Lee College Huntsville Center

CATALOG 2021-2022

LEE COLLEGE

Huntsville Center

Overview

Mission Statement

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

Vision Statement

Providing knowledge and skills to successfully navigate the modern world

Goals and Outcomes

Learner Success:
Enable success among all learners

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

Community Enrichment:

Advocate cultural and economic diversity

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

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

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

Institutional Effectiveness:
Foster a culture of adaptability and continuous improvement

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

Equal Education Opportunity Statement

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

For information regarding student rights or grievance procedures, or contact the Office of the Dean of the Huntsville Campus, Lee College, 168 C Colonel Etheredge Blvd., Huntsville, TX 77340 or call 936.291.0452.

Declaración de Igualdad en la Educación

Lee College no discrimina en base de género, incapacidad, raza, religión, color, edad, origen nacional, opor condición de veterano military 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, refierase al capítulo 2 de este catálogo o póngase en contacto con la oficina del Decano Huntsville Campus, Lee College, 168 C Colonel Etheredge Blvd., Huntsville, TX 77340 or call 936.291.0452.

Lee College/Huntsville Center Catalog

Academic Year 2021 - 2022

168 C Colonel Etheredge Blvd.

Huntsville, TX 77340

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

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

This catalog goes into effect the first day of the fall semester 2021.

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Faculty & Administrative Personnel

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

Baker, Judy
Faculty, Business
B. S. Business Administration University of Laverne
M. B. A. Florida Institute of Technology

Buxkemper, Felix
Counselor
B.A.T., M.Ed., Sam Houston State University

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A.A., Lee College
A.A.S., Lee College
A.S., University of Houston

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Recruiter/Advisor
B.A., Rice University
M.A., Wayland Baptist University

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B.B.A., M.S., Texas A&M University

Carvel, Julia
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B.A., Texas Lutheran University
M.A., Old Dominion University

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

Corbell, Bruce
Faculty, Truck Driving

Crane, Tommy
Recruiter/Advisor
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B.A. University of Texas
M. A. University of Houston

Duke, Henry
Faculty, Welding

Evans, Jason
Academic Advisor
B.A. Sam Houston State University
M.A. Lamar University

Honeywell, Susan
Faculty, Speech
B.S., M.A. University of Texas at Tyler

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

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

Langley, James T. Jr.
Faculty, Horticulture
B.S., Sam Houston State University

LeBlanc, Michael
Faculty, Auto Mechanics
A.A.S. Lone Star

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Recruiter/Advisor
B.S., Kaplan University
M.S., Sul Ross University

Normington, Kenneth
Faculty, Business
B.S., University of Missouri
M.B.A., University of Georgia
M.S., University of Southern Mississippi

Oldham, Colby
Faculty, Business
B.S. Bellevue University

Oncken, Edgar
Faculty, Welding
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Rivera, Angela
Faculty, Culinary Arts
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Sanderson, Shawn
Faculty, Air Conditioning

Smith, Elizabeth
Faculty, Horticulture
B.S. Tarleton State University

Tilley, Bryan
Faculty, Business
B.S., Prairie View A&M University

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

Warren, Brandon
Transition Specialist
A.A., Lee College
B.S., College of Biblical Studies
M.Div., Southwestern Baptist Theological Seminary
Ed.D., University of St. Thomas

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

Chapter 1

Admission to LCHC

Catalog 2021-2022

Description (TDCJ-Loan/ Post Secondary Education Reimbursement (PSER) Policy)

College academic programs are offered to the TDCJ-Rehabilitation Programs Division (RPD) offenders who have demonstrated a clear and convincing record of rehabilitation while incarcerated as well as demonstrated an aptitude and ability to do college level study.

Eligible offender students will be responsible for the cost of all tuition, fees, and tests associated with the program. The offender student may pay these costs at registration by following the TDCJ-Rehabilitation Programs Division (RPD) I-25 withdrawal procedures, outside pay, or the offender will reimburse the state for these expenses after release TDCJ-Rehabilitation Programs Division (RPD)-Loan/Post Secondary Education Reimbursement (PSER). The student also may apply for the Texas Public Education grant (TPEG) or the Britt-Hodgin Second Chance Scholarship. Hazelwood benefits are available to any eligible Texas veteran. Reimbursement of the TDCJ-Rehabilitation Programs Division (RPD) loan for post-secondary programs will be required for all incarcerated offenders who enroll in college courses.

Students may apply for a Britt-Hodgin Second Chance Scholarship that will pay a one-time award of 6 SCH's (semester credit hours) in the semester that the student receives the award. No student may receive Britt-Hodgin Second Chance Scholarship funds for more than one semester in any calendar year.

Post secondary academic programs consist of community and university college credit courses, all of which may lead to degree completion. Technical certification programs are also available through the community colleges. College programming within Texas Department of Criminal Justice is provided through interagency/inter-local contracts with colleges and universities servicing the geographical areas where units are located. All offenders participating in these programs must meet the academic criteria for admission as outlined in the respective college or university catalog. TDCJ Rehabilitation Programs Division (RPD) has academic criteria that must also be met, which includes the requirement that all offenders receive security and classification clearance before entry into a program.

The University of Houston Clear Lake graduate program is available for qualified offenders. Tuition and fee expenses associated with this program are the student's responsibility.

The following are the colleges and universities, by unit, with which TDCJ-Rehabilitation Programs Division (RPD) contracts for college academic programs.

Unit	College/University
Beto	Trinity Valley Community College
Coffield	Trinity Valley Community College
Michael	Trinity Valley Community College
Powledge	Trinity Valley Community College
Ramsey	University of Houston - Clear Lake
Beto	University of Houston - Clear Lake
Coffield	University of Houston - Clear Lake
Daniel	Western Texas College
Smith	Western Texas College
Wallace	Western Texas College
Eastham	Lee College
Ellis	Lee College
Ferguson	Lee College
Huntsville	Lee College
Luther	Lee College
Pack	Lee College
Plane State Jail	Lee College
Wynne	Lee College
Briscoe	Southwest Texas Junior College
Telford	Texarkana College
Crane	Texas A&M – Central Texas
Hughes	Texas A&M – Central Texas
Mountain View	Texas A&M – Central Texas
Murray	Texas A&M – Central Texas
Clements	Amarillo College
Clemens	Alvin Community College
Jester III	Alvin Community College
Ramsey	Alvin Community College
Stringfellow	Alvin Community College
Lockhart	Austin Community College
Hutchins State Jail	Cedar Valley College
Estes	Cedar Valley College
Crain	Central Texas College
Hilltop	Central Texas College
Hughes	Central Texas College
Mountain View	Central Texas College
Murray	Central Texas College
Jordan	Clarendon College
Roach	Clarendon College
Gist	Lamar State College - PA
Stiles	Lamar State College - PA

For available programming at each facility contact the Lee College counselor.

TDCJ-Loan/Post Secondary Education Reimbursement (PSER) College Admission Policy

In order for an offender to participate in college programs, he must meet the following criteria as established by TDCJ-Rehabilitation Programs Division (RPD).

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

The offender shall have a verified high school diploma, GED certificate, or at least nine (9) hours of transferable academic college credit from an accredited institution.

Offenders must be within 10 years of initial parole review date, however, according to TDCJ-Rehabilitation Programs Division (RPD), if the offender is past that date, he must be within 10 years of projected release or max date.

Offenders must not have stacked sentences.

Most offenders with FIR votes will not be approved by TDCJ-Rehabilitation Programs Division (RPD) for college enrollment.

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

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

Offenders shall be at least G2/P2 custody and line class I status, or G3/P3 custody with the warden's written approval.

The offender's projected release or maximum expiration date shall be later than the end of the semester in which the offender shall be enrolled.

Offenders with a parole approval date (FI/FIR) shall participate only at the discretion of the TDCJ-Rehabilitation Programs Division (RPD).

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

The offender shall not have a verified Immigration & Customs Enforcement (ICE), federal or felony detainer. Offenders in these categories may participate on a space-available basis if they pay all reimbursable costs at registration by TDCJ-Rehabilitation Programs Division (RPD) I-25, direct pay, Hazelwood or college scholarship.

The college shall be responsible for determining the offender's readiness to take the TSIA test and the time frame to take the test. Additional information regarding TSIA testing requirements and exemptions can be found in Chapter 2: Student Services, subsection Texas Success Initiative Policies.

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

- Eligible offenders who plan to reimburse the State shall have an initial parole review date that is within ten (10) years.

For eligibility of State reimbursable funding based on current TDCJ-Rehabilitation Programs Division (RPD) screening criteria, contact a Lee College counselor for specifics.

Post Degree Program Participation

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

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

The offender shall meet all other eligibility requirements.

The offender must be approved by TDCJ-Rehabilitation Programs Division (RPD).

Offenders who have earned a degree (inside or outside of TDCJ-Rehabilitation Programs Division (RPD)) shall not be considered for unit transfer for the same level of degree. If all eligible criteria are met, students may request a transfer to participate in the next higher degree.

Offenders with a degree cannot participate, however, they are still allowed a trade if the degree is business.

Effective Spring 2019, the LSSS 300 course is mandatory for first time enrolling students seeking a degree (see course descriptions).

Technical Program

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

In addition, the following requirements shall be met.

- The offender shall have a verified high school diploma, GED certificate, or at least nine (9) hours of transferable college academic credit from an accredited institution. Offenders assigned to prisons shall be at least G2/P2 custody and line class I status, with no major disciplinary for six (6) months from hearing date, or offenders who are G3/P3 custody and line class I status with the warden's written approval.
- If an offender receives a reduction in time earning status, custody level or conviction of a major case after the course certification date, the offender shall not be dropped from class unless required by the warden or Unit Classification Committee.
- The offender's projected release or maximum expiration date shall be later than the end of the semester in which the offender shall be enrolled.
- Offenders with a parole "FI/FIR" action date shall be looked at on a case by case basis.
- Offenders with a "Serve All" status are not eligible for State reimbursement and shall be required to pay all reimbursable costs at registration or qualify for any grant or scholarship funding.
- Offenders must not have stacked sentences.
- Per TDCJ policy, sex offenders are restricted from enrolling in the following programs:
  - Computer Networking
  - Computer Repair
  - Computer Web Authoring
  - Data Processing
  - Drafting
  - Truck Driving
- The offender shall not be on TDCJ-Rehabilitation Programs Division (RPD) suspension from college participation. If the offender has a college eligibility date on or before the certification date, he shall be considered eligible.
- Offenders may participate in one (1) college level vocational program. Prior degrees (associate, baccalaureate, master's) shall not prohibit eligible offenders from participation. A written request may be submitted by the student for an exemption or waiver to the eligibility criteria. Appropriate TDCJ-Rehabilitation Programs Division (RPD) Rehabilitation staff shall notify the college in writing of the approval or denial of the request. The following examples of requested exceptions are only allowed if space is available in the classroom.
- Offenders who have taken one or more vocational programs more than ten years ago may request an exception to attend another vocational trade.
- Offenders whose initial degree plan on file requires them to enroll in an additional vocational trade. (i.e. Basic and Advanced Culinary Arts).
- The offender shall not have a verified Immigration and Customs Enforcement (ICE), federal or felony detainer. Offenders in this category may participate on a space available basis if they pay all reimbursable costs at registration by the TDCJ-Rehabilitation Programs Division (RPD) I-25 process or direct pay.
- The offender shall meet minimum requirements as established by the appropriate medical and/or classification staff if required for the requested course.
- The offender is responsible for all costs of vocational/technical programs at the time of registration. Funding can be provided by TDCJ-Loan/Post-Secondary Education Reimbursement (PSER), TDCJ-Rehabilitation Programs Division (RPD) I-25, direct pay, or any grants or scholarships for which the offender is qualified.
- In order to receive a CDL for the Truck Driving program, an Offender 1) must be a State approved Trusty, 2) must obtain an original social security card 3) and must submit a certified copy of his birth certificate. He must also be cleared by the Department of Public Safety Office, approved by State Classification Committee, and pass a Department Of Transportation physical exam.

Vocational Tabe Requirements	Tabe Composite
Air Conditioning and Refrigeration Repair	8.0, Level A or D
Auto Mechanics	7.5, Level A or D
Automotive Technician—Advanced (Auto Mech Pre-Req)	7.5, Level A or D
Cabinet Making	7.5, Level A or D
Culinary Arts	7.5, Level A or D
Culinary Arts – Advanced (Culinary Arts Pre-Req)	7.5, Level A or D
Horticulture	7.5, Level A or D
Horticulture – Advanced (Horticulture Pre-Req)	7.5, Level A or D
Logistics	7.5, Level A or D

Microcomputer Applications***	9.0, Level A
Truck Driving***	8.0, Level A or D
Advanced Welding (Welding Prerequisite)	7.5, Level A or D
Welding	7.5, Level A or D

*** No Sex Offenders; Refer to TDCJ-Rehabilitation Programs Division (RPD) Administrative Directive 4.09 – Sex Offender Identification Criteria and Methods of Recording Information

Transfer Students

Students who wish to transfer to Lee College from other institutions of higher education must complete the Lee College Transcript Request form in order to request transcripts.

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

Other transfer students must produce official college transcripts prior to enrollment. See the college counselor for completion of the Lee College request for transcripts form.

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

- The office of Admissions and Records determines the total number of semester credit hours which students may transfer to Lee College from other institutions. Students who are pursuing associate degrees should contact their Huntsville Center counselor to request that their transfer work be evaluated. Also, students seeking certificates of completion who have transfer work in the same program of study should request an evaluation of their transcripts.
- Credit for courses equivalent to those listed in this catalog will be given for satisfactory completion of the courses earned at regionally accredited institutions of higher education.
- Transferred courses that are not required by the student's current degree plan may be accepted as elective courses for the student's degree. A minimum of 25 percent of total coursework (i.e. total semester credit hours) required by student's degree program or 50 percent of the course work required by the student's certificate of completion program, must be taken in residence at Lee College for the student to become eligible to receive a certificate of completion or an associate's degree from Lee College. Transfer students should consult with a Lee College counselor regarding their transfer hours and degree programs.
- Students may be required to obtain official course descriptions from colleges previously attended before transfer credit can be awarded.
- Courses in which students earned grades of "D," "F," and "Incomplete" will not be accepted for transfer credit by Lee College.
- While course credit hours transfer, only grades earned in Lee College courses will be utilized to calculate G.P.A. which is used to determine eligibility to graduate. At Lee College, students' cumulative grade point averages – which are based solely on grades earned at the College – are used to determine their eligibility to graduate and their eligibility to receive honors at graduation.
- Credit will be considered for military courses based upon the evaluation recommendations outlined in the American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services Manual.

Texas Success Initiative (TSI)

Each public institution of higher education in Texas is required to assess basic skills of admitted students in three components: reading, writing, and mathematics. Developmental courses and support are available to those students who test below college level.

- All first time in college students entering Lee College, unless exempt, must have assessment scores in all components from an approved test to determine readiness to meet course prerequisites and/or to enroll in college level academic coursework.
- A student who has a deficiency in one or more areas will be given an individualized plan that lists the developmental coursework that is required for that student to become college ready.
- Students have completed the Texas Success Initiative (TSIA) in each component if they have completed the developmental sequence of courses in reading, writing, and math or have elected to retake and have passed an approved TSIA assessment. Students may not enroll in "C-rule courses" (see list below) without the appropriate test score or passing the developmental course prerequisite.
- Enrollment in and completion of development coursework is mandatory and continuous until the student has completed the required level of developmental coursework to complete the degree plan chosen.
- Once developmental coursework is completed, students are required to enroll in the degree specific college level English and Mathematics courses the subsequent **15 week** semester.

Who needs to take the TSIA?

Students who test as college ready will be allowed to enter entry level college coursework. All Texas public colleges and universities must abide by the passing scores as set by the state. Information on cut scores and college ready standards are found in the Counseling Center.

Exemptions are outlined below and includes exemptions based on ACT or SAT scores, Veteran status, and the completion of a degree. Students who are exempt based on these standards will be deemed college ready and eligible for entry level coursework. For information on the TSIA, cut scores, and other information related to testing, contact the unit Lee College advisor.

Exemptions

A student may be exempt from the requirements of the Texas Success Initiative based on state approved exemptions.

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

- Students are exempt who have met the qualifying standards on the ACT or SAT as follows:
  - **ACT** – composite score of 23 or higher with a minimum of 19 on the English and mathematics test. Partial exemption (either reading/writing or math) is granted with a composite score of 23 and a minimum of 19 on either the English test or mathematics test. The score is good for 5 years from the date of the test.
- In May, 2016, the SAT was revised with a new scoring system and new benchmarks established by the Texas Higher Education Coordinating Board:
  - **SAT (previous standards)** - results on critical reading and math scores added together which equal or exceed 1070 (with a minimum of 500 on each test). Partial exemption is granted for writing/reading or math with a combined score of 1070 and a minimum of 500 on either critical reading or math. Scores are good for 5 years from the date of the test.
  - **SAT (new standards**) - Evidence-based Reading and Writing of 480 or higher and a Math score of 530 or higher.
- Students who have graduated with an associate or baccalaureate degree.
- A student who is on active duty serving as a member in the United States armed forces, National Guard, or as a member of the reserve component of the armed forces of the US and has been serving for at least three years preceding enrollment.
- A student who on or after August 1, 1990 was honorably discharged, retired, or released from active duty as a member of the armed forces of the US or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.
- A student who is enrolled in a certificate program (level one, 42 or fewer semester credit hours or the equivalent).

Transfer Students

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

"C" Rule Courses:

Writing		
ENGL 1301	English Composition I	3
ENGL 1302	English Composition II	3
Reading		
ENGL 1301	English Composition I	3
ENGL 1302	English Composition II	3
ENGL 2322	English Literature: Beowulf to Romantic	3
ENGL 2323	English Literature: Romantic to Present	3
ENGL 2332		
ENGL 2333		
ENGL 2326	American Literature Survey	3
ENGL 2328	American Literature: 1860 to Present	3
PSYC 2301	Introduction to Psychology	3
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3
SOCI 1301	Introductory Sociology	3
ENGL 2323	British Literature	
ENGL 2333	World Literature	
GOVT 2306	State, Local, and U.S. Government	
Mathematics		
MATH 1332	Contemporary Mathematics I	3
MATH 1314	College Algebra	3
MATH 1342	Elementary Statistics	3

Any advanced mathematics course for which the above are prerequisites

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

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

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.

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

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

Counseling and Advising Services

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

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

The LCHC counselors/advisors act as the liaison between the student and TDCJ-Rehabilitation Programs Division (RPD). A student may make an appointment to see a Lee College counselor by sending an I-60 to the Lee counselor through the unit education office. Students may also contact counselors/advisors via truck mail, or TDCJ-Rehabilitation Programs Division (RPD), P O Box 99 Huntsville, TX 77342, or by US mail at the following address:

Lee College Huntsville Center
168 C Colonel Etheredge Blvd.
Huntsville, TX 77340

Degree Plans (TDCJ-Loan/ Post Secondary Education Reimbursement (PSER) Policy)

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

A copy of each offender's degree plan shall be filed by the college in the unit education department.

