH 320 or equivalent

Lecture Hours: 3, Lab Hours: 0

ARCH 1302 - Architectural History II

Part two of a survey of the history of world architecture from pre-history to the present. This course focuses on the period of neo-classicism up to the modern era. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB) Student Performance Criteria: A.7 History and Global Culture.

Prerequisite: ENRD 401 or equivalent, MATH 320 or equivalent

Lecture Hours: 3, Lab Hours: 0

ARCH 1303 - Architectural Design I

An introductory studio providing foundation in the conceptual, perceptual, and manual skills necessary for two-dimensional and three-dimensional design. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB) Student Performance Criteria: A.1 Professional Communication Skills A.2 Design Thinking Skills

Prerequisite: ENRD 401 or equivalent

Pre/Corequisites: ARCH 1311
Lecture Hours: 2, Lab Hours: 4

ARCH 1304 - Architectural Design II

Creative problem solving and presentation of principles, concepts and ideas as applied to introductory architectural projects. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB) Student Performance Criteria: A.1 Professional Communication Skills A.2 Design Thinking Skills A.4 Architectural Design Skills
Prerequisite: ARCH 1403, ENRD 401 or equivalent
Lecture Hours: 2, Lab Hours: 4

ARCH 1307 - Architectural Graphics I

Introduction to basic drawing methods and tools. Exploration of techniques available for the design process with emphasis on two-dimensional and three-dimensional composition. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB) Student Performance Criteria: A.1 Professional Communication Skills
Prerequisite: ENRD 401 or equivalent, MATH 0100 or equivalent
Lecture Hours: 2, Lab Hours: 4

ARCH 1308 - Architectural Graphics II

Continuation of the study, methodology, and production of architectural drawings. Exploration of techniques available for the design process with emphasis on three-dimensional composition both analog and digital. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB) Student Performance Criteria: A.1 Professional Communication Skills A.5 Ordering Systems
Prerequisite: ARCH 1307, ENRD 401 or equivalent
Lecture Hours: 2, Lab Hours: 4

ARCH 1311 - Introduction to Architecture

An introduction to architecture that explores the practices, principles, and wider context of architecture and design. Focuses on the role of architecture in society, culture, and the broader physical context of the built environment. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB) Student Performance Criteria: A.8 Cultural Diversity and Social Equity D.1 Stakeholder Roles in Architecture.
Prerequisite: ENRD 401 or equivalent
Lecture Hours: 3, Lab Hours: 0

ARCH 1315 - Architectural Computer Graphics

Effective use of representational media, computer aided

design, and digital media to engage formal, organizational, and environmental principles. Emphasis on the appropriate media to inform two-dimensional and three-dimensional design based upon the conventions of architectural graphic communication. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB) Student Performance Criteria: A.1 Professional Communication Skills.
Pre/Corequisites: ARCH 1311
Lecture Hours: 2, Lab Hours: 4

ARCH 2301 - Architectural Freehand Drawing I

Development of freehand drawing skills in architecture. Methods and skills, including emphasis on principles of light, shade, scale, proportion, line, and tonal quality for exploring and developing conceptual ideas and for clear graphic presentations. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB) Student Performance Criteria: A.1 Professional Communication Skills A.4 Architecture Design Skills
Prerequisite: ENRD 401 or equivalent, MATH 0100 or equivalent
Lecture Hours: 2, Lab Hours: 4

ARCH 2302 - Architectural Freehand Drawing II

Advanced freehand design drawing skills in architecture. Emphasis is on using freehand techniques in visual thinking and analysis. Development of conceptual ideas for clear graphic presentations. Course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB) Student Performance Criteria: A.1 Professional Communication Skills A.4 Architecture Design Skills.
Prerequisite: ENRD 401 or equivalent, MATH 0100 or equivalent
Pre/Corequisites: ARCH 2301
Lecture Hours: 2, Lab Hours: 4

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.
Prerequisite: ENRD 401 or equivalent
Pre/Corequisites: BCIS 1305
Lecture Hours: 3, Lab Hours: 3

ARTC 1453 - Computer Illustration

Use of the tools and transformation options of an industry standard vector drawing program to create complex illustrations or drawing.
Prerequisite: ENRD 401 or equivalent
Pre/Corequisites: COSC 1301 or BCIS 1305

Lecture Hours: 3, Lab Hours: 3

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.

Prerequisite: ENRD 401 or equivalent

Pre/Corequisites: BCIS 1305

Lecture Hours: 3, Lab Hours: 3

ARTS 1301 - Art Appreciation

A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts.

Lecture Hours: 3, Lab Hours: 0

ARTS 1303 - Art History I (Prehistoric to the 14th century)

A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century.

Lecture Hours: 3, Lab Hours: 0

ARTS 1304 - Art History II (14th Century to the present)

A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 0

ARTS 1311 - Design I (2-dimensional)

An introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design.

Lecture Hours: 2, Lab Hours: 4

ARTS 1312 - Design II (3-dimensional)

An introduction to the fundamental terminology, concepts, theory, and application of three-dimensional design.

Pre/Corequisites: READ 300/REBR 300, ESOL 310, or equivalent Personal Enrichment Option

Lecture Hours: 2, Lab Hours: 4

ARTS 1316 - Drawing I

A foundation studio course exploring drawing with emphasis on descriptive, expressive and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline.

Lecture Hours: 2, Lab Hours: 4

ARTS 1317 - Drawing II

A studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline.

Prerequisite: ARTS 1316

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 2, Lab Hours: 4

ARTS 2313 - Graphic Design

Studio course that introduces basic objectives, principles, and methods used in graphic design. The course focuses on creativity, aesthetic judgment, and critical-thinking skills to expand conceptual solutions within the realm of contemporary graphic design.

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 2, Lab Hours: 4

ARTS 2316 - Painting I

Studio art course that introduces the fundamental principles, materials, and techniques of painting.

Lecture Hours: 2, Lab Hours: 4

ARTS 2317 - Painting II

Studio art course that introduces the fundamental principles, materials, and techniques of painting.

Prerequisite: ARTS 2316

Pre/Corequisites: ENRD 100 or equivalent.

Lecture Hours: 2, Lab Hours: 4

ARTS 2323 - Life Drawing

Studio art course that introduces the analytic study of the human form and the figure's potential for compositional and expressive use in drawing.

Prerequisite: ARTS 1316

Pre/Corequisites: READ 300/REBR 300, ESOL 310, or equivalent.

Lecture Hours: 2, Lab Hours: 4

ARTS 2326 - Sculpture

A studio art course that introduces the materials, processes, and issues pertaining to the making of three-dimensional object and environments. The course explores the use of varied materials and techniques along with the formal and conceptual principles that form the basis of contemporary sculpture.

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 2, Lab Hours: 4

ARTS 2333 - Printmaking

A studio art course that introduces the materials, processes, and concepts pertaining to traditional and contemporary printmaking. The course explores the use of varied tools and techniques along with the formal and conceptual principles to create editioned and unique works.

Lecture Hours: 2, Lab Hours: 4

ARTS 2346 - Ceramics I

A studio art course that introduces basic building, throwing, and other techniques as it relates to the design and production of ceramic sculpture and pottery.

Lecture Hours: 2, Lab Hours: 4

ARTS 2347 - Ceramics II

A studio art course that furthers the study of building, throwing, and other techniques as it related to the design and production of ceramic sculpture and pottery.

Prerequisite: ARTS 2346

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 2, Lab Hours: 4

ARTS 2348 - Digital Media

Studio art course that introduces the potential of basic digital media manipulation and graphic creation. The course emphasizes still and time-based media.

Pre/Corequisites: READ 300/REBR 300, ESOL 310, or equivalent.

Lecture Hours: 2, Lab Hours: 4

ARTS 2356 - Photography I (Fine Art Emphasis)

A studio art course that introduces the technical and conceptual basics of photography as a creative medium.

Lecture Hours: 2, Lab Hours: 4

ARTS 2357 - Photography II (Fine Art Emphasis)

A studio art course that furthers the study of the technical and conceptual basics of photography as a creative medium.

Prerequisite: ARTS 2356

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 2, Lab Hours: 4

AUMT 1312 – Basic Automotive Service

Basic automotive service. Includes compliance with safety and hazardous material handling procedures and maintenance of shop equipment.

Lecture Hours: 2, Lab Hours: 2

AUMT 1345 – Automotive Climate Control Systems

Diagnosis and repair of manual/electronic climate control systems. Includes the refrigeration cycle and EPA guidelines for refrigerant handling. May be taught

manufacturer specific.

Lecture Hours: 2, Lab Hours: 2

AUMT 1405 – Introduction to Automotive Technology

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

Lecture Hours: 3, Lab Hours: 2

AUMT 1407 – Automotive Electrical Systems

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

Prerequisite: ENRD 100 or equivalent or Level 1

Certificate

Lecture Hours: 2, Lab Hours: 3

AUMT 1410 – Automotive Brake Systems

Operation and repair of drum/disc type brake systems.

Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. May be taught manufacturer specific.

Lecture Hours: 2, Lab Hours: 3

AUMT-1416 – Automotive Suspension and Steering Systems

Diagnosis and repair of automotive suspension and steering systems including electronically controlled systems. Includes component repair, alignment procedures and tire and wheel service. May be taught manufacturer specific.

Prerequisite: ENRD 100 or equivalent or Level One Certificate

Lecture Hours: 2, Lab Hours: 3

AUMT 1419 – Automotive Engine Repair

Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, and disassembly, repair, and reassembly of the engine. May be taught manufacturer specific.

Lecture Hours: 2, Lab Hours: 3

AUMT 2413- Automotive Drive Train and Axles

A study of automotive clutches, clutch operation devices, manual transmissions/transaxles, and differentials with emphasis on diagnosis and repair. May be taught manufacturer specific.

Lecture Hours: 2, Lab Hours: 2

AUMT 2417 – Automotive Engine Performance Analysis

Theory, operation, diagnosis of drivability concerns, and repair of ignition and fuel delivery systems. Use of current engine performance diagnostic equipment. May be taught manufacturer specific.

Lecture Hours: 2, Lab Hours: 4

AUMT 2434 – Automotive Engine Performance Analysis II

Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems. Includes use of advanced engine performance diagnostic equipment. May be taught manufacturer specific.

Lecture Hours: 2, Lab Hours: 4

AUMT 2437 – Automotive Electronics

Study of electronic principles applied to microcomputers and communication systems. Includes digital fundamentals, and use of electronic test equipment. May be taught manufacturer specific.

Lecture Hours: 2, Lab Hours: 3

AVIM 1371 – Transportation, Traffic and Air Cargo

A study of the interaction of transportation modes to provide efficient transport of passengers and cargo. Emphasis on managerial definition and solution of problems involved at transition/transfer terminals where compatibly scheduled traffic movement is critical.

Prerequisite: ENRD 401 or equivalent

Pre/Corequisite: LMGT 1319

Lecture Hours: 3, Lab Hours: 0

BCIS 1305 – 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, spread sheets, databases, presentation graphics, and business- oriented utilization of the Internet.

Lecture Hours: 2, Lab Hours: 4

BIOL 1308 - Biology for Non-Science Majors I

Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction.

Prerequisite: ENRD 401 or equivalent and MATH 310/MABR 310 or equivalent.

Lecture Hours: 3, Lab Hours: 0

BIOL 1309 - Biology for Non-Science Majors II

This course will provide a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology.

Prerequisite: BIOL 1308, 1408 or 1406 (C or better, or instructor permission)

Pre/Corequisites: ENRD 401 or equivalent and MATH 310 or equivalent

Lecture Hours: 3, Lab Hours: 0

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.

Pre/Corequisites: ENRD 401 or equivalent and MATH 100 or equivalent

Lecture Hours: 3, Lab Hours: 0

BIOL 1406 - General Biology I

Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. Laboratory activities will reinforce the fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Study and examination of the concepts of cytology, reproduction, genetics, and scientific reasoning are included.

Pre/Corequisites: ENRD 401 or equivalent and MATH 100 or equivalent

Lecture Hours: 3, Lab Hours: 3

BIOL 1407 - General Biology II

The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Laboratory activities will reinforce study of the diversity and classification of life, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals.

Prerequisite: BIOL 1406 (C or better)

Pre/Corequisites: ENRD 401 or equivalent and MATH 100 or equivalent

Lecture Hours: 3, Lab Hours: 3

BIOL 1408 - Biology I for Non-Science Majors

This lecture and lab course is a presentation of introductory biological concepts for the non-science major. Topics will include current issues in biology that focus on the chemistry of life, cell structure, function, and reproduction, the principles of genetics, DNA, evolution and natural selection. All topics will address the past and present work of scientists and their contributions to the science field, and the relevance of scientific problem solving to current issues and problems in modern society.

Pre/Corequisites: MATH 100 or equivalent

Lecture Hours: 3, Lab Hours: 3

BIOL 1409 - Biology II for Non-Science Majors

This lecture and lab course is a presentation of introductory biological concepts for the non-science major. Topics will include current issues in biology that focus on evolution, ecology, plant and animal diversity, and physiology. All topics will address the past and present work of scientists and their contributions to the science field, and the relevance of scientific problem solving to current issues and problems in modern society.

Prerequisite: BIOL 1408 or BIOL 1406 (C or better, or instructor permission)

Pre/Corequisites: ENRD 401 or equivalent and MATH 100 or equivalent

Lecture Hours: 3, Lab Hours: 3

BIOL 1411 - General Botany

Fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi. Laboratory activities will reinforce fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi.

Pre/Corequisites: ENRD 401 or equivalent and MATH 100 or equivalent

Lecture Hours: 3, Lab Hours: 3

BIOL 1413 - General Zoology

Fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology. Laboratory activities will reinforce fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity,

phylogeny, and ecology.

Pre/Corequisites: ENRD 401 or equivalent and MATH 100 or equivalent

Lecture Hours: 3, Lab Hours: 3

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.

Prerequisite: ENRD 402 or equivalent; Instructor's consent required to register for this course

Lecture Hours: 1, Lab Hours: 2

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.

Prerequisite: ENRD 402 or equivalent; Instructor's consent.

Lecture Hours: 1, Lab Hours: 4

BIOL 2401 - Human Anatomy and Physiology I

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

Prerequisite: ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 3

BIOL 2402 - Human Anatomy and Physiology II

A continuation of BIOL 2401.

Prerequisite: BIOL 2401 (C or better)

Lecture Hours: 3, Lab Hours: 3

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.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 3

BIOL 2406 - Environmental Biology

Principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research.

Prerequisite: Successful completion of any one of either BIOL 1406, CHEM 1411, or ENVR 1401 is required for admission

Pre/Corequisites: Successful completion or concurrent enrollment in MATH 1314 or MATH 1342 is recommended

Lecture Hours: 3, Lab Hours: 3

BIOL 2416 - Genetics

The study of the principles of molecular and classical genetics and the function and transmission of hereditary material. May include population genetics and genetic engineering.

Prerequisite: Any BIOL course (C or better)

Pre/Corequisites: ENRD 401 or equivalent and MATH 100 or equivalent.

Lecture Hours: 3, Lab Hours: 3

BIOL 2421 - Microbiology

Principles of microbiology, including metabolism, structure, function, genetics, and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts, and the environment. Laboratory activities will reinforce these principles of microbiology, with special emphasis on bacteria.

Prerequisite: C or better in BIOL 1406, or C or better in BIOL 2401

Pre/Corequisites: ENRD 401 or equivalent and MATH 100 or equivalent

Lecture Hours: 3, Lab Hours: 3

BMGT 1301 - Supervision

The role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation, and human relations skills.

Pre/Corequisites: ENRD 100 or equivalent.

Lecture Hours: 3, Lab Hours: 0

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.

Pre/Corequisites: ENRD 100 or equivalent.

Lecture Hours: 3, Lab Hours: 0

BMGT 1313 - Principles of Purchasing

The purchasing process as it relates to such topics as inventory control, price determination, vendor selection, supply chain management, negotiation techniques, and ethical issues in purchasing.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 0

BMGT 1325 - Office Management

Systems, procedures, and practices related to organizing and planning office work, supervising employee performance, and exercising leadership skills

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 0

BMGT 1327 - Principles of Management

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

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 0

BMGT 2388 - Internship - Business Administration and Management, 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.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 0, Lab Hours: 0

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.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 0

BUSI 1301 - Business Principles

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

Prerequisite: ENRD 401 or equivalent.

Lecture Hours: 3, Lab Hours: 0

BUSI 1307 - Personal Finance

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

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 0

BUSI 2301 - Business Law

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

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 0

CDEC 1313 - Curriculum Resources for Early Childhood Programs

A study of the fundamentals of curriculum design and implementation in developmentally appropriate programs for children.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 2, Lab Hours: 2

CDEC 1317 - Child Development Associate Training I

Based on the requirements for the Child Development Associate National Credential (CDA). Topics on CDA overview, general observation skills, and child growth and development overview. The four functional areas of study are creative, cognitive, physical, and communication.

Lecture Hours: 2, Lab Hours: 2

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 Hours: 2, Lab Hours: 2

CDEC 1323 - Observation and Assessment

A study of observation skills, assessment techniques, and documentation of children's development.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 0

CDEC 1356 - Emergent Literacy for Early Childhood

An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based integrated curriculum.

Lecture Hours: 2, Lab Hours: 3

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.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 2, Lab Hours: 2

CDEC 2166 - 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.

Pre/Corequisites: CDEC 1319

Lecture Hours: 0, Lab Hours: 0

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 Hours: 2, Lab Hours: 3

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 Hours: 2, Lab Hours: 2

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 Hours: 2, Lab Hours: 2

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.

Pre/Corequisites: ENRD 401 or equivalent
Lecture Hours: 3, Lab Hours: 0

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.

Pre/Corequisites: ENRD 401 or equivalent
Lecture Hours: 3, Lab Hours: 0

CETT 1307 - Fundamentals of Electronics

Applies concepts of electricity, electronics, and digital fundamentals; supports programs requiring a general knowledge of electronics.

Lecture Hours: 2, Lab Hours: 2

CHEF 1300 - Professional Cooking and Meal Service

Technical aspects of food preparation in the commercial kitchen. This will be accomplished by preparing and serving meals according to a production schedule. Emphasis on team work, professionalism, guest relations and table service.

Prerequisite: ENRD 100 or equivalent or Level One Certificate
Lecture Hours: 1, Lab Hours: 7

CHEF 1301 - Basic Food Preparation

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

Lecture Hours: 2, Lab Hours: 2

CHEF 1302 - Principles of Healthy Cuisine

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

Prerequisite: ENRD 100 or equivalent or Level One Certificate. Lecture Hours: 2, Lab Hours: 4

CHEF 1305 - Sanitation and Safety

A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards.

Lecture Hours: 1, Lab Hours: 4

CHEF 1313 - Food Service Operation/Systems

An overview of the information needs of food and lodging properties. Emphasis on front, back, and material management utilizing computer systems.

Lecture Hours: 2, Lab Hours: 2

CHEF 1441 - American Regional Cuisine

A study of the development of regional cuisine's in the United States with emphasis on the similarities in production and service systems. Application of skills to develop, organize, and acquire knowledge of recipe strategies and production systems.

Lecture Hours: 2, Lab Hours: 3

CHEF 2301 - Intermediate Food Preparation

Continuation of previous food preparation course. Topics include the concept of pre-cooked food items, as well as scratch preparation. Covers full range of food preparation techniques.

Lecture Hours: 2, Lab Hours: 3

CHEF 2331 - Advanced Food Preparation

Advanced concepts of food preparation and presentation techniques.

Prerequisite: CHEF 1301 and ESOL 310 or equivalent
Lecture Hours: 2, Lab Hours: 3

CHEF 2336 - Charcuterie

Advanced concepts in the construction of sausages, pates, and related force meat preparations.

Lecture Hours: 2, Lab Hours: 2

CHEF 2402 - Saucier

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

Lecture Hours: 2, Lab Hours: 3

CHEM 1405 - Introductory Chemistry

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science and allied health students.

Pre/Corequisites: ENRD 401 or equivalent, and MATH 420, or equivalent, or TECM 1341

Lecture Hours: 3, Lab Hours: 3

CHEM 1411 - General Chemistry I

Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry,

periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Basic laboratory experiments supporting theoretical principles; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports.

Prerequisite: ENRD 402 or equivalent

Pre/Corequisites: MATH 1314 or equivalent

Lecture Hours: 3, Lab Hours: 3

CHEM 1412 - General Chemistry II

Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Basic laboratory experiments supporting theoretical principles; introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports.

Prerequisite: CHEM 1411

Lecture Hours: 3, Lab Hours: 3

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.

Prerequisite: Instructor Permission

Lecture Hours: 1, Lab Hours: 2

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.

Prerequisite: Instructor Permission

Lecture Hours: 1, Lab Hours: 4

CHEM 2423 - Organic Chemistry I

Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and

reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Laboratory activities will reinforce fundamental principles of organic chemistry, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives.

Prerequisite: CHEM 1412

Lecture Hours: 3, Lab Hours: 3

CHEM 2425 - Organic Chemistry II

Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Laboratory activities reinforce advanced principles of organic chemistry, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives.

Prerequisite: CHEM 2423

Lecture Hours: 3, Lab Hours: 3

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.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 1, Lab Hours: 0

CNBT 1411 - Construction Methods and Materials I

Introduction to construction materials and methods and their applications.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 3

CNBT 1442 - Building Codes and Inspections

Building codes and standards applicable to building construction and inspection processes.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 4, Lab Hours: 0

CNSE 1311 - Craning Principles

Fundamentals of craning principles used by equipment operators. Topics include types of cranes, cables, jobs, rigging, techniques, types of lifts, and safety concerns when making a lift.

Prerequisite: ENRD 401 or equivalent

Pre/Corequisites: LMGT 1319

Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: ENRD 401 or equivalent. Offered: Fall Semester.

Lecture Hours: 3, Lab Hours: 3

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.

Prerequisite: COSC 1436, ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 3

COSC 2325 - Computer Organization

The organization of computer systems is introduced using assembly language. Topics include basic concepts of computer architecture and organization, memory hierarchy, data types, computer arithmetic, control structures, interrupt handling, instruction sets, performance metrics, and the mechanics of testing and debugging computer systems. Embedded systems and device interfacing are introduced.

Prerequisite: COSC 1436, ENRD 401 or equivalent

Offered: Fall Semester

Lecture Hours: 2, Lab Hours: 3

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.

Prerequisite: COSC 1437, ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 3

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 Hours: 1, Lab Hours: 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 Hours: 3, Lab Hours: 0

CPMT 1411 - Introduction to Computer Maintenance

Introduction to the installation, configuration, and maintenance of a microcomputer system.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 3

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 Hours: 3, Lab Hours: 3

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.

Prerequisite: CPMT 1411 and ENRD 100 or equivalent

Lecture Hours: 0, Lab Hours: 0

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.

