



2015-2016  
HUNTSVILLE CATALOG



LEE COLLEGE



# Lee College/Huntsville Center Catalog

## Academic Year 2015 - 2016

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 2015.



## 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, refer to Chapter 2 of this catalog 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, o por 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, referase 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.

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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*  
M. A. Florida Institute of Technology

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

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

Evans, Bob  
*Academic Advisor*  
B.A., Sam Houston State University

Gibbs, Miecillena  
*Faculty, Microcomputer Applications*  
B. S., Sam Houston State University

Harrell, Jimmy  
*Faculty, Truck Driving*  
B.B.A., Texas A&M University

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

Knuppel, Wayne  
*Faculty, Welding*  
A.A., Wharton County Junior College  
B.S., M.Ed., Sam Houston State University

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

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

Langford, Angela  
*Faculty, Culinary Arts*  
A.A.S., Ashworth College

LeBlanc, Michael  
*Faculty, Auto Mechanics*  
A.S. Lonestar

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

McGlothern, Michael  
*Faculty, Microcomputer Applications*  
B.A., Sam Houston State University  
M.S., University of Houston – Clear Lake

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

Oncken, Edgar  
*Faculty, Welding*  
S., Blinn College

Reynolds, Amanda  
*Faculty, English*  
B.A. University of Texas  
M. A. University of Houston

Sherman, Tommy  
*Faculty, Microcomputer Applications*  
A.A.S., Lee College  
B. A., University of Houston

Taylor, Corbett  
*Faculty, Air Conditioning*  
A.A.S. Sullivan Vocational Technical Institute

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

Frank Williams  
*Faculty, Business*  
M.B.A Sam Houston State University

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







# Chapter 1

## ADMISSION TO LCHC



## Description (TDCJ Policy)

College academic programs are offered to the TDCJ offenders who have demonstrated a clear and convincing record of rehabilitation while incarcerated as well as demonstrated an aptitude and capability 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 I-25 withdrawal procedures, outside pay, or the offender will reimburse the state for these expenses after release (PSER/TDCJ Loan). The Student also may apply for the Texas Public Education grant (TPEG) or the Britt-Hodgin Second Chance Scholarship. Reimbursement of the TDCJ 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. Hazelwood benefits are available to any eligible Texas veteran.

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 has academic criteria that must also be met as well as 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 the TDCJ contracts for college academic programs.



College/University	Unit
Alvin Community College	Jester III Ramsey I Clemens
Central Texas College	Hilltop Hughes Mountain View Murray Woodman
Clarendon	Jordan
Lamar University	Stiles
Lee College	Cleveland Eastham Ellis Ferguson Huntsville Luther Wynne
Southwest Texas Junior College	Briscoe
Trinity Valley Community College	Beto Coffield Michael Powledge
Western Texas College	Daniel Smith Wallace
Texas A&M University-Central Texas	Hilltop Hughes Mountain View Murray
University of Houston-Clear Lake	Ramsey

For available programming at each facility contact the Lee counselor.

# TDCJ College Admission Policy

## Academic Associate Programs

In order for an offender to participate in the college programs, he must meet the following criteria as established by TDCJ.

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 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 assigned to prisons 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 Division.

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 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 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 screening criteria, contact 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/she already has a degree (whether earned inside or outside of TDCJ) 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 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 may enroll on his current unit in any course he chooses, providing there is space available.

Offenders who have earned a degree (inside or outside of TDCJ) 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.

# 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.
- Sex offenders are restricted from enrolling in the following programs:
  - Computer Networking
  - Computer Repair
  - Computer Web Authoring
  - Data Processing
  - Drafting and
  - Truck Driving
- The offender shall not be on TDCJ 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 two (2) different college-level vocational programs. Offenders with more than five (5) years to projected release date may take one (1) college vocational course. Offenders within five (5) years of projected release may take up to two (2) college-level vocational courses which are linked to a specific labor demand or Associate of Applied Science degree. Prior degrees (associate, baccalaureate, master's) shall not prohibit eligible offenders from participation with the exception of the Associate of Applied Science. A written request may be submitted by Lee College on the student's behalf for an exception or waiver to the eligibility criteria. Appropriate TDCJ 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 two vocational programs more than ten years ago may request an exception to attend a third vocational trade if within two years of projected release.
- Offenders whose initial degree plan on file requires them to enroll in an additional vocational trade.
- 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 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 State reimbursement agreement, TDCJ I-25, direct pay, or any grants or scholarships for which the offender is qualified.
- An offender who requests to repeat a vocational training course for which he previously earned a certificate may do so only at his own expense on a space available basis and only if that course is at the offender's current unit assignment. All other eligibility requirements and applicable procedures also apply.
- In order to receive a CDL for the Truck Driving program, an Offender 1) be a State approved Trusty, 2) must obtain an original social security card 3) and 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	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
Microcomputer Applications***	9.0, Level A or D
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 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 the 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 (TSIAA) Plan

Each public institution of higher education in Texas is required to assess basic skills of admitted students in three components: reading, writing, and mathematics. 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.

## 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, SAT, or the TAKS as follows:
  - **ACT** – composite score of 23 or higher with a minimum of 19 on the English and mathematics test. Partial exemption (either reading/writing or math) is granted with a composite score of 23 and a minimum of 19 on either the English test or mathematics test. The score is good for 5 years from the date of the test.
  - **SAT** – results on critical reading and math scores added together which equal or exceed 1070 (with a minimum of 500 on each test). Partial exemption is granted for writing/reading or math with a combined score of 1070 and a minimum of 500 on either critical reading or math. Scores are good for 5 years from the date of the test.
  - **TAKS** (exit-level test only): minimum scale score of 2200 on the math section and a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3. Partial exemptions are allowed for math or reading/ writing. The scores are good for 3 years from the date of the test.
- Students who have graduated with an associate or baccalaureate degree from a Texas public institution of higher education.
- A student who is 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 – not applicable to TDCJ students.
- 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.

## Transfer Students

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

### “C” Rule Courses:

Writing:	ENGL 1301 (English Composition I) ENGL 1302 (English Composition II) BUSI 1304 (Business Report Writing and Correspondence)
Reading:	ENGL 1301 (English Composition I) ENGL 1302 (English Composition II) HIST 1301, 1302 (U.S. History) ENGL 2322, 2323 (British Literature) ENGL 2332, 2333 (World Literature) ENGL 2326, 2328 (American Literature) PSYC 2301 (General Psychology) GOVT 2305, 2306 (State, Local, and U.S. Government) SOC1 1301 (Introduction to Sociology)
Mathematics:	MATH 1332 (Contemporary Mathematics I) MATH 1314 (College Algebra) MATH 1342 (Elementary Statistics) Any advanced mathematics course for which the above are prerequisites

Students who have completed the highest level of developmental coursework from a Texas public institution of higher education in reading, 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.

## 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 TSIA Assessment. Documentation of the disability is required. Information for accommodations on TSIA is found in the TSIA registration bulletin.

## New TSIA Assessment

Starting on the first day of the Fall 2013 semester, all public colleges and universities in Texas changed to a new assessment to measure college readiness for Texas Success Initiative Assessment (TSIA) purposes. Affecting only students enrolling in sessions after that date the new TSIA replaced previously approved tests which include Accuplacer, THEA, Compass and Asset.

## Who will need to take the new TSIA?

With the implementation of 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 may be discussed with your college counselor.

Exemptions are outlined below and includes exemptions based on TAKS scores, 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 your college counselor.

## 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 act as the liaison between the student and TDCJ. 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, 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 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, P O Box 99, Huntsville, TX 77342.

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

## 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

Interest free loan. This loan covers the cost of up to 6 academic credit hours per semester and 2 technical programs, this only applies to the Lee College Huntsville Center programs. With Lee College, if a student is loan eligible, it is required that he utilize the loan first.

### Texas Public Education Grant (TPEG)

Assists academic students who enroll in 7 credit hours or more (TDCJ 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.

### 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.

### 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.

## 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)

All college expenses incurred, labeled as “State Reimbursable Costs,” will be repaid by the offender upon release. State Reimbursable Costs are defined as follows:

State Reimbursable Costs (TDCJ 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 6 or fewer semester credit hours 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.

## Administrative Tracking Of Students For Reimbursement

### TDCJ Responsibilities

The TDCJ – Rehabilitation Programs Division 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 maintains the student account records on the Post Secondary Education Reimbursement (PSER) system, which is accessible on the TDCJ mainframe computer to the Parole Division personnel and the Rehabilitation Division of TDCJ. 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 Rehabilitation Division of TDCJ 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

P SER Reimbursement  
TDCJ 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 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 RPD to ascertain whether the offender has sufficient funds to cover the tuition payment.



# Chapter 2

## STUDENT SERVICES



# Student Rights and Responsibilities

## 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 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.

## 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 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.

Students who would like to question transcript evaluations done by Lee College should first contact their Counselor/ Advisor. If still dissatisfied, the student should forward the information to the LCHC Dean.

# 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 un-administered 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 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 LCHC Dean.

The 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 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 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:**

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.