Degree plans cannot be changed at the offender's request without the written approval of TDCJ-Rehabilitation Programs Division (RPD), P O Box 99, Huntsville, TX 77342.

Transfer of Courses to Universities

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 a four-year school should be aware that each university 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.

Student Financial Aid

TDCJ-Loan/Post Secondary Education Reimbursement (PSER)
Interest free loan. This loan covers the cost of up to 2 academic courses per semester and 1 technical program; this only applies to the Lee College Huntsville Center programs.

TDCJ-Rehabilitation Programs Division (RPD) only allows a student to take one college vocational program. However, PSER will pay for 2 if the 2nd advanced certificate is needed for the degree.

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

Second Chance (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 Free Application for Federal Student Aid (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.

With Lee College, if a student is loan eligible, it is required that he utilize the loan first. However, if a student is Pell approved all Pell funds will be utilized first.

Hazelwood Act

- Home of record must be in Texas at the time of enlistment.
- Must have been discharged under honorable conditions
- 180 Active days of service
- 10 years elapsed since military discharge/separation date.
- Will cover tuition only.

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

Veterans Educational Benefits

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

Britt-Hodgin Second Chance Scholarship

See an LCHC faculty member or counselor for an application form.

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 Programor TPEG. In summer however, students may not have enough aid remaining to cover the full tuition amount for 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.

Tuition and Fees

Tuition and other charges, along with related regulations and requirements, are subject to change as necessitated by college and/or state legislative actions. Counselors can provide students with tuition and fee totals for the next semester.

State Reimbursement Costs (TDCJ-Loan/Post Secondary Education Reimbursement (PSER) Loan)

State Reimbursable Costs (TDCJ-Rehabilitation Programs Division (RPD) loan) include tuition and fees for college credit associate and baccalaureate level courses, required testing and graduation fees, TSIA tests required at the time of college entry, and for all developmental study courses required as a result of TSIA testing.

As a State Reimbursable Cost, the state will pay for only the cost of 2 or fewer academic courses each semester. Additional courses each semester will be at the expense of the student, which will be paid at registration from personal funds.

State Reimbursable Costs include tuition and fees for college credit vocational courses for each qualified offender student. Since books are reused each semester, the offender will not be required to reimburse book costs. Students are expected to

keep books in good order and return upon completion of the class or upon unit transfer.

Refunds

The College shall charge the TDCJ for offenders who are enrolled and attending as of the official class certification date each semester or enrollment period. No pro-rated changes prior to certification date shall be allowed. Refunds for tuition and fees paid by personal funds or direct payment shall be refunded in accordance with the College's tuition refund policy.

Huntsville Campus = HUNTSVLW Calendar (by class start date)

Reason	Description	Refund (thru DOR)	Refund (after DOR)
ACAD	Admin Drop – non-attendance	100%	0%
ACAN	Administrative Withdrawal	100%	0%
DISP	Disciplinary Drop	100%	0%
ERRO	Error in Registration	100%	100%
MEDI	Medical (Term Withdrawal)	100%	0%
PARO	Paroled	100%	0%
SCHC	Schedule Change/Conflict	100%	100%
SDRP (Default)	Student Initiated Drop	100%	0%
UTFR	Unit Transfer	100%	0%

TDCJ-Loan/Post Secondary Education Reimbursement (PSER) Responsibilities

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

TDCJ-Rehabilitation Programs Division (RPD) maintains the student account records on the Post Secondary Education Reimbursement (PSER) system, which is accessible on the TDCJ Rehabilitation Programs Division (RPD) mainframe computer to the Parole Division personnel and the Rehabilitation Division of TDCJ-Rehabilitation Programs Division (RPD). Account data is taken from the college/university billings and TSIA enrollment documents.

Each student's PSER account includes costs of tuition and fees by college and semester or enrollment period. Any test fees, such as TSIA, also appear. Each offender's account has a total amount owed. The TDCJ-Rehabilitation Programs Division (RPD) will make account statements available to all students.

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

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

Upon release if there are questions regarding the balance owed contact

PSER Reimbursement
TDCJ-Rehabilitation Programs Division (RPD)
Cashier's Office
P O Box 4015
Huntsville, TX 77342

Offender Payment From Personal Funds

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

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

Processing of Withdrawal Forms (I-25)

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

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

The trust fund account of each offender submitting an I-25 must be checked by TDCJ-Rehabilitation Programs Division (RPD) to ascertain whether the offender has sufficient funds to cover the tuition payment.

Chapter 2

Student Services

Catalog 2021-2022

Student Responsibilities

Students are responsible for

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

Student Rights

In addition to the rights enjoyed by all citizens and residents, the rights accorded Lee College Huntsville Center (LCHC) students include the following:

- The right to privacy for their college records
- The right to see their records and, if necessary, challenge their accuracy;
- The right to know the graduation rates for full-time certificate and degree seeking students;
- The right to pursue grievances against instructors, administrators, or fellow students;
- The right to place letters in their files regarding disciplinary action or grievances.

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

Student Records and Right to Privacy

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

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

Directory Information

1. Name
2. Address 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 athletic teams

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

Students' Right to Review Their Records

Students who wish to review their college records may do so by filing a request with the office responsible for the records in question. These offices are listed in a subsequent section. Students who wish to review their records may be required to complete a "Request for Review of Student Record" form.

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

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

Challenging the Accuracy of College Records

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

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

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

Student Records and Transcripts

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

Academic Records

- office of Admissions and Records

Student Affairs Records

- Vice President of Student Affairs
- Counseling Office - Associate Dean, Student Affairs

Financial Records

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

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

Time and Frequency
A copy of the schedule of classes offered during each semester or term will be available in advance of the day of registration.

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.

Graduate Guarantee Program

Transfer Credit

Lee College guarantees to its associate of arts and associate of science graduates that course credits will transfer to other public-supported Texas colleges or universities provided the following conditions are met:

1. Transferability means acceptance of credit toward a specific major and degree at a specific institution. These

three components must be identified by the student during the application for admission process prior to the first semester of enrollment at Lee College.

2. As stated in the general undergraduate catalog of the receiving institution, limitations apply to the total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability.

3. Transferability refers to courses in a written transfer degree plan filed in a student's file at Lee College.

4. Only college-level courses with Lower Division Academic Course Guide Manual approved numbers are included in this guarantee.

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

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

Transfer 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 (WECM) 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 Instructional Deans or Vice President of Learning.

4. Employment must commence within 12 months of graduation.

5. The employer must certify in writing that the employee is lacking entry-level skills identified by Lee College as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.

6. The employer, graduate, Instructional Deans or Vice President of Learning, Director of Counseling, and appropriate faculty member will develop a written educational plan for retraining.

7. Retraining will be limited to 12 credit hours related to the identified skill deficiency and to those classes regularly scheduled during the periods covered by the retraining plan.

8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.

9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.

10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

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

Academic Honesty

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

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

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

Academic Honesty Code

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

1. Acquiring information:

a. Acquiring information for any assigned work or examination from any source not authorized by the instructor.

b. Working with another person or persons on any assignment or examination without the expressed permission of the instructor.

c. Observing the work of other students during any examination.

d. Using, buying, selling, stealing, soliciting, copying, or possessing, in whole or part, the contents of an unadministered examination.

e. Purchasing or otherwise acquiring and submitting as one's own work any research paper or other writing assignment prepared by others.

2. Providing information:

a. Providing answers for any assigned work or examination when not specifically authorized by the instructor to do so.

b. Informing any person or persons of the contents of any examination prior to the time the examination is given.

3. Plagiarism:

a. Incorporating the work or idea of another person into one's own work, whether paraphrased or quoted, without acknowledging the source of that work or idea.

b. Attempting to receive credit for work performed by another person, including papers obtained in whole or part from individuals or other sources.

c. Copying computer programs or data files belonging to someone else.

4. Conspiracy:

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

5. Fabrication of information:

a. Falsifying the results obtained from research or a laboratory experiment.

b. Presenting results of research or laboratory experiments without the research or laboratory experiments having been performed.

c. Substituting for another student to take an examination or to do any academic work for which academic credit will be received.

d. Changing answers or grades after an academic work has been returned to the student and claiming instructor error.

e. Submitting work for credit or taking an examination and employing a technique specifically prohibited by the instructor in that course, even if such technique would be acceptable in other courses.

6. Abuse of resource materials:

a. Mutilating, destroying, concealing, stealing, or altering any materials provided to assist students in the completion of academic work, including library books, journals, computer files, microfilm and microfiche files, materials placed on reserve by the instructor, or any such materials as the instructor may provide or assign.

b. Copying without permission of the owner, or mutilating or destroying any media, printed or electronic (for example, film, video, music, graphics, art, photography, manuscript, internet or World Wide Web sources, CDROM, or electronic databases).

Procedures

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

Faculty members who suspect that a student may have violated a provision of the Academic Honesty Code are obligated to investigate the incident and discuss their findings with the student or students involved. Faculty members who conduct such investigations are encouraged to confer with their division chairs and/or the Lee College Huntsville Center (LCHC) Dean regarding procedures, valid proof, and due process.

Faculty members who determine that a student violated the Academic Honesty Code must take action, both to prevent future violations and to preserve the academic integrity of their courses and the College community. Cases of academic dishonesty must be reported to the Lee College Huntsville Center (LCHC) Dean.

The Lee College Huntsville Center (LCHC) Dean shall maintain a file that contains a record of each Academic Honesty Code violation reported to that office. These records are not attached to nor do they become a part of the student's permanent records or transcript unless repeated violations result in the student's expulsion from the College.

The Lee College Huntsville Center (LCHC) Dean will treat violations of the Academic Honesty Code in the manner prescribed below.

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

First Offense: The student will receive a zero on the assignment in question, which may result in subsequent academic or disciplinary penalties based on department/program policies.

Second Offense: Student will receive an "F" for the course.

Additional Penalties: Violations of the Academic Honesty Code that threaten the College's learning environment may merit further penalties up to and including expulsion. Any additional penalties will be determined by the faculty member in conjunction with the department chair and the Lee College Huntsville Center (LCHC) Dean.

Student Appeals

Introduction

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

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

To learn more about the appeals process, students may meet with an advisor, counselor, or Division Chair.

General Principles

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

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

Issues That Can Be Appealed

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

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

Resolution of Policy Governed by State and Federal Regulations

Policies and procedures based on state and federal laws are resolved within specific departments.

Level 1 – Informal Resolution

The informal resolution attempts to resolve issues regarding college policies, procedures, or personnel as they occur. Throughout the informal process, students should record dates and times of meetings with individuals, keep a brief account of the meetings, and collect any written documents that they may receive. Within 10 working days of an incident, student should meet with individuals with whom they have a concern

or complaint to seek resolution. If the situation is unresolved, students should speak with relevant supervisors and/or administrators, who may investigate the incident further to seek information to resolve the concern.

Level 2 – Formal Appeal

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

Written Statement

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

Instructional Appeal:

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

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

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

Non-Instructional Appeal:

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

2. Copies of the appeal will be forwarded by the administrator to those named in the appeal.

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

Appeal Response and Decision

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

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

Acceptance of Decision

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

Level 3 – Appeals Committee

The student services administrator will create an Appeals Committee consisting of three faculty members. The administrator serves as chairperson of the Appeals Committee and votes only in the event of a tie. If the complaint is against the student services administrator, another administrator will serve as chairperson of the committee.

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

Appeals Meetings

Appeals meeting are held the second week of the month.

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

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

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 proceedings, students and employees may confer with their advisors during the proceedings. If the student chooses an attorney for an advisor, both the employee and the College may elect to have an attorney present. Five working days prior to the appeals meeting, students must notify the Appeals Committee chairperson in writing by the end of the business day if an attorney will serve as an advisor to the student.

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

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

Meeting Protocol:

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

Policies Regarding Credit, Grades and Student Records

The Semester Credit Hour (SCH)

The unit of measure generally used in counting college credit is the Semester Credit Hour, or SCH. It represents the work done by a class which meets one hour a week for one semester. Classes which have a credit value of three SCH meet for three hours each week, or the equivalent over a shorter session.

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

Grades and Grade Points

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

Grade	Points/SCH	Interpretations
A	4	Excellent
B	3	Good
C	2	Average or Fair
D	1	Poor (barely passing)
F	0	Failure

P	Passing
I	Incomplete
NC	Non Credit
W1	Student Initiated Drop
W2	Instructor Initiated Drop (Drop during drop period)
W3	Administrative Withdrawal
W4	Student Withdrawal
W5	Withdrawal (lapsed incomplete)

Grade Point Averages (GPA)

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

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

Course	Grade	SCHs x GPs = PA
BIOL 1406	B	4 x 3 = 12
ENGL 1302	A	3 x 4 = 12
KINE 1101	A	1 x 4 = 4
READ 302	0	0 x 0 = 0
HIST 1301	Withdrawal	Wx 0 = 0
Totals	8	28 GPA = 28/8=3.5

Grades for Repeated Courses

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

Evaluation of Transfer Credit

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

1. The Office of Admissions and Records determines the total number of SCH which students may transfer to Lee College from other institutions. Students who are pursuing associate degrees and have earned at least 15 SCH at the College should request that their transfer work be evaluated. Students seeking certificates of completion who have transfer work in the same program of study should request that their transcripts be evaluated. Official transcripts will not be returned to students.

2. Credit for courses equivalent to those listed in the catalog will be given credit that the student 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/advisor regarding their transfer hours and degree programs. In addition, 25 percent of the student's major field of study semester credit hours must be taken in residence at Lee College.

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

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

6. Grade points earned at other institutions cannot be transferred to Lee College. At Lee College, students' cumulative grade point averages – which are based solely on grades earned at the College – are used to determine their eligibility to graduate and their eligibility to receive honors at graduation.

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

Academic Fresh Start

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

Students who wish to invoke this policy must indicate their desire to do so by completing an Academic Fresh Start request and submit it to Office of the Lee College Huntsville Center (LCHC) Dean. The Dean must sign this form, confirming that the student is eligible for the Fresh Start. The policy has some restrictions, and it may only be invoked one time per student. Therefore, students are urged to meet with a counselor/advisor 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

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

Academic Dismissal: Student did not maintain a 2.0 semester GPA first semester returning from Academic Suspension.

- Must sit out for one (1) calendar year
- Continued hold placement on account preventing registration - to be released once cumulative GPA of 2.0 is achieved
- Upon return after one (1) calendar year, students must: 1) meet with the Vice President of Learning and/or respective dean for readmission 2) Consult with the assigned Advisor/Counselor for re-development of an action plan, discussion of the 1-2 course needed to replace previously unsuccessful courses, and register for classes
- Remains on Academic Probation status until GPA improves
- May continue to enroll with continued progression towards a cumulative 2.0 GPA

Grade Reports

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

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

1. Unpaid tuition and fees
2. Transcripts not received

Class Attendance

Students who have been absent from class for three consecutive class meetings may be dropped by the instructor for nonattendance, with grades of "F" or "W2." Instructors may, however, develop individual policies regarding absences.

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".

Student Drop

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

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

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 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.

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

Student Refusal

Students who refuse a technical course after being transferred to a unit to attend the course will receive a 2 year suspension from all college academic or technical coursework RPD will decide what happens to the offender after the refusal.

Lee College Huntsville Center (LCHC)'s TSI Coursework Progression

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

1. An A, B or C grade in MATH 320 promotes the student to MATH 330
   An A, B or C grade in MATH 330 plus a passing grade on the MATH exit exam promotes the student out of the developmental math program.

2. An A, B or C grade in ENRD 301 promotes the student to ENRD 302.
   An A, B, or C grade in ENRD 302 plus a score of 65% or higher on the ENRD exit exam promotes the student out of the developmental reading/writing program.

Lee College Huntsville Center (LCHC)-Approved Methods for Completing TSI Requirements

1. Developmental Course Completion (see above): Students will enroll in developmental classes in the subject area(s) that need improvement. After moving through the class levels for that subject area in sequence and earning a grade of C or higher in the designated TSI level for college readiness (Math 330, ENRD 302), they will be considered college ready in that subject area.

2. Credit by Examination: (See explanation below.) Students will have the opportunity each semester to demonstrate their college readiness in each TSI test area for which they are enrolled in a developmental class by taking the exit test for the highest level course in that area. This permits TSI liable students the opportunity to demonstrate adequate skills to exit developmental studies without taking all levels of developmental coursework.

3. Degree Completion: Students who successfully complete all the courses required by their degree plan for graduation without completing their TSI requirements are considered "college ready" in any deficient area(s).

Credit by Examination

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

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

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

The conditions for earning credit by examination are as follows:

The student must be enrolled in a developmental course in a given subject area when he attempts credit by examination for that subject. In other words, a student enrolled in ENRD 301 cannot attempt credit by examination for MATH 320.

1. A student must maintain a C average or higher in the developmental course for which he is enrolled to be eligible for credit by examination no matter what he scores on the exit exam.

2. A student must earn a minimum score on the exit (final) exam to be eligible for credit by examination. For ENRD 302 and MATH 320, the minimum score on the exam is 65, including a score of 5 or higher on the essay. For MATH 330, the minimum score is 85 .

3. If the above conditions are met, the instructor has the option but not the obligation to grant the student an early exit via credit by examination. Courses completed through credit by examination are recorded on the student's transcript.

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 may request the transcript online at www.lee.edu/admissions.

Official credit transcripts consist of the following: identification of the student, TSI status and method of satisfying TSI components (math, reading, and writing), record of courses taken and course test credit during all semesters where graded classes were recorded, cumulative statistics including credit hours attempted, earned, and related grade points, along with GPA, as well as degrees or certificates and core curriculum completions earned by the student at Lee College. Certain honors and awards are only listed on the paper transcript; by default, Lee College will disseminate an electronic transcript when requests are made to send transcripts to those colleges capable of receiving EDI electronic transcripts

Name Change

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

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 reviewing final grades which are mailed to each student upon completion of the semester. In the event that the original instructor is not available to review a grade, the student should contact the Huntsville Department Chair.

An instructor may make a change to any grade recorded with the previous 12 months, for any reason. The instructor will deliver a completed grade change card to the Huntsville Center office and a correction to the student's records will be made and an advising document sent to the student.

Grade changes to 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 Huntsville Center Department Chair, as well as the Dean of the Huntsville Center.

General Graduation Requirements

Those students with approximately 60 or more semester hours of college credit should complete a Petition to Graduate. This petition will inform the counselor of the student's intent to graduate and provide the counseling department with the proper diploma printing information. After receiving the petition, the Lee College staff will place all necessary transcripts, degree summary sheet and any additional information needed, into the graduation folder for the Dean to evaluate. The Dean will evaluate each prospective graduate's transcripts for necessary course work and will check the student's overall GPA. Once the evaluation is completed, the Dean will send a letter to each prospective graduate confirming or denying graduation status. If the student is denied, the letter will contain a detailed list of courses needed to fulfill graduation requirements and/or the reason(s) for denial. The most appropriate time to file the petition is when the student registers for his last semester.