Prerequisite: ENRD 401 or equivalent
Lecture Hours: 3, Lab Hours: 0

CRIJ 1306 - Court Systems and Practices

Study of the judiciary in the American criminal justice system and the adjudication processes and procedures.

Prerequisite: ENRD 401 or equivalent
Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: ENRD 401 or equivalent
Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: ENRD 401 or equivalent
Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: ENRD 401 or equivalent
Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: ENRD 401 or equivalent.
Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: ENRD 401 or equivalent
Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: ENRD 401 or equivalent
Lecture Hours: 3, Lab Hours: 0

CRIJ 2323 - Legal Aspects of Law Enforcement

Police authority; responsibilities; constitutional constraints; law of arrest, search, and seizure; and police liability.

Prerequisite: ENRD 401 or equivalent
Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: ENRD 401 or equivalent.
Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: ENRD 100 or equivalent
Lecture Hours: 0, Lab Hours: 8

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.

Prerequisite: CSME 1254, ENRD 100 or equivalent
Lecture Hours: 0, Lab Hours: 8

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.

Prerequisite: ENRD 100 or equivalent
Lecture Hours: 2, Lab Hours: 6

CSME 1434 - Cosmetology Instructor I

The fundamental of instructing cosmetology students.

Pre/Corequisites: ENRD 100 or equivalent
Lecture Hours: 2, Lab Hours: 6

CSME 1435 - Orientation to the Instruction of Cosmetology

An overview of the skills and knowledge necessary for the instruction of cosmetology students.

Pre/Corequisites: ENRD 100 or equivalent
Lecture Hours: 2, Lab Hours: 6

CSME 1453 - Chemical Reformation and Related Theory

Presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies.

Prerequisite: ENRD 100 or equivalent

Lecture Hours: 2, Lab Hours: 6

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.

Prerequisite: ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 5

CSME 2337 - Advanced Cosmetology Techniques

Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies.

Prerequisite: CSME 1505, ENRD 100 or equivalent

Lecture Hours: 1, Lab Hours: 7

CSME 2343 - Salon Development

Procedures necessary for salon development. Topics include professional ethics and goal setting, salon operation, and record keeping.

Prerequisite: CSME 1505, ENRD 100 or equivalent

Lecture Hours: 2, Lab Hours: 4

CSME 2350 - Preparation for the State Licensing Written Examination

Preparation for the state licensing written examination.

Lecture Hours: 1, Lab Hours: 7

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.

Prerequisite: CSME 1505, ENRD 100 or equivalent

Lecture Hours: 2, Lab Hours: 6.

CSME 2410 - Advanced Haircutting and Related Theory

Advanced concepts and practice of haircutting. Topics include haircuts utilizing scissors, razor, and/or clippers.

Prerequisite: CSME 1410, ENRD 100 or equivalent

Lecture Hours: 2, Lab Hours: 6

CSME 2414 - Cosmetology Instructor II

A continuation of the fundamentals of instructing cosmetology students.

Prerequisite: CSME 1435

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 2, Lab Hours: 6

CSME 2439 - Advanced Hair Design

Advanced concepts in the theory and practice of hair design.

Prerequisite: CSME 1505, ENRD 100 or equivalent

Lecture Hours: 2, Lab Hours: 6

CSME 2441 - Preparation for the State Licensing Examination

Preparation for the state licensing examination.

Prerequisite: First semester of Cosmetology certificate program.

Lecture Hours: 2, Lab Hours: 6

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.

Prerequisite: CSME 1435

Pre/Corequisites: ENRD 100 or equivalent.

Lecture Hours: 2, Lab Hours: 6

CSME 2445 - Instructional Theory and Clinic Operation

An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination.

Prerequisite: CSME 1435

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 2, Lab Hours: 6

CSME 2449 - Cosmetology Instructor III

Presentation of lesson plan assignments and evaluation techniques.

Lecture Hours: 2, Lab Hours: 6

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.

Pre/Corequisites: TECM 1341 or TECM 1301 and ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 3

CTEC 2250 - Unit Operations II

A continuation of Unit Operations I. This course emphasizes dynamic computer simulations.

Pre/Corequisites: PTAC 2420

Lecture Hours: 2, Lab Hours: 0

CTEC 2386 - Internship: Chemical Technology/Technician

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer.

Prerequisite: PTAC 1332, PTAC 1410, and Instructor's Permission

Lecture Hours: 0, Lab Hours: 0

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.

Prerequisite: PTAC 1332, PTAC 1410, PTAC 2420, PTAC 2438, PTAC 2346, and SCIT 1414

Lecture Hours: 3, Lab Hours: 3

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 Hours: 3, Lab Hours: 0

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.

Prerequisite: ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 0

DAAC 1311 - Counseling Theories

An examination of the major theories and current treatment modalities used in the field of counseling.

Lecture Hours: 3, Lab Hours: 0

DAAC 1317 - Basic Counseling Skills

Presents the basic counseling skills necessary to develop an effective helping relationship with clients.

Prerequisite: ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 0

DAAC 1319 - Substance Related and Addictive Disorders

An overview of causes and consequences of substance-related and addictive disorders, the major drug classifications and the counselors code of ethics. Also provides an 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 Hours: 3, Lab Hours: 0

DAAC 1380 - 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.

Prerequisite: DAAC 2306 and ENRD 100 or equivalent

Pre/Corequisites: DAAC 2353

Lecture Hours: 3, Lab Hours: 0

DAAC 1391 - Special Topics Substance Abuse Prevention Issues

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. 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, and the effectiveness of group on the individual, group growth, and behavior. Effective group facilitation skills, techniques, case management, and record keeping are addressed.

Prerequisite: DAAC 2354 and ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 0

DAAC 2306 - Substance Abuse Prevention I

Focuses on aspects of substance abuse prevention from a public health model.

Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 0

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 Hours: 3, Lab Hours: 0

DAAC 2343 - Current Issues

Current issues in addiction counseling. Includes special populations, dual diagnosis, ethics, gambling, and infectious diseases associated with addiction counseling.

Prerequisite: ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 0

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 Hours: 3, Lab Hours: 0

DAAC 2354 - Dynamics of Group Counseling

Exploration of group counseling skills, techniques, and stages of group development.

Lecture Hours: 3, Lab Hours: 0

DAAC 2380 - 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.

Prerequisite: 18 SCH of DAAC Coursework

Pre/Corequisites: READ 300, ESOL 310 or equivalent

Lecture Hours: 3, Lab Hours: 0

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.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 3

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.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 3

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.

Pre/Corequisites: DFTG 2419, ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 3

DFTG 1433 - Mechanical Drafting

Study of mechanical drawings using dimensioning and tolerances, sectioning techniques, orthographic projection, and pictorial drawings.

Pre/Corequisites: DFTG 2419, ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 3

DFTG 2407 - Electrical Drafting

A study of area lighting, control systems and power layouts, electrical and safety codes, load factors, and distribution requirements.

Pre/Corequisites: DFTG 2419, ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 3

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.

Pre/Corequisites: DFTG 2419 & ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 3

DFTG 2417 - Descriptive Geometry

Graphical solutions to problems involving points, lines, and planes in space.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 3

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.

Prerequisite: DFTG 1405, DFTG 1409

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 3

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.

Prerequisite: DFTG 2419

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 3

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.

Prerequisite: DFTG 2419

Lecture Hours: 3, Lab Hours: 3

DFTG 2430 - Civil Drafting

An in-depth study of drafting methods and principles used in civil engineering.

Prerequisite: DFTG 2419

Lecture Hours: 3, Lab Hours: 3

DFTG 2432 - Advanced Computer-Aided Drafting

Application of advanced CAD techniques.

Prerequisite: DFTG 2419

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 3

DFTG 2435 - Advanced Technologies in Mechanical Design and Drafting

Use parametric based software for mechanical design for advanced modeling and analysis.

Prerequisite: DFTG 1433

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 3

DFTG 2438 - Final Project-Advanced Drafting

A drafting course in which students participate in a comprehensive project from conception to conclusion.

Prerequisite: DFTG 2419

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 3

DFTG 2445 - Advanced Pipe Drafting

A continuation of pipe drafting concepts building on the basic principles acquired in pipe drafting.

Pre/Corequisites: ENRD 401 or equivalent, DFTG 2432, DFTG 2423, PFPB 2449

Lecture Hours: 3, Lab Hours: 3

DFTG 2457 - Advanced Technologies in Pipe Design and Drafting

Advanced design and production techniques using specialized process plant-based design software.

Prerequisite: DFTG 2445

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 3

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.

Prerequisite: DFTG 2419

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 0, Lab Hours: 0

DRAM 1120 - Theatre Practicum I

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

Lecture Hours: 0, Lab Hours: 4

DRAM 1121 - Theatre Practicum II

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 0, Lab Hours: 4

DRAM 1310 - Theatre Appreciation

Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Participation in productions may be required.

Lecture Hours: 3, Lab Hours: 0

DRAM 1330 - Stagecraft I

Study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management.

Lecture Hours: 2, Lab Hours: 2

DRAM 1341 - Stage Makeup

Design and execution of makeup for the purpose of developing believable characters. Includes discussion of basic makeup principles and practical experience of makeup application.

Prerequisite: ENRD 100 or equivalent

Lecture Hours: 2, Lab Hours: 4

DRAM 1342 - Costume Technology

Principles and techniques of costume design and construction for theatrical production.

Prerequisite: ENRD 100 or equivalent

Lecture Hours: 2, Lab Hours: 4

DRAM 1351 - Acting I

An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice, body, and imagination.

Lecture Hours: 2, Lab Hours: 2

DRAM 1352 - Acting II

Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body, and imagination.

Prerequisite: ENRD 100 or equivalent

Lecture Hours: 2, Lab Hours: 2

DRAM 2120 - Theatre Practicum III

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

Lecture Hours: 0, Lab Hours: 4

DRAM 2121 - Theatre Practicum IV

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

Lecture Hours: 0, Lab Hours: 4

DRAM 2189 - Theatre Academic Cooperative

Individualized instruction or supervised projects in various areas of theatre.

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 0, Lab Hours: 0

DRAM 2331 - Stagecraft II

Continued study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound and theatrical management.

Prerequisite: DRAM 1330, ENRD 100 or equivalent

Lecture Hours: 2, Lab Hours: 2

DRAM 2336 - Voice for the Actor

Application of the performer's use of the voice as a creative instrument of effective communication.

Encourages an awareness of the need for vocal proficiency

and employs techniques designed to improve the performer's speaking abilities.

Lecture Hours: 3, Lab Hours: 0

DRAM 2361 - History of Theatre I

Study of the history of the theater from primitive time through the Renaissance.

Prerequisite: ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 0

DRAM 2362 - History of Theatre II

Study of the history of the theater from the Renaissance through today.

Prerequisite: ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 0

DRAM 2366 - Film Appreciation

Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society.

Prerequisite: ENRD 402 or equivalent

Lecture Hours: 2, Lab Hours: 2

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

This course emphasizes macroeconomics; economic analysis of forces determining levels of income, prices, and employment; economic growth; explanation of economic term and institutions; and consideration of current problems.

Prerequisite: ENRD 402 or equivalent, MATH 100 or equivalent

Lecture Hours: 3, Lab Hours: 0

ECON 2302 - Principles of Economics: Microeconomics

This course emphasizes microeconomics - economic analysis of decision making in perfect and imperfect product and factor markets, explanation of economic terms and institutions, and consideration of current problems.

Prerequisite: ENRD 402 or equivalent, MATH 100 or equivalent

Lecture Hours: 3, Lab Hours: 0

EDUC 1200 - Learning Frameworks

A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students

are expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.

Lecture Hours: 2, Lab Hours: 0

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.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 2, Lab Hours: 2

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.

Prerequisite: ENRD 402 or equivalent

Lecture Hours: 2, Lab Hours: 2

ELPT 1315 - Electrical Calculations I

Introduction to mathematical applications utilized to solve problems in the electrical field. Topics include fractions, decimals, percentages, simple equations, ratio and proportion, unit conversions, and applied geometry.

Pre/Corequisites: ENRD 401

Lecture Hours: 2, Lab Hours: 2

ELPT 1321 - Introduction to Electrical Safety and Tools

Safety rules and regulations. Includes the selection, inspection, use, and maintenance of common tools for electricians.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 2, Lab Hours: 2

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.

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 0

ELPT 1329 - Residential Wiring

Wiring methods for single family and multi-family dwellings, includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures.

Prerequisite: ENRD 100 or equivalent

Lecture Hours: 2, Lab Hours: 2

ELPT 1411 - Basic Electrical Theory

Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 3

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.

Prerequisite: ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 3

ELPT 1445 - Commercial Wiring

Commercial wiring methods. Includes overcurrent protection, raceway panel board installation, proper grounding techniques, and associated safety procedures.

Prerequisite: ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 3

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.

Prerequisite: ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 3

ELPT 1455 - Electronic Applications

Electronics principles and the use of electronic devices. Includes diodes, transistors, and rectifiers.

Prerequisite: ELPT 1411 and ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 3

ELPT 1457 - Industrial Wiring

Wiring methods used for industrial installations. Includes motor circuits, raceway and bus way installations, proper grounding techniques, and associated safety procedures.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 3

ELPT 2301 - Journeyman Electrician Exam Review

Preparation for journeyman electrician licensure with emphasis on calculations and the National Electrical Code (NEC).

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 0

ELPT 2319 - Programmable Logic Controllers I

Fundamental concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electrical controls.

Prerequisite: ELPT 1411, ENRD 100 or equivalent

Lecture Hours: 2, Lab Hours: 2

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.

Prerequisite: ENRD 100 or equivalent.

Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: ENRD 100 or equivalent

Lecture Hours: 2, Lab Hours: 2

ELPT 2355 - Programmable Logic Controllers II

A study in programmable logic controllers (PLC). Topics include processor units, numbering systems, memory organization, relay type devices, timers, counters, data manipulators, and programming.

Prerequisite: ELPT 2319, ENRD 100 or equivalent

Lecture Hours: 2, Lab Hours: 2

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.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 1, Lab Hours: 0

ELPT 2405 - Motors and Transformers

Operation of single and three phase motors and transformers. Includes transformer banking, power factor correction, and protective devices.

Prerequisite: ELPT 1420, ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 3

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 effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. This course is reading and writing intensive.

Prerequisite: ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 0

ENGL 1301T - English Composition I

This course focuses on writing for the workplace for students seeking a certificate or an AAS degree and is not intended as preparation for ENGL 1302. A concentrated study of the fundamentals of English usage; training in accurate reading and writing of prose, chiefly expository; study of the principles of library research and the techniques of writing research papers. Research required. This course is reading and writing intensive.

Prerequisite: ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 0

ENGL 1302 - 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. This course is reading and writing intensive.

Prerequisite: ENGL 1301 with a grade of P, C or better.

Lecture Hours: 3, Lab Hours: 0

ENGL 2307 - 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.

Prerequisite: ENGL 1302 with a C or better

Lecture Hours: 3, Lab Hours: 0

ENGL 2311 - 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.

Prerequisite: ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 0

ENGL 2321 - British Literature

Selected significant works of British literature. May include study of movements, schools, or periods.

Prerequisite: ENGL 1302 with a C or better

Lecture Hours: 3, Lab Hours: 0

ENGL 2322 - English Literature: Beowulf to Romantic

A direct study of significant masterpieces of English literature from the earliest times to the Romantic Period with particular attention to the main currents of thought and the major writers of Britain. This course is reading intensive.

Prerequisite: ENGL1302 with a C or better

Lecture Hours: 3, Lab Hours: 0

ENGL 2323 - English Literature: Romantic to Present

A direct study of significant masterpieces 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. This course is reading intensive.

Prerequisite: ENGL 1302 with a C or better

Lecture Hours: 3, Lab Hours: 0

ENGL 2326 - American Literature Survey

A general study of the significant writers and movements of American literature from its origins to the present. This course is reading intensive.

Prerequisite: ENGL 1302 with a C or better

Lecture Hours: 3, Lab Hours: 0

ENGL 2327 - American Literature to 1860

A general survey of the major works in American literature from its origins to 1860. This course is reading intensive.

Prerequisite: ENGL 1302 with a C or better

Lecture Hours: 3, Lab Hours: 0

ENGL 2328 - American Literature: 1860 to Present

A general survey of the major works in American literature from 1860 to the present. This course is reading intensive.

Prerequisite: ENGL 1302 with a C or better

Lecture Hours: 3, Lab Hours: 0

ENGL 2331 - Cross-Cultural Literature

An introduction to literature across cultures. This course focuses on story-telling as a way to learn about peoples

from around the world. Authors selected are from North America, Asia, Africa, Latin America, and Europe. This course is reading intensive.

Prerequisite: ENGL 1302 with a C or better

Lecture Hours: 3, Lab Hours: 0

ENGL 2341 - Forms of Literature

The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film. This course is reading intensive.

Prerequisite: ENGL 1302 with a C or better

Lecture Hours: 3, Lab Hours: 0

ENGL 2351 - Mexican-American Literature

A survey of Mexican-American/Chicano/a literature including fiction, non-fiction, poetry, and drama. This course is reading intensive.

Prerequisite: ENGL 1301 with a C or better\ Corequisite: ENGL 1302

Lecture Hours: 3, Lab Hours: 0

ENGR 1201 - Introduction to Engineering

An introduction to the engineering profession with emphasis on technical communication and team based engineering design. Programming will be introduced for use in the design project.

Corequisite: MATH 2413 or equivalent

Lecture Hours: 1, Lab Hours: 3

ENGR 1304 - 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.

Prerequisite: MATH 1314 or equivalent

Pre/Corequisites: ENRD 402 or equivalent

Lecture Hours: 2, Lab Hours: 3

ENGR 2304 - Programming for Engineers

Programming principles and techniques for matrix and array operations, equation solving, and numeric simulations applied to engineering problems and visualization of engineering information; platforms include spreadsheets, symbolic algebra packages, engineering analysis software, and laboratory control software.

Prerequisite: ENGR 1201

Lecture Hours: 3, Lab Hours: 1

ENGR 2401 - Engineering Statics

Basic theory of engineering mechanics, using calculus,

involving the description of forces, moments, and couples acting on stationary engineering structures; equilibrium in two and three dimensions; free-body diagrams; friction; centroids; centers of gravity; and moments of inertia.

Prerequisite: PHYS 2425

Corequisite: MATH 2414

Lecture Hours: 3, Lab Hours: 3

ENGR 2405 - Electrical Circuits I

Principles of electrical circuits and systems. Basic circuit elements (resistance, inductance, mutual inductance, capacitance, independent and dependent controlled voltage, and current sources). Topology of electrical networks; Kirchhoff's laws; node and mesh analysis; DC circuit analysis; operational amplifiers; transient and sinusoidal steady-state analysis; AC circuit analysis; first- and second-order circuits; Bode plots; and use of computer simulation software to solve circuit problems. Laboratory experiments supporting theoretical principles noted above involving DC and AC circuit theory, network theorems, time, and frequency domain circuit analysis. Introduction to principles and operation of basic laboratory equipment; laboratory report preparation.

Prerequisite: MATH 2320, PHYS 2426

Lecture Hours: 3, Lab Hours: 3

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.

Pre/Corequisites: ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 1

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.

Prerequisite: PTAC 1332, PTAC 1410, PTAC 2420,

PTAC 2438, PTAC 2346, and SCIT 1414

Lecture Hours: 3, Lab Hours: 0

ENRD 100 - Beginning College Reading Skills Bridge

This NCBO (non-coursed based option) is designed to reinforce students' skills in basic sentence and paragraph structure, effective reading, fundamentals of grammar,

punctuation, and spelling, as well as vocabulary in context. This course is linked with ENRD 401.

Lecture Hours: 1, Lab Hours: 0

ENRD 102 - Writing II & Advanced Reading Bridge

This NCBO (non-course based option) is designed to further develop students' critical reading and academic writing skills in an abbreviated, accelerated format. The focus of the course is on applying critical reading skills for organizing, analyzing, and evaluating material as well as practice in development of full-length themes with emphasis on structure, organization, unity, and development of thesis. This course is linked with ENGL 1301.

Prerequisite: ENRD 401

Lecture Hours: 1, Lab Hours: 0

ENRD 401 - Integrated Writing I & Intermediate College Reading

This course is designed to develop students' critical reading and academic writing skills. The focus of the course is on applying basic critical reading skills for organizing, analyzing, retaining material, development of effective sentences. This includes examining the fundamentals of grammar, punctuation, and spelling as well as determining the main idea and supporting details from a written text. This course is linked with ENRD 100.

Lecture Hours: 4, Lab Hours: 0

ENRD 402 - Integrated Writing II & Advanced College Reading

This course is designed to further develop students' critical reading and academic writing skills. The focus of the course is on applying critical reading skills for organizing, analyzing, and evaluating material as well as practice in development of full-length themes with emphasis on structure, organization, unity, and development of thesis. This course is linked with ENGL 1301.

Prerequisite: ENRD 401

Lecture Hours: 4, Lab Hours: 0

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.

Pre/Corequisites: TECM 1349 or MATH 1314 or above; ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 1

ENVR 1401 - Environmental Science I

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.

Prerequisite: ENRD 402 or equivalent

Pre/Corequisites: MATH 100 or equivalent

Lecture Hours: 3, Lab Hours: 3

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.

Prerequisite: ENVR 1401 or Instructor Permission

Lecture Hours: 3, Lab Hours: 3

EPCT 1349 - Environmental Regulation Interpretation and Applications

An in-depth study of the major federal and state environmental regulations.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 1

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.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 1

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.

Prerequisite: GAME 1302, GAME 1306

Lecture Hours: 3, Lab Hours: 1

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.

Prerequisite: Previously completed minimum 6 hours

GAME course work

Lecture Hours: 3, Lab Hours: 1

GAME 1404 - 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.

Prerequisite: GAME 1302, GAME 1306

Lecture Hours: 3, Lab Hours: 3

GAME 2325 - 3D Animation II Character Setup

Skinning and weighting, forward kinematics, inverse kinematics, constraints, expressions, scripting and driven keys, mesh deformers, morph targets/blend shapes, and animation user interfaces.

Prerequisite: GAME 1302, GAME 1306

Lecture Hours: 3, Lab Hours: 1

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.

Prerequisite: GAME 1404, and COSC 1436

Lecture Hours: 3, Lab Hours: 1

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.

Prerequisite: GAME 2332

Lecture Hours: 3, Lab Hours: 1

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.

Prerequisite: GAME 1336 or COSC 1437

Lecture Hours: 0, Lab Hours: 0

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.

Prerequisite: GAME 2386

Lecture Hours: 0, Lab Hours: 0

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.

Prerequisite: MATH 1314

Lecture Hours: 3, Lab Hours: 3

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.

Prerequisite: ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 0

GEOL 1347 - Meteorology

Survey of meteorology and related sciences. Topics include atmospheric composition and structure. Earth's energy budget, interaction of oceans and atmosphere, weather systems, severe weather, climate variability and change, and impacts of severe weather and climate change on society.