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:**

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. 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)*

\*See drop explanations



## 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 = GPA
BIOL 1406	B	$4 \times 3 = 12$
ENGL 1302	A	$3 \times 4 = 12$
KINE 1101	A	$1 \times 4 = 4$
READ 302	0	$0 \times 0 = 0$
HIST 1301	Withdrawal	$W \times 0 = 0$
Totals	8	$28 \text{ GPA} = 28/8=3.5$

## 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 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 Probation and Suspension

Students who have attempted 29 or fewer SCH will be placed on academic probation if their cumulative GPAs drop below 1.75. Students with 30 or more SCH will be placed on academic probation if their cumulative grade point averages fall below 2.00. Such students must see a counselor/advisor before enrolling for additional classes.

Students on academic probation may continue to enroll at Lee College as long as their GPA for each semester remains at or above 2.00. Students who are on academic probation and whose semester averages fall below 2.00 will be placed on academic suspension and must obtain the approval of the LCHC Dean before enrolling for additional courses. The Dean may deny enrollment to students on academic probation whose semester GPA falls below 2.00.

Students are removed from academic probation (returned to good standing) when their cumulative GPA exceeds 2.00.

## 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. Unpaid library fine
3. 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 complete at least 75 percent of the work required for the course in question. To receive an "I," a student must enter into a contract with the instructor of the course regarding the work that is to be completed and the grade that the student will receive in the event that the work is not completed.

Students who receive incompletes have one year from the date on which the "I" was awarded to complete the work for the course in question. If the work is not completed within this time period, the Registrar will replace the "I" with a "W5" on the student's permanent record. There is no grade point value for an "I".

## 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.

## Administrative Withdrawal

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

## 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 and returned back to their unit.

# LCHC's TSI Coursework Progression

Any student who earns an A, B or C grade in READ 300 and 301, MATH 310 and 320 or ENGL 301 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 (ENGL 302, READ 302, 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 310 promotes the student to MATH 320, and

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 300 promotes the student to ENRD 301, and

ENRD 401 promotes the student to ENRD 402.

An A, B, or C grade in READ 302 plus a score of 65% or higher on the READ exit exam promotes the student out of the developmental reading program.

3. An A, B or C grade in

ENRD 401 promotes the student to ENRD 402, and

An A, B, or C grade in ENGL 302 plus a combined score of 6, 7 or 8 on the ENGL exit exam essay promotes the student out of the developmental program.

## 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, English 302 or Reading 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).
4. The "C-Rule": The "C-Rule" will be used as a college readiness standard only for transfer students who have completed C-Rule classes at another college before enrolling at LCHC.

## 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 READ 302, ENGL 302, and MATH 330. In other words, READ 300 and READ 301 students can earn credit by examination for READ 302; ENGL 301 students can earn credit by examination for ENGL 302; MATH 310 and 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:

1. 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 READ 301 cannot attempt credit by examination for MATH 320. (At the discretion of the instructor, reading students may be allowed to take the exit exam for writing while they are enrolled in reading.)
2. 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.
3. A student must earn a minimum score on the exit (final) exam to be eligible for credit by examination. For READ 302 and MATH 320, the minimum score on the exam is 80. For MATH 330, the minimum score is 85. For ENGL 302, the student must score a 6 or higher on the exit essay.
4. 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.

## C-Rule Classes

The following are state-recognized C-rule classes. A student may not enroll in any C-rule class for any area needing improvement until he exits the developmental program in that subject area.

READING: Until a student has been declared college-ready in reading, he may not enroll in the classes listed below.

HIST 1301, HIST 1302

ENGL 1301, ENGL 1302  
ENGL 2322, 2323, 2331, 2332, 2333  
ENGL 2326, 2327, 2328

PSYC 2301

GOVT 2301, 2302, 2305, 2306

SOCI 1301

WRITING: Until a student has been declared college-ready in English, he may not enroll in the classes listed below.

ENGL 1301  
ENGL 1302  
BUSI 1304

MATH: Until a student has been declared college-ready in math, he may not enroll in the classes listed below.

MATH 1332 (student must have a score of 350 or higher on TSI or a grade of C or higher in MATH 330.)

Students who have completed the highest level of developmental coursework from a Texas public institution of higher education in reading and writing or a math course equivalent to Math 330 will also be considered college ready. Any student transferring to Lee College from another Texas public institution of higher education, who is noted on the incoming transcript as "complete" or "satisfied" for all or part of TSI will continue in that status at Lee College.

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

## Transcripts

Copies of official college transcripts may be obtained from the Admissions and Records Office at no charge. A signed written request form is required. The address to direct your request is: PO Box 818, Baytown, Texas 77522-0818.

## 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 secretary 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 reasons 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 – October 15

## Graduation

Graduation ceremonies will be held once a year during the spring 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 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 Division 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 four 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

## 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 new "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 academic credit hours in courses leading to a degree 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 \$39.00 and will be collected directly by Lee College.

For additional information about the society, please submit an I-60 to Mr. Paul Allen, 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



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 15 to 59 SCHs; 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.

### Minimum Requirements for Associate Degree

Texas statutes have established a core curriculum for the first two years of study at public institutions. Course options vary among colleges and universities, but all students are required to take classes in English, History, and Government. These are required for AA, AS and AAS degrees. LCHC students must have a degree plan on file before the end of the first semester.

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.

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

## Certificates Of Completion

Lee College Huntsville Center offers 12 Certificates of Completion. These programs are designed for students who plan to be employed in technical fields. Certificates may require coursework in mathematics and English, but in most cases do not require the student to pass the TSI test for graduation.

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 sciences degrees.

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
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 – Combination	7.5, Level A or D

Eligible offenders may participate in no more than two different college technical programs 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 Reading 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.

<b>Program Area of Interest</b>	<b>Abbreviation</b>	<b>Certificate or Degree</b>
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	AAS/ Automotive Mechanics Cert/Automotive Mechanics Cert/Automotive Technician
Cabinet Making	CRPT, WDWK TECM, CNBT	Cert/Cabinet Making AAS/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	AAS/Horticulture Cert/Horticulture **Texas A&M Master Gardener Technician Certification
Horticulture – Advanced	HALT	Cert/Landscape Management
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.

# 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 completer" 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.)*

<b>Written Communication</b>			<b>SCH</b>
ENGL	1301	English Composition I	<b>3</b>
	1302	English Composition II	
	2311	Technical Writing	

<b>Social/Behavioral Science</b>			<b>3</b>
ECON	2301	Principles of Economics: Macroeconomics	
	2302	Principles of Economics: Microeconomics	
GOVT	2305	Federal Government	
	2306	Texas Government	
HIST	1301	History of the U.S. to 1877	
	1302	History of the U.S. Since 1877	
	2301	History of Texas	
PSYC	2301	Introduction to Psychology	
SOCI	1301	Introduction to Sociology	

<b>Mathematics/Natural Science</b>			<b>3-4</b>
MATH	1332	Contemporary Math I	
	1314	College Algebra (or more advanced)	
BIOL	1411	General Botany	
	1413	General Zoology	
	2401	Human Anatomy & Physiology I	
	2402	Human Anatomy & Physiology II	
GEOL	1403	Physical Geology	
	1404	Historical Geology	
	1405	Environmental Geology	
ENVR	1401	Environmental Science	

<b>Oral Communication</b>			<b>3</b>
SPCH	1315	Principles of Public Speaking	
	1318	Interpersonal Communications	
	1321	Business and Professional Speech	

<b>Humanities/Fine Arts</b>			<b>3</b>
HUMA	1301	Introduction to the Humanities I	
	1302	Introduction to the Humanities II	
	1305	Introduction to Mexican-American Studies	
ARTS	1301	Art Appreciation	
	1303	Art History I	
	1304	Arts History II	
MUSI	1306	Music Appreciation	
ENGL	2322	English Literature: Beowulf to Romantic	
	2323	English Literature: Romantic to Present	
	2326	American Literature Survey	
	2327	American Literature to 1860	
	2328	American Literature: 1860 to Present	
	2331	Cross-Cultural Literature	
	2332	World Literature: Greeks to Renaissance	
	2333	World Literature: Fifteenth Century to the Present	
	2341	Forms of Literature	
	2351	Mexican-American Literature	
HIST	2321	History of World Civilization to 1500	
	2322	History of World Civilization from 1500 to Present	
PHIL	1301	Introduction to Philosophy	
	1304	Introduction to World Religions	
	2306	Introductions to Ethics	

**Core Curriculum Credit Hours: 15-16 minimum**

# Degrees and Certificates

## Associate of Applied Science in Air Conditioning, Heating, and Refrigeration

FIRST SEMESTER				SCH
_____	HART	1407	Refrigeration Principles	4
_____	HART	1403	Air Conditioning Control Principles	4
_____	-----	-----	<b>Written Communication</b>	<b>3</b>
_____	TECM	1341	Technical Algebra	3
				<b>14</b>

SECOND SEMESTER				SCH
_____	HART	2445	Residential Air Conditioning Systems Design	4
_____	----	----	<b>Social/Behavioral Science</b>	<b>3</b>
_____	----	----	<b>Natural Science</b>	<b>4</b>
_____	----	----	Business Elective **	6
				<b>17</b>

THIRD SEMESTER				SCH
_____	HART	1445	Gas and Electric Heating	4
_____	<b>SPCH</b>	----	<b>Oral Communication</b>	<b>3</b>
_____	----	----	<b>Humanities/Fine Arts</b>	<b>3</b>
_____	----	----	Business Elective **	3
				<b>13</b>