The deadline to petition to graduate will be as follows:

Spring – February 15

Summer – June 15

Fall – September 15

Commencement

Graduation ceremonies will be held once a year during the spring or summer semester. Only graduates who completed all requirements for graduation during or before the preceding fall semester are eligible to attend the graduation ceremony. Students who complete degrees in the spring semester will be eligible to attend the graduation ceremony one year later, during the next spring semester. The exercises will be held on a unit which will be easily accessible for the college or university.

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

The offender shall be at least (G2/P2) and line class I status with no major disciplinary conviction for six (6) months prior to graduation. G3 offenders may participate with the unit Warden's approval.

Lee College is responsible for ensuring the Graduation Invitation Form is completed by the offender graduates, approved by the Warden, and submitted to the TDCJ – Rehabilitation Programs Division (RPD) as soon as the college or university identifies the graduates, which shall be at least six (6) weeks prior to the scheduled ceremony. Offenders may invite guests to the ceremony by providing names and addresses on the Graduation Invitation Form. The college shall obtain the Warden's approval for the guests prior to invitations being mailed.

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

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

If the student leaves the TDCJ system, the diploma will be mailed to the address on the "Petition to Graduate." If the address changes, the student must contact the Lee College counselor/advisor sending the name and address to:

Lee College Huntsville Center
168 C Colonel Etheredge Blvd.
Huntsville, Texas 77340

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.

Course Waivers and Substitutions for Graduation

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

Physical Education requirements will be waived for offender students.

Honor Societies

Alpha Beta Gamma is an International Business Honor Society established by business professors in 1970 to recognize and encourage scholarship among two-year business and professional college students. The society is a member of The Association of College Honor Societies and has initiated 65,500 members.

Lee College Huntsville Center is accredited by Alpha Beta Gamma International Business Honor Society to initiate members into the honor society for business and related professional disciplines.

Lee College Huntsville Center is proud to offer qualified students membership into the nationally recognized "Delta Sigma" chapter. Eligibility into Alpha Beta Gamma is based on the following criteria.

Students must be presently enrolled in a business curriculum and must have completed 15 business course credit hours in courses leading to a Business Management degree (A.A.S.) recognized by his institution, Lee College.

Students must have demonstrated academic excellence by attaining a 3.0 GPA or its equivalent in business courses as well as a 3.0 overall cumulative average.

Student initiates of Alpha Beta Gamma must pay a one-time lifetime membership fee of $42.00 which will be collected directly by Lee College.

For additional information about the society, please submit an I-60 to Mr. Paul Allen or Ms. Judy Baker, Lee College Huntsville Center.

Course Numbering System

Lee College participates in the Texas Common Course Numbering System, which designates equivalent course content among many public and some private colleges and universities in the state of Texas. Its purpose is to assist students in making a smooth transfer from one post-secondary institution to another. However, the fact that a course is not part of the numbering system does not necessarily mean that it will not transfer or meet degree requirements.

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

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

1. freshman level;
2. sophomore level.

The second number indicates the number of semester credit hours:

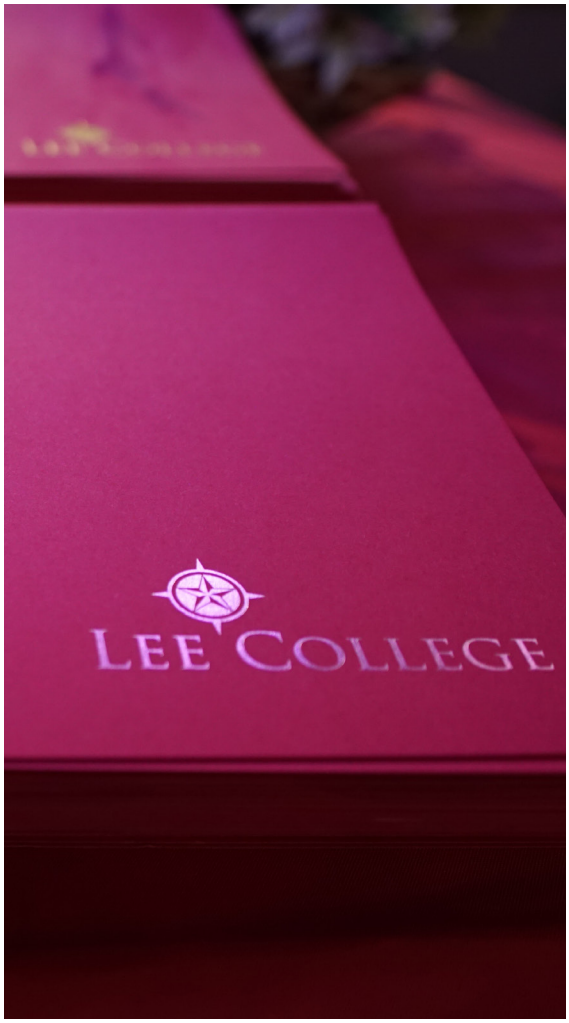
ENGL 1 **3** 0 2

Number of credit hours assigned

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

Three-digit course numbers indicate a developmental level (non-credit) course. "Non-credit" means that the course does not apply toward Lee College degrees or certificates and is not transferable to another college or university. Non-credit courses may be required for TSI-liable students and tuition is charged for non-credit courses at the same price-per-SCH as for credit courses.

Chapter 3



Degrees and Certificates

Catalog 2021-2022

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

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

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

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

Second, a certificate or degree is more attainable than most students realize. Coordinating-Board-approved certificates require from 40 credit hours; associate degrees require 60. For students considering a career in a technical field, an investment of one to four semesters of study is very reasonable. For students planning to earn baccalaureate degrees, the additional credits are also a reasonable investment in the future.

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

Associate Degrees

Graduation Under a Particular Catalog

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

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

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

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

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.

Associate of Applied Science (AAS)

Lee College Huntsville Center offers Associate of Applied Science (AAS) degrees in seven technical areas. AAS degrees require 60 college credits, or the equivalent of about two full years of college work. The curriculum for AAS degrees includes coursework in a technical area as well as a 15-16 SCH of general education which includes courses in natural science/mathematics, social/behavioral sciences, humanities/fine arts, written and oral communications.

The 15-16 SCH of general education courses required for the AAS program may be transferred to other institutions and applied to baccalaureate degrees. The transferability of the credits earned in technical courses depends upon the field of study, the type of baccalaureate degree sought, and the policies of the institution receiving the credits.

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

Lee College Huntsville Center offers the following AAS degrees:

- Air Conditioning, Heating and Refrigeration
- Automotive Technician
- Business Management

- Cabinet Making
- Culinary Arts
- Horticulture
- Microcomputer Applications
- Welding Technology

Minimum Requirements for Associate of Applied Science Degree

Lee College Huntsville Center offers Associate of Applied Science (AAS) degree in eight technical areas. AAS degree 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 Science, American History, Social/Behavioral Sciences.

Graduation from Lee College with an AAS degree requires:

- Completing at least 60 semester hours of college credit with passing grades, 25 percent of which must be earned at Lee College.
- Having a grade point average of 2.0 (C average) in all course work in which a grade is awarded.
- Meeting specific degree requirements.
- All candidates for degrees must be TSIA complete in all relevant components.

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

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.

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

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.)

Creative Arts

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
MUSI 1306	Music Appreciation	3

Language, Philosophy, and Culture (LPC)

HIST 2321	History of World Civilization to 1500	3
HIST 2322	History of World Civilization from 1500 to Present	3
PHIL 1301	Introduction to Philosophy	3

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).

ECON 2301	Principles of Economics: Macroeconomics	3
ECON 2302	Principles of Economics: Microeconomics	3
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3
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
PSYC 2301	Introduction to Psychology	3
SOCI 1301	Introductory Sociology	3

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).

MATH 1332	Contemporary Mathematics I	3
MATH 1314	College Algebra	3
BIOL 1411	General Botany	4
BIOL 1406	General Biology I	4
BIOL 1407	General Biology II	4
BIOL 1413	General Zoology	4
BIOL 1424H	Plant Taxonomy	4
BIOL 2401	Human Anatomy and Physiology I	4
BIOL 2402	Human Anatomy and Physiology II	4
GEOL 1403	Physical Geology	4

GEOL 1404	Historical Geology	4
GEOL 1405	Environmental Science	4
ENVR 1401	Environmental Science I	4

MATH 1314: or more advanced

Subtotal: 15-16

- Core curriculum course

Certificates of Completion

Lee College Huntsville Center offers 20 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." Lee College Huntsville Center offers these Certificates of Completion:

Required TABE Scores:

Air Conditioning, Heating, and Refrigeration	8.0, Level A or D
Automotive Mechanics	7.5, Level A or D
Automotive Technician	7.5, Level A or D
Cabinet Making	7.5, Level A or D
Culinary Arts	7.5, Level A or D
Culinary Arts – Advanced	7.5, Level A or D
Horticulture	7.5, Level A or D
Horticulture - Advanced	7.5, Level A or D
Logistics	7.5, Level A or D"
Microcomputer Applications	9.0, Level A
Truck and Heavy Equipment Operator	8.0, Level A or D
Welding Technology	7.5, Level A or D
Welding – Advanced	7.5, Level A or D

Eligible offenders may participate in only one college technical program unless written approval for additional training is granted by the TDCJ—Rehabilitation Programs Division.

Graduation Requirements

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

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

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

Program Area of Interest	Abbreviation	Certificate or Degree
Air Conditioning, Heating and Refrigeration	HART	AAS/Air Conditioning, Heating and Refrigeration Cert/Air Conditioning, Heating and Refrigeration **EPA Industry Certification
Automotive Mechanics and Automotive Technician	AUMT	Cert/Automotive Mechanics Cert/ Automotive Technician **MACS Industry Certification
Business Management	ACCT, BMGT, BUSI, BCIS, IBUS, BUSG, MRKG, HRPO, GISC	Cert/Entrepreneurship Cert/Business Cert/International Business Cert/Supervision Cert/Management Cert/Marketing AAS/Business Management
Cabinet Making	CRPT, WDWK TECM, CNBT	Cert/Cabinet Making
Culinary Arts	CHEF, IFWA PSTR	Cert/Culinary Arts **ServSafe Industry Cert.
Culinary Arts – Advanced	CHEF, PSTR, IFWA	Cert/Advanced Culinary Arts AAS/ Culinary Arts
Horticulture	HALT FMKT	AAS/Horticulture Cert/Horticulture **Texas A&M Master Gardner Technician Certification
Horticulture – Advanced	HALT	Cert/Landscape Management
Logistics	LMGT	Cert/Logistics
Microcomputer Application	ITSC, ITSW, ITSE, IMED	Cert/Microcomputer Applications AAS/Microcomputer Applications
Truck, Bus and Other Commercial Operator	CVOP	Cert/Truck and Heavy Equipment Operator **CDL Certification
Welding and Welding – Advanced (Combination)	WLDG	AAS/Welding Technology Cert/Welding Technology Cert/Combination Welding **AWS Certification

**Denotes Industry Standard Certification if available.

Air-Conditioning, Heating and Refrigeration - HAC2, AAS

Program Requirements

First Semester

HART 1407	Refrigeration Principles	4
HART 1403	Air Conditioning Control Principles	4
	Communication	3
	Business Elective	6
	Subtotal: 17	

Second Semester

HART 2445	Residential Air Conditional Systems Design	4
	Social/Behavioral Science	3
	Natural Science	4
	Business Elective	6
	Subtotal: 17	

Third Semester

HART 1445	Gas and Electric Heating	4
SPCH	Oral Communication	3
	Creative Arts/Language, Philosophy, and Culture (LPC)	3
	General Elective	6
	Subtotal: 16	

Fourth Semester

HART 2436	Air Conditioning Troubleshooting	4
	General Elective	6
	Subtotal: 10	

HART 2436: Capstone

Subtotal: 60

Air Conditioning, Heating, and Refrigeration – HAC1, CERT

Program Requirements

First Semester

HART 1407	Refrigeration Principles	4
HART 1403	Air Conditioning Control Principles	4
HART 2445	Residential Air Conditioning Troubleshooting	4
	Subtotal: 12	

Second Semester

HART 1445	Gas and electric Heating	4
HART 2436	Air Conditioning Troubleshooting	4
	Subtotal: 8	

HART 2436: Capstone

Subtotal: 20

Automotive Technician – HAMT2, AAS

Program Requirements

First Semester

	Communication	3
AUTM 1405	Introduction to Automotive Technology	4
AUTM 1312	Basic Automotive Service	3
AUTM 1416	Automotive Suspension and Steering Systems	4
	Subtotal: 14	

Second Semester

	Math/Science	3/4
AUMT 1410	Automotive Brake Systems	4
AUTM 1345	Automotive Climate Control Systems	3
AUTM 1407	Automotive Electrical Systems	4
	Elective	3
	Subtotal:17/18	

Third Semester

SPCH	Oral Communication	3
	Creative Arts/Language Philosophy, Culture (LPC)	3
AUMT 2419	Automotive Engine Repair	4
AUMT 2437	Automotive Electronics	4
AUMT 2413	Automotive Drivetrain & Axles	4
	Subtotal: 18	

Fourth Semester

	Social/Behavioral Science	3
AUMT 2417	Automotive Engine Performance Analysis I	4
AUMT 2434	Automotive Engine Performance Analysis II	4
	Subtotal: 11	

Total: 60/61

Automotive Mechanics – HAM1, CERT

Program Requirements

First Semester

AUMT 1405	Introduction to Automotive Technology	4
AUMT 1312	Basic Automotive Service	3
AUMT 1416	Automotive Suspension and Steering Systems	4
	Subtotal: 11	

Second Semester

AUMT 1410	Automotive Brake Systems	4
AUMT 1345	Automotive Climate Control Systems	3
AUMT 1407	Automotive Electrical Systems	4
	Subtotal: 11	

AUMT 1407: Capstone

Subtotal: 22

Automotive Technician – HAMT1, CERT

Cabinet Making AAS

Program Requirements

First Semester

CRPT 1429	Introduction to Carpentry	4
CNBT 2317	Green Building	3

Second Semester

WDWK 1413	Cabinet Making I	4
		Subtotal: 18

Third Semester

WDWK 2451	Cabinet Making II	4
WDWK 2431	Cabinet Making III	4
		Subtotal: 15

Fourth Semester

SPCH	Oral Communication	3
	Creative Arts/Language	
CRPT 1445	Conventional Interior Finish Systems	4
WDWK 1491	Special Topics in Cabinet Maker & Millworker	4
		Subtotal: 14

Cabinet Making – HCA2, AAS

Program Requirements

First Semester

	Communication	3
TECM 1301	Industrial Mathematics	3
CRPT 1429		4
		Subtotal: 13

Second Semester

	Oral Communications	3
CRPT 1415E	Conventional Wall Systems	4
CNBT 1446E	Construction Estimating I	4
WDWK 1413		4
	Social/Behavioral Science	3

Third Semester

WDWK 2451		4
	Natural Science	4
WDWK 2431		4
	Elective	3
		Subtotal: 15

Fourth Semester

	Creative Arts/Language, Philosophy, and Culture (LPC)	3
CRPT 1445		4
	Elective	3
WDWK 1491		4
		Subtotal: 14

WDWK 1491: Capstone

Subtotal: 60

Cabinet Making – HCA1, CERT

Program Requirements

First Semester

TECM 1301	Industrial Mathematics	3
CRPT 1429	Introduction to Carpentry	4
CRPT 1415E	Conventional Wall Systems	4
CNBT 1446E	Construction Estimating I	4
		Subtotal: 18

Second Semester

WDWK 1413	Cabinet Making 1	4
WDWK 2451	Cabinet Making II	4
WDWK 2431	Cabinet Making III	4
CRPT 1445	Conventional Interior	4
WDWK 1491	Special Topics in Cabinet Maker & Millworker	4
		Subtotal: 20

WDWK 1491: Capstone

Subtotal: 38

Business Management – H-MN2, AAS

Program Requirements

First Semester

BMGT 1301	Supervision	3
	Communication	3
HRPO 1311	Human Relations	3
BMGT 1341	Business Ethics	3
BMGT 1307	Team Building	3
		Subtotal: 15

Second Semester

	Oral Communications	3
BUSI 1301	Business Principles	3
ACCT 2301H	Principles of Accounting I- Financial	3
BMGT 1327	Principles of Management	3
MRKG 1311	Principles of Marketing	3
		Subtotal: 15

Third Semester

BMGT 1331	Production and Operations Management	3
BMGT 1325	Office Management	3
	Social/Behavioral	3
IBUS 1305	Introduction to International Business and Trade	3
HRPO 2301	Human Resources Management	3
		Subtotal: 15

Fourth Semester

BUSI 2301	Business Law	3
	Mathematics or Natural Science	3-4
BUSG 2309	Small Business Management/ Entrepreneurship	3
	Creative Arts/Language, Philosophy, and Culture (LPC)	3

POFT 1325	Business Math Using Technology	3
	Or	
BCIS 1305	Business Computer Applications	3
	Or	
COSC 1301	Introduction to Computing	3
		Subtotal: 15-16

BUSG 2309 and POFT 1325: Capstone

Subtotal: 60

Entrepreneurship – H-BE1, CERT

Program Requirements

First Semester

BMGT 1301	Supervision	3
ACNT 1303	Introduction to Accounting I	3
	Or	
ACCT 2301H	Principles of Accounting I- Financial	3
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

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

Subtotal: 27

Business – H-BU1, CERT

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

International Business – H-IB1, CERT

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 Science	3
		Subtotal: 15

Supervision – H-SU1, CERT

Program Requirements

First Semester

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

Second Semester

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

Subtotal: 15

Management – H-MN1, CERT

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

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 2301H	Principles of Accounting I- Financial	3
		Subtotal: 12

Subtotal: 27

Marketing – H-MK1, CERT

Program Requirements

First Semester

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

Second Semester

IMED 2315	Web Page Design II	3
	Or	
PSYC 2301	Introduction to Psychology	3
IMED 2309	Internet Commerce	3
	Or	
BCIS 1305	Business Computer Applications	3
	Or	
COSC 1301	Introduction to Computing	3

BUSI 2301	Business Law	3
IBUS 1305	Introduction to International Business and Trade	3
		Subtotal: 12
		Subtotal: 18

Culinary Arts – HCF2, AAS

Program Requirements

First Semester

CHEF 1305	Sanitation and Safety	3
IFWA 2346	Quantity Procedures	3
CHEF 1301	Basic Food Preparation	3
PSTR 1401	Fundamentals of Baking	4
	Communication	3
		Subtotal: 16

Second Semester

CHEF 2301	Intermediate Food Preparation	3
CHEF 2402	Saucier	4
CHEF 2331	Advanced Food Preparation	3
FWA 1501		5
	Oral Communications	3
		Subtotal: 18

