

# 2014 - 2015 Catalog



# 2014 - 2015 Catalog

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[www.lee.edu](http://www.lee.edu)

Lee College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate of Arts Degree, Associate of Arts in Teaching, Associate of Science Degree, and the Associate of Applied Science Degree. Questions or concerns regarding the accreditation may be addressed to the SACS Office at 1866 Southern Lane, Decatur, Georgia, 30033-4097, 404.679.4500. Lee College programs are approved by the Texas Higher Education Coordinating Board and the Texas Education Agency.

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

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

This catalog goes into effect the first day of the fall semester 2014.

## Vision Statement

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

## Mission Statement

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

## Goals and Outcomes

### Learner Success:

#### Enable success among all learners

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

### Community Enrichment:

#### Advocate cultural and economic diversity

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

### Employee Success:

#### Model persistence, completion, and excellence in learning

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

### Institutional Effectiveness:

#### Foster a culture of adaptability and continuous improvement

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

## Equal Education Opportunity Statement

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

For information regarding student rights or appeal procedures, refer to Chapter 2 and 3 of this catalog or contact the Vice President of Student Affairs, Lee College, P.O. Box 818, Baytown, Texas 77522-0818 or call 281.425.6400. Lee College is located at the intersection of Lee Drive and Market and Texas Avenue.

## Declaración de Igualdad en la Educación

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

Para información acerca de los derechos de los estudiantes o del procedimiento de quejas, refiérase al capítulo 2 de este catálogo o póngase en contacto con la oficina del Vicepresidente de Asuntos Estudiantiles, Lee College, Apartado Postal 818, Baytown, TX 77522-0818, teléfono 281.425.6400. Lee College está situado en la esquina de las calles Lee Drive y Market Street.

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# Lee College Academic Calendar Fall 2014 - Fall 2015\*

## FALL SEMESTER – 2014

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August	TBA 25	Week of August 18 Monday	Professional Development Activities Classes Begin (Credit & Community Education)
September	1 10	Monday Wednesday	Labor Day Holiday (college closed) Day of Record (16-week classes)
November	14 27 - 30	Friday Thursday - Sunday	Last Day for Student Drops (16-week classes) Thanksgiving Holidays (college closed)
December	4 8 - 11 12 15 23	Thursday Monday-Thursday Friday Monday Tuesday	Last Class Day (16-week session) Final Exams Grades Due Diploma Date Holiday College Begins Last Day Offices Open Winter Break (college offices closed) (Dec. 24 through Jan.2)

## SPRING SEMESTER – 2015

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Jan	5 TBA 19 20	Monday Week of January 12 Monday Tuesday	Offices Open Professional Development Activities Martin Luther King Holiday (college closed) Classes Begin (Credit & Community Education)
February	4	Wednesday	Day of Record (16-week classes)
March	16 - 22*	Monday-Sunday	Spring Break (college closed)
April	3 17	Friday Friday	Good Friday Holiday Last Day for Student Drops (16-week classes)
May	8 11 - 14 15 16	Friday Monday - Thursday Friday Saturday	Last day of credit classes Final exams Grades Due Diploma Date Commencement Ceremonies

### \*Notes

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

## SUMMER SESSIONS – 2015

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May	18	Monday	May Mini Session (May 18-June 4)
	25	Monday	Memorial Day Holiday (college closed)
June	8	Monday	Summer I Classes Begin (Credit & Community Education)
July	3	Friday	Independence Day Holiday (college closed)
	9	Thursday	Last Class Meeting for Summer I (5-week classes)
	10	Friday	Grades Due
	13	Monday	Classes Begin (Summer II Session)
August	13	Thursday	Last Class Meeting – all remaining summer classes
	14	Friday	Grades Due Summer Diploma Date

## FALL SEMESTER – 2015

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August	TBA	Week of August 17	Professional Development Activities
	24	Monday	Classes Begin (Credit & Community Education)
September	7	Monday	Labor Day Holiday (college closed)
	9	Wednesday	Day of Record (16-week classes)
November	13	Friday	Last Day for Student Drops (16-week classes)
	26 - 29	Thursday - Sunday	Thanksgiving Holidays (college closed)
December	3	Friday	Last Class Day (16-week session)
	7 - 10	Monday-Thursday	Final Exams
	11	Friday	Grades Due Diploma Date
	14	Monday	Holiday College Begins
	23	Wednesday	Last Day Offices Open Winter Break (college offices closed) (Dec. 24 through Jan. 3)

\*(dates pending GCCISD calendar)

### Temporary Closing/Cancellations

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

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

Dates and times are subject to change. Please refer to the appropriate class schedule or log on to [www.lee.edu](http://www.lee.edu) for the current information.







# Chapter 1

## ADMISSION, REGISTRATION, AND ENROLLMENT



# General Admission

## General Admission policy

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

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

Those who do not meet the qualifications listed above (including persons currently enrolled in accredited high schools) may apply for admission on an Individual Approval (IA) basis (see Individual Approval Admission, p. 11).

Admission to the College does not imply admission to programs such as the Nursing or Honors Programs, which employ special admission requirements (see Enrollment into Special Programs, p. 20). Lee College reserves the right to restrict or limit the enrollment of any instructional program.

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

## First-Time-In-College (FTIC) Freshmen

Students may enroll as FTIC freshmen if they have graduated from an accredited high school or earned a General Education Development (GED) certificate. In either case, prospective students must produce high school transcripts or GED certificates no later than mid-term of their first semester (see Documents Needed for Admission to the College, p. 12, and Texas Success Initiatives (TSI) Plan, p. 14).

## Transfer/Transient Students

Students who transfer to Lee College from other institutions must have official copies of their transcripts on file in the Office of Admissions and Records. Transcripts used to establish credits for prerequisites may be required prior to registration for classes.

Students who claim to be exempt from Texas Success Initiative (TSI) testing or claim to have met the TSI College Readiness standard in one or more areas, either because of scores earned on TSI approved tests or courses taken at other colleges or universities, must produce transcripts or other documentation no later than the Day of Record (see Texas Success Initiatives (TSI) Plan, p. 14).

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

## Students Enrolled in Accredited High Schools

Persons who are enrolled in accredited high schools and want to start college classes before high school graduation may apply for admission to the College under the Individual Approval (IA) admissions policies and, if admitted, may earn credits which can be applied toward Lee College degrees or transferred to other institutions (see Individual Approval Admission, p. 11).

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

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

Impact Early College High School Students should meet with their high school advisor to determine the number of college classes taken each semester and may earn up to 60 semester credit hours prior to their high school graduation. More information on the Goose Creek Consolidated Independent School District's Impact Early College High School can be found at [www.gccisd.net](http://www.gccisd.net).

## Students Enrolled in “Home Schooling”

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

## International Students

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

1. All admission materials must be received at least 45 days before the first class day of a given semester.
2. All applications must be accompanied by payment of a \$50 non-refundable fee.
3. Students must provide evidence of proficiency in the English language; students may satisfy this requirement by submitting results from the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). Students need a minimum aggregate (TOEFL) score of 530 on the Paper-Based Test (PBT), 197 on the Computer-Based Test (CBT), or 71 on the Internet based version (IBT). On the (IELTS), a score of 5.5 or higher is required.
4. If the applicant has completed high school outside the U.S., an official evaluation from a National Association of Credential Evaluation Services-approved agency must be sent by the agency directly to Lee College. Original copies of transcripts submitted to the College by the student will not be returned to the student.
5. Students wishing to transfer college-level work to Lee College from foreign institutions must have their transcripts evaluated by an evaluation service approved by the College. Credit for courses taken at foreign institutions will be awarded according to the policies outlined for transfer students.
6. Students must provide proof of financial support. A bank statement showing funds on deposit to cover expenses for at least one year of studies (including tuition, fees, books, supplies, and living expenses as calculated by the College) as well as a letter pledging support from the sponsor (if the statement is not in the student’s name) are required. The international student advisor will provide the dollar amount needed at time of admission appointment.

## Individual Approval Admission

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

The College’s IA admission policies are described below:

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

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

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

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

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

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

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

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

Prospective students who meet IA criteria will be admitted and may enroll. Adult students who enter the College under the IA admission procedure are encouraged to consider obtaining a General Equivalency Diploma prior to study at Lee College. Students who enter the College under these provisions may also be restricted to certain courses and/or sections.

## Enrollment for Personal Enrichment

Students who are not pursuing certificates or degrees and are not earning credits for transfer to other institutions may enroll at the college for “personal enrichment.” Students who do so may avoid some placement testing but are not eligible for state or federal aid (see Personal Enrichment, p. 209).

## Documents needed for Admission to the College

### Application for Admission

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

### Establishing Residency Status

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

### Official Transcripts

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

## Immunization Requirements

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

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

At the time this catalog was printed, the meningitis vaccination requirement affects most students under age 22, but there are some exceptions, and there are exemption options. Students are directed to the Admissions page of the Lee College website, [www.lee.edu](http://www.lee.edu), for information. Students can also contact the Admissions office at 281.425.6393 with questions.

## Registering For Credit

### Steps to register:

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

### Adding classes:

Students can add additional classes after initial registration during the registration period. After classes start, registration is limited to schedule changes (add/drops) for those already registered. See limits on class load, Chapter 3.

## Dropping classes:

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

## Special Registration

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

## Online Registration

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

## Course Prerequisites

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

# Texas Success Initiative (TSI) Plan

Each public institution of higher education in Texas is required to assess basic skills of admitted degree seeking 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 (TSI) 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 TSIA.

- Enrollment in and completion of development coursework is mandatory and continuous until the student has completed the required level of developmental coursework to complete the degree plan chosen.
- Once developmental coursework is completed, students are required to enroll in the degree specific college level English and Mathematics courses the subsequent 16 week semester.

## New TSI 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 this date the new TSIA replaces previously approved tests which include Accuplacer, THEA, Compass, and Asset.

## Who needs to take the 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 are found in the Counseling Center.

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 the Counseling Center.

TSIA scores in the developmental range are good for one academic year. After a year students will be required to test again.

## 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 Assessment:

- 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 5 years from the date of the test.
- Students who have graduated with an associate or baccalaureate degree from a regionally accredited institution of higher education.
- A student who is non-degree seeking or non-certificate seeking (see Non-Degree Seeking Students, p. 15).
- A student who is on active duty serving as a member in the United States armed forces, National Guard, or as a member of the reserve component of the armed forces of the US and has been serving for at least three years preceding enrollment.
- A student who on or after August 1, 1990 was honorably discharged, retired, or released from active duty as a member of the armed forces of the US or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.
- A student who is enrolled in a certificate program (level-one, 42 or fewer semester credit hours or the equivalent). Lee College requires that students enrolling in Level-one Certificate Programs take placement testing as required by coursework within the certificate.

## 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 demonstrate college readiness in the given area. Students must have earned a “C” or better in a course for exemption in each respective area.

## “C” Rule Courses:

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

Students who have completed the highest level of developmental coursework from a Texas public institution of higher education in reading and writing or math 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 TSIA will continue in that status at Lee College.

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

## Learning Strategies/Learning Pathways Course Requirement Based on Placement Scores

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

LSSS 300-Student tests into developmental coursework in reading and/or writing.

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

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

### **Registering for Non-Credit (NC)**

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

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

### **Non-Degree Seeking Students**

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

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

### **Advisement**

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

### **Students with Disabilities**

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

### **LC Testing Guidelines for the Texas Success Initiative for the Fall 2013 Semester**

- Students with scores from other alternative tests should consult with the Counseling Center for placement.
- Students are required to have a Lee College application for admission on file in the Office of Admissions and Records before taking the TSIA.
- Students must meet course prerequisites regardless of TSIA status.

## **Credit by Examination and Placement into Advanced Classes**

### **Opportunities to Earn Credit for Prior Learning Including Credit by Examinations**

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

### **Examination Availability**

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

### **Credit for Advanced Placement (AP)**

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



## Credit for the International Baccalaureate (IB) Credential

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

## CLEP and DSST Exams

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

## Departmental Exams

Departmental examinations are established by the departments within Lee College and are available for specific classes as outlined in the table on the following pages. Students may obtain the application form for these examinations from the Admissions and Records Office and schedule the examinations through the appropriate department. The fee for departmental examinations must be paid in advance. A list of available examinations is found on the chart on the following pages.

## Credit Limitations

1. Students may receive a maximum of 30 SCH through credit by examination. Other restrictions apply to the posting of AP credits, the application of transfer credits to degree plans, and eligibility to graduate with honors (see Awarding Credits below, General Graduation Requirements, and Graduation with Honors, p. 27).
2. Students must meet course prerequisites to take examinations. Examinations may not be taken for courses in which students are currently registered or for courses in which students have received grades, including grades of "I," "W," and "F" Examinations may not be taken for any course for which the examination is a course prerequisite or for courses in which a student is currently en-

rolled or has already received credit. Prerequisites are found under "Course Descriptions" in Chapter 6, p. 135 of this catalog.

3. A year must lapse between attempts to receive credit for the same course by examination. Also, students may not attempt an examination more than twice for the same course.

## Awarding Credits

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

1. Generally, students must be enrolled in Lee College at the time credit is awarded. However, with the approval of the Registrar and the Instructional Deans or Vice President of Learning, former Lee College students may be awarded credit by examination. Former students who wish to receive credit by examination must meet all other requirements regarding the awarding of these credits.
2. For students to receive credit by examination, whether AP, CLEP, or departmental examination, they must complete an equal number of SCHs in residence at Lee College. For example, students who receive 6 SCHs through examination must earn 6 SCHs in residence before the credits earned by examination can be posted (see Credit Limitations on this page).
3. Before credit will be posted on student transcripts, official copies of AP and CLEP scores must be sent directly to and received by Lee College, Office of Admissions and Records, P.O. Box 818, Baytown, TX 77522-0818.
4. Credit by examination through departmental examinations, AP or CLEP will be recorded on students' transcripts with grades of "P" and, as a consequence, will not be a part of the calculation of their cumulative GPAs. The cost for taking a departmental examination is \$10 per credit hour.
5. The credit students receive by examination does not apply toward either their earned or attempted hours for purposes of determining full-time status.
6. A maximum of 15 SCHs may be awarded to students pursuing an Associate of Applied Science Degree in Professional Administrative Technology who have successfully passed all parts of the Certified Professional Secretary (CPS) or Certified Administrative Professional (CAP) Examination. Students who wish to receive this credit must submit an application to the lead instructor of the Professional Administrative Technology Program or to the Chair of the Business Technology Division. If granted, the credits apply to ACNT 1303, POFT 1309, POFT 1349, POFT 2312, and POFT 2331. Students will be charged a fee of \$10 per credit hour when the credit is posted to their transcripts.



## Credit by Examination/high School Articulations/ Placement into Advanced Classes

<b>Advanced Placement</b> (offered by certain high schools; see collegeboard.com for more information)				
<i>LC Course</i>	<i>Title</i>	<i>Exam Type</i>	<i>Min. Score</i>	<i>SCH</i>
ARTS 1303 + 1304	Art History	AP	3	6
ARTS 1316	Drawing I	AP	See dept. for procedure	
BIOL 1406	General Biology I	AP	3	4
ECON 2301	Macroeconomics	AP	3	3
ECON 2302	Microeconomics	AP	3	3
ENGL 1301	English Composition I	AP (Lang/Comp or Lit/Comp)	3 on either test	3
ENGL 1301 + 1302	English Composition I & II	AP (Lang/ Comp and/or Lit/Comp)	3 on Lang/Comp + 3 on Lit/Comp or 4 on either test	6
ENGL 1301 + 1302 + 2322	English Composition I & II and English Literature: Beowulf to Romantic	AP (Lang/ Comp + Lit/Comp)	3 on Lang/Comp + 5 on Lit/Comp	9
GEOG 1303	World Regional Geography	AP (Human Geography)	3	3
GOVT 2305	Federal Government	AP	3	3
HIST 1301 + 1302	History of the U.S. to 1877 + History of the U.S. Since 1877	AP	3	6
HIST 2321 + 2322	World Civilizations to 1500 + World Civilizations 1500-Present	AP	3	6
MATH 2413	Calculus I with Analytic Geometry	AP (Calculus AB)	3	4
PSYC 2301	Introduction to Psychology	AP	3	3
SPAN 1411+1412	Beginning and Intermediate Spanish	AP (Spanish Language)	3	8
SPAN 2311+2312	Spanish Reading, Conversation, Composition and Grammar Review Literature	AP (Spanish Language)	3	6
<b>College Level Examination Program</b> (offered at nearby testing centers; see collegeboard.com for more details)				
<i>LC Course</i>	<i>Title</i>	<i>Exam Type</i>	<i>Min. Score</i>	<i>SCH</i>
ECON 2301	Macroeconomics	CLEP	50	3
ECON 2302	Microeconomics	CLEP	50	3
ENGL 1301 + 1302	English Composition I & II	CLEP (College Composition – NOT Modular)	50	6
ENGL 2322 + 2323	English Literature: Beowulf to Romantic + English Literature: Romantic to Present	CLEP	50	6
ENGL 2327 + 2328	American Literature to 1860 + American Literature 1860 to Present	CLEP	50	6
GOVT 2305	Federal Government	CLEP	50	3
HIST 1301	History of the U.S. to 1877	CLEP	50	3
HIST 1302	History of the U.S. Since 1877	CLEP	50	3
MATH 1316	Trigonometry	CLEP	50	3
MATH 1314	College Algebra	CLEP	50	3
PSYC 2301	Introduction to Psychology	CLEP	50	3
SPAN 1411 + 1412	Beginning Spanish + Intermediate Spanish	CLEP	50	8

<b>DSST</b>				
<i>LC Course</i>	<i>Title</i>	<i>Exam</i>	<i>Min. Score</i>	<i>SCH</i>
ARTS 1304	Art History II	Art of the Western World	48	3
PSYC 2314	Life Span Growth and Development	Life Span Developmental Psychology	46	3
BMGT 1341	Business Ethics	Business Ethics and Society	48	3
TECM 1341	Technical Algebra	Fundamentals of College Algebra	47	3
HRPO 2301	Human Resources Mgt.	Human Resources Management	46	3
BUSI 1301	Business Principles	Introduction to Business	46	3
BUSI 1307	Personal Finance	Personal Finance	46	3
BMGT 1301	Supervision	Principles of Supervision	46	3
<b>Departmental Exams</b> (see Admissions Office to get appropriate forms and begin approval process)^				
<i>LC Course</i>	<i>Title</i>	<i>Exam Type</i>	<i>Min. Score</i>	<i>SCH</i>
ACNT 1303	Introduction to Accounting I	Dept.	70	3
BCIS 1405	Business Computer Applications	Dept.	70	4
COSC 1301	Introduction to Computing	Dept.	70	3
DFTG 1405	Technical Drafting	Dept.	70	4
DFTG 1409	Basic Computer-Aided Drafting	Dept.	70	4
DFTG 2419	Intermediate Computer-Aided Drafting	Dept.	70	4
ELPT 1321	Introduction to Electrical Safety & Tools	Dept.	70	3
ELPT 1419	Fundamentals of Electricity I	Dept.	70	4
HITT 1305	Medical Terminology	Dept.	70	3
INTC 1312	Intro. to Instrumentation and Safety Tech	Dept.	70	3
INTC 1425	Instrument Hardware Installation I	Dept.	70	4
INTC 1456	Instrumentation Calibration	Dept.	70	4
ITSC 1309	Integrated Software Applications I	Dept.	70	3
MCHN 1438	Basic Machine Shop I	Dept.	70	4
POFI 1401	Computer Applications I	Dept.	70	4
POFT 1301	Business English	Dept.	70	3
POFT 1325	Business Math Using Technology	Dept.	70	3
POFT 2301	Intermediate Keyboarding	Dept.	70	3
PTAC 1302	Introduction to Process Technology	Dept.	70	3
PTAC 1308	Safety, Health, and Environment I	Dept.	70	3
PTAC 1352	Process Instrumentation I	Dept.	70	3
SPAN 1411	Beginning Spanish	Dept.	70	4
SPAN 1412	Intermediate Spanish	Dept.	70	4
SPNL 1301	Health Care Spanish	Dept.	70	3
TECM 1341	Technical Algebra	Dept.	70	3
TECM 1349	Technical Math Applications	Dept.	70	3
WLDG 1323	Welding Safety, Tools, & Equipment	Dept.	70	3
WLDG 1428	Intro to Shielded Metal Arc Welding (SMAW )	Dept.	70	4
WLDG 1430	Intro to Gas Metal Arc Welding (GMAW )	Dept.	70	4
^All exams are offered at departmental discretion, and may not be available at all times of the year.				

<b>Articulated Credit</b>				
(Not a complete listing; these are the most commonly articulated courses available to recent graduates of Texas public high schools. See a counselor or advisor for more details.)				
<i>Course</i>	<i>Title</i>	<i>HS Class</i>	<i>Min. HS Avg.</i>	<i>SCH</i>
ITSC 1309	Integrated Software Applications I	BEGBCIS	80 (2 sem.)*	3
POFI 1401	Computer Applications I	BEGBCIS	80 (2 sem.)*	4
*Student must have completed the BEGBCIS class for two semesters at a Texas public high school with an overall average of 80. ITSC 1309 is a local articulation. POFI 1401 is the statewide articulation for BEGBCIS. Articulated credits at LC are free to students pursuing technical degrees. Others pay the per credit hour fee (\$10/credit hour).				
<b>Other</b>				
<i>LC Course</i>	<i>Title</i>	<i>Exam Type</i>	<i>Min. Score</i>	<i>SCH</i>
ENGL 1301	English Composition I	THEA	300#	3
POFT, ACNT	Certified Professional Secretary or Certified Administrative Professional Test (see p. 17)	CPS/CAP	Passing	15

## Enrollment Into Special Programs

### Allied Health and Nursing Student Admission

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

#### No application will be accepted without documentation of required immunizations.

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

1. One dose of Tetanus/Diphtheria toxoid Acellular/Pertussis (Tdap) within the past 10 years.
2. Students who were born on or after January 1, 1957 must show, prior to patient contact, acceptable evidence of vaccination of two doses of measles containing vaccine administered since January 1, 1968.
3. Students must show, prior to patient contact, acceptable evidence of vaccination of one dose of rubella vaccine.
4. Students born on or after January 1, 1957 must show, prior to patient contact, acceptable evidence of vaccination of one dose of mumps vaccine.
5. Acceptable documentation of varicella (chicken pox) vaccination is serologic testing for the presence of varicella antibodies or a positive medical history of varicella disease.

6. Students must receive a series of Hepatitis B vaccines prior to the start of direct patient care or show serologic confirmation of immunity to Hepatitis B virus.