FOURTH SEMESTER				SCH
_____	*HART	2436	Air Conditioning Troubleshooting	4
_____	BCIS	1305	Business Computer Applications	3
_____	----	----	Business Elective **	3
_____	SOCI	2319	Multi-Cultural Studies	3
_____	----	-----	Elective	3
				<b>16</b>

**Total Semester Credit Hours for Degree** **60**

\*Capstone

\*\*Business Elective must be chosen from BUSI, BMGT, HRPO, MRKG, IBUS, BUSG, POFT



## Certificate of Completion in Air Conditioning, Heating, and Refrigeration

FIRST SEMESTER				SCH
_____	HART	1407	Refrigeration Principles	4
_____	HART	1403	Air Conditioning Control Principles	4
_____	HART	2445	Residential Air Conditioning Systems Design	4
				<b>12</b>

SECOND SEMESTER				SCH
_____	HART	1445	Gas and Electric Heating	4
_____	*HART	2436	Air Conditioning Troubleshooting	4
				<b>8</b>

**Total Semester Credit Hours for Certificate** **20**

\*Capstone

## Associate of Applied Science in Automotive Technology

### FIRST SEMESTER

_____	-----	-----	<b>Written Communication</b>	<b>3</b>
_____	TECM	1341	Technical Algebra	3
_____	AUMT	1416	Automotive Suspension and Steering Systems	4
_____	AUMT	1405	Introduction to Automotive Technology	4
_____	AUMT	1410	Automotive Brake System	4
				<b>18</b>

### SECOND SEMESTER

_____	----	----	<b>Math</b>	<b>3</b>
_____	AUMT	1407	Automotive Electrical Systems	4
_____	AUMT	1345	Automotive Climate Control Systems	3
_____	AUMT	2421	Automotive Electrical Diagnosis And Repair	4
				<b>14</b>

### THIRD SEMESTER

_____	<b>SPCH</b>	----	<b>Oral Communication</b>	<b>3</b>
_____	----	----	Humanities/Fine Arts	3
_____	AUMT	2437	Automotive Electronics	4
_____	AUMT	2417	Automotive Engine Performance Analysis I	4
				<b>14</b>

### FOURTH SEMESTER

_____	BCIS	1305	Business Computer Applications	3
_____	----	----	<b>Social/Behavioral Science</b>	<b>3</b>
_____	AUMT	2443	Advanced Emission Systems	4
_____	*AUMT	2434	Automotive Engine Performance Analysis II	4
				<b>14</b>
<b>Total Semester Credit Hours for Degree</b>				<b>60</b>

\*Capstone

### Certificate of Completion in Automotive Mechanics

#### FIRST SEMESTER

_____	AUMT	1405	Introduction to Automotive Technology	4
_____	AUMT	1410	Automotive Brake System	4
_____	AUMT	1416	Automotive Suspension and Steering Systems	4
				<b>12</b>

SCH



#### SECOND SEMESTER

_____	AUMT	1345	Automotive Climate Control Systems	3
_____	*AUMT	1407	Automotive Electrical Systems	4
				<b>7</b>

**Total Semester Credit Hours for Certificate 19**

\*Capstone

### Certificate of Completion in Automotive Technician

SCH

#### FIRST SEMESTER

_____	AUMT	2421	Automotive Electrical Diagnosis	4
_____	AUMT	2437	Automotive Electronics	4
_____	AUMT	2417	Automotive Engine Performance Analysis I	4
				<b>12</b>

#### SECOND SEMESTER

_____	AUMT	2443	Advanced Emission Systems Diagnosis	4
_____	*AUMT	2434	Automotive Engine Performance Analysis II	4
				<b>8</b>

**Total Semester Credit Hours for Certificate 20**

SCH

\*Capstone

\*\*Both certificates required for degree

## Associate of Applied Science in Cabinet Making

### FIRST SEMESTER

_____	_____	_____	<b>Written Communication</b>
_____	TECM	1301	Industrial Mathematics
_____	CRPT	1429	Introduction to Carpentry
_____	CNBT	2317	Green Building

### SECOND SEMESTER

_____	_____	_____	<b>Oral Communications</b>
_____	CRPT	1415	Conventional Wall Systems
_____	CNBT	1446	Construction Estimating
_____	WDWK	1413	Cabinet Making 1
_____	_____	_____	<b>Social/Behavioral</b>

### THIRD SEMESTER

_____	WDWK	2451	Cabinet Making II
_____	_____	_____	<b>Natural Science</b>
_____	WDWK	2431	Cabinet Making III
_____	_____	_____	Business Elective

### FOURTH SEMESTER

_____	_____	_____	<b>Humanities/Fine Arts</b>
_____	CRPT	1445	Conventional Interior Finish Systems
_____	_____	_____	Elective
_____	*WDWK	1491	Special Topics in Cabinet Maker & Millworker

**Total Semester Hours for Degree**

**60**

\*Capstone



## Certificate of Completion in Cabinet Making

**SCH**

### FIRST SEMESTER

_____	TECM	1301	Industrial Mathematics	3
_____	CRPT	1429	Introduction to Carpentry	4
_____	CNBT	2317	Green Building	3
				<b>10</b>

**13**

### SECOND SEMESTER

_____	CRPT	1415	Conventional Wall System	4
_____	CNBT	1446	Construction Estimating	4
_____	WDWK	1413	Cabinet Making I	4
_____	WDWK	2451	Cabinet Making II	4
				<b>16</b>

**18**

### THIRD SEMESTER

_____	WDWK	2431	Cabinet Making III	4
_____	CRPT	1445	Conventional Interior Finish Systems	4
_____	*WDWK	1491	Special Topics in Cabinet Maker & Millworker	4
				<b>12</b>

**15**

**Total Semester Credit Hours for Certificate**

**38**

\*Capstone

**3**

**4**

**3**

**4**

**14**



## Associate of Applied Science in Business Management

### FIRST SEMESTER

_____	BMGT	1301	Supervision	3
_____	-----	-----	<b>Written Communication</b>	<b>3</b>
_____	HRPO	1311	Human Relations	3
_____	BMGT	1341	Business Ethics	3
				<b>12</b>

### SECOND SEMESTER

_____	-----	-----	<b>Oral Communications</b>	<b>3</b>
_____	BUSI	1301	Business Principles	3
_____	Acct	2301	Principles of Accounting I	3
_____	HRPO	2301	Human Resource Management	3
_____	MRKG	1311	Principles of Marketing	3
				<b>15</b>

### THIRD SEMESTER

_____	BMGT	1331	Production & Operations Management	3
_____	BMGT	1325	Office Management	3
_____	-----	-----	<b>Social/Behavioral</b>	<b>3</b>
_____	IBUS	1305	Introduction to International Business	3
_____	BMGT	1307	Team Building	3
				<b>15</b>

### FOURTH SEMESTER

_____	BUSI	2301	Business Law	3
_____	-----	-----	<b>Mathematics or Natural Science 3-4</b>	<b>3-4</b>
_____	*BUSG	2309	Small Business Management	3
_____	-----	-----	<b>Humanities/Fine Arts</b>	<b>3</b>
_____	BMGT	1327	Principles of Management	3
_____	POFT	1325	Business Math using Technology or BCIS 1305	3
				<b>18-19</b>

**Total Semester Hours for Degree** **60**

\*Capstone

### Certificate of Completion in Entrepreneurship

#### FIRST SEMESTER

_____	BMGT	1301	Supervision	3
_____	ACNT	1303	Introduction to Accounting I Or	3
_____	ACCT	2301	Principles of Accounting I – Financial	3
_____	BUSI	1301	Business Principles	3
_____	MRKG	1311	Principles of Marketing	3
				<b>12</b>

**SCH**



#### SECOND SEMESTER

_____	BUSI	2301	Business Law	3
_____	IMED	2309	Internet Commerce	3
_____	IBUS	1305	Introduction to International Business	3
_____	BUSG	2309	Small Business Management	3
				<b>12</b>

**Total Semester Credit Hours for Certificate** **24**

### Certificate of Completion in Business

_____	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
				<b>SCH</b>

**Total Semester Credit Hours for Certificate** **15**

### Certificate of Completion in International Business

_____	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
				<b>SCH</b>

**Total Semester Credit Hours for Certificate** **15**

### Certificate of Completion in Supervision

_____	BMGT	1301	Supervision	<b>SCH</b>	3
_____	MRKG	1311	Principles of Marketing	3	
_____	BMGT	1307	Team Building	3	
_____	HRPO	2301	Human Resources Management	3	
_____	BMGT	1331	Production and Operation Management	3	
	or BMGT	1325	Office Management	3	

#### Total Semester Credit Hours for Certificate

**15**

### Certificate of Completion in Management

<b>FIRST SEMESTER</b>					
_____	BMGT	1301	Supervision	<b>SCH</b>	3
_____	BMGT	1327	Principles of Management	3	
_____	BMGT	1307	Team Building	3	
_____	HRPO	2301	Human Resources Management	3	
_____	HRPO	1311	Human Relations	3	
<b>SECOND SEMESTER</b>					
_____	BMGT	1325	Office Management	3	
_____	BMGT	1331	Production and Operation Management	3	
_____	BUSG	2309	Small Business Management/ Entrepreneurship	3	
_____	ACNT	1303	Introduction to Accounting 1	3	
_____	or ACCT	2301	Principles of Accounting 1	3	
				<b>12</b>	