Third Semester

CHEF 1441	American Regional Cuisine	4
PSTR 2431	Advanced Pastry Shop	4
	Social Behavioral Science	3
	Creative Arts/Language, Philosophy, and Culture (LPC)	3
		Subtotal: 14

Fourth Semester

CHEF 2336	Charcuterie	3
CHEF 1313	Food Service Operation/Systems	3
	Natural Science	4
	Elective	3
		Subtotal: 13

CHEF 1313: Capstone

Subtotal: 60-61

Culinary Arts – HCF1, CERT

Program Requirements

First Semester

CHEF 1305	Sanitation and Safety	3
CHEF 1301	Basic Food Preparation	3
IFWA 2346	Quantity Procedures	3
		Subtotal: 9

Second Semester

PSTR 1401	Fundamentals of Baking	4
CHEF 2301	Intermediate Food Preparation	3
		Subtotal: 7

CHEF 2301: Capstone

Subtotal: 16

Advanced Culinary Arts – HCAF1, CERT

Program Requirements

First Semester

CHEF 2402	Saucier	4
CHEF 2331	Advanced Food Preparation	3
IFWA 1501	Food Preparation I	5
CHEF 1441	American Regional Cuisine	4
		Subtotal: 16

Second Semester

CHEF 2336	Charcuterie	3
PSTR 2431	Advanced Pastry Shop	4
CHEF 1313	Food Service Operation/Systems	3
		Subtotal: 10

CHEF 1313: Capstone

Subtotal: 26

Horticulture – HHT3, AAS

Program Requirements

First Semester

HALT 2420	Nursery Production and Management	3
	Or	
FMKT 1301	Floral Design	3-4
HALT 1401	Principles of Horticulture	4
HALT 2423	Horticulture Pest Control	4
	Communication	3
		Subtotal: 14-15

Second Semester

HALT 1422	Landscape Design	4
HALT 2414	Plant Propagation	4
HALT 2418	Soil Fertility & Fertilizers	4
SPCH	Oral Communication	3
		Subtotal: 15

Third Semester

HALT 1438	Irrigation Water Management & Conservation	4
HALT 1327	Horticultural Equipment Management	3
HALT 1424	Turfgrass Science & Management	4
	Natural Science	4
	Elective	3
		Subtotal: 15

Fourth Semester

HALT 2421	Small Farming	4
	Creative Arts/Language, Philosophy, and Culture (LPC)	3
	Social Behavioral Science	3
	Elective	6
	Subtotal: 16	

HALT 2421: Capstone

Subtotal: 60-61

Horticulture – HHT1, CERT

Program Requirements

First Semester

HALT 1401	Principles of Horticulture	4
HALT 2423	Horticulture Pest Control	4
HALT 2420	Nursery Production and Management	3
	Or	
FMKT 1301	Floral Design	3-4
	Subtotal: 11-12	

Second Semester

HALT 1422	Landscape Design	4
HALT 2414	Plant Propagation	4
	Subtotal: 8	

HALT 2414: Capstone

Subtotal: 19-20

Landscape Management – HHL1, CERT

Program Requirements

First Semester

HALT 1424	Turfgrass Science & Management	4
HALT 1438	Irrigation Water Management & Conservation	4
HALT 1327	Horticultural Equipment Management	3
	Subtotal: 11	

Second Semester

HALT 2418	Soil Fertility & Fertilizers	4
HALT 2421	Small Farming	4
	Subtotal: 8	

HALT 2421: Capstone

Subtotal: 19

Logistical Operations Management – HLG1, CERT

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
MGT 1340		3
	Subtotal: 27	

Microcomputer Applications – HMI2, AAS

Program Requirements

First Semester

ITSC 1321	Intermediate PC Operating Systems	3
ITSW 1401	Introduction to Word Processing	4
	Communication	3
ITSW 1304	Introduction to Spread Sheets	3
	Elective	3
	Subtotal: 16	

Second Semester

ITSE 2309	Database Programming	3
ITSW 1410	Introduction to Presentation Graphic Software	4
	Natural Science	4
	Creative Arts/Language, Philosophy, and Culture (LPC)	3
	Elective	3
	Subtotal: 17	

Third Semester

IMED 1316	Web Design I	3
	Oral Communication	3
	Business Elective	9
	Subtotal: 15	

Fourth Semester

IMED 2315	Web Page Design II	3
	Social Behavioral Science	3
	Business Elective	6
	Subtotal: 12	

IMED 2315: Capstone

Subtotal: 60

Microcomputer Applications – HMI1, CERT

Program Requirements

First Semester

ITSC 1321	Intermediate PC Operating Systems	3
ITSW 1401	Introduction to Word Processing	4

ITSW 1304	Introduction to Spread Sheets	3
ITSE 2309	Database Programming	3
	Subtotal: 13	

Second Semester

ITSW 1410	Introduction to Presentation Graphic Software	4
IMED 1316	Web Design I	3
IMED 2315	Web Page Design II	3
	Subtotal: 10	

IMED 2315: Capstone

Subtotal: 23

Truck and Heavy Equipment Operator– HTD1, CERT

Program Requirements

First Semester

CVOP 1245	Commercial Drivers License Overview	2
CVOP 1305	Commercial Drivers License Written Skills	3
CVOP 2209	Semi Tractor-Trailer Operator Driving Skills	2
CVOP 2205	Fundamental Driving Skills	2
CVOP 2233	Advanced Driving Skills I	2
	Subtotal: 11	

Second Semester

CVOP 2237	Advanced Driving Skills II	2
CVOP 2235	Defensive Driving Course-Professional Truck Driver	2
CVOP 1211	Driving Skills for Transporting Passengers	2
CVOP 2231	Trucking Environment & Lifestyle	2
CVOP 1301	Commercial Drivers' License Driving Skills	2
	Subtotal: 11	

CVOP 1301: Capstone

Subtotal: 22

Welding Technology – HWE2, AAS

Program Requirements

First Semester

WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG 2406	Intermediate Pipe Welding	4
	Communication	3
	Elective	3
	Subtotal: 18	

Second Semester

WLDG 2413	Intermediate Welding Using Multiple Process	4
WLDG 2453	Advanced Pipe Welding	4
	Social Behavioral Science	3
	Math/Science	3-4
	Subtotal: 14-15	

Third Semester

WLDG 1430	Introduction to Gas Metal Arc Welding (GMAW)	4
WLDG 1412	Introduction to Flux Core Welding (FCAW)	4
WLDG 1434	Introduction to Gas Tungsten Arc Welding (GTAW)	4
SPCH	Oral Communication	3
	Elective	3
	Subtotal: 18	

Fourth Semester

WLDG 1317	Introduction to Layout and Fabrication	3
WLDG 1453	Intermediate Layout and Fabrication	4
	Creative Arts/Language, Philosophy, and Culture (LPC)	3
	Subtotal: 10	

Subtotal: 60-61

Welding Technology – HWE1, CERT

Program Requirements

First Semester

WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG 2406	Intermediate Pipe Welding	4
	Subtotal: 12	

Second Semester

WLDG 2413	Intermediate Welding Using Multiple Process	4
WLDG 2453	Advanced Pipe Welding	4
	Subtotal: 8	

Subtotal: 20

Chapter 4

Course Descriptions

Catalog 2021-2022

ACCT - Accounting

ACCT 2301H - Principles of Accounting I-Financial

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS).

Prerequisite: Meet TSI college-readiness standard for Mathematics or equivalent. Corequisite: Recommended MATH 1324 Mathematics for Business & Social Sciences.

Outcomes

Upon successful completion of this course, students will use basic accounting terminology and the assumptions, principles, and constraints of the accounting environment.

Upon successful completion of this course, students will identify the difference between accrual and cash basis accounting.

Upon successful completion of this course, students will analyze and record business events in accordance with U.S. generally accepted accounting principles (GAAP).

Upon successful completion of this course, students will prepare adjusting entries and close the general ledger.

Upon successful completion of this course, students will prepare financial statements in an appropriate U.S. GAAP format, including the following: income statement, balance sheet, statement of cash flows, and statement of shareholders' equity.

Upon successful completion of this course, students will analyze and interpret financial statements using financial analysis techniques.

Upon successful completion of this course, students will describe the conceptual differences between International Financial Reporting Standards and U.S. generally accepted accounting principles.

ACCT 2302H - Principles of Accounting II - Managerial

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

Prerequisite: ACCT 2301, ENRD 301 or equivalent .

Outcomes

Upon successful completion of this course, students will identify the role and scope of financial and managerial accounting and the use of accounting information in the decision making process of managers.

Upon successful completion of this course, students will define operational and capital budgeting, and explain its role in planning, control, and decision making.

Upon successful completion of this course, students will prepare an operating budget, identify its major components, and explain the interrelationships among its various components.

Upon successful completion of this course, students will explain methods of performance evaluation.

Upon successful completion of this course, students will use appropriate financial information to make operational decisions.

Upon successful completion of this course, students will demonstrate use of accounting data in the areas of product costing, cost behavior, cost control, and operational and capital budgeting for management decisions.

ARTS-Visual-Performing-Arts

ARTS 1301H - Art Appreciation

A general education course open to all. A study of design principles from the layman¿½s point-of-view. Critical evaluation of selected works of painting, sculpture, and architecture.

Outcomes

Upon successful completion of this course, students will apply art terminology as it specifically relates to works of art.

Upon successful completion of this course, students will demonstrate knowledge of art elements and principles of design.

Upon successful completion of this course, students will differentiate between the processes and materials used in the production of various works of art.

Upon successful completion of this course, students will critically interpret and evaluate works of art.

Upon successful completion of this course, students will demonstrate an understanding of the impact of arts on culture.

ARTS 1303H - Art History I
A survey of painting, sculpture, and architecture from prehistoric times through the 13th century. Alternatively, the course may be presented topically.

Outcomes
Upon successful completion of this course, students will identify and describe works of art based on their chronology and style, using standard categories and terminology.

Upon successful completion of this course, students will investigate major artistic developments and significant works of art from prehistoric times to the 14th century.

Upon successful completion of this course, students will analyze the relationship of art to history by placing works of art within cultural, historical, and chronological contexts.

Upon successful completion of this course, students will critically interpret and evaluate works of art.

ARTS 1304H - Art History II
A survey of painting, sculpture, and architecture from the 14th century to the present. Alternatively, the course may be presented topically.

Outcomes
Upon successful completion of this course, students will identify and describe works of art based on their chronology and style, using standard categories and terminology.

Upon successful completion of this course, students will investigate major artistic developments and significant works of art from the 14th century to the present day.

Upon successful completion of this course, students will analyze the relationship of art to history by placing works of art within cultural, historical and chronological contexts.

Upon successful completion of this course, students will critically interpret and evaluate works of art.

AUMT - Automotive Technician

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: READ300 / REBR300 or equiv or Level One 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: READ300 / REBR300 or equiv 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 I
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.

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.

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.

AUMT - Automotive Technician - AUMT-1312

Outcomes

Upon successful completion of this course, students will comply with safety and hazardous material handling procedures.

Upon successful completion of this course, students will perform basic automotive service procedures.

Upon successful completion of this course, students will maintain shop equipment.

AUMT 1312E - Basic Automotive Service

Basic automotive service. Includes compliance with safety and hazardous material handling procedures and maintenance of shop equipment.

AUMT 1316E - Automotive Suspension and Steering Systems - AUMT-1345

Outcomes

Upon successful completion of this course, students will use safety procedures including proper refrigerant handling.

Upon successful completion of this course, students will explain the refrigeration cycle.

Upon successful completion of this course, students will diagnose and repair systems including automatic temperature control.

AUMT 1345E - 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.

- AUMT-1405

Outcomes

Upon successful completion of this course, students will utilize appropriate safety procedures.

Upon successful completion of this course, students will describe historical development and career information of the automotive industry.

Upon successful completion of this course, students will demonstrate safe, professional, and responsible work practices.

Upon successful completion of this course, students will demonstrate the proper use of shop equipment and tools.

Upon successful completion of this course, students will describe the eight Automotive Service Excellence (ASE) vehicle subsystems.

Upon successful completion of this course, students will use service information.

Upon successful completion of this course, students will perform basic automotive maintenance.

AUMT 1405E - Introduction to Automotive Technology

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

- AUMT-1407

Outcomes

Upon successful completion of this course, students will utilize safety procedures.

Upon successful completion of this course, students will define basic electrical principles.

Upon successful completion of this course, students will interpret wiring schematics and symbols.

Upon successful completion of this course, students will explain operation of batteries, starting/charging systems, and automotive circuits.

Upon successful completion of this course, students will use test equipment.

Upon successful completion of this course, students will perform basic electrical repairs.

AUMT 1407E - Automotive Electrical Systems

An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of batteries, charging and starting systems, and electrical accessories. Emphasis on electrical schematic diagrams and service manuals. May be taught manufacturer-specific. Lecture Hrs = 2, Lab Hrs = 8

- AUMT-1410

Outcomes

Upon successful completion of this course, students will utilize safety procedures.

Upon successful completion of this course, students will explain operation of modern brake systems, diagnose and repair hydraulic systems, drum/disc brake systems, parking brakes, and anti-lock brake systems.

Upon successful completion of this course, students will machine drums and rotors with current industry standard equipment..

AUMT 1410E - Automotive Brake Systems

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

AUMT 1412E - Basic Automotive Services - AUMT-1416

Outcomes

Upon successful completion of this course, students will utilize safety procedures.

Upon successful completion of this course, students will explain operations of suspension and steering systems.

Upon successful completion of this course, students will diagnose and repair system components, including electronically controlled systems.

Upon successful completion of this course, students will perform 4-wheel alignment procedures.

Upon successful completion of this course, students will perform tire service and repair.

AUMT 1416E - Automotive Suspension and Steering Systems

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

- AUMT-1419

Outcomes

Upon successful completion of this course, students will utilize safety procedures.

Upon successful completion of this course, students will explain engine operating principles.

Upon successful completion of this course, students will demonstrate engine diagnostic procedures.

Upon successful completion of this course, students will repair cylinder head, valve train, block assembly, lubrication, and cooling systems.

AUMT 1419E - 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.

AUMT 2412E - Basic Automotive Service

- AUMT-2413

Outcomes

Upon successful completion of this course, students will utilize appropriate safety procedures.

Upon successful completion of this course, students will diagnose and repair drivelines, clutches, manual transmissions/transaxles, and differentials.

Upon successful completion of this course, students will service constant velocity joints and universal joints.

AUMT 2413E - 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 with manufacturer specific instructions.

- AUMT-2417

Outcomes

Upon successful completion of this course, students will utilize safety procedures.

Upon successful completion of this course, students will explain engine dynamics.

Upon successful completion of this course, students will diagnose and repair ignition and fuel delivery systems.

Upon successful completion of this course, students will use current engine performance diagnostic equipment.

AUMT 2417E - Automotive Engine Performance Analysis I

Theory, operation, diagnosis of drivability concerns, and repair of ignition and fuel delivery systems. Use of current engine performance diagnostic equipment. May be taught with manufacturer specific.

AUMT 2421E - Automotive Electrical Diagnosis and Repair

- AUMT-2434

Outcomes

Upon successful completion of this course, students will diagnose and repair emission control systems, computerized engine performance systems, and advanced ignition and fuel systems

Upon successful completion of this course, students will use advanced engine performance diagnostic equipment.

AUMT 2434E - 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.

- AUMT-2437

Outcomes

Upon successful completion of this course, students will employ proper safety procedures.

Upon successful completion of this course, students will use scan tools, digital storage oscilloscopes, and other electronic test equipment.

Upon successful completion of this course, students will apply electronic principles to the diagnosis of microcomputers, analysis of communication circuits, and interpretation of sensor data.

AUMT 2437E - 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.

AUMT 2443E - Advanced Emission Systems Diagnostics

BCIS - Business Computer Applications

BCIS 1305H - Business Computer Applications

Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

Outcomes

Upon successful completion of this course, students will describe the fundamentals of information technology concepts" hardware, software, security, and privacy.

Upon successful completion of this course, students will demonstrate proper file management techniques to manipulate electronic files and folders in local, network, and online environments.

Upon successful completion of this course, students will create business documents with word processing software using spelling and grammar check, format and layout, tables, citations, graphics, and mail merge.

Upon successful completion of this course, students will create business documents and analyze data with spreadsheet software using (1) tables, sorting, filtering, charts and graphics, pivot tables, macros; (2) statistical, financial, logical and look-up functions and formulas; and (3) add-ins.

Upon successful completion of this course, students will create business multimedia presentations with presentation software using templates, lists, groups, themes, colors, clip art, pictures, tables, transitions, animation, video, charts, and views.

Upon successful completion of this course, students will create databases and manage data with database software using tables, fields, relationships, indexes, keys, views, queries, forms, reports, and import/export functions.

Upon successful completion of this course, students will integrate business software applications.

Upon successful completion of this course, students will use web-based technologies to conduct ethical business research.

Upon successful completion of this course, students will use â€œgoal seekingâ€ and â€œwhat-if analysisâ€ to solve problems and make adjustments/recommendations in a business environment.

BIOL - Biology

BIOL 1408H - Biology 1 for Non-Science Majors

This lecture and lab course us 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 reproductive, 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. THIS COURSE IS NOT INTENDED FOR SCIENCE MAJORS.

Outcomes

Upon successful completion of this course, students will apply scientific reasoning to investigate questions, and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.

Upon successful completion of this course, students will analyze evidence for evolution and natural selection.

Upon successful completion of this course, students will use critical thinking and scientific problem-solving to make informed decisions in the laboratory.

Upon successful completion of this course, students will communicate effectively the results of scientific investigations.

Upon successful completion of this course, students will distinguish between prokaryotic, eukaryotic, plant and animal cells, and identify major cell structures.

Upon successful completion of this course, students will

identify stages of the cell cycle, mitosis (plant and animal), and meiosis.

Upon successful completion of this course, students will interpret results from cell physiology experiments involving movement across membranes, enzymes, photosynthesis, and cellular respiration.

Upon successful completion of this course, students will apply genetic principles to predict the outcome of genetic crosses and statistically analyze results.

Upon successful completion of this course, students will identify the importance of karyotypes, pedigrees, and biotechnology.

Upon successful completion of this course, students will identify parts of a DNA molecule, and describe replication, transcription, and translation.

Upon successful completion of this course, students will distinguish between prokaryotic, eukaryotic, plant and animal cells, and identify major cell structures.

Upon successful completion of this course, students will identify stages of the cell cycle, mitosis (plant and animal), and meiosis.

Upon successful completion of this course, students will interpret results from cell physiology experiments involving movement across membranes, enzymes, photosynthesis, and cellular respiration.

Upon successful completion of this course, students will apply genetic principles to predict the outcome of genetic crosses and statistically analyze results.

Upon successful completion of this course, students will describe karyotyping, pedigrees, and biotechnology and provide an example of the uses of each.

Upon successful completion of this course, students will identify parts of a DNA molecule, and describe replication, transcription, and translation.

Upon successful completion of this course, students will analyze evidence for evolution and natural selection.