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

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

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

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

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

Students who have been admitted to the ADN and VN Nursing Programs should consult the Nursing Office prior to registration. **Students will not be allowed to attend clinical**

**until proof of immunizations, physical examination, paperwork, and CPR cards is provided.**

Criminal background screenings will be obtained before the student can register for classes.

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

## **The Honors Program**

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

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

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

## **Honors Guidelines**

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

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

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

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

## **Honors Courses**

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

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

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

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

History and Development of Motion Pictures, taken as either DRAM 2366 or ENGL 2341, is a survey of the history and development of motion pictures with emphasis on analysis and understanding of significant movements and schools of filmmaking, critical approaches, sociological impact, and visual aesthetics of motion pictures.

Principles of Public Speaking (SPCH 1315) will include the research, preparation, and delivery of various types of speeches. The aesthetics of oratory will be examined through personal experience, as well as focused observation and analysis of American political rhetoric, both historic and current. Particular attention will be paid in alternating two year cycles to the Presidential and Texas Gubernatorial election seasons.

Federal Government (GOVT 2305) is a course that explores fundamental issues in American democracy. The class will explore American political culture, the Constitution, the Bill of Rights, institutions of government, and political behavior.

## Courses with Optional Honors Contracts

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

ACCT	2402	Principles of Accounting II – Managerial
ARTS	1301	Art Appreciation
ARTS	1303	Art History I
ARTS	1304	Art History II
BIOL	1406	General Biology I
BIOL	1407	General Biology II
BUSI	2301	Business Law
CHEM	1405	Introductory Inorganic Chemistry
CHEM	1411	General Chemistry I
CHEM	1419	Introductory Organic Chemistry
DAAC	2343	Current Issues
DRAM	2120	Theatre Arts Lab III
ENGL	1301	English Composition I
ENGL	1302	English Composition II
ENGL	23	Sophomore Level English Courses
ENVR	1401	Environmental Science
GISC	1311	Introduction to Geographical Information Systems
GOVT	2305	Federal Government
GOVT	2306	Texas Government
HIST	1301	History of U.S. to 1877
HIST	1302	History of U.S. Since 1877
HIST	2301	History of Texas
HIST	2321	History of World Civilizations to 1500
HIST	2322	History of World Civilizations to 1500 to Present
HUMA	1301	Introduction to the Humanities I
HUMA	1302	Introduction to the Humanities II
IBUS	1305	Introduction to International Business & Trade
KINE	1301	Foundations in Physical Education
MUAP	2	Applied Music (all sophomore major courses)
MUSC	1331	MIDI I
MUSI	2311	Music Theory III
MUSI	2312	Music Theory IV
PHIL	1301	Introduction to Philosophy
PHIL	1304	Introduction to World Religions
PHYS	1401	College Physics I: Mechanics and Heat
PHYS	1402	College Physics II: Sound, Electricity, Magnetism, Light, and Modern Physics
PHYS	1405	Conceptual Physics I
PHYS	1407	Conceptual Physics II
PHYS	2425	University Physics I
PHYS	2426	University Physics II
PSYC	2314	Life Span Growth and Development

PSYC	2316	Psychology of Personality
RNSG	1343	Complex Concepts of Adult Health
RNSG	2263	Clinical Nursing Registered Nurse Training
SOCI	1301	Introductory Sociology
SOCI	2319	Multi-Cultural Studies
SPCH	1315	Principles of Public Speaking

## Policies Regarding Credit, Grades, and Student Records

### The Semester Credit Hour (SCH)

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

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

### Grades and Grade points

Grades awarded in credit classes at Lee College, their grade point value, and their meanings are set forth below. Also, see "Grades for Repeated Courses," on the following page, and "Developmental Courses," p. 134.

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

\*See drop explanations

## Grade point Average (GPA)

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

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

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

## Grades for Repeated Courses

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

## Evaluation of Transfer Credit

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

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

2. Credit for courses equivalent to those listed in the catalog will be given for credit earned at regionally accredited institutions of higher education.
3. A minimum of 25 percent of total coursework required by the student's degree program or 50 percent of the coursework required by the student's certificate of completion program must be taken in residence at Lee College for the student to become eligible to receive a certificate of completion or an associate degree from Lee College. Transfer students should consult with a counselor regarding their transfer hours and degree programs. In addition, 25 percent of the student's major field of study semester credit hours must be taken in residence at Lee College.
4. Students may enroll for as many as 18 SCH (semester credit hours) each long semester or 7 SCH each summer session without special permission. Because of state laws, students may enroll in a maximum of 3 SCH during a holiday or mini session.

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

5. Students may be required to obtain official course descriptions from colleges previously attended before transfer credit can be awarded.
6. Courses in which students earned grades of "D," "F," and "incomplete" will not be accepted as transfer credit by Lee College. Religion classes are generally not transferable.
7. Grade points earned at other institutions are not transferred to Lee College. All Lee College students' cumulative grade point averages which are based solely on grades earned at the College are used to determine their eligibility to graduate and their eligibility to receive honors at graduation.



8. Kinesiology credit may be granted to students who have served at least one year of active duty in the military. Required documentation includes the student's DD214 (see Awarding Credits, p. 16).
9. Credit will be evaluated for military training based upon the evaluation recommendations outlined in the American Council on Education Guide to the Evaluation of Educational Experiences.
10. For information regarding credit by examination (for example, CLEP, AP, and departmental examinations), see the section regarding Credit by Examination and Placement into Advanced Classes, p. 15.
11. The college has a process to consider coursework not completed at regionally-accredited institutions as well as clock-hour training. See the office of Admissions and Records for more information.

### **Academic Fresh Start**

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

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

### **Academic Probation and Suspension**

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

### **Grade Reports**

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

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

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

### **Class Attendance**

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

### **Posting Grades**

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

### **Incomplete**

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

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

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

### **Considerations When Dropping Courses**

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

### **Surcharges for Certain Repeated Classes**

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

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

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

### **Six Drop policy**

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

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

### **Drops During Drop Period**

During the first 60-62.5% of any class term (specifically the end of the 10th week of a 16 week session, 6th week of a 10 week session, 5th week of an 8 week session, or 3rd week of a 5 week session), students may drop any class(es) for any reason. These deadlines are printed in the college calendar found in schedules or can be obtained from the Admissions and Records Office. Students are urged, but not required, to notify their instructors when they drop classes.

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

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

Instructors may drop students during any point in the semester before final grade rosters are released (Thursday before final exams), if they fail to attend class on a regular basis or if they fail to meet other requirements. See specific section syllabi for instructor rules and regulations. Once final exam week begins, students will earn a grade.

Instructor initiated drops after the drop period result in a grade of W2.

### **Administrative Withdrawal**

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

### **Resignation (Complete Withdrawal)**

Students may resign from all of their classes in any semester up until the end of the semester. These students are required to sign a statement indicating they understand impacts of the resignation and are encouraged to visit with an advisor if they have concerns. When graded, a resignation results in grades of W4.

### **Non-Credit (Audit) Grade**

Auditing students will receive grades of "NC." For more on audit status, see p. 13.

### **Developmental Courses Policy Regarding Grades and Student Records**

Lee College offers sequences of developmental courses in reading, mathematics, writing, and a college study skills course. Developmental courses, all of which have three digit

course numbers, do not apply toward Lee College degrees or certificates and are not transferable to other colleges or universities.

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

*Grades Interpretations*

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

\*Student moves on the next level of developmental math, reading, or writing class or exits the developmental sequence in MATH 330, or ENRD 402.

- D Not Passing – student must repeat course
- F Failure – student must repeat course

Students in developmental math or reading/writing may also exit the developmental sequence by re-taking and passing TSIA in the subject area.

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

## Grade Change Policy

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

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

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

## Transcripts

Once a student completes at least one credit course at Lee College, an official college transcript may be obtained from the Admissions and Records Office at no charge. A signed request is required. Students may download the transcript request form from the College’s web page.

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

## Definition of Students’ Records

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

## Articulation Agreements

### University

Articulation agreements have been made with several four year universities. Students should contact their assigned advisor for details.

### High Schools

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

# Graduation

## Graduation Requirements – Associate Degrees

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

Information regarding eligibility to graduate with honors is set forth in the section titled “Graduation with Honors” (on this page). Graduates who meet certain requirements are guaranteed that their job skills will be current (see Guarantee of Job Competency Program, p. 46).

## Course Waivers and Substitutions for Graduation

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

## Commencement

Lee College holds commencement ceremonies each year in May. Persons who completed the requirements for certificates and/or associate degrees during the previous Summer or Fall terms as well as Spring candidates are encouraged to participate in a May ceremony. The approved cap and gown may be purchased in the bookstore.

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

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

## Graduation Under a Particular Catalog

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

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

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

If a program of study or degree is eliminated, students will be advised regarding degree completion options.

## Graduation with Honors

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

## Second Associate Degree

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

## Graduation Requirements – Certificates

Students who wish to receive certificates of completion should apply through the appropriate division office. All stu-

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

Students in certificate programs which are not TSIA required must establish their reading levels when admitted to the college. To graduate, students must test beyond the READ 300 level or complete the READ 300 class.

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.

## Chapter 2

# TUITION, FEES, AND FINANCIAL AID



# Student Financial Aid

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

## Financial Aid Application

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

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

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

## When To Apply

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

## Loans

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

## Financial Aid Eligibility

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

- a) Be accepted for admission to the College and be enrolled in a degree program or an eligible certificate program.

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

## Federal Pell Grant

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

## Federal Supplemental Education Opportunity Grant (SEOG)

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

## Texas Public Education Grant (TPEG)

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

## Texas Educational Opportunity Grant

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

- Have not been convicted of a felony or a crime involving a controlled substance and registered with Selective Service if required.
- Have an EFC (Estimated Family Contribution) below the cap set by the Texas Higher Education Coordinating Board.
- Enroll at least half-time (6 semester hours).

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

### **Toward Excellence, Access, and Success (Texas)**

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

### **Top Ten Scholarship**

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

### **Scholarship**

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

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

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

### **Student Assistants and Work-Study Students**

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

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

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

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

### **Course Enrollment for Financial Aid**

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

### **Financial Aid Satisfactory Progress Statement**

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

### **Financial Aid Warning**

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

### **Financial Aid Suspension**

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



## Financial Aid Appeals

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

## Financial Aid: Probation

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

## Repayment of Federal Funds

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

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

## Tuition and Fees

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

## Residency Requirements

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

## Out-of-District Residency

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

## In-District Residency

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

## Ad Valorem – For Tax District Property Owners Residing Elsewhere in Texas

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

## Non-Resident

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

## Texas Tuition Residency for Undocumented Students

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

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

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

Students who feel that they meet these requirements are encouraged to see the registrar and complete the necessary affidavit. Students who are entitled to Texas residency under this law may also be eligible for in-district residency. Citizens of countries other than the U.S. who do not meet all condi-

tions for Texas residency under this law will need to seek admission as international students (Chapter 1). They are subject to the non-resident rate for tuition unless or until they obtain legal permission to stay in the U.S. under an immigration status that allows them to establish Texas residency. See the registrar or the international student advisor for details.

### **Books and Other Materials/Services**

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

## **Business Office Policies**

### **Payments**

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

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

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

### **Students Enrolled in Other Texas Colleges**

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

### **Returned Checks**

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

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

### **Accounts Not Paid and Clear**

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

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

## **Refund policy**

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

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

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

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

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

## Refund Schedules

Sixteen-Week (or longer)	
Prior to the 1st class day	100%*
During the 1st - 15th class days	70%*
During 16th - 20th class days	25%*
Thereafter	No Refund

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

Thirteen-Week (13W)	
Prior to the 1st class day	100%*
During 1st - 13th class days	70%*
During 14th - 16th class days	25%*
Thereafter	No Refund

Twelve-Week Classes (12W)	
Prior to the 1st class day	100%*
During 1st - 12th class days	70%*
During 13th - 15th class days	25%*
Thereafter	No Refund

Twelve-Week Classes (12A)	
Prior to the 1st class day	100%*
During the 1st - 12th class days	70%*
During 13th - 15th class days	25%*
Thereafter	No Refund

Twelve-Week Classes (12B)	
Prior to the 1st class day	100%*
During the 1st - 12th class days	70%*
During 13th - 15th class days	25%*
Thereafter	No Refund

Twelve-Week Classes (12C)	
Prior to the 1st class day	100%*
During the 1st - 12th class days	70%*
During 13th - 15th class days	25%*
Thereafter	No Refund

Eight-Week Classes (8W1)	
Prior to the 1st class day	100%*
During the 1st - 8th class days	70%*
During the 9th - 10th class days	25%*
Thereafter	No Refund

Eight-Week Classes (8W2)	
Prior to the 1st class day	100%*
During the 1st - 8th class days	70%*
During the 9th - 10th class days	25%*
Thereafter	No Refund

Seven-Week Classes (7WA)	
Prior to the 1st class day	100%*
During the 1st - 7th class days	70%*
During the 8th - 9th class days	25%*
Thereafter	No Refund

Seven-Week Classes (7WB)	
Prior to the 1st class day	100%*
During the 1st - 7th class days	70%*
During the 8th - 9th class days	25%*
Thereafter	No Refund

Five-Week Classes (5W1)	
Prior to the 1st class day	100%*
During the 1st - 5th class days	70%*
During the 6th class day	25%*
Thereafter	No Refund

Five-Week Classes (5W2)	
Prior to the 1st class day	100%*
During the 1st - 5th class days	70%*
During the 6th class day	25%*
Thereafter	No Refund

Three-Week Mini (MIN)	
Prior to the 1st class day	100%*
During the 1st - 3rd class days	70%*
During the 4th class days	25%*
Thereafter	No Refund

Two-Week (2W)	
Prior to the 1st class day	100%*
During the 1st - 2nd class day	70%*
Thereafter	No Refund

\*less non-refundable fees

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

## **Reduction in Semester Credit hour Load**

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

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

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

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

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

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

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

## **Vocational Rehabilitation for Adults with Disabilities**

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



# Chapter 3

## STUDENT LIFE OPPORTUNITIES, SERVICES, AND POLICIES



# Student Life

## Advising and Counseling

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

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

Check the website at [www.lee.edu](http://www.lee.edu) for operating hours and holiday closings.

If you have questions or would like to make an appointment, please call 281.425.6384 or email: [counselor@lee.edu](mailto:counselor@lee.edu).

Counselors are also available in Bonner Hall and the Science Building to provide day-to-day assistance to students enrolled in developmental coursework or those majoring in math, science, or engineering with curriculum and individual concerns. Students may also drop by the Student Success Center in the Student Center for advising and assistance with MyLC accounts.

## Students with Disabilities

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

Individuals needing services should meet with Counselor for Students with Disabilities in the Counseling Center in Moler Hall to request any assistance or accommodations. For more information or to set up a meeting, students can call 281.425.6384.

## Military Veterans and Dependents

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

Students must observe the following college policies:

1. Notify the Veterans Center of all enrollment transactions (registration, add/drop, resignation).
2. Enroll in courses listed on their degree plan outlined in this catalog.
3. Complete the "Request for Certification" form each semester and submit the completed form to the Veterans Center via e-mail ([va@lee.edu](mailto:va@lee.edu)), fax (832.556.4004), or in person.
4. Submit transcripts from colleges or universities previously attended.
5. Submit military transcripts (SMART or ART).

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

## Transfer of Courses to Senior Colleges

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

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

## Student Class Load

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

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

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

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

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

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

## Student Identification

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

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

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

### Parking Permits and Incidents

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

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

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

## Student Services

### Student Participation in Decision Making at Lee College

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



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

## **Student Congress and Student Clubs**

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

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

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

## **How to Join a Club or Form a New Club**

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

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

## **Art Association**

The Lee College Art Association provides support to visual arts activities such as the student/faculty art show and sale each long semester and to individuals participating in gallery shows on campus and entering competitive shows in

the area. Officers are elected from the group. Students who want to sell work in the campus exhibitions contribute a percentage of sales to the Visual Arts Scholarship Fund.

## **Drama**

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

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

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

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

## **Gulf Coast Intercollegiate Conference (GCIC)**

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

## **Campus Activities Board**

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

## Music Activities

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

## Sports

### Collegiate Athletics

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

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

### Club Sports

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

### Intramural Competitions

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

## Student Ambassadors Program

Lee College Student Ambassadors represent Lee College both on and off campus. Through their diversity and passion, Ambassadors promote the benefits of education. The Ambassadors provide high schools and the surrounding community with resources and information about Lee College Programs and Recruitment Activities. The organization is always looking for people from diverse backgrounds and programs who demonstrate excellent communication skills, and leadership potential. A scholarship of \$500 is awarded to each Ambassador who completes 45 hours of service per semester.

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

## Campus Services

### Books and Bookstore

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

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

### Campus Security

Lee College provides a Campus Security Office as a service to students. Security officers are on duty twenty-four hours a day, seven days a week. They are available to escort persons to and from parking lots, to assist in starting stalled vehicles, and to open vehicles which were inadvertently locked. Incidents involving crime, theft, vandalism, automobile accidents, or damage to vehicles should be reported to the Campus Security Office. The office may be contacted by dialing 281.425.6888 (off-campus), by using campus extension 6888, or by picking up one of the red emergency telephones that are located around campus.

## **Childcare Services**

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

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

## **Food Services**

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

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

## **Student Career and Employment Office**

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

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

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

## **Project LeeWay**

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

## **Special Populations Office**

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

## **Student Health**

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

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

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

## **Student Housing**

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

# Library

The Lee College Library extends its facilities and resources to students, faculty, staff, and community members. Located on the first floor of the Advanced Technology Center (ATC), the library continually updates its print and electronic materials, giving patrons a variety of resources that can be accessed in the library or remotely. It holds over 80,000 print books and more than 38,000 electronic and print periodicals. In addition, it provides 60,000+ electronic books and government documents, and access to over 100 article, art, and video databases. The library also provides access to approximately 900 DVD's within the collection.

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

For students taking distance learning courses, the library is here for you as well. In addition to thousands of e-books and e-journals, we also offer online tutorials as well as phone, email and chat services. Take a look in your course list in WebCT or Blackboard and you will see a Library Resources "course" built with you in mind. For more information, go to the "Services for Distance Learners" webpage at [www.lee.edu/library/services/dist-ed/](http://www.lee.edu/library/services/dist-ed/). Library hours are posted on the front door and on the library's website <http://www.lee.edu/library/>. For more information call the library at 281.425.6584.

## Instructional Labs

### Learning Resource Center for Allied Health and Nursing

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

### Mathematics Lab

The Mathematics Lab, located in Bonner Hall 113, is open to all students whether they need a math question answered,

access to a personal computer, or are completing assignments for computer assisted math courses. Staffed by math professionals and peer tutors, the lab also provides audio/ videotapes, players, and a mathematics library. Hours are posted each term.

### Reading Lab/Writing Center

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

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

### Open Computer Labs

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

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

### Lee College Simulation Center

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

# Student Rights and Responsibilities

## Student Rights

Students are responsible for:

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

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

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

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

## Student Records and Right to privacy

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

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

## Directory Information

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

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

## Students' Right to Review Their Records

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

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

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

tiality and were used only for the purposes for which they were collected.

## **Challenging the Accuracy of College Records**

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

### **Informal Review**

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

### **Formal Review**

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

## **Student Records and Transcripts**

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

### **Academic Records**

- Office of Admissions and Records

### **Student Affairs Records**

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

### **Financial Records**

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

### **Applications to nursing programs**

- Allied Health Division Office

### **Community Education programs**

- Community Education Office – Director of Community Education

## **Offices and Individuals with Access to Student Records**

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

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

## **Students' Right to Know: Graduation Rates and Crime Statistics**

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

## **Information Regarding Classes**

### **Times and Frequency**

A copy of the schedule of classes offered during each semester or term will be available in advance of the opening day of registration at [www.lee.edu](http://www.lee.edu).

### **Size of Classes**

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

# Graduate Guarantee Program

## Transfer Credit

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

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

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

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

## Transfer Limitation Notice

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

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

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

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

## Transfer Dispute Resolution

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

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

## Guarantee of Job Competency

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

1. The graduate must have earned the associate of applied science degree or certificate of completion beginning May, 1993 or thereafter in a technical, vocational, or occupational program identified in the College's general catalog as of Fall 1992 or later.
2. The graduate must have completed requirements of the associate of applied science degree or certificate of completion with Lee College, with a minimum of 80 percent of credits earned at Lee College and must have completed the degree or certificate within a five-year time span.
3. Graduates must be employed full-time in an occupation directly related to the area of program concentration as certified by the Instructional Deans or Vice President of Learning.
4. Employment must commence within 12 months of graduation.

5. The employer must certify in writing that the employee is lacking entry-level skills identified by Lee College as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, Instructional Deans or Vice President of Learning, Director of Counseling, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to 12 credit hours related to the identified skill deficiency and to those classes regularly scheduled during the periods covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

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

## Student Conduct

### Student Behavior

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

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

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

- Students who deface or damage school property shall be required to pay the full cost of the damages.

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

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

### Student Appeals

Students may appeal decisions regarding student conduct following the appeals procedures available at the end of this chapter.

### Absences Due to School Functions

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

### Absences Due to Religious Holy Days

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

### Alcohol and Other Drugs

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

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



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

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

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

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

Counselors are available to help students find help and community resources for students needing help with alcohol and other drug issues.

## **Bullying**

Bullying of other students is prohibited and is subject to disciplinary action since it creates an abusive, threatening, or intimidating educational environment. Examples of bullying include, but are not limited to, hazing, threats, taunting, teasing, confinement, demands for money, destruction of property, theft, name-calling, rumor spreading, ostracism, or physical harm.

## **Dating Violence**

Dating violence occurs when one partner in a dating relationship, either past or present, uses physical, sexual, verbal or emotional abuse to harm, threaten, intimidate, or control the other partner to the point that it affects one's ability to participate in an educational program or creates an intimidating, threatening, hostile, or offensive educational environment. Examples of dating violence include, but are not limited to, physical or sexual assaults, stalking, name calling, threats to the partner or family members, isolating the partner from friends or family, destruction of property, or threats to commit suicide or homicide if the partner ends the relationship. Actions of dating violence may be subject to disciplinary action under the sexual harassment policy, as well as disciplinary action regarding conduct and/or disruption of the educational process.

## **Disruption of Operations or Events**

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

## **Dress and Grooming**

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

## **Firearms, Fireworks, and Explosives**

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

## **Gambling**

Gambling in any form is prohibited on college property.

## **Gangs**

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

## **Hazing**

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

## Hazing includes but is not limited to:

- Any type of physical brutality;
- Any type of physical activity, such as sleep deprivation, exposure to elements, confinement in a small space, calisthenics;
- Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the students to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student;
- Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation;
- Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.
- A person commits an offense if the person:
  - Engages in hazing;
  - Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
  - Intentionally, knowingly, or recklessly permits hazing to occur; or
  - Has firsthand knowledge of the planning of a specific hazing incident involving a student, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report the incident to the Vice President of Student Affairs.