#### Total Semester Credit Hours for Certificate

**27**

### Certificate of Completion in Marketing

_____	MRKG	1311	Principles of Marketing	<b>SCH</b>	3
_____	BUSI	1301	Business Principles	3	
_____	GISC	1311	Introduction to Geographic Information Systems	3	
_____	IMED	2309	Internet Commerce	3	
_____	BUSI	2301	Business Law	3	
_____	IBUS	1305	Introduction to International Business and Trade	3	

#### Total Semester Credit Hours for Certificate

**18**

### Associate of Applied Science in Culinary Arts

<b>FIRST SEMESTER</b>					<b>SCH</b>
_____	CHEF	1305	Sanitation & Safety		3
_____	IFWA	2346	Quantity Procedure		3
_____	CHEF	1301	Basic Food Preparation		3
_____	PSTR	1301	Fundamentals of Baking		3
_____	----	----	<b>Written Communication</b>		<b>3</b>
					<b>15</b>

<b>SECOND SEMESTER</b>					
_____	CHEF	2301	Intermediate Food Preparation		3
_____	CHEF	2302	Saucier		3
_____	CHEF	2331	Advanced Food Preparation		3
_____	IFWA	1401	Food Preparation I		4
_____	----	----	<b>Oral Communications</b>		<b>3</b>
					<b>16</b>

<b>THIRD SEMESTER</b>					
_____	IFWA	1427	Food Preparation II		4
_____	CHEF	1341	American Regional Cuisine		3
_____	CHEF	1345	International Cuisine		3
_____	CHEF	2336	Charcuterie		3
_____	----	----	<b>Social Behavioral Science</b>		<b>3</b>
					<b>16</b>

<b>FOURTH SEMESTER</b>					
_____	*PSTR	2331	Advance Pastry		3
_____	IFWA	1318	Nutrition for the Food Service Professional		3
_____	----	----	<b>Humanities/Fine Arts</b>		<b>3</b>
_____	----	----	<b>Natural Science</b>		<b>4</b>
					<b>13</b>

#### Total Semester Credit Hours for Degree

**60**

\*Capstone

### Certificate of Completion in Culinary Arts

<b>FIRST SEMESTER</b>					<b>SCH</b>
_____	CHEF	1305	Sanitation and Safety		3
_____	CHEF	1301	Basic Food Preparation		3
_____	IFWA	2346	Quantity Procedures		3
					<b>9</b>

<b>SECOND SEMESTER</b>					
_____	PSTR	1301	Fundamentals of Baking		3
_____	*CHEF	2301	Intermediate Food Preparation		3
					<b>6</b>

#### Total Semester Credit Hours for Certificate

**15**

\*Capstone





### Certificate of Completion in Advanced Culinary Arts

#### FIRST SEMESTER

___	CHEF	2302	Saucier	3
___	CHEF	2331	Advanced Food Preparation	3
___	IFWA	1401	Food Preparation I	4
___	IFWA	1427	Food Preparation II	4

**SCH**

3  
3  
4  
4  
**14**

#### SECOND SEMESTER

___	CHEF	1341	American Regional Cuisine	3
___	CHEF	1345	International Cuisine	3
___	CHEF	2336	Charcuterie	3
___	*PSTR	2331	Advanced Pastry Shop	3
___	IFWA	1318	Nutrition for the Food Service Professional	3

3  
3  
**15**

#### Total Semester Hours for Certificate

**29**

\*Capstone

### Associate of Applied Science in Horticulture

#### FIRST SEMESTER

___	HALT	2420	Nursery Production and Management	4
___	HALT	1401	Principles of Horticulture	4
___	HALT	2423	Horticulture Pest Control	4
___	----	----	<b>Written Communication</b>	3

**SCH**

4  
4  
4  
3  
**15**

#### SECOND SEMESTER

___	HALT	1422	Landscape Design	4
___	HALT	2414	Plant Propagation	4
___	HALT	1424	Turfgrass Science & Management	4
___	<b>SPCH</b>	----	<b>Oral Communications</b>	3

**15**

#### THIRD SEMESTER

___	HALT	1438	Irrigation Water Management & Conservation	4
___	HALT	1327	Horticultural Equipment Management	3
___	HALT	2418	Soil Fertility & Fertilizers	4
___	----	----	<b>Natural Science</b>	4
___	----	----	Elective	3

**18**

#### FOURTH SEMESTER

___	*HALT	2321	Small Farming	3
___	----	----	<b>Humanities/Fine Arts</b>	3
___	----	----	<b>Social/Behavioral Science</b>	3
___	----	----	Elective	3

**12**

#### Total Semester Credit Hours for Degree

**60**

\*Capstone

### Certificate of Completion in Horticulture

**SCH**

#### FIRST SEMESTER

___	HALT	1401	Principles of Horticulture	4
___	HALT	2423	Horticulture Pest Control	4
___	HALT	2420	Nursery Production and Management	4

**12**

#### SECOND SEMESTER

___	HALT	1422	Landscape Design	4
___	*HALT	2414	Plant Propagation	4

**8**

#### Total Semester Credit Hours for Certificate

**20**

\*Capstone



## Certificate of Completion in Landscape Management

### FIRST SEMESTER

___	HALT	1424	Turfgrass Science & Management	4
___	HALT	1438	Irrigation Water Management & Conservation	4
___	HALT	1327	Horticultural Equipment Management	3

**SCH**  
**11**

### SECOND SEMESTER

___	HALT	2418	Soil Fertility & Fertilizers	4
___	*HALT	2321	Small Farming	3

**SCH**  
**7**

### Total Semester Credit Hours for Certificate

**18**

\*Capstone

## Associate of Applied Science in Microcomputer Applications

### FIRST SEMESTER

___	ITSC	1321	Intermediate PC Operating Systems	3
___	ITSW	1401	Introduction to Word Processing	4
___	----	----	<b>Written Communication</b>	<b>3</b>
___	ITSW	1304	Introduction to Spread Sheets	3
___	---	---	Elective	3

**SCH**  
**16**

### SECOND SEMESTER

___	ITSE	2309	Database Programming	3
___	ITSW	1410	Introduction to Presentation Graphic Software	4
___	----	----	<b>Natural Science</b>	<b>4</b>
___	----	----	<b>Humanities/Fine Arts</b>	<b>3</b>
___	---	---	Elective	3

**17**

### THIRD SEMESTER

___	IMED	1316	Web Design I	3
___	----	----	<b>Oral Communication</b>	<b>3</b>
___	TECM	1349	Technical Math Applications	3
___	BUSI	1341	Business Principles	3
___	---	---	Elective	3

**15**

### FOURTH SEMESTER

___	*IMED	2315	Web Design II	3
___	----	----	<b>Social/Behavioral Science</b>	<b>3</b>
___	BUSG	2309	Small Business Management	3
___	IMED	2309	Internet Commerce	3

### Total Semester Credit Hours for Degree

**60**

\*Capstone

## Certificate of Completion in Microcomputer Applications

### 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

**SCH**  
**13**

### SECOND SEMESTER

___	ITSW	1410	Introduction to Presentation Graphic Software	4
___	IMED	1316	Web Design I	3
___	*IMED	2315	Web Design II	3

**10**

### Total Semester Credit Hours for Certificate

**23**

\*Capstone





### Certificate of Completion in Truck and Heavy Equipment Operator

#### FIRST SEMESTER

___	CVOP	2201	Federal Motor Carrier Safety Regulations	2
___	CVOP	1245	Commercial Drivers License Overview	2
___	CVOP	1205	Commercial Drivers License Written Skills	2
___	CVOP	2209	Semi Tractor-Trailer Operator Driving Skills	2
___	CVOP	2205	Fundamental Driving Skills	2
___	CVOP	2233	Advanced Driving Skills I	2
___	CVOP	2237	Advanced Driving Skills II	2

#### SECOND SEMESTER

___	CVOP	2235	Defensive Driving Course-Professional Truck Driver	2
___	CVOP	1211	Driving Skills for Transporting Passengers	2
___	CVOP	2231	Trucking Environment and Lifestyle	2
___	*CVOP	1201	Commercial Drivers' License Driving Skills	2

**Total Semester Credit Hours for Certificate**

**SCH**

**14**

**8**

**22**

### Associate of Applied Science in Welding Technology

#### 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
___	----	----	<b>Written Communication</b>	3
___	TECM	1341	Technical Algebra	3

#### SECOND SEMESTER

___	WLDG	2413	Intermediate Welding Using Multiple Process	4
___	WLDG	2453	Advanced Pipe Welding	4
___	----	----	<b>Social/Behavioral Science</b>	3
___	----	----	<b>Math</b>	3

#### THIRD SEMESTER

___	WLDG	1430	Introduction to Gas Metal Arc (GMAW) Welding	4
___	WLDG	1412	Introduction to Flux Core Welding (FCAW)	4
___	WLDG	1434	Introduction to Gas Tungsten ARC (GTAW) Welding	4
___	SPCH	----	<b>Oral Communications</b>	3
___	----	----	<b>Humanities/Fine Arts</b>	3