BIOL 1411H - General Botany

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

Outcomes

Upon successful completion of this course, students will apply scientific reasoning to investigate questions and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.

Upon successful completion of this course, students will identify the substrates, products, and important chemical pathways in photosynthesis and respiration.

Upon successful completion of this course, students will describe the unity and diversity of plants and the evidence for evolution through natural selection.

Upon successful completion of this course, students will compare different sexual and asexual life cycles noting their adaptive advantages.

Upon successful completion of this course, students will describe the reasoning processes applied to scientific investigations and thinking.

Upon successful completion of this course, students will use critical thinking and scientific problem-solving to make informed decisions in the laboratory.

Upon successful completion of this course, students will communicate effectively the results of scientific investigations.

Upon successful completion of this course, students will compare and contrast the structures, reproduction, and characteristics of plants, algae, and fungi.

Upon successful completion of this course, students will describe the characteristics of life and the basic properties of substances needed for life.

Upon successful completion of this course, students will identify the principles of inheritance and solve classical genetic problems.

Upon successful completion of this course, students will describe phylogenetic relationships and classification schemes.

Upon successful completion of this course, students will identify the major phyla of life with an emphasis on plants, including the basis for classification, structural and physiological adaptations, evolutionary history, and ecological significance.

Upon successful completion of this course, students will identify the chemical structures, synthesis, and regulation of nucleic acids and proteins.

Upon successful completion of this course, students will compare and contrast the structures, reproduction, and characteristics of plants, algae, and fungi.

Upon successful completion of this course, students will describe the reasoning processes applied to scientific investigations and thinking.

Upon successful completion of this course, students will describe the characteristics of life and the basic properties of substances needed for life.

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Upon successful completion of this course, students will identify the chemical structures, synthesis, and regulation of nucleic acids and proteins.

Upon successful completion of this course, students will identify the substrates, products, and important chemical pathways in photosynthesis and respiration.

Upon successful completion of this course, students will describe the unity and diversity of plants and the evidence for evolution through natural selection.

Upon successful completion of this course, students will compare different sexual and asexual life cycles noting their adaptive advantages.

BIOL 1413H - General Zoology

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

Outcomes

Upon successful completion of this course, students will apply scientific reasoning to investigate questions and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.

Upon successful completion of this course, students will identify the substrates, products, and important chemical pathways in respiration.

Upon successful completion of this course, students will describe the unity and diversity of animals and the evidence for evolution through natural selection.

Upon successful completion of this course, students will describe the reasoning processes applied to scientific investigations and thinking.

Upon successful completion of this course, students will describe basic animal physiology and homeostasis as maintained by organ systems.

Upon successful completion of this course, students will describe modern evolutionary synthesis, natural selection, population genetics, micro and macroevolution, and speciation.

Upon successful completion of this course, students will describe the structure of cell membranes and the movement of molecules across a membrane.

Upon successful completion of this course, students will use critical thinking and scientific problem-solving to make informed decisions in the laboratory.

Upon successful completion of this course, students will communicate effectively the results of scientific investigations.

Upon successful completion of this course, students will compare and contrast the structures, reproduction, and characteristics of animals.

Upon successful completion of this course, students will describe the characteristics of life and the basic properties of substances needed for life.

Upon successful completion of this course, students will identify the principles of inheritance and solve classical genetic problems.

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Upon successful completion of this course, students will describe phylogenetic relationships and classification

schemes.

Upon successful completion of this course, students will identify the major phyla of life with an emphasis on animals, including the basis for classification, structural and physiological adaptations, evolutionary history, and ecological significance.

Upon successful completion of this course, students will identify the chemical structures, synthesis, and regulation of nucleic acids and proteins.

Upon successful completion of this course, students will identify the substrates, products, and important chemical pathways in respiration.

Upon successful completion of this course, students will describe the unity and diversity of animals and the evidence for evolution through natural selection.

Upon successful completion of this course, students will describe the reasoning processes applied to scientific investigations and thinking.

BIOL 1424H - Plant Taxonomy

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

Outcomes

Upon successful completion of this course, students will be able to complete the agreed content of the course.

BIOL 2401H - 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 302 or equivalent.

Outcomes

Upon successful completion of this course, students will apply appropriate safety and ethical standards.

Upon successful completion of this course, students will locate and identify anatomical structures.

Upon successful completion of this course, students will appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.

Upon successful completion of this course, students will work collaboratively to perform experiments.

Upon successful completion of this course, students will demonstrate the steps involved in the scientific method.

Upon successful completion of this course, students will communicate results of scientific investigations, analyze data and formulate conclusions.

Upon successful completion of this course, students will use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations and predictions.

Upon successful completion of this course, students will use anatomical terminology to identify and describe locations of major organs of each system covered.

Upon successful completion of this course, students will explain Interrelationships among molecular, cellular, tissue and organ functions In each system.

Upon successful completion of this course, students will describe the interdependency and interactions of the systems.

Upon successful completion of this course, students will explain contributions of organs and systems to the maintenance of homeostasis.

Upon successful completion of this course, students will identify causes and effects of homeostatic imbalances.

Upon successful completion of this course, students will describe modern technology and tools used to study anatomy and physiology.

BIOL 2402H - Human Anatomy and Physiology II

A continuation of BIOL 2401.

Prerequisite: BIOL 2401(C or better) or instructor's permission.

Outcomes

Upon successful completion of this course, students will apply appropriate safety and ethical standards.

Upon successful completion of this course, students will locate and identify anatomical structures.

Upon successful completion of this course, students will appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.

Upon successful completion of this course, students will work collaboratively to perform experiments.

Upon successful completion of this course, students will demonstrate the steps involved in the scientific method.

Upon successful completion of this course, students will communicate results of scientific investigations, analyze data and formulate conclusions.

Upon successful completion of this course, students will use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing,

and summarizing, to make decisions, recommendations, and predictions.

Upon successful completion of this course, students will use anatomical terminology to identify and describe locations of major organs of each system covered.

Upon successful completion of this course, students will explain interrelationships among molecular, cellular, tissue, and organ functions in each system.

Upon successful completion of this course, students will describe the interdependency and interactions of the systems.

Upon successful completion of this course, students will explain contributions of organs and systems to the maintenance of homeostasis.

Upon successful completion of this course, students will identify causes and effects of homeostatic imbalances.

Upon successful completion of this course, students will describe modern technology and tools used to study anatomy and physiology.

BMGT - Business Management

BMGT 1301E - Supervision

A study of the role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation, and human relations skills.

Outcomes

Upon successful completion of this course, students will explain the role, characteristics, and skills of a supervisor.

Upon successful completion of this course, students will identify the principles of management at the supervisory level.

Upon successful completion of this course, students will explain the human relations skills necessary for supervision.

Upon successful completion of this course, students will explain motivational techniques.

Upon successful completion of this course, students will cite examples of how motivational techniques can be used by a supervisor in a working environment.

BMGT 1307E - Team Building

Basic principles of building and sustaining teams in organizations including team dynamics and process improvement.

Outcomes

Upon successful completion of this course, students will describe the principles and processes of team building.

Upon successful completion of this course, students will identify interpersonal skills, group dynamics, and team leadership.

Upon successful completion of this course, students will demonstrate techniques for team problem-solving and conflict resolution.

BMGT 1325E - Office Management

Systems, procedures, and practices related to organizing and planning office work, supervising employee performance, and exercising leadership skills.

Outcomes

Upon successful completion of this course, students will identify the skills and competencies of an office manager.

Upon successful completion of this course, students will describe different forms of organizations.

Upon successful completion of this course, students will develop processes for office operations.

BMGT 1327E - Principles of Management

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

Prerequisite: ENRD 301 or equivalent.

Outcomes

Upon successful completion of this course, students will explain various theories, processes, and functions of management.

Upon successful completion of this course, students will apply theories to a business environment.

Upon successful completion of this course, students will identify leadership roles in organizations.

Upon successful completion of this course, students will describe elements of the communication process.

BMGT 1331E - Production and Operations Management

Fundamentals of the various techniques used in the practice of production and operations management. Includes location, design and resource allocation.

Outcomes

Upon successful completion of this course, students will identify factors of plant location and design, resource allocation, and equipment selection and utilization.

Upon successful completion of this course, students will use planning, scheduling, inventory management, and quality control techniques.

BMGT 1341E - Business Ethics

Discussion of ethical issues, the development of a moral frame of reference and the need for an awareness of social justice in management practices and business activities. Review of ethical responsibilities and relationships between organizational departments, divisions, executive management, and the public.

Outcomes
Upon successful completion of this course, students will define business ethics.

Upon successful completion of this course, students will identify the consequences of unethical business practices.

Upon successful completion of this course, students will describe reasoning for analyzing ethical dilemmas.

Upon successful completion of this course, students will describe different ethical views.

Upon successful completion of this course, students will explain how business, government, and society function interactively.

Upon successful completion of this course, students will explain corporate social responsibility.

BUSG-Business-General

BUSG 2309E - Small Business Management
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: BUSI 1301 and ACCT 2301 or have 21 SCH of Business. Corequisite: BUSI 1301.

Outcomes
Upon successful completion of this course, students will identify management skills for a small business.

Upon successful completion of this course, students will outline issues related to choosing a business and obtaining a return on investment.

Upon successful completion of this course, students will create a business plan.

BUSI - Business

BUSI 1301H - 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 301 or equivalent.

Outcomes
Upon successful completion of this course, students will identify major business functions of accounting, finance, information systems, management, and marketing.

Upon successful completion of this course, students will explain the nature and functions of management.

Upon successful completion of this course, students will identify strengths, weaknesses, opportunities, and threats of information technology for businesses.

Upon successful completion of this course, students will describe the relationships of social responsibility, ethics, and law in business.

Upon successful completion of this course, students will explain forms of ownership, including their advantages and disadvantages.

Upon successful completion of this course, students will identify and explain the domestic and international considerations for today's business environment: social, economic, legal, ethical, technological, competitive, and international.

Upon successful completion of this course, students will identify and explain the role and effect of government on business.

Upon successful completion of this course, students will describe the importance and effects of ethical practices in business and be able to analyze business\situations to identify ethical dilemmas and ethical lapses.

Upon successful completion of this course, students will describe basic financial statements and show how they reflect the activity and financial condition of a business.

Upon successful completion of this course, students will explain the banking and financial systems, including the securities markets, business financing, and basic concepts of accounting.

Upon successful completion of this course, students will explain integrity, ethics, and social responsibility as they relate to leadership and management.

BUSI 1307H - Personal Finance

BUSI 2301H - Business Law
Principles of law which form the legal framework for business activities.

Outcomes
Upon successful completion of this course, students will describe the origins and structure of the U.S. legal system.

Upon successful completion of this course, students will describe the relationship of ethics and law in business.

Upon successful completion of this course, students will define relevant legal terms in business.

Upon successful completion of this course, students will explain the basic principles of law that apply to business and business transactions.

Upon successful completion of this course, students will describe business law in the global context.

Upon successful completion of this course, students will describe current law, rules, and regulations related to settling business disputes.

CHEF - Culinary Arts

CHEF 1301E - 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.

Outcomes

Upon successful completion of this course, students will demonstrate skills in knife, tool and equipment handling, and operate equipment safely and correctly

Upon successful completion of this course, students will demonstrate proficiency in dry and moist heat cooking methods.

Upon successful completion of this course, students will produce a variety of food products applying principles of food handling and preparation.

Upon successful completion of this course, students will implement professional standards in food production.

CHEF 1305E - Sanitation and Safety

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

Outcomes

Upon successful completion of this course, students will identify causes of and prevention procedures for food-borne illness, intoxication, and infection.

Upon successful completion of this course, students will discuss personal hygiene and safe food handling procedures.

Upon successful completion of this course, students will describe food storage and refrigeration techniques.

Upon successful completion of this course, students will explain sanitation of dishes, equipment, and kitchens including cleaning material, garbage, and refuse disposal.

Upon successful completion of this course, students will discuss Occupational Safety and Health Administration (OSHA) requirements and workplace safety programs.

CHEF 1313E - 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.

Outcomes

Upon successful completion of this course, students will discuss front- and back-of-the-house operations.

Upon successful completion of this course, students will identify and explain point of sale, computerized inventory, and menu management.

Upon successful completion of this course, students will discuss cashier procedures utilizing a computerized system.

CHEF 1441E - American Regional Cuisine

A study of the development of regional cuisines 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.

Outcomes

Upon successful completion of this course, students will compare the unique similarities and differences in American cuisine.

Upon successful completion of this course, students will explain the importance of the immigration phenomena in the shaping of American cuisine.

Upon successful completion of this course, students will produce regional cuisine dishes which employ standard principles, concepts, and quality factors.

CHEF 2301E - Intermediate Food Preparation

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

Outcomes

Upon successful completion of this course, students will master the identification of spices, herbs, oils, and vinegars.

Upon successful completion of this course, students will discuss and prepare various proteins.

Upon successful completion of this course, students will discuss and prepare various fruits, vegetables, and starches.

Upon successful completion of this course, students will discuss and prepare sandwiches and salads.

CHEF 2331E - Advanced Food Preparation

Advanced concepts of food preparation and presentation techniques.

Outcomes

Upon successful completion of this course, students will further discuss processed or par cooked food items.

Upon successful completion of this course, students will

demonstrate advanced food preparation and presentation techniques and writing standardized recipes.

CHEF 2336E - Charcuterie
Advanced concepts in the construction of sausages, pates, and related force meat preparations.

Outcomes
Upon successful completion of this course, students will prepare forcemeats and pates for appetizers and cold plates.

Upon successful completion of this course, students will prepare galantines from poultry and fish forcemeats.

Upon successful completion of this course, students will prepare mousses and timbales from meats, fish, shellfish, and vegetable products.

Upon successful completion of this course, students will prepare a variety of en croute forcemeats products.

Upon successful completion of this course, students will explain principles of gros piece construction and presentation.

CHEF 2402E - Saucier
Instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and the pairing of sauces with a variety of foods.

Outcomes
Upon successful completion of this course, students will demonstrate stock and soup preparation, uses and storage, and sauce characteristics

Upon successful completion of this course, students will prepare grand sauces, emulsions, contemporary sauces, compound butters, and vegetable sauces.

Upon successful completion of this course, students will produce relishes, chutneys, marinades, compotes, and vinaigrette.

CNBT - Construction Building Tech

CNBT 1446E - Construction Estimating I
Fundamentals of estimating materials and labor costs in construction.

Outcomes
Upon successful completion of this course, students will explain estimating procedures.

Upon successful completion of this course, students will estimate materials from contract documents.

Upon successful completion of this course, students will calculate labor units and costs.

CNBT 2317E - Green Building
Methods and materials used for buildings that conserve energy, water, and human resources.

Outcomes
Upon successful completion of this course, students will explain the concept of green building.

Upon successful completion of this course, students will identify materials to build exterior and interior systems that reflect sustainable building concepts.

Upon successful completion of this course, students will explore smart energy technologies and their effects on energy usage.

COSC - Computer Science

COSC 1301H - Microcomputer Applications/ Introduction to Computing
Introduction to Computing Study of basic hardware, software, operating systems, and current applications in various segments of society. Current issues such as the effect of computers on society and the history and use of computers are also studied. Labs may include, but are not limited to, introduction to operating systems, the Internet, word processing, spreadsheets, databases, and programming concepts with emphasis on critical thinking/problem solving. This course in intended for non-business and non-computer science majors.

Outcomes
Upon successful completion of this course, students will describe the fundamentals of computing infrastructure components: hardware, application software, operating systems, and data communications systems.

Upon successful completion of this course, students will delineate and discuss societal issues related to computing, including the guiding principles of professional and ethical behavior.

Upon successful completion of this course, students will demonstrate the ability to create and use documents, spreadsheets, presentations, and databases in order to communicate and store information as well as to support problem-solving.

Upon successful completion of this course, students will describe the need and ways to maintain security in a computing environment.

CRPT - Introduction to Carpentry
CRPT 1415E - Conventional Wall Systems
Conventional wall systems with emphasis on wood frame construction. Includes identification of components, construction of wall systems, safe work practices, and the use and maintenance of tools and equipment.

Outcomes
Upon successful completion of this course, students will

demonstrate safe-work practices.

Upon successful completion of this course, students will use and maintain tools and equipment.

Upon successful completion of this course, students will describe parts of a wall system.

Upon successful completion of this course, students will construct a wall to specifications.

CRPT 1429E - Introduction to Carpentry

An introduction to the carpentry trade including safety, tools, equipment, terminology, and methods.

Outcomes

Upon successful completion of this course, students will use established safe work practices.

Upon successful completion of this course, students will describe fasteners and adhesives.

Upon successful completion of this course, students will define terms associated with building materials utilized by carpenters.

Upon successful completion of this course, students will describe handling and storage procedures.

Upon successful completion of this course, students will demonstrate the use and care of tools and equipment.

Upon successful completion of this course, students will perform mathematical computations used by the carpenter.

CRPT 1445E - Conventional Interior Finish Systems

Installation of interior finish systems and components including the placement and installation of doors, trim, ?floor, wall, and ceiling finishes. Emphasis on safe work practices and the use and maintenance of tools and equipment.

Outcomes

Upon successful completion of this course, students will use safe-work practices.

Upon successful completion of this course, students will use and maintain tools and equipment.

Upon successful completion of this course, students will describe components of interior finish systems.

Upon successful completion of this course, students will explain the construction sequence of interior systems.

Upon successful completion of this course, students will complete interior finish operations per specifications.

Upon successful completion of this course, students will describe methods of thermal insulation and sound control.

CVOP - Commercial Truck Driving

CVOP 1211E - Driving Skills for Transporting Passengers

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

- CVOP-1211H

Outcomes

Upon successful completion of this course, students will explain the air brake system.

Upon successful completion of this course, students will perform an in-cab air brake test.

Upon successful completion of this course, students will demonstrate safe operation and compliance with the law in various maneuvers of a vehicle designed to transport passengers in different traffic situations.

CVOP 1245E - Commercial Drivers License Overview

Overview of the State of Texas Class A Commercial Drivers License written test and preparation for mastery of the Commercial Drivers License written examination.

- CVOP-1245H

Outcomes

Upon successful completion of this course, students will explain all state and federal laws with respect to the Commercial Drivers License.

Upon successful completion of this course, students will identify various components of the vehicle.

Upon successful completion of this course, students will explain their application to the safe operation of commercial vehicles..

CVOP 1301E - Commercial Drivers License Driving Skills

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

- CVOP-1301H

Outcomes

Upon successful completion of this course, students will explain the air brake system.

Upon successful completion of this course, students will perform an in-cab air brake test.

Upon successful completion of this course, students will demonstrate safe operation and compliance with the law in various maneuvers of a commercial vehicle in various traffic situations.

CVOP 1305E - Commercial Drivers License Written Skills

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

- CVOP-1305H

Outcomes

Upon successful completion of this course, students will explain all state and federal laws with respect to the Commercial Drivers License.