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

## Roller Skates, Roller Blades, and Skateboards

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

## Smoking

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

## Vandalism

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

# Academic Honesty

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

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

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

## Academic Honesty Code

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

### 1. Acquiring Information

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

## **Procedures**

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

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

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

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

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

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

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

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

## Student Rights and Student Appeals

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

## Sexual Harassment

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

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

For more information on the College's policy on sexual harassment, go to <http://www.lee.edu/hr/resources-for-employees/sexual-harassment/>.

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

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

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

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

1. Threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom or work assignments, or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.
2. Unwelcome verbal expressions, sexual innuendoes and comments, including comments on a person's body, dress, appearance or sexual activities; humor or jokes about sex or females/males in general; pestering a person for dates, whether directly or indirectly by telephone, on or off campus.
3. Unwelcome sexually suggestive sounds or gestures, including throwing kisses or whistling.
4. Sexually suggestive objects, pictures, videotapes, electronic mail, audio recordings, or literature unrelated to educational purposes, placed in the work or study area that may embarrass or offend individuals.
5. Unwelcome or inappropriate touching, patting, or pinching including giving unrequested neck or shoulder massages.
6. Consensual sexual relationships where such relationships lead to favoritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.

**Reporting Sexual Harassment:** A recommended course of action for students who feel that they are being subjected to sexual harassment is for them to tell or otherwise inform the harasser that the conduct is unwelcome and must stop. However, this is not required and, in some circumstances, this course of action may not be feasible, may be unsuccessful, or the individual may be uncomfortable dealing with the matter in this manner. Copies of the sexual harassment procedures are available in the Counseling Center and <http://www.lee.edu/hr/resources-for-employees/sexual-harassment/>.

These procedures call for students who feel that they have been subjected to sexual harassment to discuss their complaints with counselors, faculty members, college administrators, or others whom they trust. Students can contact the Associate Dean of Student Affairs for more information.

# Student Appeals

## Introduction

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

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

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

## General Principles

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

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

## 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, classroom/field trip behavior, academic honesty, grades, absences, or withdrawals.

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

## Resolution of Policy Governed By State and Federal Regulations

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

### Level 1 Informal Resolution

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

### Level 2 Formal Appeal

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

### Written Statement

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

#### **Instructional Appeal:**

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

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

#### ***Non-Instructional Appeal:***

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

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

### **Appeal Response and Decision**

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

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

### **Acceptance of Decision**

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

### **Level 3 Appeals Committee**

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

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

### **Appeals Meetings**

Appeals meetings are held the second week of the month.

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

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

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

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

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

## **Meeting protocol:**

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

## **Response to the Appeal**

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

Chapter 4  
ACADEMIC  
STUDIES





# Degrees & Certificates

Area of Study	AA	AS	AAS	Cert	pg.
Accounting			•	•	87
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Architectural Construction & Building Tech.				•	101
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Biology		•			78
Business		•		•	89
CADD Engineering Technology			•	•	99
Chemistry		•			78
Child Development			•	•	104
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Coding (Health & Medical)				•	110
Computer Graphics Technology			•	•	93
Computer Maintenance Technology				•	95
Computer Maintenance and Network Technology			•		95
Computer Science		•			65
Cosmetology			•	•	97
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Area of Study	AA	AS	AAS	Cert	pg.
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# Introduction

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

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

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

## Core Curriculum

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

### Core Objectives

- **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making

- **Social Responsibility**: to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

## Foundational Component Areas

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

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

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

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

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

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

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

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

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

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

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

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

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

- Courses involve the analysis of governmental institutions, political behavior, civic engagement, and their political and philosophical foundations.
- The Core Objectives of critical thinking, communication skills, social responsibility, and personal responsibility are addressed by each course in this component area.

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

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

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

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

## Core Curriculum Options

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

								<b>SCH</b>
Communication	ENGL	1301	&	1302	2311			6
Mathematics	MATH	1314		1316	1324	1332		3
		1342		2412*	2413*			
Life and Physical Sciences	BIOL	1406		1407	1411	1413		6*
		2401		2402	2404	2416	2421	
	CHEM	1405		1411	1412			
		1419		2423	2425			
	ENVR	1401		1402				
	GEOL	1403		1404	1405	1447		
	PHYS	1401		1402	1403	1404		
		1405		1407	1415	2425	2426	
Creative Arts	ARCH	1311						3
	ARTS	1301		1303	1304			
	DRAM	1310						
	MUSI	1306	1310					
Language, Philosophy, and Culture	ENGL	2322		2323	2326	2327		3
		2331		2341	2351			
	HIST	2321		2322				
	HUMA	1301			1305			
	PHIL	1301						
Government/Political Science	GOVT	2305	&	2306				6
American History	HIST	1301		1302	2301			6
Social/Behavioral Sciences	ECON	2301		2302				3
	GEOG	1303						
	PSYC	2301						
	SOCI	1301						
Communication Area Option	SPCH	1311		1315	1318	1321		3
Kinesiology Area Option	KINE	1304*		1305*				1
Component Area Option	EDUC	1200						2

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

**Core Total 42**

# Associate of Science Core Curriculum

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

Mathematics	MATH	1324	2412	2413			3
Life and Physical Sciences	BIOL	1406	1407		2401	2402	6*
	CHEM	1411	1412		2423	2425	
	ENVR	1401	1402				
Students must take	GEOL	1403	1404				
Paired courses	PHYS	1401	1402		2425	2426	

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

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

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

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

**Graduation Requirements: see Chapter 1, p. 27**

### Core Curriculum Completion

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

### Field of Study

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

### Area of Concentration

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

#### AA Area of Concentration:

American Studies, Architecture, Church Music, Criminal Justice, Drama, English, General Studies, Health, Humanities, Literature, Mexican American Studies, Physical Education, Social Sciences, Social Work, Spanish, Transfer in Allied Health, Visual Arts, and Visual Arts: Imaging.

#### AS Area of Concentration:

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

### Articulation Agreements

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

# Distance Education

## Distance Learning

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

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

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

### **Fully Distance Education Course**

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

### **Hybrid/Blended Course**

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

## Distance Education Course Length

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

## Lee College Course Delivery System

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

## Hardware and Software Requirements

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

## Virtual College of Texas (VCT)

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

Description	Delivery Method	Class Schedule Symbology	Percent of Instruction outside of class			
			0%	50%	85%	100%
NOT Distance Learning	Face-to-face Courses	F01A	0% instruction occurs outside of class			
	Web-enhanced Courses	F01A	1% - 50% instruction occurs online			
Distance Learning	Hybrid	H01A		51% - 84% instruction occurs online		
	Distance Education	OL01			85% - 100% instruction occurs online	

# Associate of Arts in Teaching

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

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

## Core Requirement

- Communication Area Option
  - SPCH 1315
- Mathematics
  - MATH 1314
- Creative Arts
  - ARTS
  - DRAM
  - MUSI

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

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

\*Any of the activity courses listed in the AA core for Kinesiology will satisfy this requirement.

\*\*Specialization requirement is a minimum of 12 SCH in a discipline.

## Important Information:

Students are permitted to earn only one of the AAT degrees.

TECA 1303, 1311, and 1818, EDUC 1301, 2301 each have 16 clock hours of observation mandated by the State of Texas.

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

# Field of Study Curriculum

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

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

## Field of Study Curriculum for Speech Communication – SPC4

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

### Major Courses (15 SCH)

- Historical, theoretical, and/or analytical competency (9 SCH)
  - SPCH 1311 – Introduction to Speech Communication
  - SPCH 1318 – Interpersonal Communication
  - SPCH 2333 – Discussion and Small Group Communication\*
- Writing/performance/production competency (6 SCH)
  - SPCH 1321 – Business and Professional Communication
  - SPCH 2335 – Argumentation and Debate\*

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

### Core (42 SCH)

- Communication Area Option requirement
  - SPCH 1315 – Principles of Public Speaking

### Elective (3 SCH)

- Chec with receiving university for transferability

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

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

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



# Field of Study Curriculum for Business – B3

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

## Field of Study Required Courses (24 SCH)

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

## AS Core (36 SCH) See page 61 for AS core

- Mathematics – 3 SCH
  - MATH 1324 – Finite Mathematics with Business Applications
- Communication – 6 SCH
  - ENGL 1301 - English Composition I
  - ENGL 1302 - English Composition II
- Life and Physical Sciences – 8 SCH
  - Choose two Life and Physical Sciences courses from the Core
- American History – 12 SCH
  - HIST 1301 - History of the United States to 1877
  - HIST 1302 - History of the United States Since 1877
- Government/Political Science
  - GOVT 2305 - Federal Government
  - GOVT 2306 - Texas Government
- Creative Arts/LPC – 6 SCH
  - Choose one from Creative Arts: from the Core
  - Choose one from Language Philosophy, and Culture: from the Core
- Kinesiology – 1 SCH
  - Choose one activity course from the Core

## Major Course (6 SCH)

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

## Total SCH for the Business Field of Study = 66 SCH

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

# Field of Study Curriculum for Computer Science – CS3

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

## Major Courses (31 SCH)

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

## AS Core (31 SCH) See page 61 for AS core

- Associate of Science
  - Communication (6 SCH)
  - Communication Area Option (3 SCH)
  - Creative Arts/LPC (6 SCH)
  - SBS/HIST/GOVT (15 SCH)
  - Kinesiology (1 SCH)

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

**Contact:** Roberta McClure 832.556.4015, [rmcclure@lee.edu](mailto:rmcclure@lee.edu) for specific degree information.

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

1. COSC 1336/1436 and 1337/1437 are preparatory and sequential in nature; however, not all courses are required for the Computer Science major at all universities, but may apply to general degree requirements.
  - a. COSC 1336/1436 is not part of the Computer Science major requirements at The University of Texas at Austin, University of Texas at Arlington, University of Texas at Dallas, and Texas A&M University.
  - b. COSC 1337/1437 is not part of the Computer Science major requirements at The University of Texas at Austin. Preparatory courses such as COSC 1336/1436 and COSC 1337/1437 will assist students who need additional background but do not apply toward the Computer Science major requirements.
2. COSC 2325/2425 is not part of the Computer Science major requirements at the University of Texas at Austin or Texas A&M University, but may be applied to general degree requirements.
3. It is recommended that students complete the Math sequence, Physics sequence, and Computer Science sequence at the same institution to reduce the likelihood of potential gaps in the curriculum.

# Field of Study Curriculum for Criminal Justice – CJ4

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

## Major Courses (15 SCH)

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

## Core (42-43 SCH)

- Mathematics – 3 SCH
  - MATH 1332 – Contemporary Mathematics I Or
  - MATH 1314 – College Algebra
- Communication – 6 SCH
  - ENGL 1301 - English Composition I
  - ENGL 1302 - English Composition II
- Communication Area Option – 3 SCH
  - SPCH choose one from:
- SPCH 1318 - Interpersonal Communications
- SPCH 1321 - Business and Professional Communication or
- Life and Physical Sciences – 8 SCH
  - Choose two Life and Physical Sciences courses from the Core
- American History – 12 SCH
  - HIST 1301 - History of the United States to 1877
  - HIST 1302 - History of the United States Since 1877
- Government/Political Science
  - GOVT 2305 - Federal Government
  - GOVT 2306 - Texas Government
  - Choose one from SBS/GOVT/HIST Core
- Creative Arts/LPC – 6 SCH
  - Choose one from Creative Arts: from the Core
  - Choose one from Language Philosophy, and Culture: from the Core
- Kinesiology – 1 SCH
  - Choose one activity course from the Core

## Other (3 SCH)

- COSC 1301 – Introduction to Computing

## Elective (3 SCH)

- CRIJ Elective

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

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

# Field of Study Curriculum for Music – MU4

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

Students are required to:

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

## Major Courses (34 SCH)

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

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

## Core (29 SCH)

- Mathematics – 3 SCH - Choose one of the following:
  - MATH 1314 College Algebra
  - MATH 1342 Statistics
  - MATH 1332 Contemporary Mathematics I
- Communication – 6 SCH
  - ENGL 1301 English Composition I
  - ENGL 1302 English Composition II
- Communication Area Option – 3 SCH
  - SPCH choose one
- Life and Physical Sciences – 4 SCH
  - Choose one Life and Physical Sciences course
- American History – 12 SCH
  - HIST 1301 - History of the United States to 1877
  - HIST 1302 - History of the United States Since 1877
- Government/Political Science
  - GOVT 2305 - Federal Government
  - GOVT 2306 - Texas Government
- Kinesiology – 1 SCH
  - Choose one activity course from the CORE

## Elective (3 SCH)

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

## Total SCH for the Music Field of Study = 66 SCH

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

## **Keyboard (piano) Competency**

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

## **Competency, proficiency, and Diagnostic Assessment**

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

## **Vocal Diction and Instrumental Methods**

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

## **Courses for Specific Degree programs**

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

## **Music Literature Course(s)**

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

# Areas of Concentration AA Degree

## American Studies – LAH4

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

### Core Recommendation

- Language, Philosophy, and Culture
  - HUMA 1301

### Area of Concentration (9 SCH)

- HUMA 1302
- ENGL 2327
- ENGL 2328

### General Electives (9 SCH)

**Contact:** Georgeann Ward at 281.425.6530, gward@lee.edu.

## Architecture – AR4

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

### Core Recommendation

- Creative Arts
  - ARCH 1311
- Life and Physical Sciences
  - PHYS 1401
  - PHYS 1402
- Mathematics
  - MATH 2412\*

### Area of Concentration (12-15 SCH)

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

### General Electives (3 - 6 SCH)

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

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

### Other:

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

## Church Music – CHM4

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

### Core Recommendation

- Creative Arts
  - MUSI 1303

### Area of Concentration (21 SCH)

- MUSI 1311 (Fall only)
- MUSI 1116 (Fall only)
- MUSI 1312 (Spring only)
- MUSI 1117 (Spring only)
- MUSI 1307 (Fall only) Church Music Emphasis
- 2 – MUAP 12 (Freshman level)
- 4 – MUEN 1141, 1152, 1135, 1123, or 1125
- Piano course:
  - MUSI 1181 and 1182 or MUAP Applied Piano

### Music Elective, choose one of the following:

- MUSI, MUAP, MUEN, MUSC

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

**Contact:** Dr. Charlotte Mueller at 281.425.6858, [cmueller@lee.edu](mailto:cmueller@lee.edu)

## Drama – DR4

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

### Core Recommendation

- Creative Arts
  - DRAM 1310

### Area of Concentration (12 - 15 SCH)

- DRAM 1120
- DRAM 1121
- DRAM 2120

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

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

### General Electives (3 - 6 SCH)

**Contact:** Kim Martin at 281.425.6264, [hmartin@lee.edu](mailto:hmartin@lee.edu)

## English – EN4

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

### Core Recommendation

- Communication Area Option
  - SPCH 1315

### Area of Concentration (14 SCH)

- SPAN 1411
- SPAN 1412

### Sophomore ENGL, choose two of the following

- ENGL 2307
- ENGL 2308
- ENGL 2311
- ENGL 2321
- ENGL 2322
- ENGL 2323
- ENGL 2326
- ENGL 2327
- ENGL 2328
- ENGL 2331
- ENGL 2341
- ENGL 2351

### General Electives (6 SCH)

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

## General Studies – GS4

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

First Semester Enrollment and Completion of LSSS 300 or EDUC 1200 (0 or 2 SCH)

- Determined by college readiness in Reading, Writing, and Mathematics

### Core

### Area of Concentration (12 SCH)

- Common Discipline
- Common Rubric

### General Electives (4-6 SCH)

**Contact:** Student Academic Advisor



## **KINE Health– KIH4**

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

### **Core Recommendation**

- Life and Physical Sciences
  - BIOL 2401
  - BIOL 2402

### **Area of Concentration (16 SCH)**

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

### **KINE Electives (2 SCH)**

- KINE 1101 – KINE 1152

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

## **KINE Physical Education – KIP4**

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

### **Core**

### **Area of Concentration (15 SCH)**

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

### **KINE Electives (3 SCH)**

- KINE 1101 – KINE 1152

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

## Humanities – HU4

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

### Core

#### Area of Concentration (15 SCH)

- Sophomore Literature (6 SCH)
- Creative Arts/LPC Elective (3 – 6 SCH)
- SBS/GOVT/HIST (3 – 6 SCH)

#### General Electives (3 SCH)

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

## Literature – LI4

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

### Core

#### Area of Concentration (18 SCH)

One of the following sequences

- ENGL 2322 and ENGL 2323
- ENGL 2327 and ENGL 2328 (offered through American Studies only)

Two of the following

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

Two electives, with a recommendation that at least one has one of the following rubrics without duplicating the Social Sciences Core requirement:

- PHIL
- PSYC
- SOCI

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

## **Mexican American Studies – MAS4**

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

### **Core Recommendation**

- Language, Philosophy, and Culture
  - HUMA 1301

### **Area of Concentration (9 SCH)**

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

### **General Electives (9 SCH)**

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

## **Social Sciences – SS4**

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

### **Core**

### **Area of Concentration (12 SCH)**

- ECON 2301\* or ECON 2302\*
- PSYC 2301\*
- SOCI 1301\*
- SOCI 2319\*
- Students can count one of these courses for the SBS/GOVT/HIST core curriculum requirement.

### **Elective Courses (6 SCH)**

- Social Sciences Elective
- Literature Elective

### **General Electives (3 SCH)**

**Contact:** Cassandra Cookson at 281.425.6366, ccookson@lee.edu

## Social Work – SW4

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

### Core

#### Area of Concentration (21 SCH)

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

**Contact:** Cassandra Cookson at 281.425.6366, ccookson@lee.edu

## Spanish – SP4

This degree is designed for students majoring in Spanish who plan to seek a Bachelor of Arts degree. Students will gain a basic understanding of the Spanish language, identifying their skills through reading comprehension, conversation, and translation. Those beginning at a higher level of language proficiency may choose elective to complete their degree and choose core curriculum courses that are applicable to their major at their selected transfer university.

The admission requirement for a language course other than the beginning course can be fulfilled by satisfying the prerequisites. Two consecutive years of Spanish in high school may place students into an intermediate level based on instructor evaluation.

Many universities and senior colleges require a foreign language for a Bachelor of Arts degree. Today, due to the increasing demand for foreign language skills among the different peoples of the world, knowledge of the leading foreign languages has become an important part of the educated person's academic preparation.

### Core

#### Area of Concentration (14 SCH)

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

#### General Electives (4 - 6 SCH)

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

## **Transfer in Allied Health Field – TAH4**

This area of concentration provides an Associate of Arts degree that allows for a focus in the Allied Health professions, with the intention to transfer to a BS in nursing or BA program in a related field.

### **Core Requirement**

- Life and Physical Sciences (8 SCH)  
One of these two sequential course pairings (a mix will not be considered):
  - BIOL 1406 and 1407
  - or
  - BIOL 2401 and 2402

### **Area of Concentration (7 – 8 SCH)**

- CHEM XXXX (4 SCH)
- Science Elective (3 – 4 SCH)
  - BIOL 2305 Pathophysiology
  - BIOL 1322 Nutrition

### **General Electives (10 – 11 SCH)**

- General electives should be planned after transfer institution requirements have been established.

**Contact:** Counseling - Marissa Moreno, 281-425-6384

Nursing - Tracy Allen, 281-425-6541

Allied Health – Howard Bushart, 281-425-6308

## Visual Arts: Imaging – VI4

Students will gain a basic understanding of imaging software and the technical aspects of digital imaging to be able to manipulate image for aesthetic or graphic arts productions and/or online presentations.

### Core Recommendation

- Math 1314, 1332, or 1342
- Creative Arts
  - ARTS1303 or ARTS1304

### Area of Concentration (21 SCH)

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

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

- ARTS1317
- ARTS2316
- ARTS2317
- ARTS2356
- ARTS2357

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

## Visual Arts – VA4

Students will gain a basic understanding of two-and/or three dimensional designs and apply those principles to their own work. They will develop technical proficiency and an understanding of aesthetic principles basic to one or more media to prepare them to transfer to a four-year art program or further explore their medium of choice.

### Core Recommendation

- Math 1314, 1332, or 1342
- Creative Arts
  - ARTS1304 or ARTS1303

### Area of Concentration (12 SCH)

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

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

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

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

# Areas of Concentration AS Degree

## Biology – BI3

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

### Core Requirement

- Life and Physical Sciences
  - BIOL 1406
  - BIOL 1407
- Mathematics
  - MATH 2413
- Communication Area Option
  - SPCH 1315

### Area of Concentration (20 SCH)

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

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

**Contact:** Yihfen Yen at 832.556.4510, [yfen@lee.edu](mailto:yfen@lee.edu) or Tom O’Kuma at 281.425.6522, [tokuma@lee.edu](mailto:tokuma@lee.edu)

## Chemistry – CH3

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

### Core Requirement

- Life and Physical Sciences
  - CHEM 2423
  - CHEM 2425
- Mathematics
  - MATH 2413
- Social/Behavioral Science
  - ECON 2301
- Communication Area Option
  - SPCH 1315

### Area of Concentration (23 SCH)

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

**Contact:** Harry Pang at 281.425.6343, [hpang@lee.edu](mailto:hpang@lee.edu)

## **Environmental Science – EV3**

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

### **Core Requirement**

- Life and Physical Sciences
  - ENVR 1401
  - ENVR 1402
- Mathematics
  - MATH 2412
- Communication Area Option
  - SPCH 1315

### **Area of Concentration (8 SCH)**

- CHEM 1411
- GEOL 1405

### **Science Electives (8 SCH) General Electives (1 - 3 SCH)**

**Contact:** Jim Dobberstine at 281.425.6354,  
jdobberstine@lee.edu

## **Geology – GY3**

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

### **Core Requirement**

- Life and Physical Sciences
  - GEOL 1403
  - GEOL 1404
  - GEOL 1447
- Mathematics
  - MATH 2413
- Social/Behavioral Science
  - ECON 2301
- Communication Area Option
  - SPCH 1315

### **Area of Concentration (16 SCH)**

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

### **General Electives (1 - 3 SCH)**

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



## Mathematics – MAT3

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

### Core Requirement

- Life and Physical Sciences
  - PHYS 2425
  - PHYS 2426
- Mathematics
  - MATH 2413
- Social/Behavioral Science
  - ECON 2301
- Communication Area Option
  - SPCH 1315

### Area of Concentration (14 SCH)

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

### General Electives (4 - 6 SCH)

**Contact:** Sharon Graber at 281.425.6345, sgrab@lee.edu or

## Physics – PS3

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

### Core Requirement

- Life and Physical Sciences
  - PHYS 2425
  - PHYS 2426
- Mathematics
  - MATH 2413
- Social/Behavioral Science
  - ECON 2301
- Communication Area Option
  - SPCH 1315

### Area of Concentration (22 SCH)

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

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

## Pre-Engineering – EGR3

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

### Core Requirement

- Life and Physical Sciences
  - PHYS 2425
  - PHYS 2426
- Mathematics
  - MATH 2413
- Social/Behavioral Science
  - ECON 2301
- Communication Area Option
  - SPCH 1315

### Area of Concentration (20-26 SCH)

- ENGR 1201
- ENGR 1304
- CHEM 1412
- MATH 2414
- MATH 2415
- MATH 2320 (Spring only)
- ENGR 2301 Elective \*
- ENGR 2304 Elective \*

\* Required by some, but not all engineering disciplines. Contact Evan Richards at 281.425.6310 or erichards@lee.edu for more information.