**SCH**

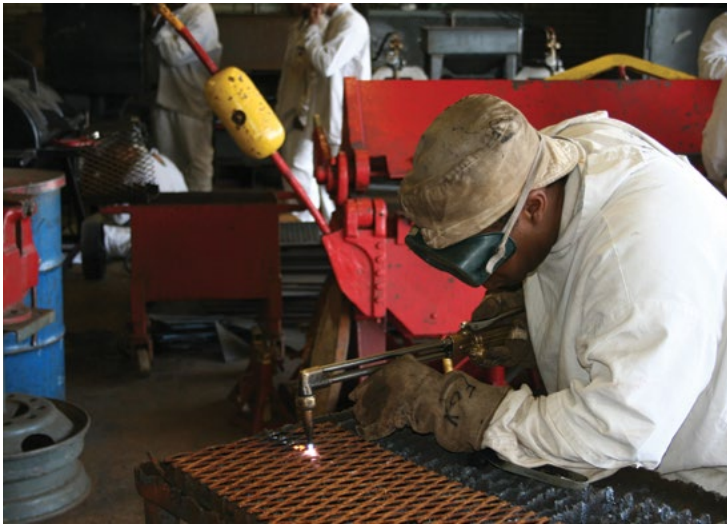
**18**

**14**

**18**

**39**

\*Capstone



**FOURTH SEMESTER**

___	WLDG	1317	Introduction to Layout and Fabrication	3
___	WLDG	1453	Intermediate Layout and Fabrication	4
___	BCIS	1305	Business Computer Applications	3
				<b>10</b>

**Total Semester Credit Hours for Degree 60**

**Certificate of Completion in Welding Technology**

**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
				<b>12</b>

**SECOND SEMESTER**

___	WLDG	2413	Intermediate Welding Using Multiple Process	4
___	*WLDG	2453	Advanced Pipe Welding	4
				<b>8</b>

**\*Total Semester Credit Hours for Certificate 20**

**Certificate of Completion in Combination Welding**

**FIRST SEMESTER SCH**

___	WLDG	1430	Introduction to Gas Metal Arc (GMAW) Welding	4
___	WLDG	1412	Introduction to Flux Core Welding (FCAW)	4
___	WLDG	1434	Introduction to Gas Tungsten ARC (GTAW) Welding	4
				<b>12</b>

**SECOND SEMESTER**

___	WLDG	1317	Introduction to Layout and Fabrication	3
___	*WLDG	1453	Intermediate Layout and Fabrication	4
				<b>7</b>

**\*Total Semester Credit Hours for Certificate 19**

\*Both certificates required for degree

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

Completion of the semester course sequence is dependent on TDCJ/Lee College Huntsville Center semester unit schedule offerings.

Core curriculum courses are shown in bold type.

# Chapter 4

## COURSE DESCRIPTIONS



# Course Descriptions for Credit Courses

## ACCT 2301

### Principles of Accounting I – Financial

This course introduces accounting concepts, principles, and procedures with an emphasis on financial accounting statements for corporations and accounting processes for a service and merchandise enterprise. The course focuses on elements of the balance sheet and income statement including current, plant and intangible assets; deferrals; accruals; current and long term liabilities; and stock transactions. In addition, ethics, accounting systems and control, short and long term securities are also studied.

*Prerequisite: READ 301 or equivalent*

*Lecture Hrs = 3, Lab Hrs = 0*

## ACCT 2302

### 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 2401, READ 301 or equivalent*

*Lecture Hrs = 3, Lab Hrs = 0*

## ACNT 1303

### Introduction to Accounting I

A study of analyzing, classifying and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

*Prerequisite: READ 301 or equivalent*

*Lecture Hrs = 3, Lab Hrs = 0*

## ARTS 1301

### Art Appreciation

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

*Pre/Corequisite: READ 301 or equivalent.*

*Lecture Hrs = 3, Lab Hrs = 0*

## ARTS 1303

### Art History I

A survey of painting, sculpture, and architecture from prehistoric times through the 13th century. Alternatively, the course may be presented topically.

*Pre/Corequisite: READ 301 or equivalent*

*Lecture Hrs = 3, Lab Hrs = 0*

## ARTS 1304

### Art History II

A survey of painting, sculpture, and architecture from the 14th century to the present. Alternatively, the course may be presented topically.

*Pre/Co requisite: READ 301 or equivalent*

*Lecture Hrs = 3, Lab Hrs = 0*

## 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, fasteners, professional responsibilities, and automotive maintenance. May be taught manufacturer-specific.

*Lecture Hrs = 2, Lab Hrs = 8*

## 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.

*Lecture Hrs = 2, Lab Hrs = 8*

## AUMT 1410

### 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, anti-lock brake systems, and parking brakes. May be taught with manufacturer-specific instructions.

*Lecture Hrs = 2, Lab Hrs = 8*

## AUMT 1416

### 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.

*Lecture Hrs = 2, Lab Hrs = 8*

## 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 Hrs = 2, Lab Hrs = 4*

## AUMT 2417

### Automotive Engine Performance Analysis I

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

*Lecture Hrs = 2, Lab Hrs = 8*

## **AUMT 2421**

### **Automotive Electrical Diagnosis and Repair**

Repair of automotive electrical subsystems, lighting, instrumentation, and accessories. Emphasis on accurate diagnosis and proper repair methods using various troubleshooting skills and techniques. May be taught manufacturer specific.

*Lecture Hrs = 2, Lab Hrs = 8*

## **AUMT 2434**

### **Automotive Engine Performance Analysis II**

Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems. Includes use of advanced engine performance diagnostic equipment. May be taught manufacturer specific.

*Lecture Hrs = 2, Lab Hrs = 8*

## **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 Hrs = 2, Lab Hrs = 8*

## **AUMT 2443**

### **Advanced Emission Systems Diagnostics**

Diagnosis and repair of emission control systems with emphasis on the application of advanced diagnostic information, tools, and techniques. Course will include state and federal laws required for preparation for licensing. May be taught manufacturer specific.

*Lecture Hrs = 2, Lab Hrs = 8*

## **BCIS 1305**

### **Business Computer Applications**

Computer technology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business oriented utilization of the Internet. (This course is part of the Business Field of Study Curriculum.)

*Lecture Hrs = 3, Lab Hrs = 0*

## **BIOL 1411**

### **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.

Pre/Corequisite: READ 302 or equivalent, ENGL 301 or equivalent, MATH 310 or equivalent.

*Lecture Hrs = 3, Lab Hrs = 3*



## **BIOL 1413**

### **General Zoology**

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

Pre/Corequisite: READ 302 or equivalent, ENGL 301 or equivalent, MATH 310 or equivalent.

*Lecture Hrs = 3 Lab Hrs = 3*

## **BIOL 1424**

### **Plant Taxonomy**

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

Pre/Co requisite: Read 301 or equivalent, ENGL 301 or equivalent, MATH 310 or equivalent.

*Lecture Hrs = 3 Lab Hrs = 3*

## **BIOL 2401**

### **Human Anatomy and Physiology I**

This course consists of the fundamentals of human anatomy and physiology with the emphasis on etiology and functions of anatomical systems. Laboratory includes dissection of a mammal, study of selected mammalian organs, histological studies, and physiological experiments.

Prerequisite: Read 302 or equivalent.

*Lecture Hrs = 3 Lab Hrs = 3*

## **BIOL 2402**

### **Human Anatomy & Physiology II**

A continuation of BIOL 2401.

Prerequisite: BIOL 2401(C or better).

*Lecture Hrs = 3 Lab Hrs = 3*

## **BMGT 1301**

### **Supervision**

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

Pre/Corequisite: READ 300 or equivalent.

Lecture Hrs = 3 Lab Hrs = 0

## **BMGT 1307**

### **Team Building**

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

Lecture Hrs = 3, Lab Hrs = 0

## **BMGT 1325**

### **Office Management**

Systems, procedures, and practices related to organizing and planning office work, controlling employees' performance, and exercising leadership skills.

Lecture Hrs = 3, Lab Hrs = 0

## **BMGT 1327**

### **Principles of Management**

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

Prerequisite: READ 301 or equivalent.

Lecture Hrs = 3 Lab Hrs = 0

## **BMGT 1331**

### **Production and Operations Management**

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

Lecture Hrs = 3, Lab Hrs = 0

## **BMGT 1341**

### **Business Ethics**

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

Lecture Hrs = 3, Lab Hrs = 0

## **BUSG 2309**

### **Small Business Management/Entrepreneurship**

Starting, operating and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues.

Lecture Hrs = 3 Lab Hrs = 0

## **BUSI 1301**

### **Business Principles**

Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary.

Prerequisite: READ 301 or equivalent.

Lecture Hrs = 3 Lab Hrs = 0

## **BUSI 1307**

### **Personal Finance**

Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans.

Pre/Corequisite: READ 301 or equivalent.

Lecture Hrs = 3 Lab Hrs = 0

## **BUSI 2301**

### **Business Law**

Principles of law which form the legal framework for business activity.

Pre/Corequisite: READ 301 or equivalent.

Lecture Hrs = 3 Lab Hrs = 0

## **CHEF 1301**

### **Basic Food Preparation**

A study of the fundamental principles of food preparation and cookery to include Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism.