Upon successful completion of this course, students will identify various components of the vehicle.

Upon successful completion of this course, students will explain their application to the safe operation and compliance of a commercial vehicle.

CVOP 2205E - Fundamental Driving Skills

Operation of a tractor-trailer combination. Emphasis on the safe maneuvering and control of the tractor-trailer in numerous traffic situations and sharing the highway with other vehicles.

- CVOP-2205H

Outcomes

Upon successful completion of this course, students will explain all state and federal laws with respect to the Commercial Drivers License.

Upon successful completion of this course, students will identify various components of the vehicle.

Upon successful completion of this course, students will explain their application to the safe operation and compliance of a commercial vehicle.

CVOP 2209E - Semi Tractor-Trailer Operator Driving Skills

Operation of a tractor-trailer combination in city and highway conditions including control and maneuvering of the vehicle through various traffic situations with numerous tractor-trailer combinations.

- CVOP-2209H

Outcomes

Upon successful completion of this course, students will control and safely maneuver the vehicle in various traffic situations and safely back an articulated combination into and through various obstacles.

CVOP 2231E - Trucking Environment and Lifestyle

The environment of the trucking industry, the lifestyle associated with the truck driver, and methods for coping with trucking environment and lifestyle.

- CVOP-2231H

Outcomes

Upon successful completion of this course, students will describe the complexity of the trucking industry and integrate lifestyle methodologies into daily activities associated with this profession.

CVOP 2233E - Advanced Driving Skills I

Operation of a tractor-trailer combination in city and highway conditions. Includes controlling and maneuvering the vehicle through various traffic situations in different conditions with numerous tractor-trailer combinations.

- CVOP-2233H

Outcomes

Upon successful completion of this course, students will maintain an accurate driver's record of duty status.

Upon successful completion of this course, students will safely manipulate and control the vehicle in various traffic situations.

Upon successful completion of this course, students will safely back an articulated combination into, around, and through various obstacles.

CVOP 2235E - Defensive Driving Course-Professional Truck Driver

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

- CVOP-2235H

Outcomes

Upon successful completion of this course, students will explain defensive driving techniques and apply defensive driving techniques in various situations.

CVOP 2237E - Advanced Driving Skills II

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

- CVOP-2237H

Outcomes

Upon successful completion of this course, students will maintain an accurate driver's record of duty status.

Upon successful completion of this course, students will demonstrate advanced skill levels in vehicle control in various traffic situations.

Upon successful completion of this course, students will demonstrate advanced skill levels in backward direction vehicle control with various conditions and situations.

ECON - Economics

ECON 2301H - Principles of Economics: Macroeconomics

This course emphasizes macroeconomics; economic analysis of forces determining levels of income, prices, and employment; economic growth; explanation of economic terms and institutions; and consideration of current problems.

Prerequisite: ENRD 302 and MATH 310 or equivalent.

Outcomes

Upon successful completion of this course, students will explain the role of scarcity, specialization, opportunity cost and cost/benefit analysis in economic decision-making.

Upon successful completion of this course, students will identify the determinants of supply and demand; demonstrate the impact of shifts in both market supply and demand curves on equilibrium price and output.

Upon successful completion of this course, students will define and measure national income and rates of unemployment and inflation.

Upon successful completion of this course, students will identify the phases of the business cycle and the problems caused by cyclical fluctuations in the market economy.

Upon successful completion of this course, students will define money and the money supply; describe the process of money creation by the banking system and the role of the central bank.

Upon successful completion of this course, students will construct the aggregate demand and aggregate supply model of the macro economy and use it to illustrate macroeconomic problems and potential monetary and fiscal policy solutions.

Upon successful completion of this course, students will explain the mechanics and institutions of international trade and their impact on the macro economy.

Upon successful completion of this course, students will define economic growth and identify sources of economic growth.

ECON 2302H - 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 302 and MATH 310 or equivalent.

Outcomes

Upon successful completion of this course, students will explain the role of scarcity, specialization, opportunity cost and cost/benefit analysis in economic decision-making.

Upon successful completion of this course, students will identify the determinants of supply and demand; demonstrate the impact of shifts in both market supply and demand curves on equilibrium price and output.

Upon successful completion of this course, students will summarize the law of diminishing marginal utility; describe the process of utility maximization.

Upon successful completion of this course, students will calculate supply and demand elasticities, identify the determinants of price elasticity of demand and supply, and demonstrate the relationship between elasticity and total revenue.

Upon successful completion of this course, students will describe the production function and the Law of Diminishing Marginal Productivity; calculate and graph short-run and long-run costs of production.

Upon successful completion of this course, students will identify the four market structures by characteristics; calculate and graph the profit-maximizing price and quantity in the output markets by use of marginal analysis.

Upon successful completion of this course, students will determine the profit-maximizing price and quantity of resources in factor markets under perfect and imperfect competition by use of marginal analysis.

Upon successful completion of this course, students will describe governmental efforts to address market failure such as monopoly power, externalities, and public goods.

Upon successful completion of this course, students will identify the benefits of free trade using the concept of comparative advantage.

EDUC - Education

EDUC 1300H - Learning Framework

A study of the (1) research and theory in the psychology of learning, cognition and motivation. (2) factors that impact learning and (3) application of learning strategies. Theoretical model of strategic learning and motivation serve as the conceptual basis for the introduction of college-level student academic strategies.

Outcomes

Upon successful completion of this course, students will investigate and learn how to identify, access, and utilize Lee College resources.

Upon successful completion of this course, students will create

and implement effective goals for academic and career plans.

Upon successful completion of this course, students will examine their cultural wealth and practice relationship building.

Upon successful completion of this course, students will interpret the importance of emotional intelligence.

Upon successful completion of this course, students will create a personal budget and apply financial literacy skills to their current and future needs.

Upon successful completion of this course, students will develop a professional profile through soft skills.

ENGL - English

ENGL 1301H - English Composition I

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Prerequisite: ENRD 302 or equivalent.

Outcomes

Upon successful completion of this course, students will demonstrate knowledge of individual and collaborative writing processes.

Upon successful completion of this course, students will develop ideas with appropriate support and attribution.

Upon successful completion of this course, students will write in a style appropriate to audience and purpose.

Upon successful completion of this course, students will read, reflect, and respond critically to a variety of texts.

Upon successful completion of this course, students will use Edited American English in academic essays.

ENGL 1302H - 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.

Prerequisite: ENGL 1301 (C or better).

Outcomes

Upon successful completion of this course, students will demonstrate knowledge of individual and collaborative research processes.

Upon successful completion of this course, students will develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.

Upon successful completion of this course, students will analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.

Upon successful completion of this course, students will write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.

Upon successful completion of this course, students will apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)

ENGL 2311H - 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 302 or equivalent.

Outcomes

Upon successful completion of this course, students will recognize, analyze, and accommodate diverse audiences.

Upon successful completion of this course, students will produce documents appropriate to audience, purpose, and genre.

Upon successful completion of this course, students will analyze the ethical responsibilities involved in technical communication.

Upon successful completion of this course, students will locate, evaluate, and incorporate pertinent information.

Upon successful completion of this course, students will develop verbal, visual, and multimedia materials as necessary, in individual and/or collaborative projects, as appropriate.

Upon successful completion of this course, students will edit for appropriate style, including attention to word choice, sentence structure, punctuation, and spelling.

Upon successful completion of this course, students will design and test documents for easy reading and navigation.

ENRD-Integrated-Writing-I-Intermediate College Reading - ENRD-301H

Outcomes

Upon successful completion of this course, students will

demonstrate writing complete sentences.

Upon successful completion of this course, students will use context clauses and structural analysis to clarify meanings and broaden academic vocabulary.

Upon successful completion of this course, students will synthesize the information in a text in order to make inferences and draw logical conclusions.

Upon successful completion of this course, students will determine whether an argument is logical, relevant, and adequate based on the evidence provided in a passage.

Upon successful completion of this course, students will demonstrate joining ideas together.

Upon successful completion of this course, students will demonstrate revising for consistency and parallelism.

Upon successful completion of this course, students will demonstrate mastering mechanics and improved spelling.

Upon successful completion of this course, students will demonstrate identify the topic and stated/implied main idea of a text.

Upon successful completion of this course, students will distinguish between major and minor details in a text.

Upon successful completion of this course, students will analyze the author's primary purpose.

Upon successful completion of this course, students will identify primary and secondary patters of organization for a text.

Upon successful completion of this course, students will recognize relationships within/between sentences.

- ENRD-302H

Outcomes
Upon successful completion of this course, students will demonstrate writing complete sentences.

Upon successful completion of this course, students will use context clauses and structural analysis to clarify meanings and broaden academic vocabulary.

Upon successful completion of this course, students will synthesize the information in a text in order to make inferences and draw logical conclusions.

Upon successful completion of this course, students will determine whether an argument is logical, relevant, and adequate based on the evidence provided in a passage.

Upon successful completion of this course, students will demonstrate joining ideas together.

Upon successful completion of this course, students will demonstrate revising for consistency and parallelism.

Upon successful completion of this course, students will demonstrate mastering mechanics and improved spelling.

Upon successful completion of this course, students will demonstrate identify the topic and stated/implied main idea of a text.

Upon successful completion of this course, students will distinguish between major and minor details in a text.

Upon successful completion of this course, students will analyze the author's primary purpose.

Upon successful completion of this course, students will identify primary and secondary patters of organization for a text.

Upon successful completion of this course, students will recognize relationships within/between sentences.

ENRD 301H - Integrated Writing I & Intermediate College Reading

This course is designed to develop students' critical reading and academic writing skills. The focus of the course will be on applying basic critical reading skills for organizing, analyzing and retaining material and development of effective sentences and fundamentals of grammar, punctuation, and spelling as well as determining the main idea and supporting details from a written text.

Prerequisite: Placement using TSIA scores - Reading scores between 342-346 and/or Writing scores between 350-356.

ENRD 302H - Integrated Writing II & Advanced College Reading

This course is designed to develop students' critical reading and academic writing skills. The focus of the course will be on applying critical reading skills for organizing, analyzing, evaluating and retaining material as well as practice in development of full-length themes with emphasis on structure, organization, unity and development of thesis.

Prerequisite: Placement using TSIA scores - Reading scores between 347-350 and/or Writing scores between 357-362 (363-390 if essay is less than a 4).

ENVR - Environmental Science

ENVR 1401H - Environmental Science

A general study of ecological concepts; an introduction to chemical and biological principles that relate to ecology; an introduction to resources including animal, plant, energy, water, soil, and air. A study of pollution problems and solutions. Laboratory exercises include soil testing, water quality measurements, field sampling techniques, and related studies.

Outcomes
Upon successful completion of this course, students will apply the scientific method to environmental investigation.

Upon successful completion of this course, students will measure and observe aspects of the environment (e.g., air, water, soil) through sampling and sample analysis.

Upon successful completion of this course, students will develop an assessment plan for an environmental case study.

Upon successful completion of this course, students will demonstrate the collection, analysis, and reporting of data.

Upon successful completion of this course, students will recognize, describe, and quantitatively evaluate earth systems, including the land, water, sea, and atmosphere, and how these function as interconnected ecological systems.

Upon successful completion of this course, students will assess environmental challenges facing humans caused by their interaction with the physical and biological environment (e.g., population growth, energy resources, food production, pollution, water, and resource use).

Upon successful completion of this course, students will acquire a scientific vocabulary and critical thinking skills related to environmental science.

Upon successful completion of this course, students will assess the effectiveness and feasibility of environmental policy and its impact.

FMKT - Floral Design

FMKT 1301E - Floral Design

Principles of floral art with an emphasis in commercial design. Topics include basic design styles and color harmonies; identification, use, and care of processing of cut flowers and foliages; mechanical aids and containers; personal flowers; holiday designs; and plant identification and care.

Outcomes

Upon successful completion of this course, students will apply principles and elements of design.

Upon successful completion of this course, students will identify floral design styles.

Upon successful completion of this course, students will identify cut flowers and foliages.

Upon successful completion of this course, students will explain the care and processing methods for extended vase life.

Upon successful completion of this course, students will select containers and mechanical aids.

Upon successful completion of this course, students will create basic floral arrangements.

GEOL - Geology

GEOL 1403H - Physical Geology

Earth forms, structures, materials, and processes which have formed them. An introduction to minerals, rocks and topographical maps.

Prerequisite: ENRD 302 or equivalent.

Outcomes

Upon successful completion of this course, students will classify rocks and minerals based on chemical composition, physical properties, and origin.

Upon successful completion of this course, students will apply knowledge of topographic maps to quantify geometrical aspects of topography.

Upon successful completion of this course, students will identify landforms on maps, diagrams, and/or photographs and explain the processes that created them.

Upon successful completion of this course, students will differentiate the types of plate boundaries and their associated features on maps and profiles and explain the processes that occur at each type of boundary.

Upon successful completion of this course, students will identify basic structural features on maps, block diagrams and cross-sections and infer how they were created.

Upon successful completion of this course, students will demonstrate the collection, analysis, and reporting of data.

Upon successful completion of this course, students will describe how the scientific method has led to our current understanding of Earth's structure and processes.

Upon successful completion of this course, students will interpret the origin and distribution of minerals, rocks and geologic resources.

Upon successful completion of this course, students will describe the theory of plate tectonics and its relationship to the formation and distribution of Earth's crustal features.

Upon successful completion of this course, students will quantify the rates of physical and chemical processes acting on Earth and how these processes fit into the context of geologic time.

Upon successful completion of this course, students will communicate how surface processes are driven by interactions among Earth's systems (e.g., the geosphere, hydrosphere, biosphere, and atmosphere).

Upon successful completion of this course, students will identify and describe the internal structure and dynamics of Earth.

Upon successful completion of this course, students will

describe the interaction of humans with Earth (e.g., resource development or hazard assessment).

GEOL 1404H - Historical Geology

A history of the earth and the development of its life forms and land forms throughout geologic time. Introduction to fossils and geologic maps.

Prerequisite: ENRD 302 or equivalent.

Outcomes

Upon successful completion of this course, students will classify and interpret depositional environments using sedimentary rocks and fossils.

Upon successful completion of this course, students will taxonomically classify samples of geologically important fossil groups and use them to interpret the age of rocks on the Geologic Time Scale.

Upon successful completion of this course, students will apply relative and numerical age-dating techniques to construct geologic histories including the correlation of stratigraphic sections.

Upon successful completion of this course, students will reconstruct past continental configurations.

Upon successful completion of this course, students will integrate multiple types of data to interpret Earth history.

Upon successful completion of this course, students will describe how the application of the scientific method has led to our current understanding of Earth history.

Upon successful completion of this course, students will explain the historical development of Geology as a science and how it was influenced by early interpretations of fossils and the theory of evolution.

Upon successful completion of this course, students will communicate how principles of relative and numerical age dating have been used to develop the Geologic Time Scale.

Upon successful completion of this course, students will describe the processes involved in the formation and differentiation of the Earth and identify major milestones in the physical evolution of the planet.

Upon successful completion of this course, students will identify the major milestones in the evolution of life from its initial inorganic stages, through development of the major animal and plant groups, to mass extinctions.

Upon successful completion of this course, students will explain how rocks and fossils are used to interpret ancient environments.

Upon successful completion of this course, students will identify the major tectonic events in the geologic evolution of North America.

GOVT - Government

GOVT 2305H - 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 302 or equivalent.

Outcomes

Upon successful completion of this course, students will explain the origin and development of constitutional democracy in the United States.

Upon successful completion of this course, students will demonstrate knowledge of the federal system.

Upon successful completion of this course, students will describe separation of powers and checks and balances in both theory and practice.

Upon successful completion of this course, students will demonstrate knowledge of the legislative, executive, and judicial branches of the federal government.

Upon successful completion of this course, students will evaluate the role of public opinion, interest groups, and political parties in the political system.

Upon successful completion of this course, students will analyze the election process.

Upon successful completion of this course, students will describe the rights and responsibilities of citizens.

Upon successful completion of this course, students will analyze issues and policies in U.S. politics.

GOVT 2306H - Texas Government

Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas.

Prerequisite: ENRD 302 or equivalent.

Outcomes

Upon successful completion of this course, students will explain the origin and development of the Texas constitution.

Upon successful completion of this course, students will describe state and local political systems and their relationship with the federal government.

Upon successful completion of this course, students will describe separation of powers and checks and balances in both theory and practice in Texas.

Upon successful completion of this course, students will demonstrate knowledge of the legislative, executive, and judicial branches of Texas government.

Upon successful completion of this course, students will evaluate the role of public opinion, interest groups, and political parties in Texas.

Upon successful completion of this course, students will analyze the state and local election process.

Upon successful completion of this course, students will identify the rights and responsibilities of citizens.

Upon successful completion of this course, students will analyze issues, policies and political culture of Texas.

HALT - Horticulture

HALT 1327E - Horticultural Equipment Management

Application of various types of powered equipment used in the horticulture industry. Presentation of functions, operations, troubleshooting techniques, and repair of equipment.

Outcomes

Upon successful completion of this course, students will describe the functions, operations, and maintenance of various types of equipment.

Upon successful completion of this course, students will troubleshoot problems.

HALT 1401E - Principles of Horticulture

An overview of the horticulture industry, plant science, terminology, classification, propagation, environmental responses, and careers and opportunities in the field of horticulture.

Outcomes

Upon successful completion of this course, students will utilize scientific nomenclature used in horticulture.

Upon successful completion of this course, students will explain the effect of environmental factors on plant growth.

Upon successful completion of this course, students will identify the various facets of the horticulture industry and career opportunities.

HALT 1422E - Landscape Design

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

Outcomes

Upon successful completion of this course, students will demonstrate procedures utilized in the development of a landscape plan.

Upon successful completion of this course, students will develop a landscape design.

Upon successful completion of this course, students will perform a site analysis and incorporate the information into the final design.

HALT 1424E - Turfgrass Science and Management

Coverage of various species of warm and cool season grasses including their uses, application, adaptability, environmental tolerances, anatomy, and physiological responses.

Outcomes

Upon successful completion of this course, students will discuss turfgrass quality, selection, and adaptation.

Upon successful completion of this course, students will describe cultural practices of major cool and warm season turfgrasses.

Upon successful completion of this course, students will examine turfgrass responses to different environmental conditions.

Upon successful completion of this course, students will identify cultural practices.

HALT 1438E - Irrigation Water Management and Conservation

Application of the science of soil-water plant relations and climatic conditions to develop efective scheduling and management of irrigation water systems for residential, commercial, industrial, park, and golf courses. Water conservation issues, water policies and codes and other related matters will be discussed.

Outcomes

Upon successful completion of this course, students will develop irrigation schedules using a variety of inputs.

Upon successful completion of this course, students will analyze problems and failures in landscape irrigation systems.

Upon successful completion of this course, students will explain water conservation issues.

Upon successful completion of this course, students will apply local water policies and codes.

HALT 2414E - Plant Propagation

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

Outcomes

Upon successful completion of this course, students will demonstrate propagation methods.