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

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

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



# Chapter 5

## APPLIED SCIENCE DEGREE AND CERTIFICATE PLANS



# Associate of Applied Science (AAS)

Lee College offers Associate of Applied Science (AAS) degrees in 27 technical areas. AAS degrees require 60 to 72 college credits, or the equivalent of two full years of college work. The curriculum for AAS degrees includes coursework in a technical area as well as a core curriculum which includes courses in Communication, Mathematics, Life and Physical Sciences, Creative Arts, Language Philosophy, Government/Political Sciences, American History, Social/Behavioral Sciences, Communication and Kinesiology Area Option.

## Certificates of Completion

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

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

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

## General Education for AAS Degrees

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

<b>Communication</b>						<b>SCH</b>
	ENGL	1301	1302	2311	BUSI 1304	<b>3</b>
While only three hours of Communication are required for an AAS degree, students who plan to transfer to a university should take 6 hours to meet university requirements.						
<b>Communication Area Option</b>						<b>3</b>
	SPCH	1311	1315	1318	1321	
<b>Creative Arts/Language, Philosophy, (LPC)</b>						<b>3</b>
Choose one course from the Creative Arts/Language, Philosophy or Government/Political Sciences options in the Core Curriculum. (Identified as Creative Arts/LPC).						
<b>Social/Behavioral Sciences, American History, or Government/Political Sciences</b>						<b>3</b>
Choose one from Social/Behavioral Sciences, American History, Government/Political Sciences options from the Core Curriculum. (Identified as SBS/HIST/GOVT).						
<b>Life and Physical Sciences/Mathematics</b>						<b>3/4</b>
Choose one from Mathematics or Life and Physical Sciences options from the Core Curriculum. (Identified as LP Sciences/Mathematics).						
<b>Total Core Curriculum Credit hours</b>						<b>15/16</b>

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

# Associate of Applied Science Accounting Technology – AT2

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

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

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

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

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

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

SECOND SEMESTER		
___	ACCT 2402 Principles of Accounting II - Managerial	4
___	POFT 2312 Business Correspondence & Communication	3
___	ACNT 1311 Introduction to Computerized Accounting	3
___	ACNT 1329 Payroll & Business Tax Accounting	3
___	---- ---- Business Elective*	3
		<b>16</b>

THIRD SEMESTER		
___	ACNT 2303 Intermediate Accounting I	3
___	ACNT 1313 Computerized Accounting Applications	3
___	BUSI 1301 Business Principles	3
___	SPCH 1315 Principles of Public Speaking or	
___	SPCH 1321 Business & Professional Communication	3
___	---- ---- LP Sciences/Mathematics	3/4
		<b>15/16</b>

FORTH SEMESTER		
___	ACNT 2304 Intermediate Accounting II	3
___	BUSI 2301 Business Law	3
___	ACNT 2309 Cost Accounting	3
___	---- ---- SBS/GOVT/HIST	3
___	---- ---- Creative Arts/LPC	3
___•	ACNT 2389 Internship – Accounting or	
___•	ACNT 2302 Accounting Capstone	3
		<b>18</b>

**Total Semester Credit Hours for Degree 66/67**

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

**Notes:**

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

**Core curriculum courses are shown in bold type. If a particular course is not specified, refer to Core Curriculum Options on page. 60.**

## Certificate of Completion Accounting Technician–TA1

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

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

FIRST SEMESTER	SCH
___ ACCT 2401 Principles of Accounting I - Financial	4
___ POFT 1325 Business Math and Machine Applications	3
___ POFI 1401 Computer Applications I	4
___ ACNT 1331 Federal Income Tax: Individual	3
___ POFT 1301 Business English or	
___ ENGL 1301 English Composition I	3
	<b>17</b>
SECOND SEMESTER	
___ ACCT 2402 Principles of Accounting II – Managerial	4
___ ACNT 1311 Introduction to Computerized Accounting	3
___ POFT 2312 Business Correspondence & Communication	3
___ ACNT 1329 Payroll & Business Tax Accounting	3
___ ACNT 1313 Computerized Accounting Applications	3
___• ACNT 2386 Internship-Accounting Technology/ Technician & Bookkeeping or	
___• ACNT 2302 Accounting Capstone	3
	<b>19</b>
<b>Total Semester Credit Hours for Certificate</b>	<b>36</b>

## Certificate of Completion Advanced Accounting Technician–AT1

FIRST SEMESTER	SCH
___ ACCT 2401 Principles of Accounting I - Financial	4
___ POFT 1325 Business Math and Machine Applications	3
___ POFI 1401 Computer Applications I	4
___ ACNT 1331 Federal Income Tax: Individual	3
___ POFT 1301 Business English or	
___ ENGL 1301 English Composition I	3
	<b>17</b>
SECOND SEMESTER	
___ ACCT 2402 Principles of Accounting II - Managerial	4
___ ACNT 1311 Introduction to Computerized Accounting	3
___ POFT 2312 Business Correspondence & Communication	3
___ ACNT 1329 Payroll & Business Tax Accounting	3
___ BUSI 1301 Business Principles	3
	<b>16</b>
THIRD SEMESTER	
___ ACNT 2303 Intermediate Accounting I	3
___ ACNT 1313 Computerized Accounting Applications	3
___ ACNT 2309 Cost Accounting	3
___ BUSI 2301 Business Law	3
___• ACNT 2387 Internship – Accounting Technology/Technician & Bookkeeping or	
___• ACNT 2302 Accounting Capstone	3
	<b>15</b>
<b>Total Semester Credit Hours for Certificate</b>	<b>48</b>

# Business Administration and Management

## Associate of Applied Science Management – MN2

FIRST SEMESTER		SCH
—	BMGT 1301 Supervision	3
—	ENGL 1301 English Composition I	3
—	COSC 1301 Introduction to Computing or	
—	BCIS 1405 Business Computer Applications	3/4
—	HRPO 1311 Human Relations	3
—	BMGT 1341 Business Ethics	3
		<b>15/16</b>
SECOND SEMESTER		
—	SPCH 1321 Business & Professional Communication	3
—	BUSI 1301 Business Principles	3
—	ACNT 1303 Introduction to Accounting I or	
—	ACCT 2401 Principles of Accounting I Financial	3/4
—	HRPO 2301 Human Resource Management	3
—	MRKG 1311 Principles of Marketing	3
		<b>15/16</b>
THIRD SEMESTER		
—	BMGT 1331 Production & Operations Management	3
—	BMGT 1325 Office Management	3
—	---- SBS/GOVT/HIST	3
—	IBUS 1305 Introduction to International Business	3
—	BMGT 1307 Team Building	3
		<b>15</b>
FOURTH SEMESTER		
—	BUSI 2301 Business Law	3
—	---- LP Sciences/Mathematics	3/4
—	BUSG 2309 Small Business Management	3
—	---- Creative Arts/LPC	3
—•	BMGT 1327 Principles of Management	3
—	BMGT 2388 Internship - Business Administration and Management, General	3
		<b>18/19</b>
<b>Total Semester Credit Hours for Degree</b>		<b>63/66</b>

## Certificate of Completion Management – MN1

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

## Certificate of Completion Marketing – MK1

FIRST SEMESTER		SCH
—•	MRKG 1311 Principles of Marketing	3
—	BUSI 1301 Business Principles	3
—	GISC 1311 Introduction to GIS	3
		<b>9</b>
SECOND SEMESTER		
—	IMED 2309 Internet Commerce	3
—	BUSI 2301 Business Law	3
—	IBUS 1305 Introduction to International Business	3
		<b>9</b>
<b>Total Semester Credit Hours for Certificate</b>		<b>18</b>

### Notes:

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

**Core curriculum courses are shown in bold type. If a particular course is not specified, refer to Core Curriculum Options on page. 60.**



## Certificate of Completion Entrepreneurship – BE1

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

FIRST SEMESTER	SCH
___ BMGT 1301 Supervision	3
___ ACNT 1303 Introduction to Accounting I or	
___ ACCT 2401 Principles of Accounting I – Financial	3/4
___ BUSI 1301 Business Principles	3
___ MRKG 1311 Principles of Marketing	3
	<b>12/13</b>
SECOND SEMESTER	SCH
___ 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>
<b>Total Semester Credit Hours for Certificate</b>	<b>24/25</b>

## Certificate of Completion Business – BU1

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

## Certificate of Completion International Business – IB1

FIRST SEMESTER	SCH
___ BUSI 1301 Business Principles	3
___ BMGT 1327 Principles of Management	3
___ MRKG 1311 Principles of Marketing	3
___• IBUS 1305 Introduction to International Business & Trade	3
___ ---- ---- SBS/GOVT/HIST	3
	<b>15</b>
<b>Total Semester Credit Hours for Certificate</b>	<b>15</b>

## Certificate of Completion Supervision – SU1

FIRST SEMESTER	SCH
___• BMGT 1301 Supervision	3
___ MRKG 1311 Principles of Marketing	3
___ BMGT 1307 Team Building	3
	<b>9</b>
SECOND SEMESTER	SCH
___ HRPO 2301 Human Resource Management	3
___ BMGT 1331 Production & Operations Management	
or	
___ BMGT 1325 Office Management	3
	<b>6</b>
<b>Total Semester Credit Hours for Certificate</b>	<b>15</b>

# Communications (Audio Recording)

## Associate of Applied Science Audio Engineering Technology – AET2

FIRST SEMESTER	SCH
___ MUSC 1427 Audio Engineering I	4
___ MUSC 1331 MIDI I	3
___ MUSB 1305 Survey of Music Business	3
___ MUSI 1303 Fundamentals of Music	3
or	
___ MUSI 1311 Music Theory I	3
___ MUSI 1181 Piano Class I (or Applied Piano)	1
___ ENGL 1301 English Composition I	3
	<b>17</b>
SECOND SEMESTER	SCH
___ MUSC 1323 Audio Electronics	3
___ MUSC 2427 Audio Engineering II	4
___ MUSC 2355 MIDI II	3
___ MUSI 1306 Music Appreciation	
or	
___ MUSI 1310 American Music	3
___ SPCH ---- Communication Area Option	3
	<b>16</b>
THIRD SEMESTER	SCH
___ MUSC 2447 Audio Engineering III	4
___ RTVB 1321 TV Field Production	3
___ MUSC 1335 Commercial Music Software	3
___ MUAP ---- Applied Music Elective	1
___ ---- ---- SBS/GOVT/HIST	3
___ MATH 1332 Contemporary Math I	
or	
___ MATH 1314 College Algebra	3
	<b>17</b>
FOURTH SEMESTER	SCH
___ MUAP ---- Applied Music Elective	1
___ MUSC 2448 Audio Engineering IV	4
___ MUSB 2350 Commercial Music Project	3
___• MUSC 2386 Internship – Recording Arts Technology/Technician	3
___ MUSC 1396 Special Topics in Recording Arts Technology	
or	
___ MUSC ---- Elective	3/4
	<b>14/15</b>
<b>Total Semester Credit Hours for Degree</b>	<b>64/65</b>

## Certificate of Completion Audio Engineering Technology – AET1

FIRST SEMESTER	SCH
___ MUSC 1427 Audio Engineering I	4
___ MUSC 1331 MIDI I	3
___ MUSB 1305 Survey of Music Business	3
___ MUSI 1303 Fundamentals of Music	
or	
___ MUSI 1311 Music Theory I	3
___ MUSI 1181 Piano Class I (or Applied Piano)	1
	<b>14</b>
SECOND SEMESTER	SCH
___ MUSC 2427 Audio Engineering II	4
___ MUSC 2355 MIDI II	3
___ MUSC 1335 Commercial Music Software	3
___ MUSI 1306 Music Appreciation	
or	
___ MUSI 1310 American Music	3
	<b>13</b>
THIRD SEMESTER	SCH
___ MUSC 2447 Audio Engineering III	4
___ MUSC 1323 Audio Electronics	3
___ RTVB 1321 TV Field Production	3
___ MUSC 1396 Special Topics in Recording Arts Technology	3
	<b>13</b>
FOURTH SEMESTER	SCH
___ MUSC 2448 Audio Engineering IV	4
___ MUSB 2350 Commercial Music Project	3
___• MUSC 2386 Internship – Recording Arts Technology/Technician	3
___ MUAP ---- Applied Music	1
	<b>11</b>
<b>Total Semester Credit Hours for Certificate</b>	<b>51</b>

### Notes:

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

**Core curriculum courses are shown in bold type. If a particular course is not specified, refer to Core Curriculum Options on page. 60.**

## Certificate of Completion Music Studio Production – MSP1

FIRST SEMESTER		SCH
___•	MUSC 1427 Audio Engineering I	4
___	MUSC 1331 MIDI I	3
___	MUSB 1305 Survey of Music Business	3
___	MUSI 1303 Fundamentals of Music or	
___	MUSI 1311 Music Theory I	3
___	MUSI 1181 Piano Class I (or Applied Piano)	1
		<b>14</b>
SECOND SEMESTER		
___	MUSC 2427 Audio Engineering II	4
___	MUSC 2355 MIDI II	3
___	MUSC 1335 Commercial Music Software	3
___	MUSI 1306 Music Appreciation or	
___	MUSI 1310 American Music	3
		<b>13</b>
<b>Total Semester Credit Hours for Certificate</b>		<b>27</b>

## Certificate of Completion Sound Reinforcement Technology – SRT1

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

FIRST SEMESTER		SCH
___	MUSC 1427 Audio Engineering I	4
___	MUSC 1405 Live Sound I	4
___	MUSC 2402 Sound Systems Technician	4
___	MUSB 1305 Survey of Music Business	3
		<b>15</b>
SECOND SEMESTER		
___	MUSC 2427 Audio Engineering II	4
___	MUSC 2403 Live Sound II	4
___	MUSC 2459 Sound System Optimization	4
___	RTVB 1321 TV Field Production	3
		<b>15</b>
THIRD SEMESTER		
___•	MUSC 2386 Internship – Recording Arts Technology Technician	3
___	MUSC 2453 Live Sound III	4
		<b>7</b>
<b>Total Semester Credit Hours for Certificate</b>		<b>37</b>

# Computer Technology

## Associate of Applied Science Computer and Graphics Technology – CGT2

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

FIRST SEMESTER				SCH
___	ITSC	1309	Integrated Software Applications I	3
___	ARTC	1413	Digital Publishing I	3
___	ARTC	1453	Computer Illustration	3
___	GISC	1311	Introduction to GIS	3
___	IMED	1316	Web Design I	3
				<b>15</b>
SECOND SEMESTER				
___	ARTC	2440	Computer Illustrations II	4
___	IMED	1445	Interactive Digital Media	4
___	----	----	SBS/GOVT/HIST	3
___	ITSC	2321	Integrated Software Applications II	3
___	ITSE	1331	Introduction to Visual Basic Programming	3
				<b>17</b>
THIRD SEMESTER				
___	CPMT	1449	Computer Networking Technology	4
___	IMED	2311	Portfolio Development	3
___	IMED	2309	Internet Commerce	3
___	ENGL	1301	English Composition I	3
___	----	----	Creative Arts/LPC	3
				<b>16</b>
FOURTH SEMESTER				
___	CPMT	1411	Introduction to Computer Maintenance	4
___	ITSC	1316	Linux Installation and Configuration	3
___	SPCH	----	Communication Area Option	3
___	• IMED	2315	Web Design II*	4
___	----	----	LP Sciences/Mathematics	3/4
				<b>17/18</b>
<b>Total Semester Credit Hours for Degree</b>				<b>63/64</b>

### Notes:

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

**Core curriculum courses are shown in bold type. If a particular course is not specified, refer to Core Curriculum Options on page. 60.**

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

## Certificate of Completion Computer and Graphics Technology I – CGT1

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

FIRST SEMESTER				SCH
___	ITSC	1309	Integrated Software Applications I	3
___	ARTC	1413	Digital Publishing I	4
___	ARTC	1453	Computer Illustration	4
___	GISC	1311	Introduction to GIS	3
___	IMED	1316	Web Design I	3
				<b>17</b>
SECOND SEMESTER				
___	ARTC	2440	Computer Illustrations II	4
___	IMED	1445	Interactive Digital Media	4
___	IMED	2315	Web Design II	3
___	ITSC	2321	Integrated Software Applications II	3
___	ITSE	1331	Introduction to Visual Basic Programming	3
				<b>17</b>
THIRD SEMESTER				
___	CPMT	1411	Introduction to Computer Maintenance	4
___	CPMT	1449	Computer Networking Technology	4
___	• IMED	2311	Portfolio Development	3
___	ITSC	1316	Linux Installation and Configuration	3
___	IMED	2309	Internet Commerce	3
				<b>17</b>
<b>Total Semester Credit Hours for Certificate</b>				<b>51</b>

## Certificate of Completion Computer and Graphics Technology II– CGR1

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

FIRST SEMESTER	SCH
___ ITSC 1309 Integrated Software Applications I	3
___ ARTC 1413 Digital Publishing I	4
___ ARTC 1453 Computer Illustration	4
___ GISC 1311 Introduction to GIS	3
___ IMED 1316 Web Design I	3
	<b>17</b>
SECOND SEMESTER	
___ ARTC 2440 Computer Illustrations II	4
___ IMED 1445 Interactive Digital Media	4
___• IMED 2315 Web Design II	3
___ ITSC 2321 Integrated Software Applications II	3
___ ITSE 1331 Introduction to Visual Basic Programming	3
	<b>17</b>
<b>Total Semester Credit Hours for Certificate</b>	<b>34</b>

## Certificate of Completion Application Specialization – AS1

The Computer Technology Application Specialization curriculum provides students with an introduction to data processing and allow persons already engaged in business and industry to increase their computer knowledge.

FIRST SEMESTER	SCH
___ ITSC 1309 Integrated Software Applications I	3
___ ARTC 1413 Digital Publishing I	4
___ ARTC 1453 Computer Illustration	4
___ GISC 1311 Introduction to GIS	3
___• IMED 1316 Web Design I	3
	<b>17</b>
<b>Total Semester Credit Hours for Certificate</b>	<b>17</b>

# Computer Technology

## Associate of Applied Science Computer and Network Maintenance Technology – CNET2

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

FIRST SEMESTER			SCH
___	ITSC	1309 Integrated Software Applications I	3
___	CPMT	1411 Introduction to Computer Maintenance	4
___	CPMT	1449 Computer Networking Technology	4
___	TECM	1341 Technical Algebra	3
			<b>14</b>

SECOND SEMESTER			SCH
___	ITCC	1408 Intro. to Voice over Internet Protocol (VoIP)	4
___	TECM	1349 Technical Math Applications	3
___	ITCC	1401 Exploration: Network Fundamentals	4
___	SPCH	---- Communication Area Option	3
___	----	---- Creative Arts/LPC	3
			<b>17</b>

THIRD SEMESTER			SCH
___	ITCC	1404 Cisco Exploration 2 - Routing Protocols & Concepts	4
___	ITSC	1316 Linux Installation and Configuration	3
___	ENGL	1301 English Composition I or	
___	BUSI	1304 Business Report Writing & Correspondence	3
___	IMED	1316 Web Design I	3
___	----	---- LP Sciences/Mathematics	3/4
			<b>16/17</b>

FOURTH SEMESTER			SCH
___	• CPMT	2449 Advanced Computer Networking Technology*	
			or
___	• CPMT	2488 Internship - Computer Installation and Repair Technology/Technician	4
___	ITCC	2408 Cisco Exploration 3 - LAN Switching and Wireless	4
___	ITCC	2410 Cisco Exploration 4 - Accessing the WAN	4
___	----	---- SBS/GOVT/HIST	3
			<b>15</b>
<b>Total Semester Credit Hours for Degree</b>			<b>62/63</b>

## Certificate of Completion Computer Maintenance Technology – MT1

FIRST SEMESTER			SCH
___	ITSC	1316 Linux Installation and Configuration	3
___	TECM	1341 Technical Algebra	3
___	CPMT	1449 Computer Networking Technology	4
___	CPMT	1411 Introduction to Computer Maintenance	4
			<b>14</b>

SECOND SEMESTER			SCH
___	ITCC	1408 Intro. to Voice over Internet Protocol (VoIP)	4
___	TECM	1349 Technical Math Applications	3
___	ITCC	1401 Exploration: Network Fundamentals	4
___	• CPMT	---- Capstone Course*	4
<b>Total Semester Credit Hours for Certificate</b>			<b>29</b>

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

### Notes:

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

**Core curriculum courses are shown in bold type. If a particular course is not specified, refer to Core Curriculum Options on page. 60.**

## Certificate of Completion Network Maintenance Technology – NET1

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

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

# Cosmetology

## Associate of Applied Science Cosmetology Instructor – CI2

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

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

## Certificate of Completion Cosmetology – CO1

This Certificate Program will provide for 1500 hours of instruction scheduled to be completed within 12 months. This program will provide students with an opportunity to learn the basic manipulative and theoretical skills necessary to become a licensed cosmetologist.

To earn a certificate, students must successfully complete courses contained in a block unit taught in three semesters. To be eligible for licensing by the Texas Department of Licensing and Regulation, the students must have successfully completed the following courses of study and must show satisfactory completion of the State Administered Examination.