Lecture Hrs = 1, Lab Hrs = 8

## **CHEF 1305**

### **Sanitation and Safety**

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

Lecture Hrs = 2, Lab Hrs = 4

## **CHEF 1341**

### **American Regional Cuisine**

A study of the development of regional cuisine's in the United States with emphasis on the similarities in production and service systems. Application of skills to develop, organize, and acquire knowledge of recipe strategies and production systems.

Lecture Hrs. = 1, Lab Hrs. = 7

## **CHEF 1345**

### **International Cuisine**

The study of classical cooking skills associated with the preparation and service of international and ethnic cuisines. Topics include similarities between food preparation systems used in the United States and other regions of the world.

Lecture Hrs. = 1, Lab Hrs. = 7





### **CHEF 2301**

#### **Intermediate Food Preparation**

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

*Lecture Hrs. = 1, Lab Hrs. = 7*

### **CHEF 2302**

#### **Saucier**

Instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and the pairing of sauces with a variety of foods.

*Lecture Hrs. = 1, Lab Hrs. = 7*

### **CHEF 2331**

#### **Advanced Food Preparation**

Advanced concepts of food preparation and presentation techniques.

*Lecture Hrs = 1, Lab Hrs = 8*

### **CHEF 2336**

#### **Charcuterie**

Advanced concepts in the construction of sausages, pates, and related force meat preparations.

*Lecture Hrs. = 1, Lab Hrs. = 7*

### **CNBT 1446**

#### **Construction Estimating I**

Fundamentals of estimating materials and labor costs in construction.

*Lecture Hrs. = 2, Lab Hrs. = 4*

### **CNBT 2317**

#### **Green Building**

Methods and materials used for buildings that conserve energy, water, and human resources.

*Lecture Hrs. = 2, Lab Hrs. = 2*

### **COSC 1301**

#### **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 is intended for non-Business and non-Computer Science majors.

*Lecture Hrs = 3, Lab Hrs = 0*

### **CRPT 1415**

#### **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.

*Lecture Hrs. = 2, Lab Hrs. = 6*

### **CRPT 1429**

#### **Introduction to Carpentry**

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

*Lecture Hrs = 2, Lab Hrs = 6*

### **CRPT 1445**

#### **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.

*Lecture Hrs. = 2, Lab Hrs. = 6*

### **CVOP 1201**

#### **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.

*Lecture Hrs = 1, Lab Hrs = 4*

### **CVOP 1205**

#### **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.

*Lecture Hrs = 2, Lab Hrs = 0*

## **CVOP 1211**

### **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.

*Lecture Hrs = 1, Lab Hrs = 4*

## **CVOP 1245**

### **Commercial Drivers License Overview**

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

*Lecture Hrs = 2, Lab Hrs = 0*

## **CVOP 2201**

### **Federal Motor Carrier Safety Regulations**

Overview of Federal Motor Carrier Safety Regulations and their application to the commercial vehicle operator. Presentation of the Federal Motor Carrier Safety Regulations including driver's record of duty status, physical requirements, drug and/or alcohol testing, safety requirements of equipment, and safety procedures.

*Lecture Hrs = 2, Lab Hrs = 0*

## **CVOP 2205**

### **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.

*Lecture Hrs = 1, Lab Hrs = 4*

## **CVOP 2209**

### **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.

*Lecture Hrs = 1, Lab Hrs = 2*

## **CVOP 2231**

### **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.

*Lecture Hrs = 1, Lab Hrs = 4*

## **CVOP 2233**

### **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.

*Lecture Hrs = 1, Lab Hrs = 4*

## **CVOP 2235**

### **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.

*Lecture Hrs = 2, Lab Hrs = 0*

## **CVOP 2237**

### **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.

*Lecture Hrs = 1, Lab Hrs = 4*

## **EDUC 1300**

### **Learning Framework**

A study of the (1) research and theory in the psychology of learning, cognition, and motivation, (2) factors that impact learning, and (3) application of learning strategies. Theoretical model of strategic learning and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Pre/Corequisite: Read 300 or equivalent

*Lecture Hrs = 3 Lab Hrs = 0*

## **ECON 2301**

### **Principles of Economics: Macroeconomics**

This course emphasizes macroeconomics; economic analysis of forces determining levels of income, prices, and employment; economic growth; explanation of economic term and institutions; and consideration of current problems. Prerequisite: READ 302 or equivalent, ENGL 302, and MATH 310 or equivalent.

*Lecture Hrs = 3, Lab Hrs = 0*

## **ECON 2302**

### **Principles 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: READ 302 or equivalent, ENGL 302, and MATH 310 or equivalent.

*Lecture Hrs = 3, Lab Hrs = 0*

## **ENGL 1301**

### **English Composition I**

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

*Prerequisite: ENGL 302 or equivalent, READ 302 or equivalent.*

*Lecture Hrs = 3, Lab Hrs = 0*

## **ENGL 1302**

### **English Composition II**

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive tests. 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).*

*Lecture Hrs = 3, Lab Hrs = 0*

## **ENGL 2311**

### **Technical Writing**

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

*Prerequisite: ENGL 302 or equivalent, READ 302 or equivalent.*

*Lecture Hrs = 3, Lab Hrs = 0*

## **ENRD 401**

### **Integrated Writing 1 & Intermediate College Reading**

This is a combined lecture/lab, performance based course 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 will be provided in a laboratory setting. This course will require a lab.

*Lecture Hrs = 3, Lab Hrs = 3*

*Placement using TSIA scores. Placement is according to lowest TSIA component score, Reading scores between 342-346 and/or Writing scores between 350-356.*

## **ENRD 402**

### **Integrated Writing II & Advanced College Reading**

This is a combined lecture/lab, performance-based course 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. This is a course with a required lab.

*Lecture Hrs = 3, Lab Hrs = 3*

## **ENVR 1401**

### **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.

*Pre/Corequisite: READ 302 or equivalent.*

*Lecture Hrs = 3, Lab Hrs = 3*

## **GEOL 1301**

### **Earth Science**

Survey of physical sciences with emphasis on the earth's ecological and geological processes. THIS IS NOT A THREE-HOUR SCIENCE LAB COURSE; IT IS AN ELECTIVE.

*Prerequisite: READ 302 or equivalent*

*Lecture Hrs = 3, Lab Hrs = 0*

## **GEOL 1403**

### **Physical Geology**

Earth forms, structures, materials and processes which have formed them. An introduction to minerals, rocks and topographic maps.

*Prerequisite: Read 302 or equivalent.*

*Lecture Hrs = 3, Lab Hrs = 3*

## **GEOL 1404**

### **Historical Geology**

A history of the earth and the development of its life forms and land forms throughout geologic time. Introduction to fossils and geologic maps.

*Prerequisite: READ 302 or equivalent.*

*Lecture Hrs = 3, Lab Hrs = 3*

## **GEOL 1405**

### **Environmental Geology**

Environmental geology is an introductory survey to some of the various processes that help to shape our earth, the resources that come from it, and the problems that arise from their use. Lab studies will investigate such problems as flooding, faulting, subsidence, landfills, and other pertinent land use issues.

*Prerequisite: READ 302 or equivalent.*

*Lecture Hrs = 3, Lab Hrs = 3*

## **GISC 1311**

### **Introduction to Geographic Information Systems (GIS)**

Introduction to basic concepts of vector GIS using several industry specific software programs including nomenclature of cartography and geography.

*Pre/Corequisite ENRD 401 or equivalent.*

*Lecture Hrs – 2, Lab Hrs - 2*

## **GOVT 2305**

### **Federal Government**

Origin and development of the U. S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights

*Prerequisite: ENGL 302 or equivalent, READ 302 or equivalent*

*Lecture Hrs = 3, Lab Hrs = 0*

## **GOVT 2306**

### **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: ENGL 302 or equivalent, READ 302 or equivalent.*

*Lecture Hrs = 3, Lab Hrs = 0*

## **HALT 1401**

### **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.

*Lecture Hrs = 2, Lab Hrs = 8*

## **HALT 1422**

### **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.

*Lecture Hrs = 2, Lab Hrs = 8*

## **HALT 1424**

### **Turfgrass Science & Management**

Coverage of various species of warm and cool season grasses including their uses, application, adaptability, environmental tolerances, anatomy, and physiological responses.

*Lecture Hrs = 2, Lab Hrs = 8*

## **HALT 1438**

### **Irrigation Water Management and Conservation**

Application of the science of soil-water plant relations and climatic conditions to develop effective 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.

*Lecture Hrs = 2, Lab Hrs = 6*

## **HALT 1327**

### **Horticulture Equipment & Management**

Application of various types of powered equipment used in the horticulture industry. Presentation of functions, operations, troubleshooting techniques, and repair of equipment.

*Lecture Hrs = 1, Lab Hrs = 8*

## **HALT 2418**

### **Soil Fertility & Fertilization**

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.

*Lecture Hrs = 2, Lab Hrs = 8*



## **HALT 2321**

### **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.

*Lecture Hrs = 1, Lab Hrs = 8*

## **HALT 2414**

### **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, and tissue culture; and environmental factors of propagation.

*Lecture Hrs = 2, Lab Hrs = 8*

## **HALT 2420**

### **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.

*Lecture Hrs = 2, Lab Hrs = 8*

## **HALT 2423**

### **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.

*Lecture Hrs = 2, Lab Hrs = 8*

## **HART 1403**

### **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.

*Lecture Hrs = 2, Lab Hrs = 8*

## **HART 1407**

### **Refrigeration Principles**

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety.