Upon successful completion of this course, students will manipulate propagation environments.

Upon successful completion of this course, students will explain sexual and asexual reproduction processes.

HALT 2418E - Soil Fertility and Fertilizers

An in-depth study of the chemistry, soil interaction, plant uptake, and utilization of essential plant nutrients. Topics include deficiency and toxicity symptoms and the selection, application, and characteristics of fertilizer materials.

Outcomes

Upon successful completion of this course, students will describe the functions of essential elements in plants.

Upon successful completion of this course, students will calculate fertilizer requirements and specify application rates.

Upon successful completion of this course, students will list various fertilizer materials available for use on horticultural plants.

HALT 2420E - Nursery Production and Management

An overview of the procedures for establishing and operating a commercial nursery. Topics include site selection, structures, equipment, stock selection, production practices, harvesting, marketing, and management practices.

Outcomes

Upon successful completion of this course, students will explain various production practices for nursery crops.

Upon successful completion of this course, students will demonstrate an understanding of business and management practices used in commercial nurseries.

Upon successful completion of this course, students will perform various calculations associated with the operation and management of a commercial nursery.

HALT 2421E - Small Farming

Instruction in small farming techniques with emphasis on horticulture science including comprehensive and profitable guidelines. Topics include herbs, fruit, nut, and vegetable crops.

Outcomes

Upon successful completion of this course, students will identify major physical and biological factors that affect crops.

Upon successful completion of this course, students will utilize innovative production techniques for a small farming operation.

Upon successful completion of this course, students will demonstrate creative marketing techniques for small farming operations.

Upon successful completion of this course, students will design productive and profitable small farming operations.

HALT 2423E - Horticultural Pest Control

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

Outcomes

Upon successful completion of this course, students will define pest control terminology.

Upon successful completion of this course, students will interpret federal, state, local laws, and regulations.

Upon successful completion of this course, students will recommend proper pest control methods and procedures.

HART-Heating-Air-Conditioning

HART 1403E - Air Conditioning Control Principles

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

Outcomes

Upon successful completion of this course, students will test, repair, and/or replace HVAC-related electrical and control components, wiring and equipment.

Upon successful completion of this course, students will read, draw, and interpret high and low voltage control circuits.

HART 1407E - Refrigeration Principles

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety.

Outcomes

Upon successful completion of this course, students will identify refrigeration components.

Upon successful completion of this course, students will explain operation of the basic refrigeration cycle and heat transfer.

Upon successful completion of this course, students will demonstrate proper application and/or use of tools, test equipment, and safety procedures.

HART 1445E - Gas and Electric Heating

Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems.

Outcomes
Upon successful completion of this course, students will identify different types of gas furnaces.

Upon successful completion of this course, students will identify and describe component operation of gas furnaces.

Upon successful completion of this course, students will service and troubleshoot gas furnaces.

Upon successful completion of this course, students will perform safety inspections on gas and electric heating systems.

Upon successful completion of this course, students will identify unsafe operation of gas furnaces.

Upon successful completion of this course, students will identify and discuss component operation of electric heating systems.

Upon successful completion of this course, students will service and troubleshoot electric heating systems.

HART 2436E - Air Conditioning Troubleshooting
An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests.

Outcomes
Upon successful completion of this course, students will test and diagnose components, systems, and accessories.

Upon successful completion of this course, students will complete applicable documentation.

HART 2445E - Residential Air Conditioning Systems Design
Study of the properties of air and results of cooling, heating, humidfying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system.

Outcomes
Upon successful completion of this course, students will calculate heat loss and heat gain.

Upon successful completion of this course, students will size heating and cooling equipment to the structure.

Upon successful completion of this course, students will read and interpret detailed HVAC design plans.

Upon successful completion of this course, students will perform a load calculation using industry standards.

Upon successful completion of this course, students will design a complete air distribution system including ventilatiOns requirements and indoor air quality.

HIST - History

HIST 1301H - 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 302 or equivalent.

Outcomes
Upon successful completion of this course, students will create an argument through the use of historical evidence.

Upon successful completion of this course, students will analyze and interpret primary and secondary sources.

Upon successful completion of this course, students will analyze the effects of historical, social, political, economic, cultural, and global forces on this period of United States history.

HIST 1302H - 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 302 or equivalent.

Outcomes
Upon successful completion of this course, students will create an argument through the use of historical evidence.

Upon successful completion of this course, students will analyze and interpret primary and secondary sources.

Upon successful completion of this course, students will analyze the effects of historical, social, political, economic, cultural, and global forces on this period of United States history.

HIST 2301H - History of Texas
Texas history from colonization to the present day with attention given to political, social, economic, and intellectual history. Designed for any students interested in local history, the course is particularly recommended for prospective teachers in the public schools of Texas.

Prerequisite: ENRD 302 or equivalent.

Outcomes
Upon successful completion of this course, students will create an argument through the use of historical evidence.

Upon successful completion of this course, students will analyze and interpret primary and secondary sources.

Upon successful completion of this course, students will analyze the effects of historical, social, political, economic, cultural, and global forces on Texas history.

HIST 2321H - History of World Civilizations to 1500

A comparative historical study of Europe, Asia, Africa, the Americas, and Australia to 1500. A research component is required for honors credit.

Prerequisite: ENRD 302 or equivalent.

Outcomes

Upon successful completion of this course, students will create an argument through the use of historical evidence.

Upon successful completion of this course, students will analyze and interpret primary and secondary sources.

Upon successful completion of this course, students will analyze the effects of historical, social, political, economic, cultural, and global forces on this period of world history.

HIST 2322H - History of World Civilizations from 1500 to Present

A comparative historical study of Europe, Asia, Africa, the Americas, and Australia from 1500 to the present. A research component is required for honors credit.

Prerequisite: ENRD 302 or equivalent.

Outcomes

Upon successful completion of this course, students will create an argument through the use of historical evidence.

Upon successful completion of this course, students will analyze and interpret primary and secondary sources.

Upon successful completion of this course, students will analyze the effects of historical, social, political, economic, cultural, and global forces on this period of world history.

HRPO - Human Relations

HRPO 1311E - Human Relations

Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

Outcomes

Upon successful completion of this course, students will evaluate human relations including diversity, attitudes, self-esteem, and interpersonal skills to promote career success.

Upon successful completion of this course, students will identify the causes and effects of stress in the workplace.

Upon successful completion of this course, students will identify individual and group communication and decision-making skills.

Upon successful completion of this course, students will analyze how theories of motivation and human behavior impact strategies of change management.

HRPO 2301E - Human Resources Management

Behavioral and legal approaches to the management of human resources in organizations.

Outcomes

Upon successful completion of this course, students will explain the development of human resources management.

Upon successful completion of this course, students will explain current methods of job analysis, recruitment, selection, training/development, performance management, promotion, and separation.

Upon successful completion of this course, students will describe management's ethical, social, and legal responsibilities.

Upon successful completion of this course, students will explain methods of compensation and benefits planning.

Upon successful completion of this course, students will describe the role of strategic human resources planning.

IBUS - International Business

IBUS 1305E - 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 301 or equivalent.

Outcomes

Upon successful completion of this course, students will explain terms used in the international business environment.

Upon successful completion of this course, students will discuss internal and external factors influencing the conduct of international business.

IFWA - Institutional Food Workers

IFWA 1501E - 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.

Outcomes

Upon successful completion of this course, students will identify types of heat transfer and effects of heat on foods.

Upon successful completion of this course, students will differentiate between moist and dry heat cooking methods.

Upon successful completion of this course, students will discuss the utilization of commercial food service equipment.

Upon successful completion of this course, students will season and flavor foods using herbs and spices.

Upon successful completion of this course, students will write and change quantities on a standardized recipe.

Upon successful completion of this course, students will design a menu.

Upon successful completion of this course, students will prepare stocks, sauces, and soups.

Upon successful completion of this course, students will prepare salads and salad dressings, sandwiches, breakfast, dairy products, coffee and tea.

IFWA 2346E - Quality or Quantity Procedures

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.

Outcomes

Upon successful completion of this course, students will perform mathematical calculations using U.S. and metric measurements.

Upon successful completion of this course, students will convert weights to measures and vice versa.

Upon successful completion of this course, students will enlarge recipes through formulas.

Upon successful completion of this course, students will plan menus for volume feeding.

Upon successful completion of this course, students will purchase and receive food supplies for large quantity functions.

Upon successful completion of this course, students will prepare mock-up or actual plates and serve in simulated or actual large quantity functions.

IMED - Multimedia

IMED 1316E - Web Page Design I

Instruction in web design and related graphic design issues including mark-up languages, web sites and browsers

Outcomes

Upon successful completion of this course, students will be able to identify how the Internet functions with specific attention to the file transfer.

Upon successful completion of this course, students will be able to apply design techniques in the creation and optimization of graphics and other embedded elements.

Upon successful completion of this course, students will be able to demonstrate the use of World Wide Web Consortium (W3C) formatting and layout standards.

Upon successful completion of this course, students will be able to design, create, test, and maintain a web site.

IMED 2309E - Internet Commerce

An overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce. Topics include a dynamic data integration, data collection, and on-line transactions.

Outcomes

Upon successful completion of this course, students will be able to perform audience analysis.

Upon successful completion of this course, students will be able to identify marketing objectives.

Upon successful completion of this course, students will be able to evaluate strategies for secure data transfer.

Upon successful completion of this course, students will be able to design a web project to interact with a database.

IMED 2315E - Web Page Design II

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

Outcomes

Upon successful completion of this course, students will be able to demonstrate the use of World Wide Web Consortium (W3C) standards for style, accessibility, layout, and formatting.

Upon successful completion of this course, students will be able to build web pages with dynamic customization capabilities.

Upon successful completion of this course, students will be able to develop web sites designed for usability and cultural diversity.

Upon successful completion of this course, students will be able to use design strategies for search engine optimization.

ITNW - Business Systems Networking

ITSC 1321E - Intermediate PC Operating Systems

Intermediate PC Operating Systems Custom operating system installation, configuration, and troubleshooting. Manage file systems, memory, and peripheral devices.

Outcomes

Upon successful completion of this course, students will install, configure, and maintain a customized operating system.

Upon successful completion of this course, students will manage file operations.

Upon successful completion of this course, students will use system utilities to allocate and organize primary and secondary storage.

Upon successful completion of this course, students will manage peripheral devices.

Upon successful completion of this course, students will monitor and improve system performance.

ITSC 1409E - Integrated Software Applications I

Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.

Prerequisite: BCIS 1305.

Outcomes

Upon successful completion of this course, students will use word processing, spreadsheet, database, and/or presentation software.

Upon successful completion of this course, students will integrate applications to produce documents.

ITSE 2309E - Database Programming

Database development using database programming techniques emphasizing database structures, modeling, and database access.

Outcomes

Upon successful completion of this course, students will develop database applications using a structured query language.

Upon successful completion of this course, students will create queries and reports from database tables.

Upon successful completion of this course, students will implement data integrity.

Upon successful completion of this course, students will optimize query performance.

Upon successful completion of this course, students will create and maintain indexes.

Upon successful completion of this course, students will create appropriate documentation.

ITSW - Data Processing Technology

ITSW 1304E - Introduction to Spreadsheets

Instruction in the concepts, procedures, and application of electronic spreadsheets.

Outcomes

Upon successful completion of this course, students will define spreadsheet terminology and concepts, create formulas and functions, use formatting features, and generate charts, graphs, and reports.

ITSW 1401E - Introduction to Word Processing

Introduction to Word Processing An overview of the production of documents, tables, and graphics.

Outcomes

Upon successful completion of this course, students will identify word processing terminology and concepts.

Upon successful completion of this course, students will create technical documents.

Upon successful completion of this course, students will format and edit documents.

Upon successful completion of this course, students will use simple tools and utilities.

Upon successful completion of this course, students will print documents.

ITSW 1410E - Introduction to Presentation Graphics Software

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

Outcomes

Upon successful completion of this course, students will identify presentation media terminology and concepts.

Upon successful completion of this course, students will create presentations using text, visual and/or sound elements.

Upon successful completion of this course, students will use effective compositions and style.

Upon successful completion of this course, students will prepare presentations for distribution on computers or other media.

Upon successful completion of this course, students will modify sequence and slide master.

LMGT-Logistics-Materials-Mgmt

LMGT 1319E - 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 301 or equivalent.

Outcomes

Upon successful completion of this course, students will explain the terms and how they relate to the overall concept of logistics.

Upon successful completion of this course, students will explain the legal aspects and regulatory agencies as they relate to logistics management.

Upon successful completion of this course, students will demonstrate ability to apply decision making techniques based on time, materials, and space.

LMGT 1323E - 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. Lecture Hrs. = 3, Lab Hrs. = 0

Prerequisite: ENRD 301 or equivalent.

Outcomes

Upon successful completion of this course, students will discuss the principles and practices of the physical transportation system as they pertain to distribution.

Upon successful completion of this course, students will interpret U.S. and global distribution trends, public policy, and regulations.

Upon successful completion of this course, students will implement decisions based on logistical and transportation issues and problems.

Upon successful completion of this course, students will describe U.S. and world geography and how they impact transportation logistics.

Upon successful completion of this course, students will solve transportation problems.

LMGT 1325E - 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 301 or equivalent.

Outcomes

Upon successful completion of this course, students will discuss total supply chain management and its function in the physical distribution system.

Upon successful completion of this course, students will identify and demonstrate current technology utilized in warehouse management operations.

Upon successful completion of this course, students will apply the technology utilized in organizational effectiveness including time and money management and acquisition procession.

Upon successful completion of this course, students will interpret information with relationship to inventory management.

LMGT 1340E - 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.

Outcomes

Upon successful completion of this course, students will explain the complexity, competitiveness, and dynamic nature of the logistics profession.

Upon successful completion of this course, students will research and present current trends in the logistics profession through periodicals, conferences, benchmarking, and the Internet.

Upon successful completion of this course, students will identify current trends in logistics management.

LMGT 1341E - 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.

Outcomes

Upon successful completion of this course, students will prepare bill of lading contracts.

Upon successful completion of this course, students will develop procedures for filing damage claims.

Upon successful completion of this course, students will prepare documentation for the filing of claims.

LMGT 2330E - International Logistics Management

Identification of the principles and practices involved in international distribution systems including the multinational corporation. Attention to global strategic planning, production, supply, manpower/labor, geography, business communications, cultural, political, and legal issues affecting global distribution and frm/host relationships.

Prerequisite: LMGT 1319.

Outcomes

Upon successful completion of this course, students will construct a global distribution system.

Upon successful completion of this course, students will conceptualize areas of international business and their influence on trade.

Upon successful completion of this course, students will interpret the complex relations involved in international trade utilizing all aspects of multi-cultural strategies.

LMGT 2334E - 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.

Outcomes

Upon successful completion of this course, students will explain carrier costing and rate development.

Upon successful completion of this course, students will apply rate negotiation techniques to meet carrier and shipper needs.

Upon successful completion of this course, students will evaluate carrier and modal capabilities to meet delivery requirements.

Upon successful completion of this course, students will prepare the required shipping documentation.

Upon successful completion of this course, students will analyze shipping patterns to ensure optimum negotiating position.

Upon successful completion of this course, students will describe recourse for lost or damaged goods.

Upon successful completion of this course, students will apply appropriate hazardous materials labeling, packaging, and notifications.

Upon successful completion of this course, students will identify and apply state, federal, and international laws and policies governing the transportation industry.

LSSS - Learning Strategies

- LSSS-300H

Outcomes

Upon successful completion of this course, students will construct a personal learning system informed by the research and theory of the psychology of learning, cognition and motivation with 70% mastery.

Upon successful completion of this course, students will apply a salary from a chosen career to monthly expenses in order to measure income versus cost of living at a 70% mastery.

Upon successful completion of this course, students will analyze and apply soft skills to enhance their ability to succeed in college with 70% mastery.

Upon successful completion of this course, students will develop career goals within their academic atmosphere with a 70% mastery.

Upon successful completion of this course, students will develop interactions to augment the social-emotional nature of learning and the benefits of developing positive relationships with 70% mastery.

Upon successful completion of this course, students will strengthen their academic performance by integrating college-level research, reading, and writing at 70% mastery.

Upon successful completion of this course, students will build an academic plan to measure developing strategies with 70% mastery.

LSSS 300H - Learning Strategies for Success

This course prepares students to develop their own plan for academic, personal and professional success through self-evaluation, application of specific strategies, discussions, journaling, and classroom exercises. These activities help students acquire effective study strategies, stimulate critical thinking, practice oral and written expression, establish goals, encourage meaningful relationships with instructors and classmates, and choose behaviors leading to a more successful academic experience.

MATH - Mathematics

- MATH-320H

Outcomes

Upon successful completion of this course, students will while using appropriate symbolic notation and vocabulary, define and perform operations on real numbers, apply numeric reasoning to investigate, interpret and explain quantitative relationships and solve real world problems in a variety of contexts.

Upon successful completion of this course, students will use algebraic reasoning to solve problems that require ratios, rates,

percentages, and proportions in a variety of contexts using multiple representations.

Upon successful completion of this course, students will apply algebraic reasoning to manipulate expressions and solve equations, including applying concepts to real world problems.

Upon successful completion of this course, students will construct and use mathematical models in verbal, algebraic, graphical, and tabular form to analyze and compare data sets, to solve problems in a variety of contexts and to make predictions and decisions.

- MATH-330H

Outcomes
Upon successful completion of this course, students will while interpreting and modeling mathematical concepts in situations and problems including in the study of other disciplines, define and perform operations on real and complex numbers.

Upon successful completion of this course, students will recognize, understand, and analyze features of a function.

Upon successful completion of this course, students will given absolute value, polynomial, radical, and rational expressions and equations, use algebraic concepts and procedures (including factoring) and algorithms to combine, transform, evaluate and solve.

Upon successful completion of this course, students will identify and solve absolute value and linear inequalities.

MATH 1314H - College Algebra

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

Prerequisite: ENRD 301 or equivalent and Math 330 or equivalent (C or higher) or Math 1332 or equivalent (C or higher).

Outcomes
Upon successful completion of this course, students will demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses.

Upon successful completion of this course, students will recognize and apply polynomial, rational, radical, exponential and logarithmic functions and solve related equations.

Upon successful completion of this course, students will apply graphing techniques.

Upon successful completion of this course, students will evaluate all roots of higher degree polynomial and rational functions.

Upon successful completion of this course, students will recognize, solve and apply systems of linear equations using matrices.

MATH 1332H - 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 functions.

Prerequisite: Math 320 or equivalent and ENRD 302 or equivalent.

Outcomes
Upon successful completion of this course, students will apply the language and notation of sets.

Upon successful completion of this course, students will determine the validity of an argument or statement and provide mathematical evidence.

Upon successful completion of this course, students will solve problems in mathematics of finance.

Upon successful completion of this course, students will demonstrate fundamental probability/counting techniques and apply those techniques to solve problems.

Upon successful completion of this course, students will interpret and analyze various representations of data.