FIRST SEMESTER		SCH
___	CSME 1505 Fundamentals of Cosmetology	5
___	CSME 1410 Introduction to Haircutting & Related Theory	4
___	CSME 1453 Chemical Reformation & Related Theory	4
___	CSME 1254 Artistry of Hair Design I	2
		<b>15</b>
SECOND SEMESTER		SCH
___	CSME 2401 The Principles of Hair Coloring & Related Theory	4
___	CSME 2410 Advanced Haircutting & Related Theory	4
___	CSME 1255 Artistry of Hair Design II	2
___	CSME 2344 Preparation for the State Licensing Written Examination	3
		<b>13</b>
THIRD SEMESTER		SCH
___	CSME 2337 Advanced Cosmetology Techniques	3
___	• CSME 2441 Preparation for the State Licensing Examination	4
___	CSME 2439 Advanced Hair Design	4
___	CSME 2343 Salon Development	3
		<b>14</b>
<b>Total Semester Credit Hours for Certificate</b>		<b>42</b>

### Notes:

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

**Core curriculum courses are shown in bold type. If a particular course is not specified, refer to Core Curriculum Options on page. 60.**



## Certificate of Completion Cosmetology HS Dual Credit – COHS1

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

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

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

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

## Certificate of Completion Cosmetology Student Instructor – SI1

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

FIRST SEMESTER	SCH
___ CSME 1435 Orientation to the Instruction of Cosmetology	4
___ CSME 1434 Cosmetology Instructor I	4
	<b>8</b>
SECOND SEMESTER	
___ CSME 2414 Cosmetology Instructor II	4
___ CSME 2415 Cosmetology Instructor III	4
	<b>8</b>
THIRD SEMESTER	
___• CSME 2444 Cosmetology Instructor IV	4
___ CSME 2445 Instructional Theory & Clinic Operation	4
	<b>8</b>
<b>Total Semester Credit Hours for Certificate</b>	<b>24</b>

# CADD and Engineering

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

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

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

FIRST SEMESTER	SCH		
___	DFTG 1405	Technical Drafting	4
___	DFTG 1409	Basic Computer-Aided Drafting	4
___	TECM 1349	Technical Math Applications	
		or	
___	DFTG 2417	Descriptive Geometry	3/4
___	----	Drafting Elective – Track I, II, or III	3/4
			<b>14/16</b>
SECOND SEMESTER			
___	----	Drafting Elective – Track I, II, or III	3/4
___	DFTG 2419	Intermediate Computer-Aided Drafting	
___	----	SBS/GOVT/HIST	3
___	ENGL 1301	English Composition I	3
___	----	Creative Arts/LPC	3
			<b>16/17</b>
THIRD SEMESTER			
___	DFTG 2432	Advanced Computer-Aided Drafting	4
___	----	Drafting Elective – Track I, II, or III	3/4
___	----	Drafting Elective – Track I, II, or III	3/4
___	SPCH ----	Communication Area Option	3
			<b>13/15</b>
FOURTH SEMESTER			
___	----	Drafting Elective – Track I, II, or III	3/4
___	----	Drafting Elective – Track I, II, or III	3/4
___	----	LP Sciences/Mathematics	3/4
___	DFTG 2486	Internship - Drafting & Design Technician, General	4
			<b>13/16</b>
<b>Total Semester Credit Hours for Degree</b>			<b>*60/64</b>

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

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

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

## Certificate of Completion Computer-Aided Drafting and Design – TP1

FIRST SEMESTER	SCH		
___	DFTG 1405	Technical Drafting	4
___	DFTG 1409	Basic Computer-Aided Drafting	4
			<b>8</b>
SECOND SEMESTER			
___	TECM 1349	Technical Math Applications	
		or	
___	DFTG 2417	Descriptive Geometry	3/4
___	DFTG 2419	Intermediate Computer-Aided Drafting	4
			<b>7/8</b>
<b>Total Semester Credit Hours for Certificate</b>			<b>15/16</b>

### Notes:

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

**Core curriculum courses are shown in bold type. If a particular course is not specified, refer to Core Curriculum Options on page. 60.**

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

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

FIRST SEMESTER			SCH
___	DFTG 1405	Technical Drafting	4
___	DFTG 1409	Basic Computer-Aided Drafting	4
___	TECM 1349	Technical Math Applications	
		or	
___	DFTG 2417	Descriptive Geometry	3/4
			<b>11/12</b>
SECOND SEMESTER			
___	----	Drafting Elective – Track I, II, or III	3/4
___	----	Drafting Elective – Track I, II, or III	3/4
___	DFTG 2419	Intermediate Computer-Aided Drafting	4
___	DFTG 2432	Advanced Computer-Aided Drafting	4
			<b>14/16</b>
<b>Total Semester Credit Hours for Certificate</b>			<b>25/28</b>

## Field of Specialization – Drafting Electives

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

### Track I Drafting Electives

Certificate of Completion  
Architectural Construction Technology:

DFTG 1417	Architectural Drafting Residential
DFTG 2428	Architectural Drafting -Commercial
DFTG 2431	Advanced Technology in Architectural Drafting-3D
CNBT 1442	Building Codes and Ordinances
CNBT 1411	Construction Methods and Materials
DFTG 2430	Civil Drafting

### Track II Drafting Electives

Certificate of Completion Mechanical Technology:

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

### Track III Drafting Electives

Certificate of Completion Process Instrumentation and Electrical Design:

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

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

### Notes:

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

**Core curriculum courses are shown in bold type. If a particular course is not specified, refer to Core Curriculum Options on page. 60.**

## Certificate of Completion Architectural Construction and Building Technology – CMT1

FIRST SEMESTER			SCH
___	DFTG 1405	Technical Drafting	4
___	DFTG 1409	Basic Computer Aided Drafting	4
___	CNBT 1411	Construction Methods & Materials I	4
___	CNBT 1442	Building Codes & Inspections	4
			<b>16</b>
SECOND SEMESTER			
___	DFTG 2419	Intermediate CAD	4
___	TECM 1349	Technical Math Application	3
			or
___	DFTG 2417	Descriptive Geometry	3/4
___	DFTG 1417	Architectural Drafting-Residential	4
			<b>11/12</b>
THIRD SEMESTER			
___	DFTG 2430	Civil Drafting	3
___	DFTG 2428	Architectural Drafting – Commercial	4
___•	DFTG 2431	Advanced Tech in Architectural Design – 3D	4
			<b>11</b>
<b>Total Semester Credit Hours for Certificate</b>			<b>38/39</b>

## Certificate of Completion Mechanical Technology – MET1

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

## Associate of Applied Science Process Piping Design – PPD2

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

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

FIRST SEMESTER				SCH
__	DFTG	1409	Basic Computer - Aided Drafting	4
__	DFTG	1405	Technical Drafting	4
__	TECM	1349	Technical Math Applications	3
			or	
__	DFTG	2417	Descriptive Geometry	3/4
__	ENGL	1301	English Composition I	3
				<b>14/15</b>

SECOND SEMESTER				SCH
__	DFTG	2419	Intermediate CAD	4
__	DFTG	2408	Instrumentation Drafting	4
__	ENGT	2307	Engineering Materials I	3
__	----	----	Creative Arts/LPC	3
__	----	----	LP Sciences/Mathematics	3/4
				<b>17/18</b>

THIRD SEMESTER				SCH
__	DFTG	2423	Pipe Drafting - 3D	4
__	DFTG	2432	Advanced Computer-Aided Drafting	4
__	----	----	SBS/GOVT/HIST	3
__	SPCH	----	Communication Area Option	3
				<b>14</b>

FOURTH SEMESTER				SCH
__	DFTG	2445	Advanced Pipe Drafting	4
__	ARCE	2444	Statics and Strength of Materials	4
__	PFPB	2449	Field Measuring, Sketching & Layout	4
__•	DFTG	2457	Advanced Technologies in Pipe Design & Drafting	4
				<b>16</b>
<b>Total Semester Credit Hours for Degree</b>				<b>61/63</b>

## Certificate of Completion Process Piping Design – PPD1

FIRST SEMESTER				SCH
__	DFTG	1409	Basic Computer - Aided Drafting	4
__	DFTG	1405	Technical Drafting	4
				<b>8</b>
SECOND SEMESTER				SCH
__	DFTG	2419	Intermediate CAD	4
__	DFTG	2408	Instrumentation Drafting	4
				<b>8</b>
THIRD SEMESTER				SCH
__	DFTG	2423	Pipe Drafting - 3D	4
__	DFTG	2432	Advanced Computer-Aided Drafting	4
__	PFPB	2449	Field Measuring, Sketching & Layout	4
				<b>12</b>
FOURTH SEMESTER				SCH
__	DFTG	2445	Advanced Pipe Drafting	4
__•	DFTG	2457	Advanced Technologies in Pipe Design & Drafting	4
				<b>8</b>
<b>Total Semester Credit Hours for Certificate</b>				<b>36</b>

## Certificate of Completion Process Instrumentation and Electrical Design – PIED1

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

FIRST SEMESTER			SCH
—	DFTG 1409	Basic Computer - Aided Drafting	4
—	DFTG 1405	Technical Drafting	4
—	IEIR 1302	Introduction to Direct Current Circuits	3
—	INTC 1312	Instrumentation & Safety	3
			<b>14</b>
SECOND SEMESTER			
—	DFTG 2419	Intermediate CAD	4
—•	DFTG 2408	Instrumentation Drafting	4
—	DFTG 2407	Electrical Drafting	4
—	INTC 1343	Application Industrial Automatic Controls	3
			<b>15</b>
<b>Total Semester Credit Hours for Certificate</b>			<b>29</b>

### Notes:

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

**Core curriculum courses are shown in bold type. If a particular course is not specified, refer to Core Curriculum Options on page. 60.**

# Education

## Associate of Applied Science Child Development – EDCD2

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

FIRST SEMESTER		SCH
__	TECA 1311 Educating Young Children	3
__	CDEC 1319 Child Guidance	3
__	ENGL 1301 English Composition I	3
__	CDEC 1313 Curriculum Resources for Early Childhood Program	3
__	---- ---- Elective*	3
		<b>15</b>
SECOND SEMESTER		SCH
__	CDEC 1356 Emergent Literacy for Early Childhood	3
__	CDEC 1359 Children with Special Needs	3
__	---- ---- Creative Arts/LPC	3
__	CDEC 1323 Observation and Assessment	3
__	CDEC 2326 Administration of Programs for Young Children I	3
__	---- ---- Elective*	3
		<b>18</b>

THIRD SEMESTER		SCH
__	CDEC 2307 Math and Science for Early Childhood	3
__	TECA 1303 Family, School, and Community	3
__	SPCH ---- Communication Area Option	3
__	MATH 1332 Contemporary Math or	
__	MATH 1314 College Algebra	3
__	TECA 1354 Child Growth and Development	3
		<b>15</b>

FOURTH SEMESTER		SCH
__	TECA 1318 Wellness of the Young Child	3
__	CDEC 2328 Administration of Program for Young Children II	3
__	• CDEC 2366 Practicum (or Field Experience) – Child Care Provider/Assistant	3
__	---- ---- SBS/GOVT/HIST	3
__	---- ---- Elective*	3
		<b>15</b>
<b>Total Semester Credit Hours for Degree</b>		<b>63</b>

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

## Certificate of Completion Child Development Associate Training Marketable Skills – EDCDM1

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

### Notes:

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

**Core curriculum courses are shown in bold type. If a particular course is not specified, refer to Core Curriculum Options on page. 60.**

# Electrical

## Associate of Applied Science Electrical Technology – IE2

FIRST SEMESTER				SCH
___	ELPT	1325	National Electrical Code I	3
___	ELPT	1419	Fundamentals of Electricity I	4
___	TECM	1341	Technical Algebra	3
___	ELPT	2301	Journeyman Electrician Exam Review	3
___	----	----	LP Sciences/Mathematics	3/4
				<b>16/17</b>
SECOND SEMESTER				
___	ELPT	1420	Fundamentals of Electricity II	4
___	ELPT	1455	Electronic Applications	4
___	TECM	1349	Technical Math Applications	3
___	ENGL	1301	English Composition I	
			or	
___	BUSI	1304	Business Report Writing & Correspondence	3
___	----	----	Creative Arts/LPC	3
				<b>17</b>
THIRD SEMESTER				
___	ELPT	2405	Motors & Transformers	4
___	ELPT	2319	Programmable Logic Controllers	3
___	SPCH	1315	Principles of Public Speaking	3
___	----	----	Elective	3
___	ELPT	1445	Commercial Wiring	4
				<b>17</b>
FOURTH SEMESTER				
___•	ELPT	1441	Motor Control	4
___	ELPT	2331	AC/DC Drives	3
___	----	----	SBS/GOVT/HIST	3
___	----	----	Elective	3
___	ELPT	2355	Programmable Logic Controllers II	3
___	----	----	Elective	3/4
				<b>19</b>
<b>Total Semester Credit Hours for Degree</b>				<b>69/71</b>

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

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

## Certificate of Completion Electrical Technology – IE1

FIRST SEMESTER				SCH
___	ELPT	1325	National Electrical Code I	3
___	ELPT	1419	Fundamentals of Electricity I	4
___	ELPT	----	Elective*	3
___	ELPT	2301	Journeyman Electrician Exam Review	3
				<b>13</b>
SECOND SEMESTER				
___	ELPT	1420	Fundamentals of Electricity II	4
___	ELPT	2331	AC/DC Drives	3
___	ELPT	1455	Electronic Applications	4
___	ELPT	2319	Programmable Logic Controllers	3
				<b>14</b>
THIRD SEMESTER				
___	ELPT	2405	Motors & Transformers	4
___•	ELPT	1441	Motor Control	4
___	ELPT	2355	Programmable Logic Controllers II	3
				<b>11</b>
<b>Total Semester Credit Hours for Certificate</b>				<b>38</b>

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

## Certificate of Completion Wiring Installation – EW11

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

FIRST SEMESTER				SCH
___	ELPT	1321	Introduction to Electrical Safety & Tools	3
___	ELPT	1419	Fundamentals of Electricity I	4
				<b>7</b>
SECOND SEMESTER				
___	ELPT	1325	National Electrical Code I	3
___•	ELPT	1445	Commercial Wiring	4
				<b>7</b>
<b>Total Semester Credit Hours for Certificate</b>				<b>14</b>



## Certificate of Completion Electrical Construction – EC1

FIRST SEMESTER			SCH
—	ELPT 1321	Introduction to Electrical Safety & Tools	3
—	ELPT 1419	Fundamentals of Electricity I	4
			<b>7</b>
SECOND SEMESTER			
—	ELPT 1325	National Electrical Code I	3
—	ELPT 1411	Basic Electrical Theory	4
			<b>7</b>
THIRD SEMESTER			
—	ELPT 1445	Commercial Wiring	4
—	ELPT 2325	National Electrical Code II	3
			<b>7</b>
FOURTH SEMESTER			
—	ELPT 1451	Electrical Machines	4
			<b>4</b>
<b>Total Semester Credit Hours for Certificate</b>			<b>25</b>

# Game Design

## Associate of Applied Science Game Development Specialist – GADS2

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

FIRST SEMESTER			SCH
—	COSC	1301 Introduction to Computing	3
—	GAME	1306 Design & Creation of Games	3
—	GAME	1302 Interactive Storyboarding	3
—	ARTC	1453 Computer Illustration	4
—	COSC	1436 Programming Fundamentals I	4
			<b>17</b>
SECOND SEMESTER			
—	GAME	1301 Computer Ethics	3
—	GAME	1304 Level Design	3
—	GAME	1336 Introduction to 3D Game Modeling (artist)*	
			or
—	COSC	1437 Programming Fundamentals II – (programmer) **	3/4
—	ARTC	2440 Computer Illustration II	4
—	IMED	1445 Interactive Digital Media I	4
			<b>17/18</b>

THIRD SEMESTER			
—	ARTV	1341 3-D Animation I (artist)*	
			or
—	GAME	2344 DirectX Programming (programmer) **	3
—	GAME	2332 Project Development I	3
—	ENGL	1301 English Composition I	3
—	----	----	LP Sciences/Mathematics (artist)*
			or
—	MATH	1314 College Algebra (programmer) **	3/4
—	----	----	Elective***
			<b>15/17</b>

FOURTH SEMESTER			
—	SPCH	----	Communication Area Option
—	----	----	SBS/GOVT/HIST
—	----	----	Creative Arts/LPC
—	IMED	2311	Portfolio Development
—	GAME	2325	3-D Animation II - Character Setup (artist)*
			or
—	MATH	1324	Finite Math with Business Applications (programmer) **
—	• GAME	2334	Project Development II
			<b>18</b>
<b>Total Semester Credit Hours for Degree</b>			<b>67/70</b>

\*Choices for Artist track  
 \*\*Choices for Programmer track  
 \*\*\*Elective to be chosen from ENGL 1302, 2307, GAME 1394, 2386, 2387, 2402, or other course appropriate to degree.

### Notes:

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

**Core curriculum courses are shown in bold type. If a particular course is not specified, refer to Core Curriculum Options on page. 60.**

## Certificate of Completion Game Specialist – GAS1

FIRST SEMESTER			SCH
—	COSC 1301	Introduction to Computing	3
—	GAME 1306	Design & Creation of Games	3
—	GAME 1302	Interactive Storyboarding	3
—	ARTC 1453	Computer Illustration	4
—	COSC 1436	Programming Fundamentals I	4
			<b>17</b>
SECOND SEMESTER			
—	GAME 1301	Computer Ethics	3
—	GAME 1304	Level Design	3
—•	GAME 1336	Introduction to 3D Game Modeling*	
			or
—•	COSC 1437	Programming Fundamentals II**	3/4
—	ARTC 2440	Computer Illustration II	4
—	IMED 1445	Interactive Digital Media I	4
			<b>17/18</b>
<b>Total Semester Credit Hours for Certificate</b>			<b>34/35</b>

## Certificate of Completion Game Designer – GAD1

FIRST SEMESTER			SCH
—	COSC 1301	Introduction to Computing	3
—	GAME 1306	Design & Creation of Games	3
—	GAME 1302	Interactive Storyboarding	3
—	ARTC 1453	Computer Illustration	4
—•	COSC 1436	Programming Fundamentals I	4
			<b>17</b>
<b>Total Semester Credit Hours for Certificate</b>			<b>17</b>

# Health Information

## Associate of Applied Science Health Information – MR2

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

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

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

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

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

FIRST SEMESTER				SCH
—	HITT	1305	Medical Terminology I	3
—	ITSC	1309	Integrated Software Applications I	3
				<b>6</b>
SECOND SEMESTER				
—	ENGL	1301	English Composition I	3
—	BIOL	2401	Human Anatomy & Physiology I	4
—	HITT	1349	Pharmacology	3
—	HITT	1301	Health Data Content & Structure	3
—	HITT	1345	Health Care Delivery Systems	3
				<b>16</b>
THIRD SEMESTER				
—	BIOL	2402	Human Anatomy & Physiology II	4
—	MRMT	1307	Medical Transcription I	3
—	HITT	1341	Coding & Classification Systems	3
—	HPRS	2301	Pathophysiology	3
—	PSYC	2301	Introduction to Psychology	3
				<b>16</b>
FOURTH SEMESTER				
—	HITT	2160	Clinical: Health Information/Medical Records Technology/Technician	1
—	SPCH	----	Communication Area Option	3
				<b>4</b>
FIFTH SEMESTER				
—	HITT	1355	Health Care Statistics	3
—	MRMT	2433	Medical Transcription II	4
—	HITT	2260	Clinical - Health Information/ Medical Records Technology/Technician	2
—	HITT	1353	Legal & Ethical Aspects of Health Information	3
—	HITT	2335	Coding & Reimbursement Methodologies	3
				<b>15</b>
SIXTH SEMESTER				
—	HITT	2339	Health Information Organization & Supervision	3
—	HITT	2343	Quality Assessment & Performance Improvement	3
—	HITT	2261	Clinical - Health Information/ Medical	2
—	ENGL	1302	English Composition II	3
—	----	----	Creative Arts/LPC	3
				<b>14</b>
<b>Total Semester Credit Hours for Degree</b>				<b>71</b>

### Notes:

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

**Core curriculum courses are shown in bold type. If a particular course is not specified, refer to Core Curriculum Options on page. 60.**

## Certificate of Completion Medical Transcription – MR1

The Medical Transcription Certificate will qualify students to work as a medical transcriptionist.

Prerequisites for the Certificate Program include a minimum typing speed of 40 wpm and a minimum 12th grade reading level as determined by Lee College Placement Testing. This certificate can be completed in one year by attending full-time.

The Lee College Certificate Program provides approved curriculum medical terminology, medical sciences, composition, and computer skills. A transcription practicum provides for a capstone experience. A voluntary certification examination is administered by the Association for Health Care Documentation Integrity (AHDII), formerly known as the American Association for Medical Transcription (AAMT).