*Lecture Hours = 2, Lab Hours = 8*

## **HART 1445**

### **Gas and Electric Heating**

Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems.

*Lecture Hrs = 2, Lab Hrs = 8*

## **HART 2436**

### **Air Conditioning Troubleshooting**

An advanced course in application of trouble-shooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests.

*Lecture Hrs = 2, Lab Hrs = 8*

## **HART 2445**

### **Residential Air Conditioning Systems Design**

Study of the properties of air and results of cooling, heating, humidifying or dehumidifying, heat gain and heat loss calculations including equipment selection and balancing the air system.

*Lecture Hrs = 2, Lab Hrs = 8*

## **HIST 1301**

### **History of the United States to 1877**

The political, economic, social, and intellectual history of the United States from the discovery of America to 1877.

*Prerequisite: ENGL 302 or equivalent, READ 302 or equivalent.*

*Lecture Hrs = 3, Lab Hrs = 0*

## **HIST 1302**

### **History of the United States Since 1877**

The political, economic, social, and intellectual history of the United States from 1877 to the present day.

*Prerequisite: ENGL 302 or equivalent, READ 302 or equivalent.*

*Lecture Hrs = 3, Lab Hrs = 0*

## **HIST 2301**

### **History of Texas**

Texas history from colonization to the present day with attention given to political, social, economic, and intellectual history. Designed for any students interested in local history, the course is particularly recommended for prospective teachers in the public schools of Texas.

*Prerequisite: ENGL 302 or equivalent, READ 302 or equivalent.*

*Lecture Hrs = 3, Lab Hrs = 0*

## **HIST 2321**

### **History of World Civilizations to 1500**

A comparative historical study of Europe, Asia, Africa, the Americans, and Australia to 1500. A research component is required for honors credit.

*Prerequisite: ENGL 302 or equivalent, READ 302 or equivalent.*

*Lecture Hrs = 3, Lab Hrs = 0*

## **HIST 2322**

### **History of World Civilizations from 1500 to Present**

A comparative historical study of Europe, Asia, Africa, the Americans, and Australia from 1500 to the present. A research component is required for honors credit.

*Prerequisite: ENGL 302 or equivalent, READ 302 or equivalent.*

*Lecture Hrs = 3, Lab Hrs = 0*

## **HRPO 1311**

### **Human Relations**

Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

*Lecture Hrs = 3, Lab Hrs = 0*

## **HRPO 2301**

### **Human Resources Management**

Behavioral and legal approaches to the management of human resources in organizations.

*Lecture Hrs = 3, Lab Hrs = 0*

## **HUMA 1301**

### **Introduction to the Humanities I**

A multicultural, interdisciplinary introduction to the study of humankind's cultural legacy in at least four of the disciplines of the humanities, which are approached individually, in synthesis with one or more of the others, or thematically: the visual art, motion pictures, architecture, music, dance, philosophy, and literature as well as the social sciences, history, mathematics, medicine, physical sciences, and communication as they have contributed to that cultural legacy.

*Lecture Hrs = 3, Lab Hrs = 0*

## **IBUS 1305**

### **Introduction to International Business and Trade**

The techniques for entering the international market place. Emphasis on the impact and dynamics of sociocultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise.

*Prerequisite: READ 301 or equivalent*

*Lecture Hrs = 3, Lab Hrs = 0*

**IFWA 1318****Nutrition for the Food Service Professional**

An introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques.

*Lecture Hrs. = 1, Lab Hrs. = 7*

**IFWA 1401****Food Preparation I**

A study of the fundamental principles of food preparation and cookery. Emphasis on basic techniques of preparing soups, salads, dressings, sandwiches, beverages, vegetables, and cheese and egg cookery.

*Lecture Hrs. = 1, Lab Hrs. = 7*

**IFWA 1427****Food Preparation II**

Continuation of the fundamental principles of food preparation. Emphasis on preparation of food items such as meats, poultry and fish.

*Lecture Hrs. = 1, Lab Hrs. = 7*

**IFWA 2346****Quantity Procedures**

Exploration of the theory and application of quantity procedures for the operation of commercial, institutional, and industrial food services. Emphasis on quantity cookery and distribution.

*Lecture Hrs. = 1, Lab Hrs. = 7*

**IMED 1316****Web Design I**

Instruction in web design and related graphic design issues including mark-up languages, web sites and browsers

*Lecture Hrs = 2, Lab Hrs = 4*

**IMED 2309****Internet Commerce**

An overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce. Topics include a dynamic data integration, data collection, and on-line transactions.

*Lecture Hrs = 2, Lab Hrs = 4*

**IMED 2315****Web 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.

*Lecture Hrs = 2, Lab Hrs = 4*

**ITSC 1321****Intermediate PC Operating Systems**

Custom operating system installation, configuration, and troubleshooting. Manage file systems, memory, and peripheral devices.

*Lecture Hrs. = 2, Lab Hrs. = 4*

**ITSC 1409****Integrated Software Applications I**

Integration of application 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*

*Lecture Hrs. = 3, Lab Hrs. = 3*

**ITSE 2309****Database Programming**

Database development using database programming techniques emphasizing database structures, modeling, and database access.

*Lecture Hrs = 1, Lab Hrs = 6*

**ITSW 1304****Introduction to Spreadsheets**

Instruction in the concepts, procedures, and application of electronic spreadsheets.

*Lecture Hrs = 1, Lab Hrs = 6*

**ITSW 1401****Introduction to Word Processing**

An overview of the production of documents, tables, and graphics.

*Lecture Hrs = 2, Lab Hrs = 4*

**ITSW 1410****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.

*Lecture Hrs = 3, Lab Hrs = 4*

**LSSS 300****Learning Strategies for Success**

This course prepares students to develop their own plan for academic, personal and professional success through self-evaluation, application of specific strategies, discussions, journaling, and classroom exercises. These activities help students acquire effective study strategies, stimulate critical thinking, practice oral and written expression, establish goals, encourage meaningful relationships with instructors and classmates, and choose behaviors leading to a more successful academic experience.

*Lecture Hrs = 3, Lab Hrs = 0*



### **MABR 310**

#### **Pre-Algebra Bridge**

This is an abridged Math 310 course which provides an accelerated transition from arithmetic to algebra. Algebraic concepts are introduced through traditional arithmetic topics including whole numbers, fractions, decimals, percent's, geometric formulas, ratio and proportions, and signed numbers. Unit conversion and basic data analysis will also be studied. The MABR 310 results will expire within 30 days of completion, therefore students completing the course with a B or better and a score of 60% or higher on the comprehensive final exam, must register for the paired course (TECM 1341, TECM 1349, Math 320, Math 342, or Math 350).

*Lecture Hrs = 2, Lab Hrs = 1*

### **MATH 320**

#### **Introductory Algebra (TSIA score 337 - 342)**

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: MATH 310 or equivalent, READ 300 or equivalent.*

*Lecture Hrs = 3, Lab Hrs = 0*

### **MATH 330 (TSIA score 343 - 349)**

#### **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: MATH 320 or equivalent, READ 300 or equivalent.*

*Lecture Hrs = 3, Lab Hrs = 0*

### **MATH 1332**

#### **Contemporary Mathematics I**

This course assists students in becoming familiar with certain mathematical topics: sets, logic, different numeration systems, number theory, the real numbers and their properties, mathematical systems, equations, inequalities, graphs, and functions.

*Prerequisite: Math 330 or equivalent, ENGL 301 or equivalent, Read 302 or equivalent.*

*Lecture Hrs = 3, Lab Hrs = 0*

### **MATH 1314**

#### **College Algebra**

This course covers the study of quadratics; polynomial, rational, logarithmic, and exponential functions; systems of equations; progressions; sequences and series; and matrices and determinants.

*Prerequisite: ENGL 301 or equivalent, Math 330 or equivalent (C or higher) or Math 1332 or equivalent (C or higher).*

*Lecture Hrs = 3, Lab Hrs = 0*

### **MRKT 1311**

#### **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.

*Lecture Hrs = 3, Lab Hrs = 0*

### **MUSI 1306**

#### **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.

*Lecture Hrs = 3, Lab Hrs = 0*

### **POFT 1325**

#### **Business Math and Machine Applications**

Skill development in business math problem-solving using electronic technology.

*Pre/Corequisite: READ 301 or equivalent.*

*Lecture Hrs = 3, Lab Hrs = 1*

### **PSTR 1301**

#### **Fundamentals of Baking**

Fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts and doughnuts. Instruction in flours, fillings and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the evaluation of baked products.

*Lecture Hrs = 1, Lab Hrs = 7*

## **PSTR 2331**

### **Advanced Pastry Shop**

A study of classical desserts, French and International pastries, hot and cold desserts, ice creams and ices, chocolate work, and decorations. Emphasis on advanced techniques.

*Lecture Hrs. = 1, Lab Hrs. = 7*

## **PSYC 2301**

### **Introduction of 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: ENGL 302 or equivalent, READ 302 or equivalent.*

*Lecture Hrs = 3, Lab Hrs = 0*

## **PSYC 2314**

### **Life Span Growth and Development**

A 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: READ 302 or equivalent, ENGL 301 or equivalent.*

*Lecture Hrs = 3, Lab Hrs = 0*

## **PSYC 2317**

### **Statistics for Behavioral Sciences**

A course designed to provide a background in statistics for students in psychology and the social sciences. Includes elementary probability theory, measures of central tendency, variability, correlation and regression, the normal curve of probability, and statistical inference.