Upon successful completion of this course, students will demonstrate the ability to choose and analyze mathematical models to solve problems from real-world settings, including, but not limited to, personal finance, health literacy, and civic engagement.\n

MATH 320H - Introductory Algebra

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

Prerequisite: TSIA MATH score 337 - 342.

MATH 330H - Intermediate Algebra

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

Prerequisite: TSIA MATH score 343 - 349 or MATH 320 or equivalent.

MRKG - Marketing Management

MRKG 1311E - Principles of Marketing
Introduction to the marketing functions includes: identification of consumer and organizational needs; explanation of economic, psychological, sociological and global issues; and description and analysis of the importance of marketing research.

Outcomes
Upon successful completion of this course, students will identify the marketing mix components in relation to market segmentation.

Upon successful completion of this course, students will explain the environmental factors which influence consumer and organizational decision-making processes.

Upon successful completion of this course, students will outline a marketing plan.

MUSI - Academic Music

MUSI 1306H - Music Appreciation
A music listening course designed for the non-music major. Students explore music through its basic elements, forms, styles, and major composers. Music majors should enroll in MUSI 1307.

Outcomes
Upon successful completion of this course, students will identify musical works and elements in a variety of styles.

Upon successful completion of this course, students will analyze the elements and structures of music using appropriate terminology.

Upon successful completion of this course, students will critically evaluate the influence of social, political, technological, and/or cultural ideas on music.

Upon successful completion of this course, students will articulate the significance of music as an art form within historical, cultural and social contexts.

PHIL - Philosophy

PHIL 1301H - Introduction to Philosophy
A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications.

Outcomes
Upon successful completion of this course, students will read, analyze, and critique philosophical texts.

Upon successful completion of this course, students will demonstrate knowledge of key concepts, major arguments, problems, and terminology in philosophy.

Upon successful completion of this course, students will present logically persuasive arguments both orally and in writing.

Upon successful completion of this course, students will demonstrate critical thinking skills in the evaluation and application of philosophical concepts to various aspects of life.

Upon successful completion of this course, students will evaluate the personal and social responsibilities of living in a diverse world.

POFI - Information Processing

POFT 1325E - Business Math Using Technology
Skill development in business math problem-solving using technology.

Outcomes
Upon successful completion of this course, students will be able to solve business math application problems using technology.

Upon successful completion of this course, students will be able to analyze real world scenarios and apply the appropriate business math application to solve.

POFT 2312H - Business Correspondence & Communication

PSTR - Culinary Arts Chef Training

PSTR 1401E - 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.

Outcomes
Upon successful completion of this course, students will identify and explain baking terms, ingredients, equipment, and tools.

Upon successful completion of this course, students will scale and measure ingredients.

Upon successful completion of this course, students will convert and cost recipes.

Upon successful completion of this course, students will operate baking equipment and tools.

Upon successful completion of this course, students will

prepare yeast products, quick breads, pies, tarts, cookies, various cakes, icings, and demonstrate fundamental decorating techniques.

Upon successful completion of this course, students will produce commercially acceptable baked products.

PSTR 2431E - 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.

Outcomes

Upon successful completion of this course, students will apply pastry shop techniques including recipe modifications.

Upon successful completion of this course, students will prepare laminated dough's, choux, pastries, meringues, creams, custards, puddings, and related sauces.

Upon successful completion of this course, students will prepare a variety of hot soufflés, fritters, crepes, cobblers, crisps and assorted inlays to include sugars and chocolates.

PSYC - Psychology

PSYC 2301H - 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 302 or equivalent.

Outcomes

Upon successful completion of this course, students will identify various research methods and their characteristics used in the scientific study of psychology.

Upon successful completion of this course, students will describe the historical influences and early schools of thought that shaped the field of psychology.

Upon successful completion of this course, students will describe some of the prominent perspectives and approaches used in the study of psychology.

Upon successful completion of this course, students will use terminology unique to the study of psychology.

Upon successful completion of this course, students will describe accepted approaches and standards in psychological assessment and evaluation.

Upon successful completion of this course, students will identify factors in physiological and psychological processes involved in human behavior.

PSYC 2314H - Life Span Growth and Development

The study of the relationship of the physical, emotional, social, and mental factors of growth and development throughout the life span from birth to death.

Prerequisite: ENRD 302 or equivalent.

Outcomes

Upon successful completion of this course, students will describe the stages of the developing person at different periods of the life span from birth to death.

Upon successful completion of this course, students will discuss the social, political, economic, and cultural forces that affect the development process of the individual.

Upon successful completion of this course, students will identify factors of responsible personal behavior with regard to issues such as sexual activity, substance abuse, marriage and parenting.

Upon successful completion of this course, students will explain the biosocial, cognitive and psychological influences throughout the lifespan as an ongoing set of processes, involving both continuity and change.

Upon successful completion of this course, students will describe the different developmental perspectives of the major theories of development (i.e. cognitive, learning, humanistic and psychodynamic).

Upon successful completion of this course, students will identify examples of some of the cultural and ethnic differences that influence development throughout the lifespan.

Upon successful completion of this course, students will discuss the various causes or reasons for disturbances in the developmental process.

READ - Reading

- READ-300H

Outcomes

Upon successful completion of this course, students will demonstrate writing complete sentences.

Upon successful completion of this course, students will use context clauses and structural analysis to clarify meanings and broaden academic vocabulary.

Upon successful completion of this course, students will synthesize the information in a text in order to make inferences and draw logical conclusions.

Upon successful completion of this course, students will demonstrate joining ideas together.

Upon successful completion of this course, students will demonstrate revising for consistency and parallelism.

Upon successful completion of this course, students will demonstrate mastering mechanics and improved spelling.

Upon successful completion of this course, students will demonstrate identify the topic and stated/implied main idea of a text.

Upon successful completion of this course, students will distinguish between major and minor details in a text.

Upon successful completion of this course, students will analyze the author's primary purpose.

Upon successful completion of this course, students will identify primary and secondary patters of organization for a text.

Upon successful completion of this course, students will recognize relationships within/between sentences.

READ 300H - Beginning College Reading Skills

A course designed for students who need extensive work in college-level reading skills. Emphasis is on vocabulary development, interpretation and evaluation of basic sentence and paragraph patterns, articulative training, and concept development necessary for effective reading. Credit for this course is non-transferable.

Prerequisite: TSIA READ score below 342.

SOCI - Sociology

SOCI 1301H - Introductory Sociology

The principles of social organization including the study of social groups, culture, social change, personality population, rural and urban communities, social class and caste systems, and social institutions such as the family, recreation and religion.

Prerequisite: ENRD 302 or equivalent.

Outcomes

Upon successful completion of this course, students will compare and contrast the basic theoretical perspectives of sociology.

Upon successful completion of this course, students will identify the various methodological approaches to the collection and analysis of data in sociology.

Upon successful completion of this course, students will describe key concepts in sociology.

Upon successful completion of this course, students will describe the empirical findings of various subfields of sociology.

Upon successful completion of this course, students will explain the complex links between individual experiences and broader institutional forces.

SOCI 2319H - Multli-Cultural Studies

This course focuses on the conflicts, dilemmas, and social problems that arise in multi-cultural societies. Special emphasis is placed on issues such as racism, sexism, and the 'politics of identity.' The course also examines a variety of remedies for the problems noted above. These include: the expansion of civil rights, affirmative action, and recognition of minority cultures.

Prerequisite: ENRD 302 or equivalent.

Outcomes

Upon successful completion of this course, students will explain how the concept of social inequality pertains to minority group status defined in terms of identities that may include: social class, race/ethnicity, gender, sexual orientation, age, disability, or religion.

Upon successful completion of this course, students will differentiate between important concepts and theories of prejudice and discrimination including the effects of prejudice and discrimination on the everyday lives of minority group members in the context of social institutions.

Upon successful completion of this course, students will analyze the history of culture, experiences of inequality, and current life opportunities of various minority groups in the United States with contrasting reference to other countries.

Upon successful completion of this course, students will analyze minority group interactions in the United States focusing on immigration and migration patterns, assimilation processes, and adjustments to American life.

SPCH - Speech

SPCH 1315H - 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 include announcements and expository, persuasive, after dinner, and radio speeches.

Outcomes

Upon successful completion of this course, students will demonstrate an understanding of the foundational models of communication.

Upon successful completion of this course, students will apply elements of audience analysis.

Upon successful completion of this course, students will demonstrate ethical speaking and listening skills by analyzing presentations for evidence and logic.

Upon successful completion of this course, students will research, develop and deliver extemporaneous speeches with effective verbal and nonverbal techniques.

Upon successful completion of this course, students will

demonstrate effective usage of technology when researching and/or presenting speeches.

Upon successful completion of this course, students will identify how culture, ethnicity and gender influence communication.

Upon successful completion of this course, students will develop proficiency in presenting a variety of speeches as an individual or group (e.g. narrative, informative or persuasive).

SPCH 1318H - 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 which includes subjects such as listening, assertive communication, and dealing appropriately with conflict with emphasis on self improvement.

Outcomes

Upon successful completion of this course, students will exhibit understanding of interpersonal theories and principles.

Upon successful completion of this course, students will demonstrate ability to analyze and critique verbal and nonverbal interactions in mediated and face-to-face contexts.

Upon successful completion of this course, students will identify perceptual processes as they relate to self and others.

Upon successful completion of this course, students will demonstrate critical thinking ability by effectively researching, evaluating, and applying communication theories in oral and/or written assignments.

Upon successful completion of this course, students will demonstrate understanding of the relevance of cross-cultural, co-cultural, gender and age influences on human communication.

Upon successful completion of this course, students will demonstrate ability to identify, evaluate, and apply conflict styles and conflict management techniques in dyads and/or groups.

Upon successful completion of this course, students will identify types of and barriers to effective listening.

SPCH 1321H - Business and Professional Speech

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; the research, organization, and presentation of speeches; trends in media and interviewing.

Outcomes

Upon successful completion of this course, students will demonstrate communication competence and critical thinking through an understanding of the foundational communication models.

Upon successful completion of this course, students will demonstrate essential public speaking skills in professional presentations.

Upon successful completion of this course, students will demonstrate written and oral competencies as it relates to employment (including job searches, interviews, interpersonal interaction, conflict management, leadership and performance appraisals.)

Upon successful completion of this course, students will apply essential dyadic and small group processes as they relate to the workplace.

Upon successful completion of this course, students will utilize various technologies as they relate to competent communication.

Upon successful completion of this course, students will demonstrate effective cross-cultural communication.

TECM-Applied-Math-General

TECM 1301E - 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.

Outcomes

Upon successful completion of this course, students will be able to convert between decimals and fractions.

Upon successful completion of this course, students will be able to use measuring tools.

Upon successful completion of this course, students will be able to calculate ratios and proportions in a technical application.

Upon successful completion of this course, students will be able to transpose linear equations to solve for unknowns.

TECM 1341E - Technical Algebra

Application of linear equations, simultaneous equations, and quadratic equations relevant to technical occupations.

Outcomes

Upon successful completion of this course, students will be able to solve linear equations, equation sets with multiple unknowns, and quadratic equations in technical applications.

Upon successful completion of this course, students will be able to manipulate exponents.

TECM 1349E - 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.

Outcomes
Upon successful completion of this course, students will be able to solve right triangle applications.

Upon successful completion of this course, students will be able to add and subtract vectors.

Upon successful completion of this course, students will be able to calculate areas of plane surfaces.

Upon successful completion of this course, students will be able to solve volumes of standard solids.

WDWK - Cabinet Making

WDWK 1413E - Cabinet Making I
Design and construction of base cabinets and wall cabinets for kitchens and bathrooms. Emphasis on the safe use of portable and stationary power tools.

Outcomes
Upon successful completion of this course, students will Identify types and components of a cabinet.

Upon successful completion of this course, students will demonstrate safe use of hand, portable, and stationary power tools.

Upon successful completion of this course, students will lay out, cut, and assemble components using proper joints and fastening devices to construct a cabinet.

Upon successful completion of this course, students will label types of joints used in cabinet construction.

Upon successful completion of this course, students will name the standard sizes of the typical kitchen cabinets.

Upon successful completion of this course, students will label types of cabinet doors.

Upon successful completion of this course, students will identify hardware used on cabinets.

Upon successful completion of this course, students will list the types of materials used on cabinets and counter tops.

Upon successful completion of this course, students will draw plans.

Upon successful completion of this course, students will calculate costs.

Upon successful completion of this course, students will prepare a bill of materials.

WDWK 1491E - Special Topics in Cabinet Maker and Millworker
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

Outcomes
Upon successful completion of this course, students will be able to complete the agreed content of the course.

WDWK 2431E - Cabinet Making III
Techniques of furniture making.

Outcomes
Upon successful completion of this course, students will Identify the different types of furniture construction.

Upon successful completion of this course, students will construct doors and drawers.

Upon successful completion of this course, students will apply joints and construction techniques.

Upon successful completion of this course, students will identify different materials used for furniture construction.

Upon successful completion of this course, students will demonstrate safe use of portable and stationary power tools.

Upon successful completion of this course, students will develop a furniture design.

Upon successful completion of this course, students will lay out, cut, and assemble components.

WDWK 2451E - Cabinet Making II
Advanced skills in machine woodworking and hand craftsmanship. Emphasizes advanced design and door and drawer construction, laminate installation.

Outcomes
Upon successful completion of this course, students will estimate the cost of cabinet construction.

Upon successful completion of this course, students will select types of wood and materials to be used in cabinet construction.

Upon successful completion of this course, students will read and cabinet drawings.

Upon successful completion of this course, students will calculate measurements regarding cabinet layout and construction.

Upon successful completion of this course, students will develop working drawings and specifications.

Upon successful completion of this course, students will layout, cut, and assemble components.

WLDG - Welder Welding Technologist

WLDG 1317E - Introduction to Layout and Fabrication

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

Outcomes

Upon successful completion of this course, students will be able to interpret welding symbols.

Upon successful completion of this course, students will be able to utilize measuring instruments and tools for fabricating projects.

Upon successful completion of this course, students will be able to define layout and fabrication terminology.

Upon successful completion of this course, students will be able to identify structural shapes and materials.

WLDG 1412E - Introduction to Flux Cored Arc Welding (FCAW)

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

Outcomes

Upon successful completion of this course, students will be able to demonstrate equipment safety checks.

Upon successful completion of this course, students will be able to identify Flux Cored Arc Welding (FCAW) equipment parts and demonstrate the procedures for welding various joints in various positions.

WLDG 1430E - Introduction to Gas Metal Arc Welding (GMAW)

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

Outcomes

Upon successful completion of this course, students will be able to describe welding positions with various joint designs.

Upon successful completion of this course, students will be able to describe the effects of welding parameters in GMAW.

Upon successful completion of this course, students will be able to apply safety rules.

Upon successful completion of this course, students will be able to troubleshoot equipment used, perform visual inspection.

Upon successful completion of this course, students will be able to weld various types of structural material.

Upon successful completion of this course, students will be able to diagnose welding problems.

WLDG 1434E - Introduction to Gas Tungsten Arc (GTAW) Welding

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

Outcomes

Upon successful completion of this course, students will be able to describe various joint designs.

Upon successful completion of this course, students will be able to describe safety rules and equipment.

Upon successful completion of this course, students will be able to describe the effects of welding parameters in GTAW.

Upon successful completion of this course, students will be able to weld various structural materials.

WLDG 1453E - Intermediate Layout and Fabrication

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

Outcomes

Upon successful completion of this course, students will be able to interpret orthographic and isometric drawings.

Upon successful completion of this course, students will be able to identify fittings, weldments and tools.

Upon successful completion of this course, students will be able to perform layout methods on structural steel and pipe using layout tools and templates.

WLDG 1457E - Intermediate Shielded Metal Arc Welding (SMAW)

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

Outcomes

Upon successful completion of this course, students will be able to identify principles of arc welding.

Upon successful completion of this course, students will be able to describe arc welding operations of fillet and groove joints.

Upon successful completion of this course, students will be able to explain heat treatments of low alloy steels.

Upon successful completion of this course, students will be

able to explain weld size and profiles.

Upon successful completion of this course, students will be able to prepare test plates.

Upon successful completion of this course, students will be able to perform fillet welds in the overhead position.

Upon successful completion of this course, students will be able to perform air carbon arc weld removal.

Upon successful completion of this course, students will be able to perform bevel groove welds with backing plates in various positions.

Upon successful completion of this course, students will be able to demonstrate use of tools and equipment.

WLDG 2406E - Intermediate Pipe Welding

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

Outcomes

Upon successful completion of this course, students will be able to describe equipment and required pipe preparation.

Upon successful completion of this course, students will be able to perform welds using various positions.

WLDG 2413E - Intermediate Welding Using Multiple Processes

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

Outcomes

Upon successful completion of this course, students will be able to identify proper safety equipment and tools.

Upon successful completion of this course, students will be able to select the proper welding process for a given application.

Upon successful completion of this course, students will be able to demonstrate skills using more than one approved welding process.

Upon successful completion of this course, students will be able to analyze situations and make decisions concerning safety and electrode selections.

WLDG 2443E - 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.

Outcomes

Upon successful completion of this course, students will be able to describe effects of preheating and postweld heating.

Upon successful completion of this course, students will be able to explain precautions used when welding various metals and alloys.

Upon successful completion of this course, students will be able to distinguish between qualification and certification procedures.

Upon successful completion of this course, students will be able to troubleshoot welding discontinuities.

Upon successful completion of this course, students will be able to perform open groove welds with low carbon steel and low alloy electrodes in various positions.

WLDG 2453E - 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.

Outcomes

Upon successful completion of this course, students will be able to describe equipment and required pipe preparation and perform 5G and 6G welds using various electrodes.

Chapter 5

About Lee College Huntsville Center

Catalog 2021-2022

History of Lee College

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

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

The founders of the college were interested in providing a strong academic curriculum and a comprehensive occupational curriculum. In 1936 the vocational program was initiated. Later it became known as the Robert E. Lee Institute, Vocational Division of Lee Junior College. No college credit was given for work in the institute until 1941, and it did not become an integral part of the college until 1945, following a two-year period when no technical/vocational courses were offered.

By the mid 1940s, the administration and faculty of the college had become increasingly aware that the college needed its own governing board. In 1945 Walter Rundell, one of the original faculty members, became Dean of Lee College. Dean Rundell became the guiding force behind major developments for the two decades which followed. In 1948 the name was changed to Lee College. In the same year, Lee College gained accreditation from the Southern Association of Colleges and Schools. The Association urged Lee College to develop a campus facility separate from the high school.

Huntsville Center

A significant event in the history of Lee College occurred in 1966, when the college, under the leadership of Dean Rundell and George Beto, in cooperation with the Texas Department of Corrections, began a program of courses in the state's prison system.

Lee College Huntsville Center (LCHC) is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate of Applied Science degree. Certificates of Completion are also awarded in several technical programs.

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LEE COLLEGE

Huntsville Center