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

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

## Certificate of Completion Coding – CD1

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

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

FIRST SEMESTER	SCH
___ HITT 1305 Medical Terminology I	3
___ ITSC 1309 Integrated Software Applications I	3
___ BIOL 2401 Human Anatomy & Physiology I	4
___ HITT 1301 Health Data Content & Structure	3
	<b>13</b>
SECOND SEMESTER	
___ BIOL 2402 Human Anatomy & Physiology II	4
___ HITT 1341 Coding & Classification Systems	3
___ HPRS 2301 Pathophysiology	3
___ HITT 1349 Pharmacology	3
	<b>13</b>
THIRD SEMESTER	
___ HITT 2335 Coding & Reimbursement Methodologies	3
___ HITT 1353 Legal & Ethical Aspects of Health Information	3
___• HITT 2161 Clinical – Health Information/ Medical Records Technology/Technician	1
	<b>7</b>
<b>Total Semester Credit Hours for Certificate</b>	<b>33</b>

# Industrial Systems

## Associate of Applied Science Industrial Systems Technician– IS2

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

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

FIRST SEMESTER	SCH
___ MCHN 1302 Print Reading for Machining Trades	3
___ MCHN 1438 Basic Machine Shop I	4
___ MCHN 1425 Millwright I	4
___ MCHN 1391 Special Topic Machinist/Machine Technologist	3
	<b>14</b>

SECOND SEMESTER	SCH
___ MCHN 1454 Intermediate Machining II	4
___ MCHN 2441 Advanced Machining I	4
___ MCHN 1429 Millwright II	4
___ MCHN 2405 Millwright III	4
	<b>16</b>

THIRD SEMESTER	SCH
___ HYDR 1345 Hydraulics and Pneumatics	3
___ MCHN 2407 Millwright IV	4
___ MCHN 2403 Fundamentals of Computer Numerical Controlled (CNC) Machine Controls	4
___ MCHN 2445 Advanced Machining II	4
___ SPCH ---- Communication Area Option	3
___ ---- ---- SBS/GOVT/HIST	3
	<b>21</b>

FOURTH SEMESTER	SCH
___ MCHN 2412 Millwright V	4
___ ---- ---- LP Sciences/Mathematics	3/4
___ ---- ---- Creative Arts/LPC	3
___ ENGL ---- Communication	3
___• MCHN 1416 Machine Tool Repair or	
___• MCHN 2381 Cooperative Education - Machine Tool Technology/Machinist	3/4
	<b>16/18</b>
<b>Total Semester Credit Hours for Degree</b>	<b>67/69</b>

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

### Notes:

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

**Core curriculum courses are shown in bold type. If a particular course is not specified, refer to Core Curriculum Options on page. 60.**

## Certificate of Completion Industrial Systems - Machinist – MC1

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

FIRST SEMESTER		SCH
__	MCHN 1302 Print Reading for Machining Trades	3
__	MCHN 1438 Basic Machine Shop I	4
__	MCHN 1391 Special Topic Machinist/Machine Technologist	3
		<b>10</b>
SECOND SEMESTER		
__	MCHN 1454 Intermediate Machining II	4
__	MCHN 2441 Advanced Machining I	4
		<b>8</b>
THIRD SEMESTER		
__	MCHN 2445 Advanced Machining II	4
__•	MCHN 1416 Machine Tool Repair	
	or	
__•	MCHN 2381 Cooperative Education - Machine Tool Technology / Machinist	3/4
__	MCHN 2403 Fundamentals of Computer Numerical Controlled (CNC) Machine Controls	4
		<b>11/12</b>
<b>Total Semester Credit Hours for Certificate</b>		<b>29/30</b>

## Certificate of Completion Industrial System - Millwright – MW1

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

FIRST SEMESTERS		SCH
__	MCHN 1302 Print Reading for Machining Trades	3
__	MCHN 1425 Millwright I	4
__	MCHN 1391 Special Topic Machinist/Machine Technologist	3
		<b>10</b>
SECOND SEMESTER		
__	MCHN 1429 Millwright II	4
__	MCHN 2405 Millwright III	4
		<b>8</b>
THIRD SEMESTER		
__	HYDR 1345 Hydraulics & Pneumatics	3
__	MCHN 2407 Millwright IV	4
		<b>7</b>
FOURTH SEMESTER		
__•	MCHN 2412 Millwright V	4
		<b>4</b>
<b>Total Semester Credit Hours for Certificate</b>		<b>21</b>

# Instrumentation

## Associate of Applied Science Instrumentation Technology – IR2

FIRST SEMESTER				SCH
__	TECM	1341	Technical Algebra	3
__	INTC	1312	Instrumentation & Safety	3
__	INTC	1307	Instrumentation Test Equipment	3
__	IEIR	1302	Introduction to Direct Current Circuits	3
__	----	----	LP Sciences/Mathematics	3/4
				<b>15/16</b>
SECOND SEMESTER				
__	INTC	1456	Instrumentation Calibration	4
__	RBTC	1301	Programmable Logic Controllers	3
__	TECM	1349	Technical Math Applications	3
__	INTC	1441	Principles of Automatic Control	4
__	BUSI	1304	Business Report Writing and Correspondence	3
				<b>17</b>
THIRD SEMESTER				
__	INTC	2359	Distributed Control Systems	3
__	ITNW	1351	Fundamentals of Wireless LANs	3
__	SPCH	----	Communication Area Option	3
__	CTEC	1401	Applied Petrochemical Technology	4
__	----	----	Elective*	3/4
				<b>16/17</b>
FOURTH SEMESTER				
__	----	----	SBS/GOVT/HIST	3
__	• INTC	2450	Fieldbus Process Control Systems	4
__	----	----	Creative Arts/LPC	3
__	INTC	1343	Application of Industrial Automatic Control	3
__	----	----	Elective*	3/4
				<b>16/17</b>
<b>Total Semester Credit Hours for Degree</b>				<b>64/67</b>

\*Electives to be chosen from INTC 1425, 2405, 2380, or others as approved by Lead Instructor.

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

### Notes:

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

**Core curriculum courses are shown in bold type. If a particular course is not specified, refer to Core Curriculum Options on page. 60.**

## Certificate of Completion Instrumentation Technology – IR1

FIRST SEMESTER				SCH
__	INTC	1312	Instrumentation & Safety	3
__	INTC	1307	Instrumentation Test Equipment	3
__	IEIR	1302	Introduction to Direct Current Circuits	3
__	CTEC	1401	Applied Petrochemical Technology	4
__	TECM	1341	Technical Algebra	3
				<b>16</b>
SECOND SEMESTER				
__	INTC	1456	Instrumentation Calibration	4
__	RBTC	1301	Programmable Logic Controllers	3
__	TECM	1349	Technical Math Applications	3
__	INTC	1441	Principles of Automatic Control	4
				<b>14</b>
THIRD SEMESTER				
__	INTC	2359	Distributed Control Systems	3
__	• INTC	2450	Fieldbus Process Control Systems	4
__	ITNW	1351	Fundamentals of Wireless LANs	3
__	INTC	1343	Application of Industrial Automatic Control	3
				<b>13</b>
<b>Total Semester Credit Hours for Certificate</b>				<b>43</b>

## Certificate of Completion Industrial Instrumentation – IF1

FIRST SEMESTER				SCH
__	INTC	1305	Introduction to Instrumentation	3
__	INTC	1425	Instrument Hardware Installation I	4
				<b>7</b>
SECOND SEMESTER				
__	INTC	2405	Instrument Hardware Installation II	4
__	CETT	1307	Fundamentals of Electronics	3
__	INTC	1401	Principles of Industrial Measurements I	4
				<b>11</b>
THIRD SEMESTER				
__	• INTC	2410	Principles of Industrial Measurements II	4
				<b>4</b>
<b>Total Semester Credit Hours for Certificate</b>				<b>22</b>



## Certificate of Completion Analytical Instrumentation – ATI1

FIRST SEMESTER			SCH
—	TECM 1341	Technical Algebra	3
—	INTC 1312	Instrumentation & Safety	3
—	INTC 1456	Instrumentation Calibration	4
—	EPCT 1349	Environmental Regulation, Interpretation, & Applications	3
—	CTEC 1401	Applied Petrochemical Technology	4
			<b>17</b>
SECOND SEMESTER			
—	INTC 1348	Analytical Instrumentation	3
—	INTC 1441	Principles of Automatic Control	4
—	INTC 2471	Physical Properties Analyzers	4
			<b>11</b>
THIRD SEMESTER			
—	INTC 2472	Sample Systems	4
—	INTC 2445	Advanced Analyzers	4
			<b>8</b>
<b>Total Semester Credit Hours for Certificate</b>			<b>36</b>

## Associate of Applied Science Logistics and Supply Chain Management – LOG2

FIRST SEMESTER			SCH
—	LMGT 1319	Introduction to Business Logistics	3
—	HRPO 1311	Human Relations	3
—	ITSC 1309	Integrated Software Applications	3
—	BMGT 1301	Supervision	3
—	ENGL 1301	Composition I	3
			<b>15</b>
SECOND SEMESTER			
—	LMGT 1323	Domestic and International Transportation Management	3
—	LMGT 1325	Warehousing and Distribution Center Management	3
—	BUSI 1301	Business Principles	3
—	BMGT 1327	Principles of Management	3
—	SPCH 1321	Business and Professional Speech	3
			<b>15</b>

THIRD SEMESTER			
—	LMGT 2330	International Logistics Management	3
—	BMGT 1331	Production and Operations Management	3
—	BMGT 1313	Principles of Purchasing	3
—	MATH 1314	College Algebra	3
—	----	----- Creative Arts/LPC	3
—	----	----- Electives	3
			<b>18</b>
FOURTH SEMESTER			
—	BMGT 1307	Team Building	3
—	ACCT 2401	Principles of Accounting I	4
—	BUSI 2301	Business Law	3
—	----	----- SBS/GOVT/HIST	3
—	• LMGT 1340	Contemporary Logistics Issues or	
—	• LMGT 2388	Internship: Logistics and Materials Management	3
			<b>16</b>
<b>Total Semester Credit Hours for Degree</b>			<b>64</b>

\* Electives CNSE 1311, HMYS 1337, AVIM 1341

## Certificate of Completion Logistics and Supply chain Management – LOG1

FIRST SEMESTER			SCH
—	LMGT 1319	Introduction to Business Logistics	3
—	ITSC 1309	Integrated Software Applications	3
—	BMGT 1301	Supervision	3
—	LMGT 1323	Domestic and International Transportation Management	3
—	LMGT 1325	Warehousing and Distribution Center Management	3
			<b>15</b>
<b>Total Semester Credit Hours for Certificate</b>			<b>15</b>

# Manufacturing Technology

## Associate of Applied Science Manufacturing Engineering Technology – MAET2

The Manufacturing Engineering Technology MET program is a broad-based general science degree designed to prepare students for careers in the chemical processing industry, manufacturing, and advanced technology. The Manufacturing Engineering Technology MET program is a popular option found at fourteen universities in the State of Texas.

Graduates from the Manufacturing Engineering Technology MET AAS program would have five optional; (1) transfer to a 4-year engineering program, (2) transfer to a 4-year engineering technology program, (3) seek employment as an engineering technician, (4) seek employment as a process technician, research technician, laboratory technician or (5) transfer to a 4-year school offering a BS in Technology. Graduates from this program will have a solid foundation in mathematics, physics, and chemistry combined with a good understanding of the equipment and technology associated with the operation of the manufacturing industry. Optional career paths could include chemistry, safety, pharmaceuticals, power generation, or engineering. The program will comply with the American Chemical Society's voluntary standards and with the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology in Engineering Technology.

FIRST SEMESTER			SCH
__	PTAC	1302 Introduction to Process Technology	3
__	PTAC	1410 Process Technology I: Equipment	4
__	MATH	1314 College Algebra	3
__	PTAC	1332 Process Instrumentation I	3
__	SCIT	1414 Applied General Chemistry I	4
			<b>17</b>

SECOND SEMESTER			
__	PTAC	1308 Safety, Health & Environment I	3
__	ENGL	---- Communication	3
__	PTAC	2420 Process Technology II: Systems	4
__	PTAC	2314 Principles of Quality	3
__	SCIT	1318 Applied Physics	
		or	
__	----	---- Elective	3
			<b>16</b>

THIRD SEMESTER				
__	PTAC	2346 Process Troubleshooting		3
__	SPCH	---- Communication Area Option		3
__	CHEM	1411 General Chemistry I		4
__	PTAC	2438 Process Technology III: Operations		4
				<b>14</b>

FOURTH SEMESTER				
__	PHYS	1401 College Physics I: Mechanics and Heat		4
__	----	---- Creative Arts/LPC		3
__	----	---- SBS/GOVT/HIST		3
__	CTEC	2445 Unit Operations		4
__	ENGT	2310 Introduction to Manufacturing Processes		
		or		
__	----	---- Elective		3
				<b>17</b>
<b>Total Semester Credit Hours for Degree</b>				<b>64</b>

Approved Program Electives: PTAC 2486 Internship, others approved by Division Chair.

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

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

### Notes:

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

**Core curriculum courses are shown in bold type. If a particular course is not specified, refer to Core Curriculum Options on page. 60.**

## Certificate of Completion Manufacturing Engineering Technology MAET1

FIRST SEMESTER				SCH
—	PTAC	1302	Introduction to Process Technology	3
—	PTAC	1410	Process Technology I: Equipment	4
—	MATH	1314	College Algebra	3
—	PTAC	1332	Process Instrumentation I	3
—	SCIT	1414	Applied General Chemistry I	4
				<b>17</b>
SECOND SEMESTER				
—	PTAC	2314	Principles of Quality	3
—	PTAC	2420	Process Technology II: Systems	4
—	PTAC	2438	Process Technology III: Operations	4
—	ENGT	2310	Introduction to Manufacturing Processes	3
—	PTAC	1308	Safety, Health & Environment I	3
				<b>17</b>
THIRD SEMESTER				
—	PTAC	2346	Process Troubleshooting	3
—	PHYS	1401	College Physics I: Mechanics and Heat	4
—	CTEC	2445	Unit Operations	4
—	CHEM	1411	General Chemistry I	4
				<b>15</b>
<b>Total Semester Credit Hours for Certificate</b>				<b>49</b>

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

# Mental Health Services

## Associate of Applied Science Alcohol and Drug Abuse Counseling – CA2

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

FIRST SEMESTER			SCH
—	DAAC 1319	Introduction to Alcohol & Other Drug Addictions	3
—	DAAC 1304	Pharmacology of Addiction	3
—	ENGL 1301	English Composition I	3
—	PSYC 2301	Introduction to Psychology	3
—	SOCI 1301	Introductory Sociology	3
			<b>15</b>
SECOND SEMESTER			
—	DAAC 1311	Counseling Theories	3
—	DAAC 1317	Basic Counseling Skills	3
—	ENGL 1302	English Composition II or	
—	ENGL 2311	Technical Writing	3
—	----	SBS/GOVT/HIST	3
—	ITSC 1309	Integrated Software Applications I	3
			<b>15</b>
THIRD SEMESTER			
—	DAAC 1309	Assessment Skill of Alcohol & Other Drug Addictions	3
—	----	LP Sciences/Mathematics	3/4
—	SPCH ----	Communication Area Option	3
—	DAAC 2354	Dynamics of Group Counseling	3
			<b>12/13</b>
FOURTH SEMESTER			
—	----	Elective*	3
—	DAAC 2341	Counseling Alcohol & Other Drug Addictions	3
—	DAAC 2280	Cooperative Education – Substance Abuse/Addiction Counseling	2
—	----	SBS/GOVT/HIST	3
—	----	Creative Arts/LPC	3
			<b>14</b>
FIFTH SEMESTER			
—	DAAC 2343	Current Issues	3
—	DAAC 2307	Addicted Family Intervention	3
—•	DAAC 2281	Cooperative Education – Substance Abuse/Addiction Counseling	2
—	----	Elective*	3
			<b>11</b>
<b>Total Semester Credit Hours for Degree</b>			<b>67/68</b>

\*DAAC 1391 is recommended for one elective.

### Notes:

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

**Core curriculum courses are shown in bold type. If a particular course is not specified, refer to Core Curriculum Options on page. 60.**

## Certificate of Completion Alcohol and Drug Abuse Counseling – CA1

Certificate exceeds 270 contact hours required by Texas Commission on Alcohol and Drug Abuse for eligibility to take state test for licensure and TAADAC requirements for certificate.

FIRST SEMESTER	SCH
— DAAC 1319 Introduction to Alcohol & Other Drug Addictions	3
— DAAC 1304 Pharmacology of Addiction	3
— DAAC 1311 Counseling Theories	3
	<b>9</b>
SECOND SEMESTER	
— DAAC 1317 Basic Counseling Skills	3
— DAAC 1309 Assessment Skill of Alcohol and Other Drug Addictions	3
— DAAC 2307 Addicted Family Intervention	3
	<b>9</b>
THIRD SEMESTER	
— DAAC 2354 Dynamics of Group Counseling	3
— DAAC 2343 Current Issues	3
— DAAC 2280 Cooperative Education – Substance Abuse/Addiction Counseling	2
	<b>8</b>
FOURTH SEMESTER	
— DAAC 2341 Counseling Alcohol and Other Drug Addictions	3
—• DAAC 2281 Cooperative Education – Substance Abuse/Addiction Counseling	2
	<b>5</b>
<b>Total Semester Credit Hours for Certificate</b>	<b>31</b>

## Certificate of Completion Substance Abuse Prevention – SAP1

FIRST SEMESTER	SCH
— DAAC 1319 Introduction to Alcohol & Other Drug Addictions	3
— DAAC 1304 Pharmacology of Addiction	3
— DAAC 2306 Substance Abuse Prevention I	3
	<b>9</b>
SECOND SEMESTER	
— DAAC 1317 Basic Counseling Skills	3
— DAAC 2353 Substance Abuse Prevention II	3
— DAAC 1391 Special Topics in Alcohol/Drug Abuse Counseling – Substance Abuse Prevention Issues	3
—• DAAC 1280 Cooperative Education – Substance Abuse/Addiction Counseling	2
	<b>11</b>
<b>Total Semester Credit Hours for Certificate</b>	<b>20</b>

### Notes:

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

**Core curriculum courses are shown in bold type. If a particular course is not specified, refer to Core Curriculum Options on page. 60.**

# Nursing

## Associate of Applied Science Nursing Program – AD2

The purpose of the Associate Degree Nursing Program is to prepare students with beginning competencies to practice as registered nurses upon successful writing of the National Council Licensure Examination for Registered Nurses. The program is accredited by the Texas Board of Nursing and the Accreditation Commission for Education in Nursing, Inc. (ACEN) 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326.

It is recommended that the applicant complete some or all of the general education courses in the curriculum prior to entry into the program. After successful completion of this program, the graduate is eligible to take the National Council Licensure Examination for Registered Nurses. Upon passing the examination, the graduate is licensed as a Registered Nurse.

Job opportunities include hospitals, clinics, home health care facilities, long-term care facilities, industry, and specialty health care hospital units. The registered nurse works within the scope of nursing as defined by the Nursing Practice Act in the State of Texas.

## Associate Degree Nursing (ADN) Program Admission Requirements

Students are required to make application to Lee College before applying to the nursing program. Students are responsible for furnishing official transcript(s) to the Admissions and Records Office. The student is required to request transcript evaluation of transfer courses. Students who have foreign transcripts should plan extended time for transcript evaluation.

Applications will not be accepted without documentation of the state required immunizations and/or titers (contact the Nursing Office or the Counseling Center for an application packet). Applications will be kept on file for one academic year. Applicants interested in maintaining an active application file must notify the nursing office in writing prior to the expiration of one academic year.

Nursing students are required to carry personal health insurance to meet hospital affiliation clinical requirements. A copy of the student's health insurance card will be required to be submitted to the Nursing Office upon invitation into the Nursing program.

Due to requirements of criminal background checks, pre-admission testing and other processes the following application deadlines are required:

### Fall Admission

Applications will be accepted between January 15 and March 15.

### Spring Admission

Applications will be accepted between June 15 and August 15.

Because of academic demands of a curriculum that prepares students for national licensing examinations and performance of safe nursing care in clinical situations, applicants must meet the academic criteria outlined for acceptance into nursing programs at Lee College. Meeting minimum entrance requirements does not guarantee admission. Admission requirements are monitored continuously and may change between catalogs. Contact the Nursing Office for the most current requirements including:

- Preadmission Assessment Examination
  - o Hesi A-2 score requirements available in the nursing office
- Overall GPA of 2.7 in degree plan
- No grade less than "C" earned in the degree plan courses
- Prerequisite courses GPA of 2.7 minimum (RNSG 1301, BIOL 2401, ENGL 1301, PSYC 2301)
- Science GPA of 2.5 minimum in degree plan courses completed
- Computer skills competency
  - o Students are encouraged to consider ITSC 1309 or equivalent to enhance computer skills if necessary;

### Other areas impacting admission

- Number of degree plan courses completed
- Successful completion of non-degree plan academic courses such as Sociology, History, Government, and Statistics, Chemistry, Biology, Life Science, Pathophysiology and Nutrition
- Previous unsuccessful RN degree plan attempts, at other schools and Lee College, will impact admission
- Repetitive academic courses may impact overall admission scores
- Criminal background checks history. See Nursing Office for details
- Texas Department of Health and Human Services required immunizations and/or titers

Students are required to take a Pre-Admission Assessment Exam. The exam scores will be used by the ADN program for admission, counseling, and progression advisement and decisions. The exam offers study methods which can aid the student with remediation during the course of the nursing program. Required payment is made at the cashier's office, and the receipt submitted to the Nursing Office prior to taking the exam. Exam dates and testing requirements are available in the nursing office.

The Texas Board of Nursing (BON) requires schools to inform enrolled students (verbally and in writing) about eligibility requirements and to maintain students' signed receipt of the required information. Applicants for NCLEX and Nurses seeking licensure in Texas are required to submit a complete and legible set of fingerprints on a form prescribed by the board for the purpose of obtaining a criminal history from the Texas Department of Public Safety and the Federal Bureau of Investigations. (Section 301.252 (b) and Section 301.252 (e) of the Texas Occupations Code). Positive criminal background history may impact admission and/or progression in the nursing program.

All NCLEX applicants with outstanding eligibility issues that could prevent them from taking the NCLEX examination upon completion of a nursing program are urged to complete a Declaratory Order application. The Declaratory Order process permits the Board to make decisions regarding an applicant's eligibility for licensure prior to entering or completing a nursing program. The BON has identified certain circumstances that may render a potential candidate ineligible for licensure as a registered nurse in the state of Texas. The Board provides individuals the opportunity to petition for a Declaratory Order as to their eligibility in accordance with article 4519(a) of the Nursing Practice Act. View [www.bon.state.tx.us](http://www.bon.state.tx.us) for further information and forms.

It is suggested that the \* courses are taken prior to program admission. Once admitted into the program, all courses must be taken in the sequence listed at the time of admission. If any RNSG course must be repeated, the lab/clinical corresponding course must be repeated also.

FIRST SEMESTER PREREQUISITES				SCH
___	BIOL	2401	Human Anatomy & Physiology I	4
___	RNSG	1301	Pharmacology	3
___	ENGL	1301	English Composition I	3
___	PSYC	2301	Introduction to Psychology	3
				<b>13</b>
SECOND SEMESTER				
___	PSYC	2314	Life Span Growth & Development*	3
___	RNSG	1413	Foundations for Nursing Practice	4
___	RNSG	1205	Nursing Skills I	2
___	RNSG	1247	Concepts of Clinical Decision-Making	2
___	RNSG	1261	Clinical -Registered Nursing/ Registered Nurse	2
___	BIOL	2402	Human Anatomy & Physiology II*	4
				<b>17</b>
THIRD SEMESTER				
___	RNSG	1343	Complex Concepts of Adult Health	3
___	RNSG	1362	Clinical-Nursing: Registered Nurse Training	3
___	RNSG	2201	Care of Children & Families	2
___	RNSG	2161	Clinical -Registered Nursing/ Registered Nurse	1
___	BIOL	2421	Microbiology*	4
				<b>13</b>
FOURTH SEMESTER				
___	----	----	Creative Arts/LPC *	3
___	ENGL	1302	English Composition II*	3
___	SPCH	----	Communication Area Option	3
				<b>9</b>
FIFTH SEMESTER				
___	RNSG	1251	Care of the Childbearing Family	2
___	RNSG	1162	Clinical-Nursing: Registered Nurse Training	1
___	RNSG	2213	Mental Health Nursing	2
___	RNSG	2160	Clinical -Registered Nursing/ Registered Nurse	1
				<b>6</b>
SIXTH SEMESTER				
___	RNSG	2432	Enhanced Concepts of Adult Health	4
___	RNSG	2263	Clinical -Registered Nursing/ Registered Nurse	2
___	RNSG	2221	Professional Nursing: Leadership & Management	2
				<b>8</b>
<b>Total Semester Credit Hours for Degree</b>				<b>66</b>

**Notes:**

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

**Core curriculum courses are shown in bold type. If a particular course is not specified, refer to Core Curriculum Options on page. 60.**

Students are encouraged to consider taking Healthcare Spanish. SPNL1301 Health Care Spanish develops the practical Spanish communication skill for healthcare employees including medical terminology, greetings, common expressions, commands, and phrases normally used within a hospital or physician's office.