Prerequisite: ENRD 402 or equivalent; MATH 420 or equivalent or MATH 342 or TECM 1341

Lecture Hours: 3, Lab Hours: 0

GEOL 1403 - Physical Geology

A survey of physical processes on Earth. Students investigate plate tectonics, minerals, rocks, geologic time,

mountain building, natural hazards, and Earth surface processes through reading, discussion and lab activities. Optional field trips.

Prerequisite: ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 3

GEOL 1404 - Historical Geology

Historical Geology surveys the history of Earth and its life forms and landforms. Introduction to fossils and geologic concepts through lab activities, discussions and reading. Optional field trips.

Prerequisite: ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 3

GEOL 1405 - Environmental Science

Environmental geology is an introductory survey to Earth surface processes, natural hazards, and human impacts on the environment. Through lab activities and discussion, students investigate efforts to reduce damage due to natural disasters, energy and pollution issues, and climate change. Optional field trips.

Pre/Corequisites: ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 3

GEOL 1447 - Meteorology

Introduction to weather and climate with emphasis on the climate system. Topics include atmospheric composition and structure, Earth's energy budget, interaction of oceans and atmosphere, weather systems, severe weather, climate variability and change, and impacts of severe weather and climate change on society. Optional field trips.

Prerequisite: ENRD 402 or equivalent, MATH 0100 or equivalent

Lecture Hours: 3, Lab Hours: 3

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.

Prerequisite: Instructor's Permission

Lecture Hours: 1, Lab Hours: 2

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.

Prerequisite: Instructor's Permission

Lecture Hours: 1, Lab Hours: 4

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.

Prerequisite: ENRD 402 or equivalent

Lecture Hours: 1, Lab Hours: 0

GOVT 2305 - Federal Government

Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights.

Prerequisite: ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 0

GOVT 2306 - Texas Government

Origin and development of the Texas constitution, structure and powers of state and local government, federalism and intergovernmental relations, political participation, the election process, public policy, and the political culture of Texas.

Prerequisite: ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 0

GOVT 2389 - Academic Cooperative

An instructional program designed to integrate on-campus study with practical hands-on experience in government. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

Prerequisite: GOVT 2305 or GOVT 2306 or Permission of the department

Lecture Hours: 3, Lab Hours: 0

HIST 1301 - History of the United States to 1877

The political, economic, social, and intellectual history of the United States from the discovery of America to 1877.

Prerequisite: ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 0

HIST 1302 - History of the United States Since 1877

The political, economic, social, and intellectual history of the United States from 1877 to the present day.

Prerequisite: ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 0

HIST 2301 - History of Texas

Texas history from colonization to the present day with attention given to political, social, economic, and intellectual history. Designed for any students interested in local history, the course is particularly recommended for prospective teachers in the public schools of Texas. (Based on House Bill 935, this can be substituted for an American history course.)

Prerequisite: ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 0

HIST 2321 - History of World Civilization to 1500

A comparative historical study of Europe, Asia, Africa, America, and Australia to 1500.

Prerequisite: ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 0

HIST 2322 - History of World Civilization from 1500 to Present

A comparative historical study of Europe, Asia, Africa, America, and Australia from 1500 to the present.

Prerequisite: ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 0

HIST 2381 - African American History I

A survey of the social, political, economic, cultural, and intellectual history of people of African descent in the formation and development of the United States to the Civil War/Reconstruction period. African American History I includes the study of African origins and legacy, trans-Atlantic slave trade, and the experiences of African Americans during Colonial, Revolutionary, Early National, Antebellum, and the Civil War/Reconstruction Eras. This course will enable students to understand African American history as an integral part of the U.S. history. (May be applied to the U.S. History requirement).

Pre/Corequisites: ENGL 1301

Lecture Hours: 3, Lab Hours: 0

HIST 2382 - African American History II

A survey of the social, political, economic, cultural, and intellectual history of people of African descent in the United States from the Civil War/Reconstruction period to the present. African American History II examines segregation, disenfranchisement civil rights, migrations,

industrialization, world wars, the Harlem Renaissance and the conditions of African Americans in the Great Depression, Cold War and post-Cold War eras. This course will enable students to understand African American history as an integral part of U.S. history. (May be applied to the U.S. History Requirement)

Pre/Corequisites: ENGL 1301

Lecture Hours: 3, Lab Hours: 0

HIST 2389 - Academic Cooperative: Local History Research Seminar

An instructional program designed to integrate on-campus study with practical hands-on experience in history. In conjunction with class seminars, the individual student will set specific goals and objective in the study of human social behavior and/or social institutions.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 0

HITT 1249 - Pharmacology

Overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems.

Pre/Corequisites: ENRD401 or equivalent and HITT1305

Lecture Hours: 2, Lab Hours: 0

HITT 1255 - Health Care Statistics

Principles of health care statistics with emphasis in hospital statistics. Skill development in computation and calculation of health data.

Prerequisite: HITT 1301

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 2, Lab Hours: 1

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.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 1

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.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 0

HITT 1311 - Health Information Systems

Introduction to Health Information Technology standards,

health-related data structures, software applications, and enterprise architecture in health care and public health.

Prerequisite: ENRD 401 or equivalent, HITT 1301, BCIS 1305

Lecture Hours: 2, Lab Hours: 2

HITT 1341 - Coding and Classification Systems

Basic coding rules, conventions, and guidelines using clinical classification systems.

Prerequisite: HITT 1301, HITT 1305, BIOL 2401

Lecture Hours: 2, Lab Hours: 2

HITT 1345 - Health Care Delivery Systems

Introduction to organization, financing, and delivery of health care services, accreditation, licensure, and regulatory agencies.

Pre/Corequisites: ENRD 401 or equivalent and HITT 1301

Lecture Hours: 3, Lab Hours: 0

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.

Pre/Corequisites: ENRD 401 or equivalent and HITT 1301

Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: HITT 1301, HITT 1341, HITT 1345, HITT 1353

Lecture Hours: 0, Lab Hours: 0

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.

Prerequisite: ENRD 100 or equivalent, HITT 1341 and HITT 2335

Corequisite: HITT 2246

Lecture Hours: 0, Lab Hours: 0

HITT 2246 - Advanced Medical Coding

Advanced concept of ICD and CPT coding rules, conventions, and guidelines in complex case studies. Investigation of government regulations and changes in health care reporting.

Prerequisite: HITT 2335
Lecture Hours: 2, Lab Hours: 2

HITT 2249 - Review Health Information Technology Competency Review

Review Health Information Technology (HIT) competencies, skills, and knowledge.

Prerequisite: HITT 1249, HITT 1301, HITT 1305, HITT 1311, HITT 1341, HITT 1345, HITT 1353, HITT 2335, HITT 2343, HPRS 2201

Corequisite: HITT 2246, HITT 2339

Lecture Hours: 1, Lab Hours: 2

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.

Prerequisite: HITT 1301, HITT 1345, HITT 1353, HITT 1341

Lecture Hours: 0, Lab Hours: 0

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.

Prerequisite: HITT 1341

Lecture Hours: 2, Lab Hours: 2

HITT 2339 - Health Information Organization and Supervision

Principles of organization and supervision of human, financial, and physical resources.

Pre/Corequisites: HITT2160 or HITT2335

Lecture Hours: 3, Lab Hours: 1

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.

Prerequisite: HITT 1301

Lecture Hours: 3, Lab Hours: 0

HMSY 1337 - Introduction to Homeland Security

Overview of homeland security. Evaluation of the

progression of homeland security issues throughout Texas and the United States. An examination of the roles undertaken and methods used by governmental agencies and individuals to respond to those issues.

Prerequisite: ENRD 401 or equivalent

Pre/Corequisites: LMGY 1319

Lecture Hours: 3, Lab Hours: 0

HPRS 2201 - 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.

Prerequisite: HITT 1305, BIOL 2401

Pre/Corequisites: BIOL2402

Lecture Hours: 2, Lab Hours: 0

HRPO 1311 - Human Relations

Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 0

HRPO 2301 - Human Resources Management

Behavioral and legal approaches to the management of human resources in organizations.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 0

HUMA 1301 - 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 arts, 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. This course is writing intensive.

Prerequisite: ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 0

HUMA 1302 - 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 arts, motion pictures, architecture, music, dance, philosophy, and literature as well as the social sciences, history, mathematics, medicine, and the physical sciences as they have contributed to that cultural legacy. This course is writing intensive.

Prerequisite: ENRD 402 or equivalent
Lecture Hours: 3, Lab Hours: 0

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. This course is writing intensive.

Prerequisite: ENRD 402 or equivalent.
Lecture Hours: 3, Lab Hours: 0

HUMA 1311 - Mexican-American Fine Arts Appreciation

An examination of Mexican-American/Chicano/a artistic expressions in the visual and performing arts.

Prerequisite: ENRD 402 or equivalent
Lecture Hours: 3, Lab Hours: 0

HUMA 2319 - American Minority Studies

This interdisciplinary survey examines the diverse cultural, artistic, economic, historical, political, and social aspects of American minority communities. Topics may include race/ethnicity, gender, socioeconomic class, sexual orientation, national origin, age, disability, and religion.

Corequisite: ENGL 1301
Lecture Hours: 3, Lab Hours: 0

HYDR 1345 - Hydraulics and Pneumatics

Discussion of the fundamentals of hydraulics and pneumatics, components of each system, and the operations, maintenance, and analysis of each system.

Prerequisite: MCHN 2405 and ENRD 100 or equivalent
Lecture Hours: 2, Lab Hours: 2

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.

Prerequisite: ENRD 401 or equivalent
Lecture Hours: 3, Lab Hours: 0

IEIR 1302 - Introduction to Direct Current Circuits

Fundamentals of direct current including Ohm's Law. Emphasis on methods of analyzing series, parallel, and combination circuits including measurement devices.

Prerequisite: ENRD 100 or equivalent and MATH 100 or

equivalent
Lecture Hours: 2, Lab Hours: 2

IFWA 1501 - Food Preparation I

A study of the fundamental principles of food preparation and cookery. Emphasis on basic techniques of preparing soups, salads, dressings, sandwiches, beverages, vegetables, and cheese and egg cookery.

Lecture Hours: 2, Lab Hours: 4

IFWA 2346 - Quantity Procedures

Exploration of the theory and application of quantity procedures for the operation of commercial, institutional, and industrial food services. Emphasis on quantity cookery and distribution.

Lecture Hours: 2, Lab Hours: 2

IMED 1316 - Web Design I

Instruction in web page design and related graphic design issues including mark-up languages, websites, and browsers.

Prerequisite: ENRD 401 or equivalent
Lecture Hours: 3, Lab Hours: 1

IMED 1445 - Interactive Digital Media I

Exploration of the use of graphics and sound to create inter-active multimedia applications and/or animations using industry standard authoring software.

Prerequisite: ARTC 1453, READ 301 or equivalent
Lecture Hours: 3, Lab Hours: 3

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.

Pre/Corequisites: ENRD 401 or equivalent
Lecture Hours: 3, Lab Hours: 1

IMED 2311 - Portfolio Development

Preparation and enhancement of portfolio to meet professional standards, development of presentation skills, and improvement of job-seeking techniques.

Pre/Corequisites: ARTC 1453, ARTC 2440, IMED 1445, and ENRD 401 or equivalent
Lecture Hours: 3, Lab Hours: 1

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.

Pre/Corequisites: IMED 1316

Lecture Hours: 3, Lab Hours: 1

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.

Prerequisite: ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 1

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.

Prerequisite: ENRD 100 or equivalent

Lecture Hours: 0, Lab Hours: 0

INTC 1305 - Introduction to Instrumentation

A survey of the instrumentation field and the professional requirements of the instrumentation technician. Includes computer and calculator applications.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 0

INTC 1307 - Instrumentation Test Equipment

Theory and application of instrumentation test equipment. Emphasizes accuracy, limitations of instruments, and calibration techniques.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 0

INTC 1312 - Instrumentation and Safety

An overview of industries employing instrument technicians. Includes instrument safety techniques and practices as applied to the instrumentation field.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 0

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 PIDs, loop diagrams, sketches, spec sheet, bills of

materials, and simplified flow diagrams. The course includes basic sketching techniques.

Prerequisite: INTC 1456 or DFTG 2408, ENRD 100 or equivalent

Corequisite: INTC 1441

Lecture Hours: 2, Lab Hours: 2

INTC 1348 - Analytical Instrumentation

Analytical instruments emphasizing utilization in process applications. Includes, but not limited to, chromatography, pH, conductivity, and spectrophotometric instruments.

Pre/Corequisites: CTEC 1401, ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 0

INTC 1350 - Digital Measurement Controls

Basic measurement control instrumentation. Includes movement of digital data through common systems employing parallel and serial transfers.

Prerequisite: INTC 1441

Lecture Hours: 3, Lab Hours: 0

INTC 1374 - Analytical Instrumentation II

A continuation of Analytical Instrumentation I. Analytical instruments emphasizing utilization in process applications. Includes, but not limited to, chromatography, pH, conductivity, and spectrophotometric instruments.

Prerequisite: INTC 1348

Lecture Hours: 3, Lab Hours: 0

INTC 1401 - Principles of Industrial Measurements

Principles of measurement and devices used to measure process variables and basic control functions.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 3

INTC 1425 - Instrument Hardware Installation I

Installation of instrumentation equipment into the process environment using industry standards.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 3

INTC 1441 - Principles of Automatic Control

Basic measurements, automatic control systems and design, closed loop systems, controllers, feedback, control modes, and control configurations.

Prerequisite: INTC 1456, ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 3

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.
Pre/Corequisites: ENRD 401 or equivalent
Lecture Hours: 3, Lab Hours: 3

INTC 2359 - Distributed Control Systems

Philosophy and application of distributed control systems. Includes hardware, firmware, software, configuration, communications, and networking systems required to implement a distributed control strategy.
Prerequisite: INTC 1441
Lecture Hours: 2, Lab Hours: 2

INTC 2371 - 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.
Prerequisite: CTEC 1401
Pre/Corequisites: INTC 1348, 1441
Lecture Hours: 2, Lab Hours: 2

INTC 2372 - Sample Systems

A study of sample conditioning systems and system components including the types of unit operations and process streams that may be analyzed.
Prerequisite: INTC 1348, INTC 2371, EPCT 1349
Lecture Hours: 2, Lab Hours: 2

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.
Prerequisite: INTC 1441 and ENRD 100 or equivalent
Lecture Hours: 1, Lab Hours: 0

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.
Pre/Corequisites: ENRD 401 or equivalent
Lecture Hours: 3, Lab Hours: 3

INTC 2410 - Principles of Industrial Measurements II

Advanced principles of measurement and devices used to measure process variables and basic control functions.
Prerequisite: INTC 1401, ENRD 100 or equivalent
Lecture Hours: 3, Lab Hours: 3

INTC 2433 - Instrumentation Systems Installation

Synthesis, application, and integration of instrument installation components. Includes a comprehensive final project.
Prerequisite: INTC 1441 and ENRD 100 or equivalent
Lecture Hours: 3, Lab Hours: 3

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.
Prerequisite: ENRD 100 or equivalent
Pre/Corequisites: INTC 2372
Lecture Hours: 3, Lab Hours: 3

INTC 2450 - Fieldbus Process Control Systems

A comprehensive view of fieldbus systems using theory, applications, and hands-on experiences.
Prerequisite: INTC 1441 and ENRD 100 or equivalent
Lecture Hours: 3, Lab Hours: 3

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.
Prerequisite: ENRD 100 or equivalent
Lecture Hours: 3, Lab Hours: 3

ITCC 1414 - Introduction to Networks

Introduce the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of Internet Protocol addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of either course, students will be able to build simple Local Area Networks, perform basic configurations for routers and switches, and implement Internet Protocol addressing schemes.
Prerequisite: ENRD 100 or equivalent
Lecture Hours: 3, Lab Hours: 3

ITCC 1440 - Routing & Switching Essentials

This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with Routing Information Protocol Version I, Routing Information Protocol Version 2, single area and multi-area Open Shortest Path First,

virtual Local Area Networks, and inter-Virtual Local Area Network routing in both Internet Protocol Version 4 and Internet Protocol Version 6 networks.

Pre/Corequisites: ITCC 1414

Lecture Hours: 3, Lab Hours: 3

ITCC 2412 - Scaling Networks

This course describes the architecture, components, and operations of routers and switches in a larger and more complex network. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with Open Shortest Path First, Enhanced Interior Gateway Routing Protocol, Spanning Tree Protocol, and Virtual Terminal Protocol in both Internet Protocol 4 and Internet Protocol 6 networks. Students will also develop the knowledge and skills needed to implement Dynamic Host Configuration Protocol and Domain Name System Security operations in a network.

Prerequisite: ITCC 1414 and ITCC 1440

Lecture Hours: 3, Lab Hours: 3

ITCC 2413 - Connecting Networks

This course discusses the Wide Area Network technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and Wide Area Network technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement Internet Protocol Security and virtual private network (Virtual Private Network) operations in a complex network.

Prerequisite: ITCC 1414 and ITCC 1440

Pre/Corequisites: ITCC 2412

Lecture Hours: 3, Lab Hours: 3

ITDF 1300 - Introduction to Digital Forensics

A study of the application of forensic science and technology to collect, analyze, document, and present after-the-fact digital information from digital sources while maintaining a documented chain of custody to determine exactly what happened on a digital device. Overview of ethics, white collar crime, HIPAA, SOX, GLBA, and other legal guidelines/regulations/laws. Includes overview of tools used for forensic analysis of digital services seized in investigations. Also covers securing a search warrant, collecting digital evidence, protecting digital evidence, and obtaining information from offenders.

Lecture Hours: 3, Lab Hours: 3

ITMT 1457 - Administering a Windows Operating System

A study of administrative tasks needed to maintain a Windows Server operating system including user and group management, network assess and data security. Topics include how to implement, configure and manage Group Policy infrastructure, Group Policy objects (GPOs) using links, security groups, WMI filters, loopback processing, preference targeting and troubleshooting policy application.

Lecture Hours: 3, Lab Hours: 3

ITNW 1351 - 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.

Pre/Corequisites: INTC 1441, ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 3

ITNW 1358 - Network +

Design and implement functional networks. Configure, manage, and maintain essential network devices. Implement network security, standards, and protocols.

Lecture Hours: 3, Lab Hours: 3

ITNW 1425 - Fundamentals of Network Technology

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 3

ITNW 2412 - Routers

Router configuration for local area networks and wide area networks. Includes Internet Protocol (IP) addressing techniques and intermediate routing protocols.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 3

ITNW 2453 - Advanced Routing and Switching

Advanced concepts for the implementation, operation, and troubleshooting of switched and routed environments. Emphasizes advanced routing protocols, Multi Protocol Label Switching (MPLS), and advanced security.

Pre/Corequisites: ITNW 2412

Lecture Hours: 3, Lab Hours: 3

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.

Prerequisite: COSC 1301, BCIS 1305, and ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 1

ITSC 1416 - 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.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 3

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.

Prerequisite: ITSC 2421 and COSC 1436 or ITSE 1431 and ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 1

ITSC 2421 - 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.

Prerequisite: BCIS 1305, ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 3

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.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 2, Lab Hours: 2

ITSE 1359 - Introduction to Scripting Languages

Introduction to scripting languages including basic data types, control structures, regular expressions, input/output, and textual analysis.

Lecture Hours: 3, Lab Hours: 3

ITSE 1402 - Computer Programming

Introduction to computer programming including design, development, testing, implementation, and documentation.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 3

ITSE 1431 - 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.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 3

ITSW 2337 - Advanced Database

Advanced concepts of database design and functionality.

Pre/Corequisites: ITSC 2421 and ENRD 401 or equivalent.

Lecture Hours: 3, Lab Hours: 1

ITSY 1442 - Information Technology Security

Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses.

Prerequisite: ENRD 100 or equivalent and ITNW 1425

Lecture Hours: 3, Lab Hours: 3

ITSY 2300 - Operating System Security

Safeguard computer operating systems by demonstrating server support skills and designing and implementing a security system. Identify security threats and monitor network security implementations. Use best practices to configure operating systems to industry security standards.

Prerequisite: ITMT 1457

Lecture Hours: 3, Lab Hours: 3

ITSY 2330 - Intrusion Detection

Computer information systems security monitoring, intrusion detection, and crisis management. Includes alarm management, signature configuration, sensor configuration, and troubleshooting components. Emphasizes identifying, resolving, and documenting network crises and activating the response team.

Prerequisite: ITSY 1442

Lecture Hours: 3, Lab Hours: 3

ITSY 2342 - Incident Response and Handling

In-depth coverage of incident response and incident handling, including identifying sources of attacks and security breaches; analyzing security logs; recovering the system to normal, performing postmortem analysis; implementing and modifying security measures.

Prerequisite: ITSY 2300

Lecture Hours: 3, Lab Hours: 3

ITSY 2401 - Firewalls and Network Security

Identify elements of firewall design, types of security threats and responses to security attacks. Use best practices to design, implement, and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities.

Prerequisite: ITSY 1442

Lecture Hours: 4, Lab Hours: 2

ITSY 2445 - Network Defense and Countermeasures

This is a practical application and comprehensive course that includes the planning, design, and construction of a complex network that will sustain an attack, document events, and mitigate the effects of an attack.

Prerequisite: ITSY 2330

Lecture Hours: 4, Lab Hours: 2

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.

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 0, Lab Hours: 3

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.

Prerequisite: KINE 1101

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 0, Lab Hours: 3

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 Hours: 1, Lab Hours: 2

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 Hours: 1, Lab Hours: 2

KINE 1105 - Industrial Kinesiology

A course designed to strengthen the body for the rigors of working in industrial environments. One emphasis includes problem solving and specific industrial safety skills performed under various conditions and

environmental extremes. The course also includes first aid skills, and stress management.

Lecture Hours: 1, Lab Hours: 2

KINE 1109 - Pilates, Beginning

A course designed to strengthen, lengthen, and tone the body without machines.

Prerequisite: ENRD 100 or equivalent

Lecture Hours: 1, Lab Hours: 2

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.

Prerequisite: KINE 1109

Lecture Hours: 1, Lab Hours: 2

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.

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 0, Lab Hours: 3

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.

Prerequisite: KINE 1111

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 0, Lab Hours: 3

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 Hours: 1, Lab Hours: 2

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.

Prerequisite: KINE 1115

Lecture Hours: 1, Lab Hours: 2

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.

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 0, Lab Hours: 3

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.

Prerequisite: KINE 1119

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 0, Lab Hours: 3

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 Hours: 0, Lab Hours: 3

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 Hours: 1, Lab Hours: 2

KINE 1123 - Weight Training, Beginning

A course designed to introduce a variety of programs for building strength, power, endurance, flexibility and cardio vascular endurance. Both machines and free weights will be used for programs. Weight management will be discussed.

Lecture Hours: 1, Lab Hours: 2

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.