*Prerequisite: PSYC 2301, READ 302 or equivalent, ENGL 302 or equivalent, MATH 330 or equivalent.*

*Lecture Hrs = 3, Lab Hrs = 0*

## **READ 300 (TSIA score below 342)**

### **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.

*Lecture Hrs = 3, Lab Hrs = 0*

## **REBR 300**

### **Beginning College Reading Skills Bridge**

This as an abridged Read 300 course designed to develop students' reading habits and writing skills. The focus of the course will be on students' refreshing their skills on interpretation of basic sentence and paragraph structure, effective reading, fundamentals of grammar, punctuation, and spelling, as well as vocabulary in context. The REBR 300 results will expire within 30 days, therefore students completing the course with a B or better, and score 60% on comprehensive final must register for the paired course (ENRD 401).

*Lecture Hrs = 2, Lab Hrs = 0*

## **SOCI 1301**

### **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: ENGL 302 or equivalent, READ 302 or equivalent.*

*Lecture Hrs = 3, Lab Hrs = 0*

## **SOCI 1306**

### **Social Problems**

The course focuses on the study of social disorganization and reorganization with emphasis on the following topics: socio-economic inequality and poverty, majority and minority groups, family and divorce, aging and retirement, deviance and crime, and mental illness and suicide.

*Prerequisite: ENGL 302 or equivalent, READ 302 or equivalent.*

*Lecture Hrs = 3, Lab Hrs = 0*

## **SOCI 2319**

### **Multi-Cultural Studies**

This course focuses on the conflicts, dilemmas, and social problems that arise in multicultural societies. Special emphasis is placed on issues such as racism, sexism, and the 'politics of 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: ENGL 302 or equivalent, READ 302 or equivalent.*

*Lecture Hrs = 3, Lab Hrs = 0*

## **SOCI 2336**

### **Criminology**

In this course, the focus is on the study of crime as a form of deviant behavior. Subjects to be considered are as follows: nature and extent of crime; past and present theories as well as evaluation of prevention, control, and treatment programs.

*Prerequisite: ENGL 302 or equivalent, READ 302 or equivalent.*

*Lecture Hrs = 3, Lab Hrs = 0*





## **SOCI 2339**

### **Juvenile Delinquency**

This course provides an overview of the nature and extent of delinquency, as well as the juvenile justice system. Emphasis will be on the comparison of competing theoretical explanations/models and theories; evaluation of prevention, control, plus the evaluation of treatment programs.

*Prerequisite: READ 302 or equivalent, ENGL 302 or equivalent.*

*Lecture Hrs = 3, Lab Hrs = 0*

## **SPAN 1411**

### **Beginning Spanish**

For students with little or no previous knowledge of Spanish. Vocabulary and grammar are taught through a variety of cognitive teaching methods including the use of patterned response drills, memorization of mini-dialogues, and the analysis of contextually related readings. Proper pronunciation is stressed throughout the course.

*Prerequisite: READ 300 or equivalent*

*Lecture Hrs = 3, Lab Hrs = 3*

## **SPAN 1412**

### **Intermediate Spanish**

Continuation of SPAN 1411.

*Prerequisite: SPAN 1411, READ 300 or equivalent*

*Lecture Hrs = 3, Lab Hrs = 3*

## **SPCH 1315**

### **Principles of Public Speaking**

This course includes preparation and delivery of various types of speeches with emphasis upon such fundamental principles as self-confidence, poise, directness, posture, stress, voice, and articulation. Speech types include announcements and expository, persuasive, after dinner, and radio speeches.

*Prerequisite: READ 300 or equivalent.*

*Lecture Hrs = 3, Lab Hrs = 0*

## **SPCH 1318**

### **Interpersonal Communication**

This course is designed for the student who wants to improve communication skills in one-to-one settings in small groups. A study and practice of effective interpersonal concepts and techniques with includes subjects such as listening, assertive communication, and dealing appropriately with conflict with emphasis on self improvement.

*Prerequisite: READ 300 or equivalent.*

*Lecture Hrs = 3, Lab Hrs = 3*

## **SPCH 1321**

### **Business and Professional Communication**

Business and Professional Communication applies the techniques of oral communication to business and professional settings that people might encounter in business situations. Discussion and practical application include: methods and theory; problem-solving; the research, organization, and presentation of speeches; trends in media and interviewing.

*Prerequisite: READ 300 or equivalent.*

*Lecture Hrs = 3, Lab Hrs = 0*



## **TECM 1301**

### **Industrial Mathematics**

Math skills applicable to industrial occupations. Includes fraction and decimal manipulation, measurement, percentage, and problem-solving techniques for equations and ratio/proportion applications.

*Lecture Hrs = 2, Lab Hrs = 6*

## **TECM 1341**

### **Technical Algebra**

Application of linear equations, simultaneous equations, and quadratic equations relevant to technical occupations.

*Prerequisite: Read 300 or equivalent, MATH 310 or equivalent.*

*Lecture Hrs = 3, Lab Hrs = 0*

## **TECM 1349**

### **Technical Math Applications**

Fundamentals of trigonometry and geometry as used in a variety of technical settings. Topics include the use of plane and solid geometry to solve areas and volumes encountered in industry.

*Prerequisite: READ 300 or equivalent, Math 310 or equivalent.*

*Lecture Hrs. = 3, Lab Hrs. = 0*

## **WDWK 1413**

### **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.

*Lecture Hrs = 2 Lab Hrs = 6*

## **WDWK 1491**

### **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.

*Lecture Hrs = 3, Lab Hrs = 4*



### **WDWK 2431**

#### **Cabinet Making III**

Techniques of furniture making.

*Lecture Hrs. = 2, Lab Hrs. = 6*

### **WDWK 2451**

#### **Cabinet Making II**

Advanced skills in machine woodworking and hand craftsmanship. Emphasizes advanced design and door and drawer construction, laminate installation.

*Lecture Hrs = 2, Lab Hrs = 6*

### **WLDG 1412**

#### **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.

*Lecture Hrs = 2, Lab Hrs = 8*

### **WLDG 1317**

#### **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.

*Lecture Hrs = 1, Lab Hrs = 8*

### **WLDG 1430**

#### **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.

*Lecture Hrs = 2, Lab Hrs = 8*

### **WLDG 1434**

#### **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.

*Lecture Hrs = 2, Lab Hrs = 8*

### **WLDG 1453**

#### **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.

*Lecture Hrs = 2, Lab Hrs = 8*

### **WLDG 1457**

#### **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.

*Lecture Hrs = 2, Lab Hrs = 8*

### **WLDG 2406**

#### **Intermediate Pipe Welding**

A comprehensive course on pipe welding 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.

*Lecture Hrs = 2, Lab Hrs = 8*

### **WLDG 2413**

#### **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), flux-cored arc welding (FCAW), gas-tungsten arc welding (GTAW), or any other approved welding process.

*Lecture Hrs = 2, Lab Hrs = 8*

### **WLDG 2443**

#### **Advanced Shielded-Metal Arc Welding**

Advanced topics based on accepted welding codes. Training with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions.

*Lecture Hrs = 2, Lab Hrs = 8*

### **WLDG 2453**

#### **Advanced Pipe Welding**

Advanced topics involving pipe welding using the shielded-metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes.

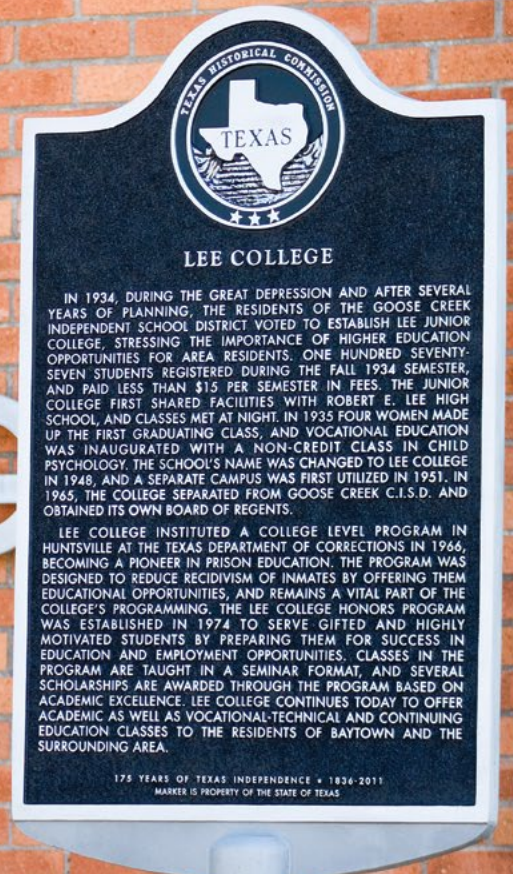
*Lecture Hrs = 2, Lab Hrs = 8*



# Chapter 5

## ABOUT LEE COLLEGE/ HUNTSVILLE CENTER

LEE  
COLLEGE



# 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.

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.