## **Associate of Applied Science Nursing – Transitional Entry – TN2**

Students are required to make application to Lee College before applying to the nursing program. Students are responsible for furnishing official transcript(s) to the Admissions and Records Office. The student is required to request transcript evaluation of transfer courses. Students who have foreign transcripts should plan extended time for transcript evaluation.

Applications will not be accepted without documentation of the state required immunizations and/or titers (contact the Nursing Office or the Counseling Center for an application packet). Applications will be kept on file for one academic year. Applicants interested in maintaining an active application file must notify the nursing office in writing prior to the expiration of one academic year.

Nursing students are required to carry personal health insurance to meet hospital affiliation clinical requirements. A copy of the student's health insurance card will be required to be submitted to the Nursing Office upon invitation into the Nursing program.

Due to requirements of criminal background checks, pre-admission testing and other processes the following application deadlines are required:

### **Fall Admission**

Applications will be accepted between March 15 and May 15.

### **Spring Admission**

Applications will be accepted between August 15 and October 15.

Because of academic demands of a curriculum that prepares students for national licensing examinations and performance of safe nursing care in clinical situations, applicants must meet the academic criteria outlined for acceptance into nursing programs at Lee College. Meeting minimum entrance requirements does not guarantee admission. Admission requirements are monitored continuously and may change between catalogs. Contact the Nursing Office for most current requirements including:

- Texas Vocational Nursing License in good standing
- Comprehensive Standardized Examination
  - o VN Comprehensive Standardized Examination (HESI) with a score of 900 or higher within the previous 2 years. Students who have not taken the HESI VN Comprehensive Standardized Examination within the last two years or who have not demonstrated a score of 900 or higher should apply in the nursing office to take the standardized exam.
  - o Copies of scores from other schools may be submitted for review through a transcript request process with HESI (Evolve/Elsevier).
- Preadmission Assessment Examination
  - o Score requirements available in the nursing office
  - o Math competency must be demonstrated
- Overall GPA of 2.7 in degree plan
- No grade less than "C" earned in the degree plan courses
- Prerequisite courses GPA of 2.7 minimum (BIOL 2401, ENGL 1301, PSYC 2301)
- Science GPA of 2.5 minimum in degree plan courses completed
- Computer skills competency
  - o Students are encouraged to consider ITSC 1309 or equivalent to enhance computer skills if necessary

### **Other areas impacting admission**

- Number of degree plan courses completed
- Successful completion of non-degree plan academic courses such as Sociology, History, Government, and Statistics, Chemistry, Biology, Life Science, Pathophysiology and Nutrition
- Previous unsuccessful RN degree plan attempts, at other schools and Lee College, will impact admission
- Repetitive academic courses may impact overall admission scores
- Criminal background checks history. See Nursing Office for details
- Texas Department of Health and Human Services required immunizations and/or titers

Students are required to take a Pre-Admission Assessment Exam. The exam scores will be used by the ADN program for admission, counseling, and progression advisement and decisions. The exam offers study methods which can aid the student with remediation during the course of the nursing program. Required payment is made at the cashier's office, and the receipt submitted to the Nursing Office prior to taking the exam. Exam dates and testing requirements are available in the nursing office.



The Texas Board of Nursing (BON) requires schools to inform enrolled students (verbally and in writing) about eligibility requirements and to maintain students' signed receipt of the required information. Applicants for NCLEX and Nurses seeking licensure in Texas are required to submit a complete and legible set of fingerprints on a form prescribed by the board for the purpose of obtaining a criminal history from the Texas Department of Public Safety and the Federal Bureau of Investigations. (Section 301.252 (b) and Section 301.252 (e) of the Texas Occupations Code). LVN with a current license in the state of Texas may not be required to complete the fingerprinting component of the criminal background check process. Positive criminal background history may impact admission and/or progression in the nursing program.

All NCLEX applicants with outstanding eligibility issues that could prevent them from taking the NCLEX examination upon completion of a nursing program are urged to complete a Declaratory Order application. The Declaratory Order process permits the Board to make decisions regarding an applicant's eligibility for licensure prior to entering or completing a nursing program. The BON has identified certain circumstances that may render a potential candidate ineligible for licensure as a registered nurse in the state of Texas. The Board provides individuals the opportunity to petition for a Declaratory Order as to their eligibility in accordance with article 4519(a) of the Nursing Practice Act. View [www.bon.state.tx.us](http://www.bon.state.tx.us) for further information and forms.

### Transitional Entry Prerequisites:

All academic courses with the exception of Creative Arts/LPC and Oral Communication must be completed for the student to be eligible for admission to RNSG 2207. It is suggested that the \* courses are taken prior to program admission. Once admitted into the program, all courses must be taken in the sequence listed at the time of admission. If any RNSG course must be repeated, the lab/clinical corresponding course must be repeated also.

FIRST SEMESTER				SCH
—	BIOL	2401	Human Anatomy & Physiology I	4
—	ENGL	1301	English Composition I	3
—	PSYC	2301	Introduction to Psychology	3
				<b>10</b>
SECOND SEMESTER				
—	BIOL	2402	Human Anatomy & Physiology II	4
—	ENGL	1302	English Composition II	3
—	PSYC	2314	Life Span Growth & Development	3
—	----	----	Creative Arts/LPC *	3
—	SPCH	----	Communication Area Option*	3
				<b>16</b>
THIRD SEMESTER				
—	BIOL	2421	Microbiology	4
—	RNSG	1413	Foundations for Nursing Practice #	4
—	RNSG	1205	Nursing Skills I#	2
—	RNSG	1247	Concepts of Clinical Decision-Making #	2
—	RNSG	1261	Clinical -Registered Nursing/ Registered Nurse	2
—	RNSG	2207	Adaptation to Role of Professional Nurse	2
				<b>16</b>

#### Notes:

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

**Core curriculum courses are shown in bold type. If a particular course is not specified, refer to Core Curriculum Options on page. 60.**

FOURTH SEMESTER			SCH
—	RNSG 1343	Complex Concepts of Adult Health ##	3
—	RNSG 1362	Clinical- Nursing: Registered Nurse Training ##	3
—	RNSG 2201	Care of Children & Families ##	2
—	RNSG 2161	Clinical -Registered Nursing/ Registered Nurse ##	1
			<b>9</b>
FIFTH SEMESTER			
—	RNSG 1251	Care of the Childbearing Family	2
—	RNSG 1162	Clinical-Nursing: Registered Nurse Training	1
—	RNSG 2213	Mental Health Nursing	2
—	RNSG 2160	Clinical -Registered Nursing/ Registered Nurse	1
			<b>6</b>
SIXTH SEMESTER			
—	RNSG 2432	Enhanced Concepts of Adult Health I	4
—	RNSG 2263	Clinical -Registered Nursing/ Registered Nurse	2
—•	RNSG 2221	Professional Nursing: Leadership & Management	2
			<b>8</b>
<b>Total Semester Credit Hours for Degree</b>			<b>65</b>

## Bachelor of Science Nursing Program

Lee College does not grant nursing baccalaureate degrees; however, our students' articulation into Lamar University RN-BSN track is facilitated. Students interested in the Lamar RN-BSN track upon completion of Lee's ADN program should contact <http://dept.lamar.edu/cde>. In addition, Lee College also maintains a long standing articulation agreement with the University of Texas Health Science Center – Houston for RN-BSN education for our ADN graduates. See the Nursing Admission Office for more information on current RN-BSN articulation agreements.

\*These concepts may be taken after admission to the program.

#Credit awarded upon completion of RNSG 1343, 1362, 2201, and 2161.

##Credit is given for RNSG 1205, 1247, 1261, 1413.

Students are encouraged to consider taking Healthcare Spanish. SPNL1301 Health Care Spanish develops the practical Spanish communication skill for healthcare employees including medical terminology, greetings, common expressions, commands, and phrases normally used within a hospital or physician's office.

# Nursing VN

## Certificate of Completion Vocational Nursing – VN1

The purpose of the Vocational Nursing Program is to prepare individuals to use a systematic problem-solving process to function within the nurse's legal and ethical scope of practice while safely providing quality care and demonstrate the Differentiated Essential Competencies of Graduates of Texas Nursing Programs (DECs). The Vocational Nursing Program is accredited by Texas Board of Nursing (BON).

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

### Requirements

- Applying for admission to Lee College and submitting an official transcript to the Admissions and Records Office from all colleges attended. An official high school transcript or GED certificate must be sent as well.
- Completing a VN Program application in the Nursing Office.
- Completion of the criminal background process as required by the Texas Board of Nursing (information available in the nursing admission's office)
- Submitting a copy of high school diploma or GED certificate to the Nursing Office.
- Submitting a VN program degree plan form signed by a Lee College Counselor to the Nursing Office.
- Submitting a statement of documented reading level after evaluation completed in Counseling Center.
- Completing Lee College assessment/placement tests and developmental courses, if required.
- Demonstrating competencies in Allied Health Math 350 (formerly 210) or "C" or better on advance placement test for MATH 350.
- Attending mandatory information session with VN faculty member.
- Other pre-admission activity as outlined in the VN application packet

### Other areas impacting admission

See the Nursing Office for more information.

- BIOL 2404: Human Body: no older than 5 years, "B" or better is required. (If this course is taken prior to entering the VN program, the student will not have to take BIOL 2404, which is required during the fall semester of the VN program).
- or
- BIOL 2401 and BIOL 2402: no older than 5 years, "B" or better is required. (If these courses are taken prior to entering the VN program, the student will not have to take BIOL 2404 which is required during the fall semester of the VN program).
- HITT 1305: Medical Terminology I. (If this course is taken prior to entering the VN program, the student will not have to take HITT 1305 which is required during the spring semester of the VN program).
- LSSS 300: Learning Strategies Skills
- ITSC 1309: Integrated Software Applications I or COSC 1301: Intro to Computing
- GPA (based on BIOL 2404 or BIOL 2401 and 2402, MATH 350 and HITT 1305) - (4.0=1 point; 3.9-3.0=.75 point; 2.9-2.0=.50 points).

Nursing students are required to carry personal health insurance to meet hospital affiliation clinical requirements. A copy of the student's health insurance card will be required to be submitted to the Nursing Office upon invitation into the Nursing program.

Applications are accepted between February 1 and April 1. The application submission deadline is April 1 for fall entry. A VN admission packet may be obtained in the Nursing Office or the Counseling Center.

Because of academic demands of a curriculum that prepares students for national licensing examination and performance of safe nursing care in clinical situations, applicants must meet the academic criteria outlined for acceptance into nursing programs at Lee College. Meeting minimum entrance requirements does not guarantee admission to the nursing program.

After successful completion of this program, the graduate is eligible to take the National Council Licensure Examination for Practical Nurses. Upon passing the examination, the graduate is licensed as a vocational nurse.

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

FIRST SEMESTER			SCH
___	VNSG 1423	Basic Nursing Skills	4
___	VNSG 1304	Foundations of Nursing	3
___	VNSG 1331	Pharmacology	3
___	VNSG 1227	Essentials of Medication Administration	2
___	BIOL 2404	The Human Body	4
___	VNSG 1161	Clinical - Licensed Practical/ Vocational Nurse Training	1
			<b>17</b>
SECOND SEMESTER			
___	HITT 1305	Medical Terminology I	3
___	VNSG 1226	Gerontology	2
___	VNSG 1429	Medical - Surgical Nursing I	4
___	VNSG 1234	Pediatrics	2
___	VNSG 1432	Medical – Surgical Nursing II	4
___	VNSG 1360	Clinical – Licensed Practical/ Vocational Nurse Training	3
			<b>18</b>
THIRD SEMESTER			
___	VNSG 1330	Maternal – Neonatal Nursing	3
___	VNSG 1219	Leadership & Professional Development	2
___	VNSG 2431	Advanced Nursing Skills	4
___	VNSG 2361	Clinical – Licensed Practical/ Vocational Nurse Training	3
			<b>12</b>
<b>Total Semester Credit Hours for Certificate</b>			<b>47</b>

**Notes:**

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

**Core curriculum courses are shown in bold type. If a particular course is not specified, refer to Core Curriculum Options on page. 60.**

# Paralegal

## Associate of Applied Science Paralegal Studies – PA2

Paralegals (also called “Legal Assistants”) work under the supervision of an attorney and assist in the delivery of legal services. They do substantive legal work the supervising attorney would otherwise do; however, paralegals are not attorneys. Paralegals generally may not provide legal services directly to the public, except as permitted by law. Paralegals are important members of the legal service team. They perform such functions as interviewing clients and witnesses, drafting legal documents, conducting legal research, and attending depositions and court hearings.

Paralegals are found in a number of work settings, including law offices, government agencies, and corporate offices. This program is approved by the American Bar Association.

It consists of both legal and general education courses. It is intended for the training of paralegals and is not a pre-law course of study.

FIRST SEMESTER				SCH
—	ENGL	1301	English Composition I	3
—	POFI	1401	Computer Applications I	4
—	LGLA	1307	Introduction to Law & the Legal Professions	3
—	LGLA	1301	Legal Research & Writing	3
—	LGLA	1355	Family Law	3
				<b>16</b>
SECOND SEMESTER				
—	SPCH	1315	Principles of Public Speaking	3
—	----	----	Creative Arts/LPC	3
—	ENGL	1302	English Composition II	3
—	LGLA	1353	Wills, Trusts & Probate Administration	3
—	LGLA	1351	Contracts	3
—	LGLA	1345	Civil Litigation	3
				<b>18</b>
THIRD SEMESTER				
—	GOVT	2305	Federal Government	3
—	LGLA	2303	Torts & Personal Injury Law	3
—	LGLA	1219	Paralegal Ethics	2
—	LGLA	2309	Real Property	3
—	POFT	1309	Administrative Office Procedures I	3
—	POFT	2301	Immediate Keyboarding	3
				<b>17</b>

## FOURTH SEMESTER

—	----	----	LP Sciences/Mathematics	3/4
—	ACNT	1303	Introduction to Accounting I or	
—	BUSI	1307	Personal Finance	3
—	LGLA	----	Elective+	3
—	LGLA	----	Elective+	3
—•	LGLA	2333	Advanced Legal Document Preparation or	
—•	LGLA	2389	Internship - Legal Assistant/ Paralegal	3
—	POFT	1132	Workplace Diversity	1

**16/17**

**Total Semester Credit Hours for Degree 67/68**

+Legal elective to be chosen from LGLA 1317, 1343, 2307, 2311, 2313, 2323, 2331, 2337, or 2388.

## Certificate of Completion Paralegal Studies – PA1

Prerequisite: Baccalaureate degree or junior standing in a baccalaureate degree program with a minimum of 18 semester hours of general education classes completed.

FIRST SEMESTER				SCH
—	LGLA	1301	Legal Research & Writing*	3
—	LGLA	1307	Introduction to Law & the Legal Professions	3
—	LGLA	1355	Family Law*	3
—	LGLA	1219	Paralegal Ethics	2
				<b>11</b>
SECOND SEMESTER				
—	LGLA	1345	Civil Litigation*	3
—	LGLA	1351	Contracts	3
—	LGLA	1353	Wills, Trusts & Probate Administration*	3
—	LGLA	----	Elective	3
				<b>12</b>
THIRD SEMESTER				
—	LGLA	2303	Torts & Personal Injury Law	3
—	LGLA	2309	Real Property*	3
—•	LGLA	2333	Advanced Legal Document Preparation©*	3
				<b>9</b>
<b>Total Semester Credit Hours for Certificate</b>				<b>32</b>

©Capstone course must be taken in the last semester of course work.

\*Legal specialty course.

### NOTE: Paralegal Studies Program

The Paralegal Studies Program, in compliance with Guidelines of the American Bar Association, requires students to complete 18 semester credit hours of legal specialty courses, as defined by the ABA, at Lee College.

# Pipefitting

## Associate of Applied Science Pipefitting Technology - PF2

FIRST SEMESTER				SCH
__	PFPB	1350	Plumbing & Pipefitting Equipment and Safety	3
__	PFPB	1408	Basic Pipefitting Skills	4
__	TECM	1349	Technical Math Applications	3
__	ITSC	1309	Integrated Software Applications I	3
__	----	----	LP Sciences/Mathematics	3/4
				<b>16/17</b>
SECOND SEMESTER				
__	SPCH	----	Communication Area Option	3
__	PFPB	1305	Basic Blueprint Reading for Pipefitters	3
__	PFPB	2407	Pipe Fabrication & Installation I	4
__	ENGL	----	Communication	3
__	----	----	Creative Arts/LPC	3
				<b>16</b>
THIRD SEMESTER				
__	PFPB	2408	Piping Standards & Materials	4
__	PFPB	2310	Intermediate Blueprint Reading for Pipefitters	3
__	PFPB	2441	Pipe Fabrication & Installation II	4
__	BMGT	1307	Team Building	3
__	----	----	Elective	3
				<b>17</b>
FOURTH SEMESTER				
__	PFPB	2343	Advanced Pipe Practices	3
__	----	----	SBS/GOVT/HIST	3
__	PFPB	2449	Field Measuring, Sketching & Layout	4
__	----	----	Elective	3
				<b>13</b>
<b>Total Semester Credit Hours for Degree</b>				<b>62/63</b>

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

### Notes:

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

**Core curriculum courses are shown in bold type. If a particular course is not specified, refer to Core Curriculum Options on page. 60.**

## Certificate of Completion Pipefitting Technology – PF1

FIRST SEMESTER				SCH
__	PFPB	1350	Plumbing & Pipefitting Equipment and Safety	3
__	PFPB	1408	Basic Pipefitting Skills	4
				<b>7</b>
SECOND SEMESTER				
__	PFPB	1305	Basic Blueprint Reading for Pipefitters	3
__	PFPB	2407	Pipe Fabrication & Installation I	4
				<b>7</b>
THIRD SEMESTER				
__	PFPB	2408	Piping Standards & Materials	4
__	PFPB	2310	Intermediate Blueprint Reading for Pipefitters	3
__	PFPB	2441	Pipe Fabrication & Installation II	4
				<b>11</b>
FOURTH SEMESTER				
__	PFPB	2343	Advanced Pipe Practices	3
				<b>3</b>
<b>Total Semester Credit Hours for Certificate</b>				<b>28</b>

## Certificate of Completion Pipefitter Helper – PH1

FIRST SEMESTER				SCH
__	PFPB	1350	Plumbing & Pipefitting Equipment and Safety	3
__	PFPB	1408	Basic Pipefitting Skills	4
				<b>7</b>
SECOND SEMESTER				
__	PFPB	1305	Basic Blueprint Reading for Pipefitters	3
__	PFPB	2407	Pipe Fabrication & Installation I	4
				<b>7</b>
THIRD SEMESTER				
__	PFPB	2310	Intermediate Blueprint Reading for Pipefitters	3
				<b>3</b>
<b>Total Semester Credit Hours for Certificate</b>				<b>17</b>

# Process Technology

## Associate of Applied Science Process Technology – PT2

The Process Technology Programs prepare the student to enter the operations or laboratory technician field in refinery and manufacturing.

FIRST SEMESTER	SCH
— PTAC 1302 Introduction to Process Technology	3
— PTAC 1410 Process Technology I – Equipment	4
— TECM ---- Technical Math or	
— MATH -3-- Math	3
— PTAC 1332 Process Instrumentation I	3
— SCIT 1414 Applied General Chemistry I	4
	<b>17</b>

SECOND SEMESTER	SCH
— ENGL ---- Communication	3
— PTAC 1308 Safety, Health, & Environment I	3
— PTAC 2420 Process Technology II – Systems	4
— ---- ---- SBS/GOVT/HIST	3
— SCIT 1318 Applied Physics or	
— ---- -3-- Approved Electives*	3
	<b>16</b>

THIRD SEMESTER	SCH
— SPCH ---- Communication Area Option	3
— PTAC 2314 Principles of Quality	3
— PTAC 2438 Process Technology III – Operations	4
— PTAC 2346 Process Troubleshooting	3
— CHEM 1419 Introductory Organic Chemistry	4
	<b>17</b>

FOURTH SEMESTER	SCH
— ---- ---- Creative Arts/LPC	3
— PHYS -4-- Physics Selection	4
—• CTEC 2445 Unit Operations	4
— ENGT 2310 Introduction to Manufacturing Processes or	
— ---- -3-- Approved Electives*	3
	<b>14</b>

**Total Semester Credit Hours for Degree 64**

\* Approved Electives: Technical electives include: PTAC 2486 Internship others approved by Division Chair.

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

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

## Certificate of Completion Process Technology – PT1

FIRST SEMESTER	SCH
— PTAC 1302 Introduction to Process Technology	3
— PTAC 1410 Process Technology I: Equipment	4
— TECM ---- Technical Math or	
— MATH ---- Math	3
— PTAC 1332 Process Instrumentation I	3
— SCIT 1414 Applied General Chemistry	4
	<b>17</b>

SECOND SEMESTER	SCH
— PTAC 2314 Principles of Quality	3
— PTAC 2420 Process Technology II - Systems	4
— SCIT 1318 Applied Physics or	
— ---- -3-- Approved Electives*	3
— PTAC 1308 Safety, Health, & Environment I	3
	<b>13</b>

THIRD SEMESTER	SCH
— PTAC 2346 Process Troubleshooting	3
— PTAC 2438 Process Technology III - Operations	4
— ENGT 2310 Introduction to Manufacturing Processes or	
— ---- -3-- Approved Electives*	3
—• CTEC 2445 Unit Operations	4
	<b>14</b>

**Total Semester Credit Hours for Certificate 44**

\* Approved Electives: Technical electives include: PTAC 2486 Internship others approved by Division Chair.

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

# Professional Administrative

## Associate of Applied Science Administrative Technology – OT2

The Administrative Technology Program prepares students for administrative support careers in today's businesses. Curriculum is designed to enhance and improve students' administrative skills and develop proficiency using various skills and software programs. Attention is also focused on helping students improve and gain confidence in essential verbal and written communications skills, problems solving skills, as well as business math.