Prerequisite: KINE 1123

Lecture Hours: 1, Lab Hours: 2

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 Hours: 1, Lab Hours: 2

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.

Prerequisite: KINE 1127

Lecture Hours: 1, Lab Hours: 2

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.

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 0, Lab Hours: 3

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.

Prerequisite: KINE 1129

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 0, Lab Hours: 3

KINE 1141 - Self-Defense, Beginning

Instructor will include specific moves related to martial art movements in regard to self-protection.

Prerequisite: ENRD 100 or equivalent

Lecture Hours: 1, Lab Hours: 2

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.

Prerequisite: KINE 1141

Lecture Hours: 1, Lab Hours: 2

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 Hours: 1, Lab Hours: 2

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 Hours: 1, Lab Hours: 2

KINE 1149 - Conditioning for Athletics

A course designed to develop dynamic power and flexibility for athletics.

Lecture Hours: 0, Lab Hours: 3

KINE 1150 - Conditioning for Athletics

A course designed to develop speed and power as related to athletics.

Prerequisite: KINE 1149

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 0, Lab Hours: 3

KINE 1164 - Introduction to Physical Fitness and Wellness

This course will provide an overview of the lifestyle necessary for fitness and health. Students will participate in physical activities and assess their fitness status. Students will be introduced to proper nutrition, weight management, cardiovascular health, flexibility, and strength training.

Prerequisite: ENRD 402 or equivalent

Lecture Hours: 1, Lab Hours: 2

KINE 1183M - Basketball Team

A course designed for individuals on athletic scholarship who participate in basketball.

Prerequisite: Instructor's Permission

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 0, Lab Hours: 3

KINE 1184M - Basketball Team

A course designed for individuals on athletic scholarship who participate in basketball.

Prerequisite: KINE 1183M, Instructor's Permission

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 0, Lab Hours: 3

KINE 1185W - Tennis Team

A course designed for individuals on athletic scholarship who participate in tennis.

Prerequisite: Instructor's Permission

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 0, Lab Hours: 3

KINE 1186W - Tennis Team

A course designed for individuals on athletic scholarship who participate in tennis.

Prerequisite: KINE 1185W, Instructor's Permission

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 0, Lab Hours: 3

KINE 1187W - Volleyball Team

A course designed for individuals on athletic scholarship who participate in volleyball.

Prerequisite: Instructor's Permission

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 0, Lab Hours: 3

KINE 1188W - Volleyball Team

A course designed for individuals on athletic scholarship who participate in volleyball.

Prerequisite: KINE 1187W, Instructor's Permission

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 0, Lab Hours: 3

KINE 1301 - Foundations in Kinesiology

The purpose of this course is to provide students with an introduction to human movement that includes the historical development of physical education, exercise science, and sport. This course offers the student both an introduction to the knowledge base, as well as, information on expanding career opportunities.

Prerequisite: ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 0

KINE 1304 - Personal/Community Health

This course provides an introduction to the fundamentals, concepts, strategies, applications, and contemporary trends related to understanding personal and/or community health issues. This course also focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles, and enhance individual well-being.

Prerequisite: ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 0

KINE 1306 - First Aid

Instruction and practice for emergency care. Designed to enable students to recognize and avoid hazards within their environment, to render intelligent assistance in case of accident or sudden illness, and to develop skills necessary for the immediate and temporary care of the victim. Successful completion of the course may enable the student to receive a certificate from a nationally recognized agency.

Prerequisite: ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 0

KINE 1321 - Coaching/Sports/Athletics

Study of the history, theories, philosophies, rules, and

terminology of competitive sports. Includes coaching techniques.

Prerequisite: ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 0

KINE 1338 - Concepts of Physical Fitness

This course is designed to familiarize students with knowledge, understanding and values of health related fitness and its influence on the quality of life emphasizing the development and implementation of fitness programs.

Prerequisite: ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 0

KINE 1346 - Drug Use and Abuse

Study of the use, misuse and abuse of drugs and other harmful substances in today's society. Physiological, sociological, pharmacological and psychological factors will be emphasized.

Prerequisite: ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 0

KINE 2149 - Conditioning for Athletics

A course designed to develop dynamic speed, coordination, and balance as related to athletics.

Lecture Hours: 0, Lab Hours: 3

KINE 2150 - Conditioning for Athletics

A course designed to develop dynamic power and flexibility for athletics.

Prerequisite: KINE 2149

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 0, Lab Hours: 3

KINE 2183M - Basketball Team

A course designed for individuals on athletic scholarship who participate in basketball.

Prerequisite: KINE 1184M, Instructor's Permission

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 0, Lab Hours: 3

KINE 2184M - Basketball Team

A course designed for individuals on athletic scholarship who participate in basketball.

Prerequisite: KINE 1183M, Instructor's Permission

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 0, Lab Hours: 3

KINE 2185W - Tennis Team

A course designed for individuals on athletic scholarship who participate in tennis.

Prerequisite: KINE 1186W, Instructor's Permission

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 0, Lab Hours: 3

KINE 2186W - Tennis Team

A course designed for individuals on athletic scholarship who participate in tennis.

Prerequisite: KINE 2185W, Instructor's Permission

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 0, Lab Hours: 3

KINE 2187W - Volleyball Team

A course designed for individuals on athletic scholarship who participate in volleyball.

Prerequisite: KINE 1188W, Instructor's Permission

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 0, Lab Hours: 3

KINE 2188W - Volleyball Team

A course designed for individuals on athletic scholarship who participate in volleyball.

Prerequisite: KINE 2187W, Instructor's Permission

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 0, Lab Hours: 3

LGLA 1219 - Paralegal Ethics

Presents ethical and legal responsibilities as well as rules of professional responsibility a paralegal owes to the public, the court, clients, and colleagues. Includes a review of the canons and codes.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 2, Lab Hours: 0

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.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 0

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.

Pre/Corequisites: LGLA 1307, ENGL 1301

Lecture Hours: 3, Lab Hours: 0

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.

Pre/Corequisites: LGLA 1307, ENGL 1301

Lecture Hours: 3, Lab Hours: 0

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.

Pre/Corequisites: LGLA 1307, ENGL 1301

Lecture Hours: 3, Lab Hours: 0

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.

Pre/Corequisites: LGLA 1307, ENGL 1301

Lecture Hours: 3, Lab Hours: 0

LGLA 1353 - Wills, Trusts and Probate Administration

Fundamental concepts of the law of wills, trusts, and probate administration emphasizing the paralegal's role.

Pre/Corequisites: LGLA 1307, ENGL 1301

Lecture Hours: 3, Lab Hours: 0

LGLA 1355 - Family Law

Fundamental concepts of family law including formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship with emphasis on the paralegal's role in family law.

Pre/Corequisites: LGLA 1307, ENGL 1301

Lecture Hours: 3, Lab Hours: 0

LGLA 2303 - Torts and Personal Injury Law

Fundamental concepts of tort and personal injury law including intentional torts, negligence, and strict liability are presented with emphasis on the paralegal's role in tort and personal injury law.

Pre/Corequisites: LGLA 1307, ENGL 1301

Lecture Hours: 3, Lab Hours: 0

LGLA 2305 - Interviewing and Investigating

A study of techniques used to locate, gather, document, and manage information with emphasis on developing interview and investigative skills, and the paralegal's role in interviewing and investigating legal matters.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 0

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.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 0

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.

Pre/Corequisites: LGLA 1307, ENGL 1301

Lecture Hours: 3, Lab Hours: 0

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.

Pre/Corequisites: LGLA 1307, ENGL 1301

Lecture Hours: 3, Lab Hours: 0

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.

Pre/Corequisites: LGLA 1307, ENGL 1301

Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: 15 SCH of LGLA Coursework, ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 0

LGLA 2337 - Mediation

Fundamental concepts of mediation and alternative dispute resolution emphasizing the paralegal's role assisting in the mediation process.

Pre/Corequisites: LGLA 1307, ENGL 1301

Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: 12 SCH of LGLA Coursework, ENGL 1302, SPCH 1315, ENRD 401 or equivalent
Lecture Hours: 0, Lab Hours: 0

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.

Prerequisite: 15 SCH of LGLA Coursework, ENGL 1302, SPCH 1315

Lecture Hours: 0, Lab Hours: 0

LMGT 1301 - Radio Frequency Identification (RFID)-History & Industrial Applications

Overview of the radio frequency identification (RFID) system and its utilization in the current logistical industry. Includes an introduction of the value of the RFID system as it relates to traffic management, transportation, inventory management, warehousing, packaging, order processing, and materials handling.

Prerequisite: LMGT 1319

Lecture Hours: 3, Lab Hours: 0

LMGT 1319 - Introduction to Business Logistics

A systems approach to managing activities associated with traffic, transportation, inventory management and control, warehousing, packaging, order processing, and materials handling.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 0

LMGT 1321 - Introduction to Materials Handling

Introduces the concepts and principles of materials management to include inventory control and forecasting activities.

Prerequisite: LMGT 1319

Lecture Hours: 3, Lab Hours: 0

LMGT 1323 - Domestic and International Transportation Management

An overview of the principles and practices of transportation and its role in the distribution process. Emphasis on the physical transportation systems involved in the United States as well as on global distribution systems. Topics include carrier responsibilities and services, freight classifications, rates, tariffs, and public policy and regulations. Also includes logistical geography and the development of skills to solve logistical transportation problems and issues.

Prerequisite: ENRD 401 or equivalent

Pre/Corequisites: LMGT 1319

Lecture Hours: 3, Lab Hours: 0

LMGT 1325 - Warehouse and Distribution Center Management

Emphasis on physical distribution and total supply chain management. Includes warehouse operations management, hardware and software operations, bar codes, organizational effectiveness, just-in-time manufacturing, continuous replenishment, and third party.

Prerequisite: ENRD 401 or equivalent

Pre/Corequisites: LMGT 1319

Lecture Hours: 3, Lab Hours: 0

LMGT 1340 - Contemporary Logistics Issues

Exploration of relevant and changing topics in the logistics management field. Includes group projects, interaction with local industry, class lectures, and case studies.

Prerequisite: LMGT 1319

Lecture Hours: 3, Lab Hours: 0

LMGT 1341 - Freight Loss and Damage Claims

An analysis of bill of lading contracts and liability for lost or damaged freight, including procedures for filing and documenting claims.

Lecture Hours: 3, Lab Hours: 0

LMGT 1345 - Economics of Transportation and Distribution

A study of the basic economic principles and concepts applicable to transportation and distribution.

Prerequisite: LMGT 1319

Lecture Hours: 3, Lab Hours: 0

LMGT 1393 - Special Topics in Logistics and Materials Management

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.

Prerequisite: LMGT 1319

Lecture Hours: 3, Lab Hours: 0

LMGT 2330 - International Logistics Management

Identification of the principles and practices involved in international distribution systems including the multi-national corporation. Attention to global strategic planning, production, supply, manpower/labor, geography, business communications, cultural, political, and legal issues affecting global distribution and firm/host relationships.

Prerequisite: LMGT 1319

Lecture Hours: 3, Lab Hours: 0

LMGT 2334 - Principles of Traffic Management

A study of the role and functions of a transportation traffic manager within a commercial or public enterprise. Includes training in rate negotiation, carrier and mode selection, carrier service evaluation, quality control, traffic pattern analysis, documentation for domestic and international shipments, claims, hazardous materials movement, and the state, federal, and international environments of transportation.

Prerequisite: LMGT 1319

Lecture Hours: 3, Lab Hours: 0

LMGT 2388 - Internship: Logistics and Materials Management

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.

Prerequisite: LMGT 1319

Lecture Hours: 0, Lab Hours: 0

MATH 100 - Pre Algebra Bridge

This NCBO (non-course based option) supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Mathematical concepts may include whole numbers, fractions, decimals, percent, geometric formulas, ratios and proportions, signed numbers, unit conversions and basic data analysis. This course is paired with MATH 420, MATH 342, TECM 1301, or RNSG 1301.

Pre/Corequisites: ENRD 100

Lecture Hours: 1, Lab Hours: 0

MATH 130 - Intermediate Algebra Bridge

This NCBO (non-course based option) is an accelerated, abbreviated study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. This course is paired with MATH 1314 or MATH 1324.

Prerequisite: MATH 420 and ENRD 401

Lecture Hours: 1, Lab Hours: 0

MABR 142 - Pre Statistics Bridge

This NCBO (non-course based option) is an accelerated, abbreviated study of numeracy and the real number system; quantitative relationships, mathematical models, probability, and statistics with an emphasis on problem solving and critical thinking. This course is paired with: MATH 1332 or MATH 1342.

Pre/Corequisites: MABR 310 and Math Level D or G, and REBR 300

Lecture Hours: 1, Lab Hours: 0

MATH 330 - Intermediate Algebra

A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. This course is paired with MATH 1314 or MATH 1324.

Prerequisite: MATH 420 and ENRD 401

Lecture Hours: 3, Lab Hours: 0

MATH 342 - Pre Statistics

This course support students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; quantitative relationships; mathematical models; probability, and statistics with an emphasis on problem solving and critical thinking. This course is paired with MATH 100, MATH 1332 or MATH 1342.

Pre/Corequisites: MATH 100 and Math Level D or G, and ENRD 100

Lecture Hours: 3, Lab Hours: 0

MATH 420 - Introductory Algebra

This course supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving.

Pre/Corequisites: MATH 100 and Math Level G, and ENRD 100

Lecture Hours: 4, Lab Hours: 0

MATH 1314 - College Algebra

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

Prerequisite: MATH 330 (C or better) or equivalent

Pre/Corequisites: ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 1

MATH 1316 - Plane Trigonometry

In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates, and parametric equations may be included.

Prerequisite: MATH 1314 (C or better) or equivalent

Pre/Corequisites: ENRD 402 or equivalent
Lecture Hours: 3, Lab Hours: 0

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.
Prerequisite: Meet TSI college-readiness standard for Mathematics; or equivalent.

Pre/Corequisites: ENRD 402 or equivalent
Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: MATH 1324 or MATH 1314 (3 SCH version).

Pre/Corequisites: ENRD 402 or equivalent
Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: ENRD 402 or equivalent, and MATH 330 (C or better) or equivalent or MATH 342 (C or better)

Lecture Hours: 3, Lab Hours: 0

MATH 1342 - Elementary Statistics

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals, and hypothesis testing. Use of appropriate technology is recommended.

Prerequisite: ENRD 402 or equivalent, and MATH 330 (C or better) or equivalent or MATH 342 (C or better)

Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: MATH 1314 (C or better) or equivalent

Pre/Corequisites: ENRD 402 or equivalent
Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: MATH 1350

Lecture Hours: 3, Lab Hours: 0

MATH 2305 - Discrete Mathematics

A course designed to prepare math, computer science, and engineering majors for a background in abstraction, notation, and critical thinking for the mathematics most directly related to computer science. Topics include: logic, relations, functions, basic set theory, countability and counting arguments, proof techniques, mathematical induction, combinatorics, discrete probability, recursion, sequence and recurrence, elementary number theory, graph theory, and mathematical proof techniques.

Prerequisite: MATH 2413 (C or better)

Pre/Corequisites: ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 0

MATH 2318 - Linear Algebra

Introduces and provides models for application of the concepts of vector algebra. Topics include finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods, including Gaussian elimination and matrix inversion; matrices; determinants; linear transformations; quadratic forms; eigenvalues and eigenvector; and applications in science and engineering.

Prerequisite: MATH 2414 with a (C or better)

Lecture Hours: 3, Lab Hours: 1

MATH 2320 - Differential Equations

Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems.

Prerequisite: MATH 2414 or equivalent (C or better)

Lecture Hours: 3, Lab Hours: 1

MATH 2412 - Precalculus

In-depth combined study of algebra and trigonometry for calculus readiness. Other topics may be included.

Prerequisite: MATH 1314 (C or better) or equivalent

Pre/Corequisites: ENRD 402 or equivalent
Lecture Hours: 4, Lab Hours: 0

MATH 2413 - Calculus I with Analytic Geometry

Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic and trigonometric functions, applications to calculation of areas and other applications.

Prerequisite: MATH 2412 (C or better) or equivalent

Lecture Hours: 4, Lab Hours: 0

MATH 2414 - Calculus II with Analytic Geometry

Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals.

Prerequisite: MATH 2413 with a (C or better)

Lecture Hours: 4, Lab Hours: 0

MATH 2415 - Calculus III with Analytic Geometry

Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stokes' Theorem.

Prerequisite: MATH 2414 (C or better) or equivalent

Lecture Hours: 4, Lab Hours: 0

MCHN 1302 - Print Reading for Machining Trades

A study of blueprints for machining trades with emphasis on machine drawings.

Lecture Hours: 3, Lab Hours: 0

MCHN 1391 - Special Topics in Machinist/Machine Technologist

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.

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 0

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 Hours: 3, Lab Hours: 3

MCHN 1429 - Millwright II

A continuation of millwright tools including specialty power and precision tools. Emphasis on safety in the accomplishment of these activities.

Prerequisite: MCHN 1425

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 3

MCHN 1438 - Basic Machine Shop I

A course that introduces the student to machining fundamentals. The student will use basic machine tools including 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 Hours: 3, Lab Hours: 3

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.

Prerequisite: MCHN 1438

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 3

MCHN 2381 - Cooperative Education - Machine Tool Technology/Machinist

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.

Prerequisite: MCHN 2403

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 1, Lab Hours: 0

MCHN 2403 - Fundamentals of Computer Numerical Controlled (CNC) Machine Controls

Programming and operation of Computer Numerically Controlled (CNC) machine shop equipment.

Lecture Hours: 3, Lab Hours: 3

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.

Prerequisite: MCHN 1302, MCHN 1425, MCHN 1429

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 3

MCHN 2407 - Millwright IV

This course will focus on troubleshooting, repair, assemble and install pumps.

Prerequisite: MCHN 2405

Pre/Corequisites: READ 300, ESOL 310, or equivalent

Lecture Hours: 3, Lab Hours: 3

MCHN 2412 - Millwright V

An introduction of drive installations using chain and belt drives. This course will focus on troubleshooting, repairing, and installing gearboxes, chain drives, and belt drives.

Prerequisite: MCHN 2407 and ESOL 310, or equivalent

Lecture Hours: 3, Lab Hours: 3

MCHN 2434 - Operation of CNC Machining Centers

CNC operations with an emphasis on vertical machining centers.

Prerequisite: MCHN 2403

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 3

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.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 0

MUAP 1101 - Strings-Violin

Non-major (1 credit) one 30-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1102 - Strings-Violin

Non-major (1 credit) one 30-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1105 - Strings-Viola

Non-major (1 credit) one 30-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1106 - Strings-Viola

Non-major (1 credit) one 30-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1109 - Strings-Cello

Non-major (1 credit) one 30-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1110 - Strings-Cello

Non-major (1 credit) one 30-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1113 - Strings-String Bass

Non-major (1 credit) one 30-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1114 - Strings-String Bass

Non-major (1 credit) one 30-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1117 - Woodwinds-Flute

Non-major (1 credit) one 30-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1118 - Woodwinds-Flute

Non-major (1 credit) one 30-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1121 - Woodwinds-Oboe

Non-major (1 credit) one 30-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1122 - Woodwinds-Oboe

Non-major (1 credit) one 30-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1125 - Woodwinds-Bassoon

Non-major (1 credit) one 30-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1129 - Woodwinds-Clarinet

Non-major (1 credit) one 30-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1133 - Woodwinds-Saxophone

Non-major (1 credit) one 30-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1134 - Woodwinds-Saxophone

Non-major (1 credit) one 30-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1137 - Brass-Trumpet

Non-major (1 credit) one 30-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1138 - Brass-Trumpet

Non-major (1 credit) one 30-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1141 - Brass-French Horn

Non-major (1 credit) one 30-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1142 - Brass-French Horn

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1145 - Brass-Trombone

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1146 - Brass-Trombone

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1153 - Brass-Tuba

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1154 - Brass-Tuba

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1157 - Keyboard-Percussion

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1158 - Keyboard-Percussion

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1161 - Strings-Guitar-Classical

Non-major (1 credit) one 30-minute lesson per week

MUAP 1162 - Strings-Guitar-Classical

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1165 - Keyboard-Organ

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1169 - Keyboard-Piano

Non-major (1 credit) one 30-minute lesson per week

MUAP 1170 - Keyboard-Piano

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1177 - Strings-Harp

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1181 - Voice

Non-major (1 credit) one 30-minute lesson per week

MUAP 1182 - Voice

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1187 - Strings-Guitar-Bass

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1188 - Strings-Guitar-Bass

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1191 - Strings-Guitar-Electric

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1192 - Strings-Guitar-Electric

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1201 - Strings-Violin

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1202 - Strings-Violin

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1203 - Strings-Violin

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1204 - Strings-Violin

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1205 - Strings-Viola

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1206 - Strings-Viola

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1207 - Strings-Viola

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1208 - Strings-Viola

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1209 - Strings-Cello

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1210 - Strings-Cello

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1211 - Strings-Cello

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1212 - Strings-Cello

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1213 - Strings-String Bass

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1214 - Strings-String Bass

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1215 - Strings-String Bass

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1216 - Strings-String Bass

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1217 - Woodwinds-Flute

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1219 - Woodwinds-Flute

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1220 - Woodwinds-Flute

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1221 - Woodwinds-Oboe

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1223 - Woodwinds-Oboe

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1224 - Woodwinds-Oboe

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1225 - Woodwinds-Bassoon

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1227 - Woodwinds-Bassoon

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1228 - Woodwinds-Bassoon

Major

MUAP 1229 - Woodwinds-Clarinet

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1231 - Woodwinds-Clarinet

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1232 - Woodwinds-Clarinet

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1233 - Woodwinds-Saxophone

Non-major (2 credit) one 60-minute lesson per week

MUAP 1234 - Woodwinds-Saxophone

Non-major (2 credit) one 60-minute lesson per week

MUAP 1235 - Woodwinds-Saxophone

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1236 - Woodwinds-Saxophone

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1237 - Brass-Trumpet

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1238 - Brass-Trumpet

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1239 - Brass-Trumpet

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1240 - Brass-Trumpet

Major

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1241 - Brass-French Horn

Non-major (2 credit) one 60-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1242 - Brass-French Horn

Non-major (2 credit) one 60-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1243 - Brass-French Horn

Major

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1244 - Brass-French Horn

Major

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1245 - Brass-Trombone

Non-major (2 credit) one 60-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1246 - Brass-Trombone

Non-major (2 credit) one 60-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1247 - Brass-Trombone

Major

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1248 - Brass-Trombone

Major

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1253 - Brass-Tuba

Non-major (2 credit) one 60-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1254 - Brass-Tuba

Non-major (2 credit) one 60-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1255 - Brass-Tuba

Major

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1256 - Brass-Tuba

Major

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1257 - Keyboard-Percussion

Non-major (2 credit) one 60-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1258 - Keyboard-Percussion

Non-major (2 credit) one 60-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1259 - Keyboard-Percussion

Major

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1260 - Keyboard-Percussion

Major

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1261 - Strings-Guitar-Classical

Non-major (2 credit) one 60-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1262 - Strings-Guitar-Classical

Non-major (2 credit) one 60-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1263 - Strings-Guitar-Classical

Major

MUAP 1264 - Strings-Guitar-Classical

Major

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1265 - Keyboard-Organ

Non-major (2 credit) one 60-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1266 - Keyboard-Organ

Non-major (2 credit) one 60-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1267 - Keyboard-Organ

Major

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1269 - Keyboard-Piano

Non-major (2 credit) one 60-minute lesson per week

MUAP 1270 - Keyboard-Piano

Non-major (2 credit) one 60-minute lesson per week

MUAP 1271 - Keyboard-Piano

Major

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1272 - Keyboard-Piano

Major

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1277 - Strings-Harp

Non-major (2 credit) one 60-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1279 - Strings-Harp

Major

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1281 - Voice

Non-major (2 credit) one 60-minute lesson per week

MUAP 1282 - Voice

Non-major (2 credit) one 60-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1283 - Voice

Major Freshman

Corequisite: MUEN 1141, MUEN 1142, MUEN 1152, MUEN 1153, MUEN 1154, MUEN 2141, or MUEN 2142

MUAP 1284 - Voice

Major Freshman

Corequisite: MUEN 1141, MUEN 1142, MUEN 1152, MUEN 1153, MUEN 1154, MUEN 2141, or MUEN 2143

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1287 - Strings-Guitar-Bass

Non-major (2 credit) one 60-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1288 - Strings-Guitar-Bass

Non-major (2 credit) one 60-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1289 - Strings-Guitar-Bass

Major

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1290 - Strings-Guitar-Bass

Major

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1291 - Strings-Guitar-Electric

Non-major (2 credit) one 60-minute lesson per week

MUAP 1292 - Strings-Guitar-Electric

Non-major (2 credit) one 60-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1293 - Strings-Guitar-Electric

Major

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 1294 - Strings-Guitar-Electric

Major

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2101 - Strings-Violin

Non-major (1 credit) one 30-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2102 - Strings-Violin

Non-major (1 credit) one 30-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2105 - Strings-Viola

Non-major (1 credit) one 30-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2106 - Strings-Viola

Non-major (1 credit) one 30-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2109 - Strings-Cello

Non-major (1 credit) one 30-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2110 - Strings-Cello

Non-major (1 credit) one 30-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2113 - Strings-String Bass

Non-major (1 credit) one 30-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2114 - Strings-String Bass

Non-major (1 credit) one 30-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2117 - Woodwinds-Flute

Non-major (1 credit) one 30-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2129 - Woodwinds-Clarinet

Non-major (1 credit) one 30-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2133 - Woodwinds-Saxophone

Non-major (1 credit) one 30-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2134 - Woodwinds-Saxophone

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2137 - Brass-Trumpet

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2138 - Brass-Trumpet

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2141 - Brass-French Horn

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2142 - Brass-French Horn

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2145 - Brass-Trombone

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2146 - Brass-Trombone

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2153 - Brass-Tuba

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2154 - Brass-Tuba

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2157 - Keyboard-Percussion

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2158 - Keyboard-Percussion

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2161 - Strings-Guitar-Classical

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2162 - Strings-Guitar-Classical

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2165 - Keyboard-Organ

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2169 - Keyboard-Piano

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2170 - Keyboard-Piano

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2181 - Voice

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2182 - Voice

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2187 - Strings-Guitar-Bass

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2188 - Strings-Guitar-Bass

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2191 - Strings-Guitar-Electric

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2192 - Strings-Guitar-Electric

Non-major (1 credit) one 30-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2201 - Strings-Violin

Non-major (2 credit) one 60-minute lesson per week

MUAP 2202 - Strings-Violin

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2203 - Strings-Violin

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2204 - Strings-Violin

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2205 - Strings-Viola

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2206 - Strings-Viola

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2207 - Strings-Viola

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2208 - Strings-Viola

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2209 - Strings-Cello

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2210 - Strings-Cello

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2211 - Strings-Cello

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2212 - Strings-Cello

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2213 - Strings-String Bass

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2215 - Strings-String Bass

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2216 - Strings-String Bass

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2217 - Woodwinds-Flute

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2219 - Woodwinds-Flute

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2220 - Woodwinds-Flute

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2223 - Woodwinds-Oboe

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2224 - Woodwinds-Oboe

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2227 - Woodwinds-Bassoon

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2228 - Woodwinds-Bassoon

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2229 - Woodwinds-Clarinet

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2231 - Woodwinds-Clarinet

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2232 - Woodwinds-Clarinet

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2233 - Woodwinds-Saxophone

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2234 - Woodwinds-Saxophone

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2235 - Woodwinds-Saxophone

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2236 - Woodwinds-Saxophone

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2237 - Brass-Trumpet

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2238 - Brass-Trumpet

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2239 - Brass-Trumpet

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2240 - Brass-Trumpet

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2241 - Brass-French Horn

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2242 - Brass-French Horn

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2243 - Brass-French Horn

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2244 - Brass-French Horn

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2245 - Brass-Trombone

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2246 - Brass-Trombone

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2247 - Brass-Trombone

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2248 - Brass-Trombone

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2253 - Brass-Tuba

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2254 - Brass-Tuba

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2255 - Brass-Tuba

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2256 - Brass-Tuba

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2257 - Keyboard-Percussion

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2258 - Keyboard-Percussion

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2259 - Keyboard-Percussion

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2260 - Keyboard-Percussion

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2261 - Strings-Guitar-Classical

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2262 - Strings-Guitar-Classical

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2263 - Strings-Guitar-Classical

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2264 - Strings-Guitar-Classical

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2267 - Keyboard-Organ

Major
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2269 - Keyboard-Piano

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2270 - Keyboard-Piano

Non-major (2 credit) one 60-minute lesson per week
Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2271 - Keyboard-Piano

Major

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2272 - Keyboard-Piano

Major

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2281 - Voice

Non-major (2 credit) one 60-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2282 - Voice

Non-major (2 credit) one 60-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2283 - Voice

Major Sophomore

Corequisite: MUEN 1141, MUEN 1142, MUEN 1152, MUEN 1153, MUEN 1154, MUEN 2141, or MUEN 2144

MUAP 2284 - Voice

Major Sophomore

Corequisite: MUEN 1141, MUEN 1142, MUEN 1152, MUEN 1153, MUEN 1154, MUEN 2141, or MUEN 2145

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2287 - Strings-Guitar-Bass

Non-major (2 credit) one 60-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2288 - Strings-Guitar-Bass

Non-major (2 credit) one 60-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2289 - Strings-Guitar-Bass

Major

MUAP 2290 - Strings-Guitar-Bass

Major

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2291 - Strings-Guitar-Electric

Non-major (2 credit) one 60-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2292 - Strings-Guitar-Electric

Non-major (2 credit) one 60-minute lesson per week

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2293 - Strings-Guitar-Electric

Major Sophomore

Pre/Corequisites: ENRD 100 or equivalent.

MUAP 2294 - Strings-Guitar-Electric

Major Sophomore

Pre/Corequisites: ENRD 100 or equivalent.

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.

Lecture Hours: 0, Lab Hours: 4

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.

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 0, Lab Hours: 4

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.

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 1, Lab Hours: 1

MUEN 1135 - Jazz Ensemble

Practice and performance of various jazz idioms.

Admission by audition or instructor's consent.

Lecture Hours: 0, Lab Hours: 4

MUEN 1137 - Guitar Ensemble

Study and performance of guitar ensemble literature (4 or more students). Admission by audition or instructor's consent.

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 1, Lab Hours: 1

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.

Lecture Hours: 0, Lab Hours: 4

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.

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 1

MUEN 1152 - Chamber Choir

A vocal ensemble class organized for the study and performance of madrigal literature primarily from the 16th and 17th centuries.

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 0, Lab Hours: 4

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.

Pre/Corequisites: MUEN 1152

Lecture Hours: 0, Lab Hours: 4

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.

Lecture Hours: 0, Lab Hours: 4

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.

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 0, Lab Hours: 4

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.

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 1, Lab Hours: 1

MUEN 2135 - Jazz Ensemble

Practice and performance of various jazz idioms.

Admission by audition or instructor's consent.

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 0, Lab Hours: 4

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.

Lecture Hours: 0, Lab Hours: 4

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.

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 0, Lab Hours: 4

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 Hours: 3, Lab Hours: 0

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.

Pre/Corequisites: MUSC 2427

Lecture Hours: 1, Lab Hours: 4

MUSC 1323 - Audio Electronics

Basic concepts in electricity, Ohm's Law, circuit analysis, and troubleshooting. Includes soldering techniques and equipment maintenance.

Pre/Corequisites: ENRD 100 or equivalent and MATH 320 or equivalent

Lecture Hours: 2, Lab Hours: 2

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.

Pre/Corequisites: ESOL 310 or equivalent

Lecture Hours: 2, Lab Hours: 3

MUSC 1335 - Commercial Music Software

Specialized training in commercial music software applications.

Prerequisite: MUSC 1427

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 2, Lab Hours: 4

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.

Prerequisite: MUSC 1427

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 2, Lab Hours: 2

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.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 2, Lab Hours: 6

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 Hours: 3, Lab Hours: 2

MUSC 2355 - MIDI II

Advanced MIDI concepts and techniques. Includes synchronizing MIDI and audio devices and advanced sequencer operation.

Prerequisite: MUSC 1331, MUSC 1427

Lecture Hours: 2, Lab Hours: 4

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.

Prerequisite: MUSC 2427

Lecture Hours: 0, Lab Hours: 0

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.

Pre/Corequisites: MUSC 1427 and ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 2

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.

Prerequisite: MUSC 1405 and ENRD 401 or equivalent

Lecture Hours: 2, Lab Hours: 6

MUSC 2427 - Audio Engineering II

Implementation of the recording process, microphones, audio console, multitrack recorder, and signal processing devices.

Prerequisite: MUSC 1427

Lecture Hours: 2, Lab Hours: 6

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.

Prerequisite: MUSC 2427

Lecture Hours: 2, Lab Hours: 6

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.

Prerequisite: MUSC 2447

Lecture Hours: 2, Lab Hours: 6

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.

Prerequisite: MUSC 2403 and ENRD 401 or equivalent

Lecture Hours: 2, Lab Hours: 4

MUSC 2459 - Sound System Optimization

System optimization. Includes related acoustic principles and system alignment procedures. Emphases system equalization, time/phase alignment, subsystem integration, loud- speaker management systems, ear training, and industry standard acoustic analysis software.

Prerequisite: MUSC 2402 and ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 2

MUSI 1116 - Sight Singing and Ear Training I

Singing tonal music in treble and bass clefs, and aural study of elements of music, such as scales, intervals and chords, and dictation of basic rhythm, melody and diatonic harmony.

Corequisite: MUSI 1311

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 0, Lab Hours: 3

MUSI 1117 - Sight Singing and Ear Training II

Singing tonal music in various clefs, continued aural study of the elements of music, dictation of intermediate rhythm, melody and diatonic harmony.

Prerequisite: MUSI 1116, ENRD 100 or equivalent

Corequisite: MUSI 1312

Lecture Hours: 0, Lab Hours: 3

MUSI 1181 - Piano Class I

Beginning class instruction in the fundamentals of keyboard technique.

Lecture Hours: 1, Lab Hours: 1

MUSI 1182 - Piano Class II

Advanced beginning class instruction in the fundamentals of keyboard technique.

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 1, Lab Hours: 1

MUSI 1183 - Voice Class I

Class instruction in the fundamentals of singing including breathing, tone production, and diction. Designed for students with little or no previous voice training. Does not apply to a music major degree.

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 0, Lab Hours: 2

MUSI 1192 - Guitar Class I

Class instruction in the fundamental guitar playing, including technique, music reading, fretboard theory, melodic and harmonic realizations.

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 0, Lab Hours: 2

MUSI 1303 - Fundamentals of Music

Introduction to the basic elements of music theory, including scales, intervals, keys, triads, elementary ear training, notation, meter, and rhythm. Course does not apply to a music major degree.

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 0

MUSI 1306 - Music Appreciation

Understanding music through the study of cultural periods, major composers, and musical elements, illustrated with audio recordings and live performances. Course does not apply to a music major degree.

Lecture Hours: 3, Lab Hours: 0

MUSI 1307 - Music Literature

A survey of the styles and forms of music as it developed from the middle ages to the present. This course will familiarize the student with cultural context, terminology,

genres, and notation.

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 0

MUSI 1310 - American Music

A general survey of various styles of music of the Americas, including but not limited to jazz, folk, rock, and contemporary music.

Lecture Hours: 3, Lab Hours: 0

MUSI 1311 - Music Theory I

The study of analysis and writing of tonal melody and diatonic harmony, including fundamental music concepts, scales, intervals, chords, 7th chords, and early four-part writing. Analysis of small compositional forms. Optional correlated study at the keyboard.

Lecture Hours: 3, Lab Hours: 1

MUSI 1312 - Music Theory II

The study of analysis and writing of tonal melody and diatonic harmony, including all diatonic chords and seventh chords in root position and inversions, non-chord tones, and functional harmony. Introduction to more complex topics, such as modulation, may occur. Optional correlated study at the keyboard.

Prerequisite: MUSI 1311 and ENRD 100 or equivalent

Corequisite: MUSI 1117

Lecture Hours: 3, Lab Hours: 1

MUSI 2116 - Sight Singing and Ear Training III

Singing more difficult tonal music in various clefs, aural study including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures.

Prerequisite: MUSI 1117, ENRD 100 or equivalent

Corequisite: MUSI 2311

Lecture Hours: 0, Lab Hours: 3

MUSI 2117 - Sight Singing and Ear Training IV

Singing advanced tonal music and introduction of modal and post-tonal melodies. Aural study including dictation of advanced rhythm, melody, and harmony.

Prerequisite: MUSI 2116, ENRD 100 or equivalent

Corequisite: MUSI 2312

Lecture Hours: 0, Lab Hours: 3

MUSI 2181 - Piano Class III

Intermediate class instruction of keyboard technique.

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 1, Lab Hours: 1

MUSI 2182 - Piano Class IV

Advanced class instruction of keyboard technique.

Pre/Corequisites: ENRD 100 or equivalent
Lecture Hours: 1, Lab Hours: 1

MUSI 2311 - 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 procedures and survey of the traditional large forms of composition. Correlated study at the keyboard.

Prerequisite: MUSI 1312 and ENRD 100 or equivalent
Corequisite: MUSI 2116
Lecture Hours: 3, Lab Hours: 1

MUSI 2312 - Music Theory IV

Continuation of advanced chromaticism and survey of analytical and compositional procedures in post-tonal music. Optional correlated study at the keyboard.

Prerequisite: MUSI 2311 and ENRD 100 or equivalent
Corequisite: MUSI 2117
Offered: Spring Semester
Lecture Hours: 3, Lab Hours: 1

MUSI 2389 - Academic Cooperative

An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of music.

Prerequisite: COMM 2324, COMM 2220
Lecture Hours: 0, Lab Hours: 3

NDTE 1401 - Film Interpretation of Weldments

A study of radiographic film, including exploration of radiographic basics, interpretation, and causes and effects of discontinuities.

Lecture Hours: 3, Lab Hours: 3

NDTE 1405 - Introduction to Ultrasonics

Basic theory and applications of the ultrasonic techniques of materials testing covering the theoretical material from the certification test for Ultrasonic Level I American Society of Non-Destructive Testing.

Lecture Hours: 3, Lab Hours: 3

NDTE 1410 - Liquid penetrant/Magnetic particle Testing

A theoretical study and practical application of the non-destructive testing techniques of penetrant and magnetic particle testing required by quality assurance and test personnel.

Lecture Hours: 3, Lab Hours: 3

NDTE 2411 - Preparation for Certified Welding Inspector Exam

Welding fundamentals, welding inspection and code interpretation in preparation for the certified welding inspector examination.

Lecture Hours: 3, Lab Hours: 3

OSHT 1301 - Introduction to Safety and Health

An introduction to the basic concepts of safety and health.

Pre/Corequisites: ENRD 401 or equivalent
Lecture Hours: 3, Lab Hours: 0

OSHT 1309 - Physical Hazards Control

A study of the physical hazards in industry and the methods of workplace design a redesign to control these hazards. Emphasis on the regulation codes and standards associated with the control of physical hazards.

Pre/Corequisites: ENRD 401 or equivalent
Lecture Hours: 3, Lab Hours: 0

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.

Pre/Corequisites: ENRD 401 or equivalent
Lecture Hours: 3, Lab Hours: 0

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.

Pre/Corequisites: ENRD 401 or equivalent
Lecture Hours: 3, Lab Hours: 0

OSHT 1321 - Fire Protection Systems

Study of fire protection systems and their applications with emphasis on the fire prevention codes and standards.

Pre/Corequisites: ENRD 401 or equivalent
Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: OSHT 1301 and ENRD 100 or equivalent
Lecture Hours: 3, Lab Hours: 0

OSHT 2401 - OSHA Regulations: General Industry

A study of Occupational Safety and Health Administration (OSHA) regulations pertinent to general industry.

Prerequisite: OSHT 1301, ENRD 100 or equivalent
Lecture Hours: 3, Lab Hours: 3

PFPB 1305 - Basic Blueprint Reading for Pipefitters

Reading, interpreting, and sketching piping drawings. Includes isometric and orthographic views.
Lecture Hours: 3, Lab Hours: 0

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 Hours: 3, Lab Hours: 0

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 Hours: 3, Lab Hours: 3

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.

Prerequisite: PFPB 1305

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: PFPB 2408

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 2, Lab Hours: 2

PFPB 2407 - Pipe Fabrication and Installation I

Pipe fabrication of various materials and installation of pipe supports.

Prerequisite: PFPB 1408

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 3

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.

Prerequisite: PFPB 2407

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 3

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.

Prerequisite: PFPB 2408

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 3

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.

Prerequisite: PFPB 2310

Pre/Corequisites: ENRD 100 or equivalent, DFTG 2423

Lecture Hours: 3, Lab Hours: 3

PHIL 1301 - 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.

Prerequisite: ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 0

PHIL 1304 - 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.

Prerequisite: ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 0

PHYS 1317 - Physical Science II

This is part of a sequence of physical science courses, designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and

meteorology. This course will emphasize topics from physics, astronomy, and geology.

Prerequisite: ENRD 402, MATH 420 or equivalent

Lecture Hours: 3, Lab Hours: 0

PHYS 1401 - College Physics I: Mechanics and Heat

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, physical systems, Newton's Laws of Motion, and gravitation; with emphasis on problem solving. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, physical systems, Newton's Laws of Motion, and gravitation; emphasis will be on problem solving.

Prerequisite: ENRD 402 or equivalent

Pre/Corequisites: MATH 1314 or equivalent

Lecture Hours: 3, Lab Hours: 3

PHYS 1402 - College Physics II: Sound, Electricity, Magnetism, Light, and Modern Physics

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, and optics; with emphasis on problem solving. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, and optics; with emphasis on problem solving.

Prerequisite: PHYS 1401 and ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 3

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.

Prerequisite: ENRD 402 or equivalent and MATH 330 or equivalent

Lecture Hours: 3, Lab Hours: 3

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), and the solar system mechanic. Theories about the structure and origin of the solar system, with emphasis on recent discoveries will be included.

Prerequisite: ENRD 402 or equivalent, and MATH 330 or equivalent

Lecture Hours: 3, Lab Hours: 3

PHYS 1405 - Conceptual Physics I

An elementary course in fundamental concepts of mechanics, heat, and gravitation, with emphasis on the scientific approach to solving problems. For elementary education, liberal arts, and other non-science majors and students.

Prerequisite: ENRD 402 or equivalent

Pre/Corequisites: MATH 420, TECM 1341, TECM 1349 or equivalent

Lecture Hours: 3, Lab Hours: 3

PHYS 1407 - Conceptual Physics II

An elementary course in fundamental concepts of electricity, magnetism, sound, 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.

Prerequisite: ENRD 402 or equivalent

Pre/Corequisites: MATH 420, TECM 1341, TECM 1349 or equivalent

Lecture Hours: 3, Lab Hours: 3

PHYS 1415 - Physical Science I

This is a part of a sequence of physical science courses, designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and meteorology. This course will emphasize topics from physics, meteorology, and chemistry.

Pre/Corequisites: MATH 420 or equivalent and ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 3

PHYS 1417 - Physical Science II

This is part of a sequence of physical science courses, designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and meteorology. This course will emphasize topics from physics, astronomy, and geology.

Pre/Corequisites: ENRD 402 or equivalent and MATH 420 or equivalent

Lecture Hours: 3, Lab Hours: 3

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.

Prerequisite: Instructor's Permission

Lecture Hours: 1, Lab Hours: 2

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.

Prerequisite: Instructor's Permission

Lecture Hours: 1, Lab Hours: 4

PHYS 2425 - University Physics I

Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems, and thermodynamics; and emphasis on problem solving. Basic laboratory experiments supporting theoretical principles involving the principles and applications of classical mechanics, including harmonic motion and physical systems; experimental design, data collection and analysis, and preparation of laboratory reports.

Prerequisite: MATH 2413

Lecture Hours: 3, Lab Hours: 3

PHYS 2426 - University Physics II

Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Laboratory experiments supporting theoretical principles involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics; experimental design, data collection and analysis, and preparation of laboratory reports.

Prerequisite: PHYS 2425 and MATH 2414

Lecture Hours: 3, Lab Hours: 3

POFI 1349 - Spreadsheets

Skill development in concepts, procedures, and application

of spreadsheets.

Prerequisite: Basic Computer Skills

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 1

POFI 1391 - Special Topics in Information Processing/Data Entry Technician

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the students.

Prerequisite: BCIS 1305 or POFI 1401

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 1

POFI 1441 - Computer Applications II

Continued study of current computer terminology and technology. Advanced skill development in computer hardware, software applications, and procedures.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 3

POFI 2301 - Word Processing

Word Processing software focusing on business applications.

Pre/Corequisites: ENRD 401 or equivalent (READ 301 or equivalent may replace ENRD 401)

Lecture Hours: 3, Lab Hours: 1

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.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 1

POFI 2340 - Advanced Word Processing

Advanced word processing techniques using merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents.

Pre/Corequisites: ENRD 401 or equivalent (READ 301 or equivalent may replace ENRD 401)

Lecture Hours: 3, Lab Hours: 1

POFI 2350 - Databases

In-depth instruction of database theory and the practical applications of a database.

Prerequisite: BCIS 1305, POFI 1401, or equivalent

Pre/Corequisites: ENRD 401 or equivalent (READ 300 or equivalent may replace ENRD 401)

Lecture Hours: 3, Lab Hours: 1

POFT 1220 - Job Search Skills

Skills to seek and obtain employment in business and industry.

Pre/Corequisites: ENRD 401 or equivalent (READ 300 or equivalent may replace ENRD 401)

Lecture Hours: 2, Lab Hours: 0

POFT 1227 - Introduction to Keyboarding

Skill development in keyboarding techniques. Emphasis on the development of acceptable speed and accuracy.

Lecture Hours: 1, Lab Hours: 2

POFT 1232 - Workplace Diversity

Examines gender, cultural background, age, and other factors affecting coworker/client relationships. Includes behavioral expectations and standards in the business environment.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 2, Lab Hours: 0

POFT 1291 - Special Topics in Business Communications

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.

Pre/Corequisites: ENRD 401 or equivalent (READ 301 or equivalent may replace ENRD 401).

Lecture Hours: 2, Lab Hours: 0

POFT 1300 - Career Exploration/Planning

An introduction to career exploration, education planning, and job searching.

Pre/Corequisites: ENRD 401 or equivalent (READ 300 or equivalent may replace ENRD 401)

Lecture Hours: 3, Lab Hours: 0

POFT 1301 - Business English

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 0

POFT 1309 - Administrative Office Procedures I

Study of current office procedures, duties, and responsibilities applicable to an office environment.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 1

POFT 1325 - Business Math Using Technology

Skill development in business math problem-solving using technology.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 1

POFT 1328 - Business Presentations

Skill development in planning and conducting business presentations including communication and media skills.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 1

POFT 1329 - Beginning Keyboarding

Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 1

POFT 1349 - Administrative Office Procedures II

In-depth coverage of office procedures with emphasis on decision making, goal setting, management theories, and critical thinking.

Prerequisite: POFT 1309

Pre/Corequisites: ENRD 401 or equivalent

Offered: Fall Semester

Lecture Hours: 3, Lab Hours: 1

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.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 0, Lab Hours: 0

POFT 1392 - Special Topics in Administrative Assistant/Secretarial Science, 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.

Prerequisite: BCIS 1305 or POFI 1401

Pre/Corequisites: ENRD 401 or equivalent (READ 300 or equivalent may replace ENRD 401)

Lecture Hours: 3, Lab Hours: 1

POFT 2203 - Speed and Accuracy Building

Review, correct, and improve keyboarding techniques for the purpose of increasing speed and improving accuracy.

Pre/Corequisites: POFT 1227 or knowledge of the keyboard

Lecture Hours: 2, Lab Hours: 1

POFT 2301 - Intermediate Keyboarding

A continuation of keyboarding skills emphasizing

acceptable speed and accuracy levels and formatting documents.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 1

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.

Pre/Corequisites: POFT 1301 or ENGL 1301 and ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 0

POFT 2331 - Administrative Project Solutions

Advanced concepts of project management and office procedures integrating software applications, critical thinking, and problem-solving skills.

Prerequisite: BCIS 1305 or POFI 1401

Pre/Corequisites: ENRD 401 or equivalent (READ 300 or equivalent may replace ENRD 401)

Lecture Hours: 3, Lab Hours: 1

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.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 0, Lab Hours: 0

PSTR 1301 - Fundamentals of Baking

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

Prerequisite: READ300/REBR300 or equivalent or Level One Certificate

Lecture Hours: 2, Lab Hours: 4

PSTR 1401 - Fundamentals of Baking

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

Lecture Hours: 2, Lab Hours: 2

PSTR 2431 - Advanced Pastry Shop

A study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work, and decorations. Emphasis on advanced techniques.

Lecture Hours: 2, Lab Hours: 3

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.

Prerequisite: ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 0

PSYC 2314 - Life Span Growth and Development

Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.

Prerequisite: PSYC 2301 with a C or better and ENRD 402 or equivalent.

Lecture Hours: 3, Lab Hours: 0

PSYC 2317 - Statistics for Behavioral Sciences

A course designed to provide a background in statistics for students in psychology and the social sciences. Includes elementary probability theory, measures of central tendency, variability, correlation and regression, the normal curve of probability, and statistical inference.

Prerequisite: PSYC 2301, ENRD 402 or equivalent and MATH 310/MABR 310 or equivalent

Lecture Hours: 3, Lab Hours: 0

PSYT 1013 - Psychology of Personal Adjustment

Development of personal, social, and work adjustment skills.

Prerequisite: Instructor's permission only

Lecture Hours: 2, Lab Hours: 2

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.

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 0

PTAC 1302 - Introduction to Process Technology

Introduction to the processing industries. This is a survey of all process technology courses in the program.

Prerequisite: ENRD 401 or equivalent, MATH 310/MABR 310 or equivalent

Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: ENRD 401 or equivalent, MATH 310/MABR 310 or equivalent

Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: ENRD 401 or equivalent, MATH 310/MABR 310 or equivalent

Lecture Hours: 3, Lab Hours: 0

PTAC 1410 - Process Technology I: Equipment

Instruction in the use of common process equipment.

Prerequisite: ENRD 401 or equivalent, MATH 310/MABR 310 or equivalent

Lecture Hours: 3, Lab Hours: 3

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.

Prerequisite: ENRD 401 or equivalent, MATH 310/MABR 310 or equivalent

Lecture Hours: 3, Lab Hours: 3

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.

Prerequisite: PTAC 1302, PTAC 1332, PTAC 1410, PTAC 2420, SCIT 1414, and MATH/TECM elective

Lecture Hours: 3, Lab Hours: 0

PTAC 2420 - Process Technology II: Systems

Study of the interrelation of process equipment as process systems including related scientific principles.

Prerequisite: PTAC 1332, PTAC 1410

Lecture Hours: 3, Lab Hours: 3

PTAC 2438 - Process Technology III: Operations

This course emphasizes activities associated with process operations. Students write and follow procedures and

operate actual equipment.

Prerequisite: PTAC 1302, PTAC 1332, PTAC 1410, PTAC 2420, SCIT 1414, and MATH/TECM elective

Lecture Hours: 3, Lab Hours: 3

PTAC 2486 - Internship - Process 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.

Prerequisite: PTAC 1302, PTAC 1332, PTAC 1410, PTAC 2420, PTAC 2438, SCIT 1414, and MATH/TECM elective

Lecture Hours: 0, Lab Hours: 0

RBTC 1301 - Programmable Logic Controllers

A study in programmable logic controllers (PLC). Topics include processor units, numbering systems, memory organization, relay type devices, timers, counters, data manipulators, and programming.

Corequisite: INTC 1441

Lecture Hours: 2, Lab Hours: 2

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.

Prerequisite: Admission to RN or RNT Program, RNSG 1343, RNSG 1262 RNSG 2161, RNSG 2201, BIOL 2421. RN only

Corequisite: RNSG 1251, RNSG 2160, RNSG 2213

Lecture Hours: 0, Lab Hours: 0

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.

Prerequisite: Admission to RN Program

Corequisite: RNSG1413, RNSG1261

Pre/Corequisites: BIOL 2402, PSYC 2314

Lecture Hours: 1, Lab Hours: 4

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.

Prerequisite: Admission to RN Program or RNT Program, RNSG 1262 , RNSG 1343, RNSG 2161, RNSG 2201, BIOL 2421. RN only

Corequisite: RNSG 1162, RNSG 2160, RNSG 2213

Lecture Hours: 2, Lab Hours: 0

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.

Prerequisite: Admission to the RN Program

Corequisite: RNSG 1205, 1247, 1413

Pre/Corequisites: BIOL 2402, PSYC 2314

Lecture Hours: 0, Lab Hours: 0

RNSG 1262 - 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.

Prerequisite: Admission to RN or RNT Program, RNSG 1205, RNSG 1261, RNSG 1413, BIOL 2402, BIOL 2421, PSYC 2314, RNSG 2307 (RNT only)

Corequisite: RNSG 1343, RNSG 2161, RNSG 2201

Lecture Hours: 0, Lab Hours: 0

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.

Prerequisite: ENRD 402 or equivalent; and MATH 350 (B or better) or MATH 330 or equivalent (College Ready Standard)

Pre/Corequisites: BIOL 2401 or BIOL 2404

Lecture Hours: 3, Lab Hours: 0

RNSG 1343 - 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.

Prerequisite: Admission to RN Program, RNSG 1205, RNSG 1261, RNSG 1413, BIOL 2402, PSYC 2314, or admission to RNT Program, RNSG 2307, BIOL 2421

Corequisite: RNSG 1262, RNSG 2161, RNSG 2201

Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: Admission to the RN Program

Corequisite: RNSG1205, RNSG1261

Pre/Corequisites: BIOL 2402, PSYC 2314

Lecture Hours: 4, Lab Hours: 0

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.

Prerequisite: Admission to RN or RNT Program, RNSG 1343, RNSG 1262 , RNSG 2161, RNSG 2201, BIOL 2421. RN only

Corequisite: RNSG 1162, RNSG 1251, RNSG 2213

Lecture Hours: 0, Lab Hours: 0

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.

Prerequisite: Admission to RN Program, RNSG 1205, RNSG 1261, RNSG 1413, BIOL 2402, PSYC 2314, or admission to RNT Program, RNSG 2307, BIOL 2421

Corequisite: RNSG 1343, RNSG 1262, RNSG 2201

Pre/Corequisites: BIOL 2421 RN only

Lecture Hours: 0, Lab Hours: 0

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.

Prerequisite: Admission to RN Program, RNSG 1205, RNSG 1261, RNSG 1413, BIOL 2402, PSYC 2314, or admission to RNT Program, RNSG 2307, BIOL 2421
Corequisite: RNSG 1343, RNSG 1262, RNSG 2161

Pre/Corequisites: BIOL 2421 RN only

Lecture Hours: 2, Lab Hours: 0

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.

Prerequisite: Admission to RN or RNT Program, RNSG 1343, RNSG 1262, RNSG 2161, RNSG 2201, BIOL 2421. RN only

Corequisite: RNSG 1162, RNSG 1251, RNSG 2160

Lecture Hours: 2, Lab Hours: 0

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.

Prerequisite: Admission to RN or RNT Program, RNSG 1162, RNSG 1251, RNSG 2160, RNSG 2213

Corequisite: RNSG 2432, RNSG 2263

Lecture Hours: 1, Lab Hours: 0

RNSG 2263 - 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.

Prerequisite: Admission to RN or RNT Program, RNSG 1162, RNSG 1251, RNSG 2160, RNSG 2213

Corequisite: RNSG 2221, RNSG 2432

Lecture Hours: 0, Lab Hours: 0

RNSG 2307 - 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.

Prerequisite: Admission to RNT Program

Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: Admission to RN or RNT Program, RNSG 1162, RNSG 1251, RNSG 2160, RNSG 2213

Corequisite: RNSG 2221, RNSG 2263

Lecture Hours: 4, Lab Hours: 0

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.

Prerequisite: MUSC 1427

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 2, Lab Hours: 2

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.

Prerequisite: ENRD 401 or equivalent, MATH 310/MABR 310 or equivalent

Lecture Hours: 3, Lab Hours: 3

SCIT 1418 - Applied Physics

Introduction to physics for industrial applications including vectors, motion, mechanics, simple machines, matter, heat, and thermodynamics.

Corequisite: ENRD 401 or equivalent, MATH 310 or equivalent

Lecture Hours: 3, Lab Hours: 3

SOCI 1301 - 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.

Prerequisite: ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 0

SOCI 1306 - Social Problems

The course focuses on the study of social disorganization and reorganization, with emphasis on the following topics: socioeconomic inequality and poverty, majority and minority groups, family and divorce, aging and retirement, deviance and crime, and mental illness and suicide. This course will only be offered in the fall semester.

Prerequisite: ENRD 402 or equivalent. Offered: Fall Semester

Lecture Hours: 3, Lab Hours: 0

SOCI 2319 - Multi-Cultural Studies

This course focuses on the conflicts, dilemmas, and social problems that arise in multicultural societies. Special emphasis is placed on issues such as racism, sexism, and the "politics of 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. This course will only be offered in the spring semester.

Prerequisite: SOCI 1301 with a C or better and ENRD 402 or equivalent. Offered: Spring Semester

Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 0

SOCW 2361 - Introduction to Social Work

An overview of the history and development of social work as a profession. The course is designed to foster a philosophical, historical, and critical understanding of the social work profession including social work values, ethics, and areas of practice utilized under a Generalist Social Work Model.

Prerequisite: ENRD 402 or equivalent. Offered: Fall

Semester

Lecture Hours: 3, Lab Hours: 0

SOCW 2362 - Social Welfare: Legislation, Programs, and Services

This course offers a historical and contemporary examination of legislation and resulting programs, policies, and services in the context of the social welfare system in the United States. Special attention is given to the political, economic, environmental, and social conditions that prompted the development of legislation to meet the needs of vulnerable populations. Societal responses to legislation are also considered.

Prerequisite: ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 0

SOCW 2389 - Academic Cooperative

A supervised experiential learning course designed to integrate program study with introductory exposure to the field of social work. In conjunction with individual study and/or seminars, the student will set specific goals and objectives in the study of social work and/or social institutions. The course must include a minimum of 80 contact hours (48 hours in a social service setting).

Prerequisite: SOCW 2361

Lecture Hours: 3, Lab Hours: 0

SPAN 1411 - Beginning Spanish I

Basic Spanish language skills in listening, speaking, reading, and writing with a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level.

Pre/Corequisites: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 3

SPAN 1412 - Beginning Spanish II

Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level.

Prerequisite: SPAN 1411, ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 3

SPAN 2311 - Intermediate Spanish I

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

Prerequisite: SPAN 1412, ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 0

SPAN 2312 - Intermediate Spanish II

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

Prerequisite: SPAN 2311 or equivalent transfer credit.

Continuation of SPAN 2311

Lecture Hours: 3, Lab Hours: 0

SPAN 2313 - Spanish for Native/Heritage Speakers I

This course builds upon existing oral proficiency of heritage speakers of Spanish. Enhances proficiency in the home-based language by developing a full range of registers including public speaking and formal written discourse. Emphasis is on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

Prerequisite: SPAN 2312, Placement Exam, or Departmental Approval

Lecture Hours: 3, Lab Hours: 0

SPAN 2315 - Spanish for Native/Heritage Speakers II

This course builds upon existing oral proficiency of heritage speakers of Spanish. Enhances proficiency in the home-based language by developing a full range of registers including public speaking and formal written discourse. Emphasis is on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

Prerequisite: SPAN 2313, Placement Exam, or Departmental Approval

Lecture Hours: 3, Lab Hours: 0

SPCH 1311 - Introduction to Speech Communication

This course covers theories and practice of communication in interpersonal, small group, and public speech.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 0

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 Hours: 3, Lab Hours: 0

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.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: ENRD 401 or equivalent and one of the following.

Lecture Hours: 3, Lab Hours: 0

SPCH 2335 - Argumentation and Debate

This course emphasizes theories and practice in argumentation and debate including analysis reasoning, organization, evidence, and refutation.

Prerequisite: ENRD 402 or equivalent and one of the following

Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: ENRD 402 or equivalent

Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 2

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.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 2

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.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 2

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.

Prerequisite: ENRD 401 or equivalent

Lecture Hours: 3, Lab Hours: 0

TECM 1301 - Industrial Mathematics

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

Prerequisite: ENRD 100 or equivalent and MATH

310/MABR 310 or equivalent

Lecture Hours: 3, Lab Hours: 0

TECM 1341 - Technical Algebra

Application of linear equations, simultaneous equations, and quadratic equations relevant to technical occupations.

Prerequisite: ENRD 100 or equivalent and MATH

310/MABR 310 or equivalent

Lecture Hours: 3, Lab Hours: 0

TECM 1349 - Technical Math Applications

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

Prerequisite: ENRD 100 or equivalent and MATH

310/MABR 310 or equivalent

Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: ADM to VN Program

Corequisite: VNSG 1226, VNSG 1304, VNSG 1423, VNSG 1429

Pre/Corequisites: BIOL 2404, (B or better)

Lecture Hours: 0, Lab Hours: 0

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.

Prerequisite: ADM to VN Program

Corequisite: VNSG 1330, VNSG 2361, VNSG 2431.

Pre/Corequisites: HITT 1305, VNSG 1227, VNSG 1234, VNSG 1331, VNSG 1360, VNSG 1432

Lecture Hours: 2, Lab Hours: 1

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.

Prerequisite: BIOL 2404 (B or better), VNSG 1423, VNSG 1304, VNSG 1331, VNSG 1227, VNSG 1161;

Prerequisite

Corequisite: HITT 1305, VNSG 1429, VNSG 1234, VNSG 1432, VNSG 1360

Lecture Hours: 2, Lab Hours: 0

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.

Prerequisite: BIOL 2404, (B or better)
 Corequisite: VNSG 1161, VNSG 1304, VNSG 1331,
 VNSG 1423
 Lecture Hours: 0, Lab Hours: 4

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.

Prerequisite: BIOL 2404 (B or better), VNSG 1161, VNSG 1226, VNSG 1304, VNSG 1423, VNSG 1429;
 Pre/Corequisites: HITT 1305, VNSG 1227, VNSG 1331, VNSG 1360, VNSG 1432

Lecture Hours: 2, Lab Hours: 0

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.

Prerequisite: ADM to VN Program
 Corequisite: VNSG 1161, VNSG 1226, VNSG 1423, VNSG 1429

Pre/Corequisites: BIOL 2404, (B or better)

Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: HITT 1305, VNSG 1227, VNSG 1234, VNSG 1331, VNSG 1360, VNSG 1423

Corequisite: VNSG 1219, VNSG 2361, VNSG 2431

Lecture Hours: 3, Lab Hours: 0

VNSG 1331 - Pharmacology

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process.

Prerequisite: ADM to VN Program
 Corequisite: VNSG 1161, VNSG 1227, VNSG 1304, VNSG 1423

Pre/Corequisites: BIOL 2404, (B or better)

Lecture Hours: 3, Lab Hours: 0

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.

Prerequisite: VNSG 1161, VNSG 1226, VNSG 1304, VNSG 1432, VNSG 1429, BIOL 2404, (B or better);
 Prerequisite

Corequisite: VNSG 1227, VNSG 1234, VNSG 1331, VNSG 1432, HITT 1305

Lecture Hours: 0, Lab Hours: 0

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.

Prerequisite: ADM to VN Program
 Corequisite: VNSG 1161, VNSG 1226, VNSG 1304, VNSG 1429

Pre/Corequisites: BIOL 2404, (B or better)

Lecture Hours: 2, Lab Hours: 6

VNSG 1429 - Medical-Surgical Nursing I

Application of the nursing process to the care of the adult patient experiencing medical-surgical conditions along the health illness continuum in a variety of health care settings. This course will focus on the health care needs of the adult client with disorders of the respiratory, musculoskeletal, genitourinary/male reproductive integumentary, immune systems as well as cancer.

Prerequisite: BIOL 2404, (B or better), VNSG 1423, VNSG 1304, VNSG 1331, VNSG 1227, VNSG 1161;
 Prerequisite.

Corequisite: HITT 1305, VNSG 1226, VNSG 1234, VNSG 1432, VNSG 1360.

Lecture Hours: 4, Lab Hours: 1

VNSG 1432 - Medical-Surgical Nursing II

Continuation of Medical-Surgical Nursing I with application of the nursing process to the care of the adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings. This course will focus on the health care needs of the adult patient with disorders of the endocrine, gastrointestinal, nervous, cardiovascular, eye and ear, genitourinary systems, and fluid and electrolytes.

Prerequisite: VNSG 1423, VNSG 1304, VNSG 1226, VNSG 1429, BIOL 2404, (B or better), VNSG 1161;
 Prerequisite

Corequisite: HITT 1305, VNSG 1331, VNSG 1227, VNSG 1234, VNSG 1360

Lecture Hours: 4, Lab Hours: 1

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.

Prerequisite: HITT 1305, VNSG 1227, VNSG 1234, VNSG 1331, VNSG 1360, VNSG 1423

Corequisite: VNSG 1219, VNSG 1330, VNSG 2431

Lecture Hours: 0, Lab Hours: 0

VNSG 2431 - Advanced Nursing Skills

Application of advanced level nursing skills and competencies in a variety of health care setting utilizing the nursing process as a problem solving tool.

Prerequisite: VNSG 1227, VNSG 1234, VNSG 1331, VNSG 1360, VNSG 1432, HITT 1305

Pre/Corequisites: VNSG 1219, VNSG 1330, VNSG 2361

Lecture Hours: 4, Lab Hours: 1

WLDG 1200 - Introduction to Welding

Equipment used in oxy-fuel and arc welding. Includes cutting of ferrous metals. Emphasizes welding and cutting safety and basic welding processes.

Lecture Hours: 1, Lab Hours: 2

WLDG 1312 - Introduction to Flux Cored Arc Welding

An overview of terminology, safety procedures, and equipment setup. Practice in performing various joints using Flux Cored Arc Welding (FCAW) equipment.

Lecture Hours: 2, Lab Hours: 2

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 Hours: 3, Lab Hours: 0

WLDG 1323 - Welding Safety, Tools, and Equipment

An introduction to welding equipment and safety practices, including OSHA standards for industry.

Lecture Hours: 3, Lab Hours: 0

WLDG 1327 - Welding Codes

An in-depth study of welding codes and their development in accordance with structural standards, welding processes, destructive and nondestructive test methods. Includes API 1104 and ASME, Section IX and B31.3.

Lecture Hours: 3, Lab Hours: 0

WLDG 1337 - Introduction to Welding Metallurgy

A study of 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 Hours: 3, Lab Hours: 0

WLDG 1428 - Introduction to Shielded Metal Arc Welding (SMAW)

An introduction to shielded metal arc welding process. Emphasis placed on power sources, electrode selection, and various joint designs.

Lecture Hours: 3, Lab Hours: 3

WLDG 1430 - Introduction to Gas Metal Arc Welding (GMAW)

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

Lecture Hours: 3, Lab Hours: 3

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.

Prerequisite: WLDG 1428

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 3

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 various welding positions and electrodes.

Prerequisite: WLDG 2443

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 3

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.

Prerequisite: WLDG 1428

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 3

WLDG 2451 - Advanced Gas Tungsten Arc Welding (GTAW)

Advanced topics in GTAW welding, including welding in

various positions and directions.

Prerequisite: WLDG 1434

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 3

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.

Prerequisite: WLDG 1435

Pre/Corequisites: ENRD 100 or equivalent

Lecture Hours: 3, Lab Hours: 3

The Community and Lee College

Off Campus Education

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

Lee College Huntsville Center

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

Lee College at the McNair Center on I-10

Lee College offers cosmetology, non-credit health care, and other non-credit classes at the McNair Center located at 3555 I-10 in Baytown. Student services such as counseling, registration, and financial aid are offered on a posted schedule. For a list of classes being offered at the Center, refer to the credit and community education class schedules. For information and schedules for student services offered at the Center, call 281.425.6384.

Liberty Outreach Office:

The Liberty Outreach Office serves Liberty and surrounding communities. Open 19.5 hours a week, the Liberty Outreach Office staff member assists prospective students, including dual credit students, to meet application and testing requirements. The Financial Aid director from the Baytown campus has a standing schedule to assist students with federal aid applications or answer questions.

Off-Campus Classes

Classes are scheduled at various locations throughout the Lee College service area. Class offerings are based on the needs of each location, available equipment, and enrollment. Refer to the current class schedule for a list of available classes.

The Center for Workforce and Community Development

Is located at:

909 Decker Drive

Baytown, Texas

Office Hours:

Monday 7:30 a.m.-5:15 p.m.

Tuesday - Thursday 7:30 a.m.-7:00 p.m.

Friday 7:30 a.m.-5:00 p.m.

Phone Number: 281-425-6311

Fax Number: 281-425-6855

Website: <http://www.lee.edu/workforce>

Email: workforce@lee.edu

Facebook [facebook.com/centerforworkforce](https://www.facebook.com/centerforworkforce)

GRADcafe Hours

Sunday-Monday Closed

Tuesday-Thursday 11:00 a.m. - 7:00 p.m.

Friday 11:00 a.m. - 5:00 p.m.

Saturday 10:00 a.m. - 5:00 p.m.

Corporate Services

The Center's Department of Corporate Services provides workforce development assistance and customized training for corporate clients throughout the college's service area. Through this department, a highly talented team of staff faculty, external consultants and industry advisors have been brought together to leverage their expertise and resources in order to advance the region's most important

asset, its human capital. To serve the region's highest demand occupations, the Center has cultivated strong partnerships with companies specializing in the petrochemical, maritime and healthcare industries; however, the Center also serves the retail, finance, warehouse/ distribution and hospitality sectors, as well as works to meet the professional development needs of those working within school districts and non-profit organizations.

Workforce/Industrial Training

The Center's non-credit classes are designed to fulfill specific workforce training needs for individuals interested in developing a skill to be prepared for the high-demand, high-skill and high-paying jobs of today. These classes provide training for a career, including preparation for industry certification where appropriate. Students will master a workforce skill without taking entrance exams or enrolling in college credit courses. Programs vary in length and are offered in a non-traditional format with daytime, evening and weekend options. Programs offered are based on our local industries' immediate need and therefore may vary from semester to semester.

FOUNDATION™ Certified Training Program

Lee College is home to one of eight FOUNDATION™ Certified Training Programs (FCTP) worldwide. FCTP means that your fieldbus training is taught at a Certified Training Site, by a Certified Instructor, using Certified Curriculum. Through the FCTP program training sites, curriculum, and instructors are all audited to ensure they meet program requirements. Certified training centers are required to maintain multiple FOUNDATION fieldbus hosts and devices onsite in order to demonstrate competence with fieldbus technology. They must also demonstrate to auditors that their course material adheres to set instructional standards.

FCTP ensures that you are working with someone possessing a strong knowledge of Foundation technology principles, a consistent understanding of fieldbus fundamentals and a proven ability to implement fieldbus-based control systems. Beginning automation students are able to identify colleges, universities and other facilities offering a certified Foundation educational curriculum. After graduating, they will be able to present official FCTP certificates to potential employers. Existing automation

professionals completing certified courses can expand their job skills and employment value within their companies.

Healthcare Training

Paraprofessionals in the healthcare industry assist doctors, nurses, pharmacists, and other medical professionals in providing patient care and related services in settings such as hospitals, pharmacies, medical labs, health clinics, schools, physician's offices, nursing care facilities, and patient homes. They serve an important role in the healthcare field as they often work directly with patients, but may also assist with administrative duties and record keeping. They help patients feel well-cared for and perform routine tasks such as drawing blood, bathing patients, filling prescriptions, measuring and recording temperatures, blood pressure, and other vital signs. Typically, students enrolled in these courses complete their training within only a few months and can increase their employability by obtaining a certification in their field of study. Some graduates choose to go straight into the workforce, while others continue on in pursuit of a degree in nursing or an allied health field, such as dental hygiene.

We currently offer the following courses, several of which have an online option.

- Certified Nurse Aide
- Clinical Medical Assistant
- Dental Assisting
- Dialysis Technician
- EKG Technician
- Medical Administrative Assistant
- Pharmacy Technician
- Phlebotomy Technician
- Veterinary Assistant

Logistics, Warehouse, and Distributions

The Manufacturing Skill Standards Council (MSSC) Certified Logistics Associate-Certified Logistics Technician (CLA/CLT) covers core competency areas defined by MSSC's skills standards for higher skilled, frontline material handling workers in factories, warehouses, distribution centers and transporters. The CLA is a prerequisite for CLT. Individuals are assessed for two credentials and students who achieve both certifications may be eligible to apply for 3 hours of

college credit toward the Associate of Applied Degree in Logistics.

Each course delivered through the program corresponds to a major competency area. The MSSC CLA/CLT Training Program consists of two online MSSC courses, with classroom facilitation by an MSSC Certified Instructor. Successful completion of the CLA/CLT Training Program will be as indicated by documentation that the participant passed the MSSC Certified Logistics Associate Online Assessment and the MSSC Certified Logistics Technician Online Assessment.

NCCER Core Training

The National Craft Assessment and Certification Program (NCACP) Core Curriculum, presented as the Introduction to Industrial Crafts & Trades, is a prerequisite to all other Level 1 craft curriculum. Its modules cover topics such as Basic Safety, Communication Skills, and Introduction to Construction Drawings.

Completing this curriculum gives the trainee the basic skills needed to continue education in any craft area he or she chooses. NCCER offers a complete series of entry- and journey-level written assessments as part of its National Craft Assessment and Certification Program (NCACP).

These assessments evaluate the knowledge of an individual in a specific craft area. All assessments are based upon the NCCER Curriculum and have been developed in conjunction with industry Subject Matter Experts.

Online Learning

Lee College in partnership with a variety of Educational Online Instruction Centers offers over 300 highly interactive online learning courses and programs from Creating Web Pages to Accounting Fundamentals, Speed Spanish to Grant Writing-and everything in between. Our course offerings are designed to enhance your life, expand your knowledge, as well as provide professional skills required for many in-demand occupations. The affordability and flexibility of our online courses make it easy for students to begin at anytime and anywhere to achieve their desired goals whether personal or professional.

Small Business Development Center

The Lee College Small Business Development Center (SBDC) provides businesses with one-on-one consulting and information assistance to foster economic growth in the community. SBDC works with existing companies and start-up firms, the Lee College SBDC functions in

association with the University of Houston, U.S. Small Business Administration, and the area Chambers of Commerce.

For More information call SBDC Office: 281.425.6309
Fax: 281.425.6307

Community Education

Lee College offers more than 500 courses designed to provide non-credit learning opportunities for the public and community. Classes are intended to address the changing needs of the community whether vocational or recreational and may be as short as one session or may continue for a full semester. Courses begin throughout the year and are conducted at a variety of times and locations. Although a few programs have eligibility requirements, Community Education offerings are open to most interested adults regardless of educational background or eligibility for admission to college credit programs. While courses do not apply toward a degree, community education units (CEUs) are available for most workforce courses.

Continuous registration is available weekdays in the Center for Workforce and Community Development. Because these programs are self-supporting, course costs are dependent upon materials and instructor fees.

Community Education offerings can generally be categorized in these areas:

- Career Training
- Online Education
- Computer Technology
- Linked Classes
- Personal Enrichment
- Recreation and Fitness
- Adult Education
- Senior Adult and Travel
- Kids at College

Career Training

Career Training courses and programs offer professional development opportunities for individuals of all ages in their efforts to develop personally or professionally. Our courses are offered in a traditional classroom setting as well as online. They afford students the opportunity to prepare for a career, upgrade current job-related skills, or

learn a new skill to enhance their quality of life.

Continuing Education Unit (CEU)

Many professions and state licenses require community education units (CEUs) by the license holders prior to relicensure. One CEU is 10 contact hours of successful participation/completion in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. CEUs are not substituted for college credit hours, but rather are a means of reporting continuing education achievements. Transcripts listing CEU credits satisfactorily completed are available on request. CEUs are recognized internationally as a measure of substantial professional education and training.

Online Learning

Lee College in partnership with a variety of Educational Online Instruction Centers offers over 300 highly interactive online learning courses and programs from Creating Web Pages to Accounting Fundamentals, Speed Spanish to Grant Writing-and everything in between. Our course offerings are designed to enhance your life, expand your knowledge, as well as provide professional skills required for many in-demand occupations. The affordability and flexibility of our online courses make it easy for students to begin at anytime and anywhere to achieve their desired goals whether personal or professional.

Computer Technology

Computer technology courses offer hands-on training and practices so students will gain real-world experiences for today's ever-expanding world of technology. Our courses and programs help all students (beginners, intermediate and advanced) achieve the computer concentration and proficiency desired.

Linked Classes

Linked Classes are academic/credit classes in which Community Education students may register, with the instructor's permission. Enrollment is limited and is on a space available basis. Students are expected to do all the required work, take exams and receive a grade of either Pass or Fail. No college credit hours are earned. Linked Classes start and end with the credit class schedule. NO LATE REGISTRATION once credit classes begin. NO EXCEPTIONS.

Personal Enrichment/Recreation & Fitness

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

Adult Education Program

Adult education courses assist adults in acquiring basic skills and are offered as a public service. Areas of study include English as a Second Language (ESL), Adult Basic Education (ABE), and Adult Secondary Education (ASE). English as a Second Language (ESL) is for adults whose primary language is not English. Adult Basic Education (ABE) is for those adults requiring basic skills in reading, writing, and math on the first through eighth grade levels. Adult Secondary Education (ASE), formerly GED, courses are for those who did not receive a high school diploma and need assistance preparing to take the test to earn a certificate of high school equivalency. Classes in each area are regularly scheduled throughout the year. For information about class schedules and times, call the Adult Learning Center at 281.425.6536. Information about GED testing can be obtained from the Lee College Counseling Center at 281.425.6384.

Senior Adult and Travel

The Senior Adult Program offers bi-monthly (September through May) programs of interest to senior citizens in the colleges service communities. Day trips to cultural, historical, and fascinating attractions in Houston and the surrounding area are also offered. The program also co-sponsors the Annual Baytown Area Senior Olympics, holiday parties, and travel. Travel opportunities have included Italy, Alaska, Ireland, and Mexico. Participation in any of these activities is open to anyone over the age of 50.

A newsletter, FOCUS, is made available several times a year. To be included on the mailing list, please contact the Center for Workforce and Community Development.

Kids at College

Lee College offers summer camps and courses for children ranging in age from kindergarten to high school. Combining classroom, hands-on activities, outdoor and field trip experiences with an emphasis on enjoying the learning process, the Kids at College program provides students with the opportunity to learn in a college setting.

Camp offerings include volleyball, basketball, tennis, computer technology, bowling, math, arts and crafts, Energy Venture, and career exploration, courses and workshops.

Community Services

Minority Access Committees

Since 1986, two volunteer organizations, the Hispanic and the Black Educational Access and Completion Committees (HEACC and BEACC), have worked under the leadership of Lee College to coordinate programs designed to encourage Hispanics, African-Americans, and other under-represented groups pursue an education.

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

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

Wellness Center

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

Eddie V. Gray Wetlands Education and Recreation Center

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

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

Lee College TRiO Educational Opportunity Center (EOC)

Located in the Sears wing of San Jacinto Mall, the EOC provides eligible students with services including one-on-one counseling sessions, career and academic advising, assistance with college admission and financial aid applications, assistance with course selection, childcare information, academic counseling, tutoring referrals, and GED information.

In order to receive these services, an adult must be a U.S. citizen or permanent resident, age 19 or older, and plan to attend college.

The EOC is open Monday - Thursday, 8 am to 7 pm and Friday, 8 am to 12:30 pm. Counseling sessions are available by appointment and Walk-Ins are welcome. All services are free.

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

Student Career and Employment Services

Student employment services are offered to current and former students. See Student Life Opportunities, Services, and Policies for more information.

Performing Arts Center

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

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

About Lee College

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

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

Recognizing the need for both, a strong academic curriculum and a comprehensive technical/vocational curriculum, the founders of the college established the Robert E. Lee Vocational Institute, Vocational Division of Lee Junior College. No college credit was given for work in the institute until 1941 and it did not become an integral part of the college until 1945, following a two-year period when no technical/vocational courses were offered.

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

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

A successful bond election in 1949 led to the completion of the first two buildings - the Administration Building and the Gymnasium. The college moved to the new campus in 1951. Following the move to a separate campus, the growth of the college exceeded the expectations of its leaders and plans for additional buildings were accelerated. A Liberal Arts Building (now John Britt Hall) was added in 1958. By 1961, the campus had doubled in

size. The Library was completed and the Gymnasium expanded in 1962. Construction of Moler Hall, Technical Vocational Building One, and Bonner Hall soon followed.

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

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

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

Dr. 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 – 2020
Dr. Lynda Villanueva	2020 - present

The Lee College Foundation was established in 1968. A non-profit dedicated to providing scholarship to deserving Lee College students, the Foundation has a current portfolio balance of more than \$6.5 million and awards more than 200 scholarship each year. In 1969, Lee College, in cooperation with two Liberty County School districts, began offering courses in Liberty and Dayton.

In 1972, course offerings were expanded to include community education courses, as well as the senior adults program. These community-oriented, short-term courses have experienced a dramatic growth in

popularity and are further evidence of the flexibility of the community college concept.

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

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

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

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

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

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

Today, more than 13,000 Lee College students are enrolled in academic, technical education and non-credit continuing education programs each semester. Basic education is available for those seeking to improve skills in reading, writing, mathematics, and language, in addition to a nationally-acclaimed honors curriculum.

Lee College Setting and Facilities

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

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

Rundell Hall houses the admissions office, counseling center, financial aid, and cashiers. A 25,000-square-foot newly renovated Student Center provides meeting space for student organizations and recreational and study areas, as well as a Cyber Café with gourmet coffee and Internet access.

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

Lee College Administrators and Faculty

Allen, Christopher

Weekend/Evening Services Coordinator
B.S.W., Wayne State University
M.S.E., University of Wisconsin

Allen, Paul

Division Chair, Academic Studies HC
Faculty, Business HC
B.B.A., M.B.A., Sam Houston State University

Arambuero, Daisy

Director, Recruitment & Outreach
A.S., Lee College
B.S., M.S., University of Houston, Clear Lake

Arana, Raul

Math Lab Coordinator
B.B.A., University of Houston, Clear Lake

Arrigo, Paul

Director, Library
B.A., Creighton University
M.L.I.S., University of Texas, Austin

Ascencio, Karen

Technical Advisor, Perkins Grant
M.B.A., University of Houston, Clear Lake

Aslin, Diana

Title V Grant, Project Director
B.A., Eastern Mennonite University
M.S., University of North Texas

Baker, Judy

Faculty, Business HC
B.S., University of La Verne
M.B.A., Florida Institute of Technology

Barclay, Margaret

Faculty, Developmental Math
B.A., Austin College
M.S., Texas Tech University

Barnes, Sean

Creative Services Manager
A.A.S., Houston Community College
B.F.A., M.F.A., Texas State University

Barrera, Regina

Science Lab Coordinator
B.S., University of Houston

Bauman, Edward

Faculty, Instrumentation
B.S.Tech., University of Houston

Bell, Cassandra

Faculty, History
B.A., M.A., Texas A&M University

Bennett, Scott

Associate Vice President, Student Affairs
B.S., Texas A&M University
M.B.A., University of Houston, Victoria

Bernal, Faviola

Testing Center Coordinator
A.S., Lee College
B.S., M.B.A., University of Houston, Clear Lake

Booker, Kenneth

Faculty, Music
B.S., Lamar University
M.M. University of Houston
D.M.A., University of Texas at Austin

Bright-Haynes, Lakelya

Technical Career Navigator, Perkins Grant
B.S., Georgia Southern University

Brown, Sandra

Librarian, ILS/Technical Services
B.S., Lamar University
M.S., University of North Texas

Buckner III, Oris

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

Burse, Jeanine

Faculty, Biology/Anatomy & Physiology
B.S., Xavier University
M.S., Ph.D., Tulane University

Bushart, Howard

Division Chair, Allied Health
Faculty, Alcohol & Drug Abuse Counseling
A.A., San Jacinto College
B.A., M.A., University of Houston, Clear Lake
Licensed Chemical Dependency Counselor

Buxkemper, Felix

Counselor HC

A.A., Blinn College
B.A.T., M.Ed., Sam Houston State University

Byal, Dana

Faculty, Business HC
Certificate, A.A.S., A.A., Lee College
B.S. University of Houston

Byers, Courtney

Advisor, Dual Enrollment
B.B.A., Texas A&M University
M.B.A., Argosy University, Phoenix

Byrd, William

Recruiter/Advisor HC
B.A., Rice University

Calderon, Leonor

Faculty, English & Humanities
A.S., Lone Star College
B.A., M.A., Texas A&M International University

Camp, James

Faculty, Biology/Anatomy & Physiology
B.S., University of Texas, Austin
M.S., Massachusetts Institute of Technology
Ph.D., University of Houston

Capson, Lara

Faculty, Process Technology
A.A., Blinn College
Certificate, A.A.S., Lee College

Carruth, Gordon

Faculty, Business HC/LC
B.B.A., M.S., Texas A&M University

Carvel, Julia

Faculty, Development Education HC
A.A., A.S., Lone Star College
B.A., Texas Lutheran University
M.A., Old Dominion University
M. Ed., Regent University

Castillo, Francisca

Faculty, Developmental Reading & Spanish
A.S., Lone Star College
B.S., M.S., University of Houston - Clear Lake

Chance, Paul

Faculty, Process Technology
B.S., B.A., Henderson State University

Christie, Daniel

Information Service Specialist
B.S., M.A., Stephen F. Austin State University

Churchman, Frederic

Faculty, Instrumentation
B.S., Louisiana State University

Clayton, Jeffrey

Faculty, English & Humanities
B.A., University of Mary Hardin-Baylor
Ph.D., Auburn University

Coats, Christopher

Assistant Director, Marketing & Public Affairs
B.A., Mississippi State University

Coffman, Rosemary

Associate Dean, Testing & Student Life
B.A., University of Central Arkansas
M.Ed. University of Arkansas
Ph.D., University of Houston
Licensed Chemical Dependency Counselor

Coleman, Melvin

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

Collins, Waldo

Faculty, Instrumentation
A.A.S., Lee College

Cook, Channell

Division Chair, Learning Frameworks
Faculty, Child Development
B.S., Texas A&M University-Corpus Christi
M.S., University of Houston - Clear Lake

Cooper, Naomi

Program Manager, CE
A.A., Lee College

Corbell, Bruce

Faculty, Business HC

Courteau, Christine

Faculty, Speech
B.S., M.A., Stephen F. Austin State University

Cox, Graeme

Division Chair, Kinesiology & Wellness
Faculty, Kinesiology
M.S., University of Houston

Crane, Tommy

Recruiter/Advisor HC
B.B.A., Sam Houston State University

Cubides, Vanessa

Coordinator, Executive Operations

A.S., Lee College

Demary, Roger

Web Services Manager
B.A., Louisiana State University

Denson, Gary

Faculty, Process Technology
Certificate, A.A.S., A.A.S., A.A.S, Lee College

Devore, Amanda

Faculty, Developmental Education HC
B.A., University of Texas at Austin
M.A., University of Houston

Dickey, Tia

Faculty, Environmental Science/Biology
B.S., M.S., University of Houston, Clear Lake

Dixon, Shirley

Education Specialist, EOC Grant
B.S., Southern University & A&M College
M.Ed., University of Southwestern Louisiana

Dobberstine, James

FT Faculty, Biology
B.A., Concordia University
M.S., M.S., University of Houston, Clear Lake

Drew, Rhonda

Faculty, Developmental Education
B.A., New Mexico State University
M.Ed., Langston University

Duke, Henry

Faculty, Welding HC
Certificate, American Welding Society

Dunn, Jennifer

Faculty, Psychology
B.S., M.A., University of Houston, Clear Lake

Dunnington, Benjamin

Faculty, Chemistry
B.A., Northwestern University
Ph.D., University of Wisconsin- Madison

Durgheu, Mariana

Faculty, Mathematics
A.S., San Jacinto Community College
B.S., M.S., University of Houston - Clear Lake

Dyer, Bryant

Faculty, Process Technology
A.A.S., Lee College
B.A., Baylor University

Edwards, Stewart

Faculty, History
B.A., Brigham Young University
M.A., Ph.D., Florida State University

Elliot, John

Division Chair, Industrial Studies
Faculty, Welding
Certificates, A.A.S, Lee College

Emerson, Kelli

Advisor, Student Support Services Grant
B.A., University of New Orleans
A.A., San Jacinto College
M.B.A., American Intercontinental University

Ensminger, David

Faculty, English & Humanities
A.A., Rock Valley College
B.A., University of New Mexico
M.A., City University of New York
M.S., University of Oregon

Espinoza, Anna

Advisor, Dual Enrollment
B.A., Henderson State University

Essix, Danielle

Faculty, Kinesiology/Women's Volleyball Coach
B.S., M.Ed., East Central University

Estrada, Domingo

Technical Advisor
A.S. Passaic County Community College
B.A., M.A., Montclair State University

Evans, Jimmy

Network Support Specialist
A.A.S., Lee College

Ferguson, Annette

Vice President, Finance & Administration
B.B.A., West Texas State University

Fincher, Patricia

Faculty, V.N.
Certificate, A.A.S., San Jacinto Community College
B.S.N., University of Texas Medical Branch at Galveston
Registered Nurse

Fields, Claudette

Faculty, Cosmetology
A.A.S., Lee College

Fink, Tia

Faculty, Biology
B.S., M.S., University of Houston, Clear Lake

Finnell, Charles
Faculty, Accounting
B.S., M.S., University of Houston, Clear Lake

Flores, Kassandra
Puente Program Coordinator
A.A., Houston Community College
B.A., University of Houston - Downtown
M.Ed., Lamar University

Ford, Eloise
Faculty, ADN Nursing
A.A.S., Alvin Community College
B.S.N., M.S.N., Texas Women's University
M.S., Texas Southern University
Registered Nurse

Forde-Spiers, Kelli
Executive Director, Basic Needs & Title V Pathways
Grant
M.S., B.S., Texas A&M University

Friudenberg, Roshele
Faculty, Development Math
B.S., M.S., University of Houston-Clear Lake

Gaddis, Tonya
Job Corps Outreach & Retention Advisor, DOL
Grant
B.A., Southern University and A&M College

Gallagher, Leslie
Chief of Staff/Director, Strategic Operations
A.A.S., Utah Valley State College
B.S., Western Governors University

Gammel, William
Faculty, Biology
A.A., Lee College
B.S., Texas A&M University
M.S., Southwest Texas State University

Ganakos, Joseph M.
Faculty, Speech
B.A., M.A., University of West Florida

Ganze, Charles
Faculty, Computer Maintenance/Networking
Certificate, A.A.S., Lee College

Gerza, David
Faculty, Instrumentation
A.S.T., Lee College

Gillespie, Brian
Faculty, Mathematics
B.A., M.S., Lamar University

Gilmer, Raymond
Faculty, Welding
Certificate, A.A.S., San Jacinto College

Glenn, Ashley
Student Support Services Grant, Project Director
B.S. University of Texas at Austin
M.Ed., University of St. Thomas

Gonzalez, Hugo
Learning Support Services Manager
A.S., Lee College

Gray, Ann
Faculty, Biology
B.S., Northwestern State University
M.S., Louisiana State University

Grevenberg, Jessica
Faculty, Logistics HC
A.A.S., Lone Star College
B.S., M.B.A., University of Phoenix

Guthmiller, Karen
Co-Director Empirical Education Center
Faculty, Kinesiology
B.S., University of South Dakota
M.S., Southern Illinois University

Gutierrez, Derek
Faculty, Mathematics
B.S., University of St. Thomas
M.A., University of Houston

Hainline, David
Faculty, English & Humanities
B.A., Valdosta State University
M.A., New Mexico State University

Harris, Boyd
Faculty, History
B.A., University of North Carolina - Chapel Hill
M.A., University of NC Charlotte
Ph.D., University of Mississippi

Hart, Victoria
Division Chair, Computer Technology
Faculty, Computer Information Systems
Certificate, A.A., San Jacinto Community College
B.S., University of Houston

M.S., University of Houston - Clear Lake

Hartley, Mark

Faculty, Pipefitting
B.S., Ag. Stephen F. Austin State University

Hernandez, Angy

Faculty, Chemistry
Ph.D., Clemson University

Herzberg, Jennifer

Faculty, Art
B.F.A., University of Houston
M.A., M.F.A., Stephen F. Austin University

Hillier, Christie

Recruiter & Enrollment Specialist
B.S., The University of Texas at Tyler

Hix, Charles

Faculty, Biology
D.C., Texas Chiropractic College

Holland, Valerie

Faculty, EDUC/LSSS
B.A., Lamar University
M.Ed., Texas A&M University

Honeywell, Susan

Faculty, Speech HC
B.S., M.A., University of Texas at Tyler

Hopkins, Portia

Division Chair, Social and Behavioral Sciences
Faculty, History
B.A., Texas Christian University
M.A., University of Alabama
Ph.D., University of Maryland

Hunziker, Brian

Faculty, Pastry Chef HC
A.A.S., The Art Institute of Houston

Hurlbut, Kerri

Donor and Scholarship Coordinator
B.B.A., University of Houston - Clear Lake

Husband, Carl

Registrar
B.S., M.S., Ed.D., Lamar University

Ingle, Stephanie

Faculty, Physics
B.S., Sam Houston State University
M.S., University of Houston - Clear Lake

Issac, Staffon

Faculty, Process Technology
A.A., College of the Mainland
A.A., Kent State College

Ivey, Marice

Faculty, Health Information Technology
A.A., San Jacinto College North Campus
B.S., University of Texas Medical Branch at Galveston
B.S., M.S., University of Houston - Clear Lake
Registered Health Information Administrator

Jaime, Mark

Director of Physical Plant

James, Nora

Faculty, LVN Nursing
A.A.S., Lee College
B.S.N., University of Texas Medical Branch at Galveston
M.S.N., Lamar University, D.N.P., Grand Canyon University
Registered Nurse

Jaroszewski, David

Division Chair, Business Technology
Faculty, Paralegal Studies
B.A., M.A., Sam Houston State University
J.D., South Texas College of Law

Jenkins, LaShunda

Faculty, Speech
B.A., M.A., Texas Southern University

Jennings, Brittany

Grant Accountant
B.B.A., University of Texas at Austin
M.M.A., University of Houston - Clear Lake

Jeziarski, Bella

Faculty, Biology HC
M.Ed., University of Texas at Arlington
M. Marine Res., Texas A&M University

Jiwani, Shehla

Clinical Coordinator, Nursing
M.S.N., Herzing University
B.S.N., University of Southern Nevada

Johnson, Samantha

Librarian/Instruction/Liaison
B.A., Rice University
M.S.I.S., University of Texas at Austin

Johnson-Umezulike, Janice

Faculty, ADN Nursing

B.S.N., McNeese State University
 M.S.N., D.N.S., Louisiana State University Medical
 Center
 Registered Nurse

Jones, Charlene
 Faculty, Cosmetology
 A.A.S., Lee College

Jones-Zbranek, Linda
 Director, Small Business Development Center Grant
 B.S., Lamar University

Juarez, Thomas
 Recruiter & Enrollment Specialist
 B.S., Charter Oak State College

Kaown, Dougsoo
 Faculty, Mathematics
 M.S., Ph.D., University of North Texas

Kar, Sanjukta
 Faculty, Economics
 M.A., University of Houston
 M.S., University of Texas at Arlington

Khoini, Davoud
 Faculty, Instrumentation
 A.A.S., Lee College

Knobloch, Vicky
 Faculty, Cosmetology
 Certificate, A.A.S., Lone Star College

Koehl, Frederick
 Faculty, Cabinet Making HC
 B.A., Sam Houston State University

Korzetz, Edward
 Faculty, Government
 B.S., Eastern Michigan University
 M.A., Bowling Green University

Korzetz, Nicole
 Faculty, Psychology
 B.A., Creighton University
 M.A., University of Northern Colorado

Lane-Worley, Laura
 Co-Director, Empirical Education Center
 Faculty, Sociology/Social Work
 B.A., University of St. Thomas
 M.S.W., University of Houston
 M.Ed., American Intercontinental University
 Ph.D., University of Phoenix
 Licensed Master Social Worker

Langley JR., James
 Division Chair, Applied Sciences HC
 Faculty, Horticulture HC
 B.S., Sam Houston State University

Lattier, Gregory
 Faculty, Business Administration & Management
 A.A.S., San Jacinto College
 B.S., TCH. M.S., M.Ed., Ed.D., University of
 Houston
 M.B.A., Ph.D., Capella University

Lattier, Teresa
 Faculty, Teacher Education
 B.S., East Texas Baptist College
 M.Ed., University of Texas, Tyler

Leal, Felipe
 Director, Financial Aid
 B.B.A., Texas A&M University - Kingsville

Lebed, Andrey
 Faculty, Anatomy & Physiology/Biology
 M.D., Russian State Medical University

LeBlanc, Michael
 Faculty, Auto Technology HC
 A.A.S., Lone Star College

Lee, Julie
 Controller
 B.S., University of Houston - Clear Lake

Lee, Paula
 Learning Management System Administration
 B.S., Texas A&M University
 M.S., University of Houston, Clear Lake

Lenamon, Margene
 Faculty, Biology
 B.G.S., Lamar University
 M.A., University of Houston
 Ed.D., University of Houston-Clear Lake

Leonce, Nardia
 Director, Workforce & Community Development
 B.S., University of Texas at Dallas
 M.B.A., Southern Adventist University

Lewis, Cynthia
 Faculty, Professional Administrative Technology
 B.Sc.Ed., Southwest Texas State University
 M.S., University of Houston

Lewis, Michelle
 Food Service Manager

Certificate, A.A.S., San Jacinto Community College

Lickliger, Jessica

Librarian, HC
M.S., University of Illinois
B.A., DePaul University

Lightfoot, Carolyn

Chief Information Officer
B.S., University of Central Texas
M.A., University of Houston, Clear Lake
Ed.D., University of Houston

Lockett, Sharon

Faculty, Developmental English
B.A., M.A., University of Houston- Clear Lake

Lucke, Paul

Division Chair, Visual & Performing Arts
Faculty, Architecture
A.A., McLennan Community College
B.S.A., M.Arch., University of Texas at Arlington
M.F.A., Texas Christian University
Registered Architect

Manibusan, Helen

Faculty, A.D.N. Nursing
B.S.N., M.S.N., Texas A&M University - Corpus Christi
D.N.P., American Sentinel University
Registered Nurse

Marek, Katie

Advisor, Dual Enrollment
B.B.A., M.S., Texas A&M University

Marron, Victoria

Associate Vice President, Retention & Transition Services/
Chief Equity Officer
B.S., University of Houston - Clear Lake
M.A., Liberty University
D. Ed., University of St. Thomas

Martin, Christen

Faculty, English & Humanities
B.A., Grambling State University
M.A., University of Louisiana at Monroe

Martinez, Beverly

Grant Account Manager
A.A.S., Lee College
B.S., University of Phoenix

Martinez, Clarissa

Grant Writer Alumni Relations

B.S., University of Phoenix
M.A., New Mexico State University

Martinez, Victor

Faculty, CADD
A.S.T., Lee College
B.S., University of Houston

Martinez-Atain, Rizza

Faculty, A.D.N. Nursing
A.S., El Camino College
B.S.N., California State University
M.S.M., Texas Women's University
Registered Nurse

Matthews, Robert

Recruiter/Advisor HC
A.S., Navarro College
B.S., Kaplan University
M.S., Sul Ross University

Mayer, William

Librarian, Distance Education & E-Resource
B.A., University of Houston
M.S., University of North Texas

McCandless, Walter

Programmer & Analyst
A.A., Lee College
B.S., Stephen F. Austin State University
M.S., University of Houston
M.A., Dallas Theological Seminary

Medina, Pete

Faculty, Welding
A.A.S., Lee College

Miller, Christine

Faculty, Chemistry
B.S., University of Puget Sound
M.A., M.Phil., Ph.D., Columbia University

Miller, James

Faculty, English & Humanities
B.A., University of St. Thomas
M.A., Ph.D., University of Missouri

Moreno, Marissa

Executive Director, School & College Partnerships
B.S., M.S., University of Texas at Austin
Ph.D., University of Houston

Morrill, Heather

Faculty, Technical Theater
A.A., Brevard Community College
B.A., University of Florida

M.A., Texas A&M University - Commerce
M.Ed., University of Phoenix

Mosely, Samuel

Academic Advisor
A.S., Lee College
B.A., M.A., University of Houston

Mourer, Abbey

Coordinator, Talent Acquisition/Employee Services
A.A., Lee College

Mourer, Rosetta

Payroll Manager
A.S., Lee College

Mueller, Charlotte

Faculty, Music
B.M., Peabody Conservatory of Music
M.M., D.M.A., University of Texas at Austin

Murphy, Kathleen

Faculty, A.D.N. Nursing
A.A.S., Central Texas College
B.S.N. M.S.N., University of Texas Health Science
Center at Houston
Registered Nurse

N'Ganga, Jean-Jacques

Academic Advisor, Title V Grant
A.S., Northern Oklahoma College
B.L.A., University of New Mexico
M.Ed., Mercer University

Naderi, Nader

Faculty, Sociology
B.A., M.A., Ohio State University
Ph.D., University of Notre Dame

Nguyen, Thuan

Instructional Designer
B.S., M.S., University of Houston - Clear Lake

Nightingale, Christena

Success & Completion Coach, Workforce
Development

Noack, Angela

Faculty, Cosmetology
Certificate, A.A.S., Lee College

Normington, Kenneth

Faculty, Business HC
B.J., University of Missouri - Columbia
B.S., Stephen F. Austin State University
M.B.A., University of Georgia

M.S., University of Southern Mississippi

Norris, Janena

Dean, Nursing & Allied Health
A.A.S., Alvin Community College
Certificate, Brazosport College
B.S.N., Texas Tech University Health Sciences
Center
M.S.N., Western Governors University

Oehler, Laura

Director, Grant Management
B.A., Indiana University

Oehler, Troy

Programmer & Analyst
A.A., Lee College
B.A., Stephen F. Austin University

Oldham, Colby

Faculty, Business HC
B.S., Bellevue University

Oliver, Rachel

Assistant Director, Financial Aid
B.A., University of New Orleans
M.A., Argosy University Atlanta

Oncken, Edgar

Faculty, Welding HC
Certificate, A.S., Blinn College

Oriano-Bradshaw, Angela

Vice President, College Advancement
B.A., Simmons College
M.B.A., St. Ambrose University
Ph.D., University of Texas at Austin

Ortallono, Samuel

Faculty, Audio Recording
B.S., Cornell University
P.D.M., Berkley College of Music

Ortiz, Helen

Assistant Controller
A.S., Houston Community College
B.B.A., University of Houston
M.B.A., Texas Women's University

Ortuvia, Marylou

Counselor
B.B.A., University of Houston

Ouardi, Karim

Faculty, Government
B.B.A., M.A., Texas State University

Oyler, Penny

Data Analyst
A.A.S., A.S., Lee College
B.B.A., University of Houston - Victoria

Palacio, Richard

Graphics Designer
A.A.S., Houston Community College

Palfrey, Jahnea

Program Manager, Healthcare
A.A., Fashion Institute of Design & Merchandising
B.S., University of Phoenix

Parent, Frances

Perkins/DOL Grant, Project Director
B.S., Winthrop College

Parikh, Shital

Sharepoint Specialist
M.S., University of Houston, Clear Lake

Peery, Paul

Faculty, Developmental Mathematics
A.A.S., Lee College
B.S., M.S., University of Houston, Clear Lake

Pimentel, Timothy

Faculty, Millwright/Machine Shop

Poirot, Elena

Faculty, Art
B.F.A., University of Texas at Austin
M.F.A., University of Houston

Preiss, Najean

Academic Advisor
A.A., Lee College
B.S., M.A., University of Houston - Clear Lake

Purdin, John

Faculty, Process Technology
B.S., M.CHENG., Oklahoma State University

Queyquep, Joseph

Faculty, CADD
Certificate, A.A.S., San Jacinto Community College

Ramirez, Elizabeth

Buyer
A.A.S., Lee College

Ramirez, Javier

Faculty, English & Humanities
B.A., M.A., Texas Tech University
Ph.D., Indiana University

Relyea, Lynette

Faculty, History
A.A., Lee College
B.A., Baylor University
M.A., Sam Houston State University

Reyes-McCalister, Marynna

Academic Advisor
A.A., San Jacinto Community College
B.A.A.S., Lamar University

Reynolds, Amanda

Faculty, Developmental Education HC
B.A., The University of Texas
M.A., University of Houston

Richards, Evan

Faculty, Physics
B.S., Texas A&M University
M.S., University of Texas at Dallas
M.S., Georgia Institute of Technology
Ph.D., North Carolina State University

Rodriguez, Oscar

Faculty, Welding
Certificate, A.A.S., San Jacinto Community College

Rollins, Sybil

Director, Nursing
B.S.N., University of Texas Medical Branch at Galveston
M.S.N., Prairie View A&M University
D.N.P., Chamberlain University

Rivera, Angela

Faculty, Culinary Arts HC
A.C.J., Ashworth College

Rose, Melinda

Faculty, Professional Administration Technology
A.A.S., Wytheville College
B.S., Virginia Polytechnic Institute and State University
M.S., University of Houston

Rosen, David

Faculty, Biology
B.S., Texas State University
M.S., Ph.D., Texas A&M University

Ross, Cana

Faculty, Biology
A.A., Lee College
B.S., Texas A&M University - Commerce
M.S., Ph.D., University of Texas Health Science Center at Houston

Roye, Terry

Executive Director, Facilities
B.A., B.Arch., Louisiana Tech University

Sadek, Ebrahim

Job Corps Student Center Career & Transition
Specialist, DOL Grant
B.P.S., Newberry College
M.Ed., Valdosta State University

Saldivar, Ray

Faculty, Electrical Technology
Certificate, A.A.S., A.A., San Jacinto College

Salinas, René

Enterprise Application & Database Administrator
A.A.S., Galveston College
B.A., University of Houston - Clear Lake

Sallee, JoLynn

Director, Writing Center
B.A., M.A., University of Houston - Clear Lake

Sampson, Sharon

Academic Advisor
B.G.S., Texas Women's University
A.S., Lee College

Samuel, Dia

Faculty, English & Humanities
B.A., Mercy College
M.A., University of Delaware

Sanderson, Shawn

Faculty, HVAC HC

Sandoval, Thomas

Network Support Administrator
B.A., Sam Houston State University
M.Ed., University of Houston

Sartor, Kellie

Faculty, Computer Information Services
A.A., Lee College
B.B.A., Texas A&M University
M.S., University of Houston - Clear Lake

Saunders, Steven

Faculty, Computer Maintenance/Networking
Certificate, A.A.S., Lee College

Sheffield, Cheryl

Faculty, A.D.N., Nursing
A.S., Lee College
B.S.N., University of Texas Health Science Center at
Houston

M.S.N., D.N.P., University of Texas at Tyler
Registered Nurse

Showalter, Steve

Faculty, Government
B.A., M.A., Ph.D., University of Nebraska - Lincoln

Sibghatullah, Syed

Information Security Compliance Analyst
B.S., M.S., University of Houston - Clear Lake

Smart, Lindsay

Faculty, Cosmetology
A.A.S., Lee College

Smith, Elizabeth

Faculty, Horticulture HC
B.S., Tarleton State University

Smith, Tyrone

Academic Advisor
B.A., M.Ed., Monmouth University

Smoke, Amanda

Digital Content/Public Relations Manager
B.A., Southwest Texas State University

Solis, Mark

Academic Advisor, Title V Grant
B.A., Sam Houston State University

Sparkes, Michael

Director, Purchasing
B.S., University of Houston

Spikes, Henry Noah

Technology Manager HC
B.S., Sam Houston State University

Spletter, Michael

Student Activities Coordinator
A.D., North Central Technical Institute

Spriggins, Gabrielle

Service Desk Manager
B.S., University of Louisiana at Lafayette

Steenholdt, Tracy

Director, Dual Enrollment
A.A.S, B.A.A.S., Eastern New Mexico University

Stevenson, Amanda

Coordinator, Benefits & Leaves
A.S., Lee College
B.A., Texas Southern University

Steyn, Pamela

Accountant, Accounts Receivable
B.A., Baylor University

Summers, Amanda
Executive Director, Human Resources
B.S., Texas A&M University
M.S., Lamar University

Summers, Jason
Wellness Center Coordinator
A.A.S., Lamar Institute of Technology
B.S., Texas A&M University

Sutton, Deborah
Faculty, Professional Administrative Technology
A.S., Lee College
B.B.A., Texas A&M University
M.S., University of Houston

Thayer, Mandy
Faculty, Speech
A.A., Lee College
B.A., M.A., University of Houston

Theriot, Michelle
Faculty, A.D.N. Nursing
B.S.N., Lamar University
M.S.N., D.N.P., University of Texas at Arlington
Registered Nurse

Thomas, Charles
Division Chair, Process Technology
Faculty, Process Technology
A.S., State University of New York, Albany
B.A., Western Illinois University
M.S., University of Texas
Ph.D., Texas A&M University

Thomas, Felicia
Faculty, Kinesiology
B.S., M.S., University of Houston, Clear Lake

Tidwell, Sarah
Director, Advising & Counseling
B.A., Texas A&M University
M.A., Sam Houston State University
M.A., University of Houston

Tilley, Bryan
Faculty, Business HC
B.S., Prairie View A&M University

Todd, James
EOC Grant, Project Director
B.S., M.A., Ball State University
Ph.D., University of Texas at Austin

Torrez-Mann, Linda
Mental Health Therapist
M.S., University of Houston, Clear Lake
B.S., University of Houston

Tuha, Marsha
Executive Director, Workforce & Community
Development
Certificate, A.A.S., Lee College

Tunmire, Nicole
Instructional Designer
B.S., McMurry University
M.A., Ph.D., Texas Tech University

Tunstall, Richard
Faculty, Instrumentation
B.S.Ed., Baylor University

Turner, Jason
Faculty, Cabinet Making HC
B.S., Sam Houston State University

Turner, Leslie
Faculty, Cosmetology
Certificate, A.A.S., Lee College

Valencia, Melissa
Recruitment & Outreach Specialist

Vaughan, Rick
Data Analyst
A.A.S., Lee College

Verner, Melanie
Faculty, English & Humanities
B.S., M.A., Sam Houston State University

Villanueva, K-leigh
Counselor, Students with Disabilities
B.A., University of Missouri
B.S., William Woods University
M.A., Gallaudet University
M.Ed., Lamar University

Villanueva, Lynda
President
B.S., Colorado State University
M.A., Ph.D., University of Houston

Walcerz, Douglas
Provost/Vice President, Academic & Student Affairs
M.S., Ph.D., University of Texas at Austin
B.S., Purdue University

Walker-Anderson, Kathleen

Faculty, Developmental Education
 B.A., University of Texas at Austin
 M.A., University of Houston - Clear Lake

Wallace, Ingrid

Faculty, Developmental Mathematics
 B.B.A., Texas A&M University

Wang, Dong

PeopleSoft Business Analyst
 M.S., Kent State University
 B.S., M.S., University of Science & Technology of China

Ward, Georgeann

Honors Coordinator
 Faculty, English & Humanities
 B.A., Ph.D., University of Houston
 M.A., University of Houston, Clear Lake

Warren, Brandon

Transition Specialist, Title V Grant
 Certificate, A.A., Lee College
 B.S., College of Biblical Studies
 M.Div., Southwestern Baptist Theological Seminary

Weinel, John

Faculty, Vocal
 B.M., Louisiana State University
 M.M., D.M.A., University of Houston

Wells, Wesley

Education Center Manager
 B.S., University of Houston Downtown

White, Curtis

Division Chair, Math, Engineering, and Science
 Faculty, Mathematics
 B.S., M.S., Lamar University

Whitlow Jr., Ray

Division Chair, Speech, Languages & Teacher
 Education
 Faculty, Speech
 B.A., M.A., University of Houston

Whitworth, Ronald

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

Wilkins, Richard

Network Support Specialist
 B.B.A., Sam Houston State University

Willard, Cheryl

Faculty, Psychology
 B.S., Central Missouri State University
 M.Ed., EDSP, University of Missouri, Columbia

Willets, Morrison

Faculty, Welding

Williams, Kyra

Faculty, Developmental Education
 B.A., M.Ed., Lamar University

Wilson, Patience

Job Corps Outreach & Retention Specialist, DOL
 Grant
 A.A., Houston Community College
 B.G.S., Texas Women's University
 M.P.A., Texas Southern University

Winchester, Tiffany

Veterans Center Coordinator
 Certificate, A.A., A.A.S., Lee College
 B.S., Sam Houston State University

Woodall, Jr., Beverly

Division Chair, Technical Studies
 Faculty, Instrumentation Technology
 A.A.S., Lee College

Woods, Dana

Counselor
 B.S., John Brown University
 M.Ed., University of Arkansas

Woodson, Michael

Faculty, English & Humanities
 B.A., University of St. Thomas
 M.A., Ph.D., University of Houston

Yen, Yihfen

Faculty, Microbiology/Biology
 B.A., Baylor University
 M.Ed., Ph.D., University of Houston

Yepez, Lena

Director, Career & Transfer Services
 A.A.S., Lee College
 B.S., University of Houston Downtown

Zuniga, Donna

Dean, Huntsville Center
 B.A., M.Ed., Sam Houston State University