FIRST SEMESTER			SCH
—	POFI	1401 Computer Applications I	4
—	POFT	1309 Administrative Office Procedures I	3
—	POFT	1325 Business Math Using Technology	3
—	POFT	1127 Introduction to Keyboarding or	
—	POFT	1132 Workplace Diversity*	1
—	POFT	1329 Beginning Keyboarding or	
—	POFT	2203 Speed & Accuracy Building	2/3
—	----	---- Creative Arts/LPC	3
			<b>16/17</b>

SECOND SEMESTER			SCH
—	ENGL	1301 English Composition I	3
—	POFT	2301 Intermediate Keyboarding	3
—	POFT	1349 Administrative Office Procedures II or	
—	POFT	1366 Practicum (or Field Experience) – General Office Occupations & Clerical Services	3
—	POFT	1301 Business English	3
—	----	---- SBS/GOVT/HIST	3
			<b>15</b>

THIRD SEMESTER			SCH
—	ENGL	2311 Technical Writing	3
—	POFI	1441 Computer Applications II	4
—	POFI	2331 Desktop Publishing or	
—	POFT	2366 Practicum (or Field Experience) – General Office Occupations & Clerical Services	3
—	POFT	2312 Business Correspondence & Communication	3
—	SPCH	---- Communication Area Option	3
			<b>16</b>

FOURTH SEMESTER			SCH
—	----	---- LP Sciences/Mathematics	3/4
—	POFT	2331 Administrative Systems	3
—	POFI	1349 Spreadsheets	3
—	ACNT	1303 Introduction to Accounting I	3
—	POFI	2340 Advanced Word Processing	3
			<b>15/16</b>
<b>Total Semester Credit Hours for Degree</b>			<b>62/64</b>

\*Administrative Technology major should enroll in POFT 1132.

### Notes:

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

**Core curriculum courses are shown in bold type. If a particular course is not specified, refer to Core Curriculum Options on page. 60.**



## Certificate of Completion Administrative Technology I, II, and III

All courses in each certificate apply toward the next level certificate and must be completed for each level certificate to be awarded.

The ability to type 30-35 words per minute is recommended for POFT 2301; POFT 1329 should be taken before taking this course if the student's typewriting speed is less than 30 words per minute.

### Certificate of Completion Administrative Technology I – OA1

FIRST SEMESTER			SCH
__•	POFT	1309 Administrative Office Procedures I	3
__	POFT	1329 Beginning Keyboarding	
		or	
__	POFT	2203 Speed & Accuracy Building	2/3
__	POFI	1401 Computer Applications I	4
__	POFT	1325 Business Math Using Technology	3
__	POFT	1301 Business English	3
			<b>15/16</b>
<b>Total Semester Credit Hours for Certificate</b>			<b>15/16</b>

### Certificate of Completion Administrative Technology II – AA1

FIRST SEMESTER			SCH
__•	POFT	1309 Administrative Office Procedures I	3
__	POFT	1329 Beginning Keyboarding	
		or	
__	POFT	2203 Speed & Accuracy Building	2/3
__	POFI	1401 Computer Applications I	4
__	POFT	1325 Business Math Using Technology	3
__	POFT	1301 Business English	3
			<b>15/16</b>

SECOND SEMESTER			
__	POFT	2312 Business Correspondence & Communication	3
__	POFI	1441 Computer Applications II	4
__•	POFT	1349 Administrative Office Procedures II	
		or	
__•	POFT	1366 Practicum (or Field Experience) – General Office Occupations & Clerical Services	3
__	POFT	1132 Workplace Diversity	1
__	POFT	2301 Intermediate Keyboarding	3
			<b>14</b>
<b>Total Semester Credit Hours for Certificate</b>			<b>29/30</b>

## Certificate of Completion Administrative Technology III – O21

FIRST SEMESTER			SCH
__•	POFT	1309 Administrative Office Procedures I	3
__	POFT	1329 Beginning Keyboarding	
		or	
__	POFT	2203 Speed & Accuracy Building	2/3
__	POFI	1401 Computer Applications I	4
__	POFT	1325 Business Math Using Technology	3
__	POFT	1301 Business English	3
			<b>15/16</b>

SECOND SEMESTER			
__	POFT	2312 Business Correspondence & Communication	3
__	POFI	1441 Computer Applications II	4
__•	POFT	1349 Administrative Office Procedures II	
		or	
__•	POFT	1366 Practicum (or Field Experience) – General Office Occupations & Clerical Services	3
__	POFT	1132 Workplace Diversity	1
__	POFT	2301 Intermediate Keyboarding	3
			<b>14</b>

THIRD SEMESTER			
__•	POFT	2331 Administrative Systems	3
__	POFI	2331 Desktop Publishing	
		or	
__	POFT	2366 Practicum (or Field Experience) – General Office Occupations & Clerical Services	3
__	POFI	1349 Spreadsheets	3
__	POFI	2340 Advanced Word Processing	3
			<b>12</b>
<b>Total Semester Credit Hours for Certificate</b>			<b>41/42</b>

# Safety Management

## Associate of Applied Science Safety Management Technology – SM2

This program prepares the students to enter the workplace as HAZMET maintenance technicians, occupational health and safety specialists, chemical safety technicians, inspectors, or quality control technicians.

FIRST SEMESTER		SCH
___	OSHT 1301 Introduction to Safety & Health	3
___	OSHT 1309 Physical Hazards Control	3
___	OSHT 1313 Accident Prevention, Inspection & Investigation	3
___	TECM 1341 Technical Algebra or	
___	TECM 1349 Technical Math Applications	3
___	SCIT 1414 Applied General Chemistry I	4
		<b>16</b>
SECOND SEMESTER		
___	OSHT 1316 Material Handling	3
___	OSHT 1321 Fire Protection Systems	3
___	PTAC 2314 Principles of Quality	3
___	OSHT 2309 Safety Program Management	3
___	OSHT 2401 OSHA Regulations – General Industry	4
		<b>16</b>
THIRD SEMESTER		
___	BMGT 1301 Supervision	3
___	SPCH ---- Communication Area Option	3
___	---- ---- Technical Elective	3
___	---- ---- Creative Arts/LPC	3
___	---- ---- SBS/GOVT/HIST	3
		<b>15</b>
FOURTH SEMESTER		
___	BMGT 1307 Team Building	3
___	ENGL ---- Communication	3
___	PTAC -3 -- Technical Elective	3
___	---- -4 -- LP Sciences/Mathematics	4
		<b>13</b>
<b>Total Semester Credit Hours for Degree</b>		<b>60</b>

Approved Program Electives: PTAC, BMGT, others approved by Division Chair.

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

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

## Certificate of Completion Safety Management Technology – SM1

FIRST SEMESTER		SCH
___	OSHT 1301 Introduction to Safety & Health	3
___	OSHT 1309 Physical Hazards Control	3
___	OSHT 1313 Accident Prevention, Inspection & Investigation	3
___	TECM 1341 Technical Algebra or	
___	TECM 1349 Technical Math Applications	3
___	SCIT 1414 Applied General Chemistry I	4
		<b>16</b>
SECOND SEMESTER		
___	OSHT 1316 Material Handling	3
___	OSHT 1321 Fire Protection Systems	3
___	PTAC 2314 Principles of Quality	3
___	OSHT 2309 Safety Program Management	3
___	OSHT 2401 OSHA Regulations – General Industry	4
		<b>16</b>
THIRD SEMESTER		
___	BMGT 1301 Supervision	3
___	BMGT 1307 Team Building	3
___	PTAC -3 -- Technical Elective	3
___	---- -4 -- Technical Elective	4
___	SCIT 1318 Applied Physics	3
		<b>16</b>
<b>Total Semester Credit Hours for Certificate</b>		<b>48</b>

Approved Program Electives: PTAC, BMGT, others approved by Division Chair.

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

### Notes:

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

**Core curriculum courses are shown in bold type. If a particular course is not specified, refer to Core Curriculum Options on page. 60.**

# Welding

## Associate of Applied Science Welding Technology – WE2

FIRST SEMESTER	SCH
___ WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW)	4
___ WLDG 1313 Introduction to Blueprint Reading for Welders	3
___ TECM 1341 Technical Algebra	3
___ ENGL ---- Communication	3
___ WLDG 1323 Welding Safety, Tools & Equipment	3
	<b>16</b>
SECOND SEMESTER	
___ WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW)	4
___ WLDG 1337 Introduction to Welding Metallurgy	3
___ TECM 1349 Technical Math Applications	3
___ WLDG 1291 Special Topics in Welder/Welding Technologist: Introduction to Gas Metal Arc	2
___ ---- ---- LP Sciences/Mathematics	3/4
	<b>15/16</b>
THIRD SEMESTER	
___ WLDG 1435 Introduction to Pipe Welding	4
___ WLDG 1434 Introduction to Gas Tungsten Arc (GTAW) Welding	4
___ WLDG 1327 Welding Codes	3
___ ---- ---- Creative Arts/LPC	3
___ WLDG 1312 Introduction to Flux Cored ARC Welding (FCAW)	3
	<b>17</b>
FOURTH SEMESTER	
___ WLDG 2453 Advanced Pipe Welding	4
___• WLDG 2451 Advanced Gas Tungsten Arc (GTAW) Welding	4
___ SPCH ---- Communication Area Option	3
___ ---- ---- SBS/GOVT/HIST	3
___ ---- ---- Elective	3
	<b>17</b>
<b>Total Semester Credit Hours for Degree</b>	<b>65/66</b>

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

## Certificate of Completion Welding Technology – WE1

FIRST SEMESTER	SCH
___ WLDG 1313 Introduction to Blueprint Reading for Welders	3
___ WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW)	4
___ WLDG 1323 Welding Safety, Tools & Equipment	3
	<b>10</b>
SECOND SEMESTER	
___ WLDG 1337 Introduction to Welding Metallurgy	3
___ WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW)	4
___ WLDG 1291 Special Topics in Welder/Welding Technologist: Introduction to Gas Arc	2
	<b>9</b>
THIRD SEMESTER	
___ WLDG 1435 Introduction to Pipe Welding	4
___ WLDG 1434 Introduction to Gas Tungsten Arc (GTAW) Welding	4
___ WLDG 1327 Welding Codes	3
___ WLDG 1312 Introduction to Flux Cored ARC Welding (FCAW)	3
	<b>14</b>
FOURTH SEMESTER	
___ WLDG 2453 Advanced Pipe Welding	4
___• WLDG 2451 Advanced Gas Tungsten Arc (GTAW) Welding	4
	<b>8</b>
<b>Total Semester Credit Hours for Certificate</b>	<b>41</b>

## Certificate of Completion Welding Inspection Technology – WI1

FIRST SEMESTER	SCH
___ WLDG 1313 Introduction to Blueprint Reading for Welders	3
___ WLDG 1337 Introduction to Welding Metallurgy	3
___ NDTE 1401 Film Interpretation of Weldments	4
___ NDTE 1410 Liquid Penetrant/Magnetic Particle Testing	4
	<b>14</b>
SECOND SEMESTER	
___• NDTE 2411 Preparation for Certified Welding Inspector Exam	4
___ WLDG 1327 Welding Codes	3
___ NDTE 1405 Introduction to Ultrasonics	4
	<b>11</b>
<b>Total Semester Credit Hours for Certificate</b>	<b>25</b>

# Chapter 6

## COURSE DESCRIPTIONS



## Course Descriptions

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

## Course Numbering System

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

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

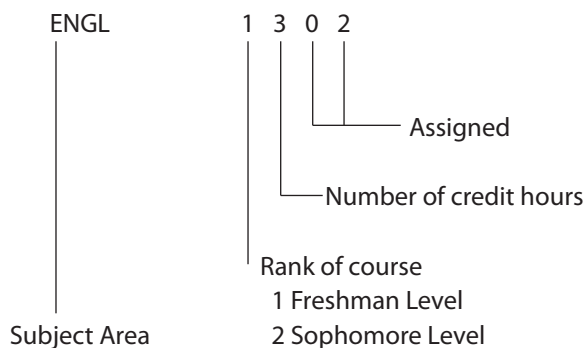
The first number (of the four digit numbers) generally indicates the rank of the course:

1 – Freshman level or Beginning.

2 – Sophomore level or Advanced.

The second number indicates the number of SCH.

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



## Prerequisite and Corequisite

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

## Developmental Courses

Students often require preparatory courses before enrolling in college level courses. At Lee College developmental courses are offered in English, Reading, and Mathematics.

All three subject areas have several levels of curriculum designed to provide students progression from current abilities to college readiness. Developmental courses do not transfer nor are they part of degree or certificate plans. Developmental course numbers begin with a zero and are displayed as a rubric followed by a three digit number (e.g., MATH 0310 is listed as MATH 310).

### Notes:

Ω Indicates courses taught with optional honors contracts.

Σ Indicates honors courses (see page 17 for more information on the honors program).

## **ACCT 2401**

### **Principles of Accounting I – Financial**

This course introduces accounting concepts, principles, and procedures with an emphasis on financial accounting statements for corporations and accounting processes for a service and merchandise enterprise. The course focuses on elements of the balance sheet and income statement including current, plant and intangible assets, deferrals, accruals, current and long-term liabilities, and stock transaction. In addition, ethics, accounting systems and control, and short- and long-term securities are also studied. This course has a computerized lab utilizing interactive financial accounting software. Note: Students who have not had high school accounting or have not worked in accounting may wish to take ACNT 1303 Introduction to Accounting I, before taking this course.

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

*Prerequisite: ENRD 401 or equivalent*

## **ACCT 2402Ω**

### **Principles of Accounting II – Managerial**

This course emphasizes managerial accounting concepts, including a study of cost behavior, budgeting, cost-volume profit analysis, manufacturing cost accounting, variance analysis, and cost controls. Tax and management decisions, cash flow, responsibility accounting, ethics, and corporate structure analysis are also studied. A research component is required for honors credit. This course has a computerized lab utilizing interactive managerial accounting software.

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

*Prerequisite: ACCT 2401*

## **ACNT 1303**

### **Introduction to Accounting I**

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

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

*Prerequisite: READ 300 or equivalent*

## **ACNT 1311**

### **Introduction to Computerized Accounting**

Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package. Students will utilize an integrated general ledger software package, including accounts receivable, account payable, inventories, and payroll systems.

*(Offered in the Fall only)*

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

*Prerequisite: ACCT 2401 and ENRD 401 or equivalent*

## **ACNT 1313**

### **Computerized Accounting Applications**

Use of the computer to develop and maintain accounting records and to process common business applications for managerial decision making.

*(Offered in the Spring only)*

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

*Prerequisite: ACCT 2401 and ENRD 401 or equivalent*

## **ACNT 1329**

### **Payroll and Business Tax Accounting**

A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment. Students will learn to process payroll and maintain personnel and payroll information required by current laws. Course will also include accounting for franchise taxes, sales tax, and an overview of taxes relating to partnerships and corporations.

*(Offered in the Spring only)*

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

*Prerequisite: ACCT 2401, ENRD 401 or equivalent*

## **ACNT 1331**

### **Federal Income Tax: Individual**

A study of the federal tax law for preparation of individual income tax returns.

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

*Prerequisite: ENRD 401 or equivalent*

## **ACNT 2302**

### **Accounting Capstone**

A learning experience that allows students to apply broad knowledge of the accounting profession through discipline, specific projects involving the integration of individuals, and teams performing activities to simulate workplace situations. This course is designed to be a capstone experience for the Accounting Certificate and AAS Degree in Accounting Technology. This course must be taken in the student's last semester of study.

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

*Prerequisite: ACCT 2303*

## **ACNT 2303**

### **Intermediate Accounting I**

Analysis of generally accepted accounting principles, concepts, and theory underlying the preparation of financial statements.

*(Offered in the Fall only)*

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

*Prerequisite: ACCT 2402*

## **ACNT 2304**

### **Intermediate Accounting II**

Continued in-depth analysis of generally accepted accounting principles underlying the preparation of financial statements including comparative analysis and statement of cash flow. In addition, special emphasis on corporation accounting, stockholder's equity, retaining earnings, current and long-term liabilities, pensions, statement of cash flows, and other financial topics.

*(Offered in the Spring only)*

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

*Prerequisite: ACCT 2303*

## **ACNT 2309**

### **Cost Accounting**

A study of budgeting, cost analysis and cost control systems using traditional and contemporary costing methods and theories in decision making.

*(Offered in the Fall only)*

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

*Prerequisite: ACCT 2402*

## **ACNT 2386**

### **Internship: Accounting**

#### **Technology/Technician and Bookkeeping**

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college. The experience may be paid or unpaid and MUST be in an accounting related job for a minimum of 13 hours per week. Students must have an approved job site by the second class of the semester. As a capstone elective, this class must be taken in the student's last semester of the Accounting Technician Certificate.

*Lecture Hrs. = 0, Lab Hrs. = 0, External Hrs. = 13*

*Prerequisite: ACCT 2401*

## **ACNT 2387**

### **Internship: Accounting**

#### **Technology/Technician and Bookkeeping**

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college. The experience may be paid or unpaid and MUST be in an accounting-related job for a minimum of 13 hours per week. Students must have an approved job site by the second class of the semester. As a capstone elective, this class must be taken in the student's last semester of the Advanced Accounting Technician Certificate.

*Lecture Hrs. = 0, Lab Hrs. = 0, External Hrs. = 13*

*Prerequisite: ACCT 2402*

## **ACNT 2389**

### **Internship: Accounting**

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college. The experience may be paid or unpaid and MUST be in an accounting related job for a minimum of 13 hours per week. Students must have an approved job site by the second class of the semester. As a capstone elective, this class must be taken in the student's last semester of the AAS Accounting Technology Degree.

*Lecture Hrs. = 0, Lab Hrs. = 0, External Hrs. = 13*

*Prerequisite: ACCT 2303*

## **ARCE 1403**

### **Architectural Materials and Methods of Construction**

Properties, specifications, vendors references, and uses of materials as related to architectural systems of structures.

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

*Prerequisite: READ 300 or equivalent*

## **ARCE 1442**

### **Codes, Specifications, and Contract Documents**

Study of ordinances, codes, and legal documents as they relate to specifications and drawing. Discussion of owner architect contractor responsibilities, duties, and legal relationship.

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

*Prerequisite: READ 300 or equivalent*

## **ARCE 1452**

### **Structural Drafting**

A study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems. Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute.

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

*Pre/Corequisite: DFTG 2419 and ENRD 401 or equivalent*

## **ARCE 2444**

### **Statics and Strength of Material**

Internal effects of forces acting upon elastic bodies and the resulting changes in form and dimensions. Includes stress, shear, bending moments, and simple beam design.

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

*Prerequisite: TECM 1349*

*Prerequisite: ENRD 401 or equivalent*

## **ARCH 1301**

### **Architectural History I**

This course is a survey of the history of architecture and the built environment from prehistoric times to the middle of the 15th century, along with their relationship to the cultural heritage of the Western World.

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

*Prerequisite: ENRD 401 or equivalent, MATH 320 or equivalent*

## **ARCH 1302**

### **Architectural History II**

This course follows ARCH 1301 (Architectural History I) with a survey of the history of architecture and the built environment from the Renaissance to the present.

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

*Prerequisite: ENRD 401 or equivalent, MATH 320 or equivalent*

## **ARCH 1307**

### **Architectural Graphics I**

Architecture drafting techniques including orthographic and axonometric studies. Principles of shades and shadows, and perspective drawing. This course teaches the use of drafting tools and materials and their application to graphic representation of architectural subject matter. Design and graphic concepts are introduced through design problems, modeling, and analysis.

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

*Prerequisite: ENRD 401 or equivalent, MATH 310 or equivalent*

## **ARCH 1308**

### **Architectural Graphics II**

This course is a continuation of ARCH 1307 (Architectural Graphics I), with emphasis on more complex architectural graphic problems. Continued study of architectural drafting and modeling techniques including orthographic and axonometric studies. Design and graphic concepts are further studied through design problems, modeling, and analysis.

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

*Prerequisite: ARCH 1307, ENRD 401 or equivalent*

## **ARCH 1311**

### **Introduction to Architecture**

An introduction to the elements of the architectural profession. Introduction to architecture theory, history, technology, and practice. A survey study of the interrelationships between society, culture, and architecture.

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

*Prerequisite: ENRD 401 or equivalent*

## **ARCH 1315**

### **Architectural Computer Graphics**

Introduction to computer graphics systems with emphasis on architectural applications. This is an introductory course devoted to the creation of architectural drawings using computer software. Instruction will include the use of computer software to create two and three dimensional drawings of various types including plans, elevations, sections, and others. Procedures for creating and organizing a set of presentation and construction drawings are also presented.

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

*Pre/Corequisite: ARCH 1311*

## **ARCH 1403**

### **Architectural Design I**

Introduction to architectural concepts. The visual characteristics of two and three dimensional forms and spaces. Concepts are studied through the use of form, color, texture, and material. Emphasis is placed on three-dimensional form and the development of graphic communication skills.

*Lecture Hrs. = 2, Lab Hrs. = 7*

*Prerequisite: ENRD 401 or equivalent*

*Pre/Corequisite: ARCH 1311*

## **ARCH 1404**

### **Architectural Design II**

This course is a continuation of ARCH 1403 (Architectural Design I), with emphasis on more complex three dimensional design problems.

*Lecture Hrs. = 2, Lab Hrs. = 7*

*Prerequisite: ARCH 1403, ENRD 401 or equivalent*



## **ARCH 2301**

### **Architectural Freehand Drawing I**

Representational drawing using various media. Emphasis on principles of light, shade, scale, proportion, line, and tonal quality. This course involves the study and application of freehand drawing and other basic communication skills using various media. Use of computer software and its relationship to drawing are studied.

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

*Prerequisites: ENRD 401 or equivalent, MATH 310 or equivalent*

## **ARCH 2302**

### **Architectural Freehand Drawing II**

This course is a continuation of ARCH 2301 (Architectural Freehand Drawing I). Representational drawing using various media. Emphasis on principles of light, shade, scale, proportion, line, and tonal quality. This course involves a more advanced study and application of freehand drawing and other basic communication skills using various media. Sketches and renderings of architectural subjects are produced with pencil, ink, colored pencil, and other media. Use of computer software and its relationship to drawing are studied.

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

*Prerequisites: ENRD 401 or equivalent, MATH 310 or equivalent*

*Requisite: ARCH 2301*

## **ARTC 1413**

### **Digital Publishing I**

The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.

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

*Prerequisite: ENRD 401 or equivalent*

*Pre/Corequisite: ITSC 1309 or BCIS 1405*

## **ARTC 1453**

### **Computer Illustration**

Use of the tools and transformation options of an industry standard vector drawing program to create complex illustrations or drawing.

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

*Prerequisite: ENRD 401 or equivalent*

*Pre/Corequisite: COSC 1301 or ITSC 1309 or BCIS 1405*

## **ARTC 2440**

### **Computer Illustration II**

Advanced use of software applications and/or various media with emphasis on output procedures, the resolution of complex design issues, and concept development.

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

*Prerequisite: ENRD 401 or equivalent*

*Pre/Corequisite: ITSC 1309 or BCIS 1405*

## **ARTS 1301Ω**

### **Art Appreciation**

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

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

*Pre/Corequisite: ENRD 401 or equivalent*

## **ARTS 1303**

### **Art History I**

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

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

*Pre/Corequisite: ENRD 401 or equivalent*

## **ARTS 1304**

### **Art History II**

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

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

*Pre/Corequisite: ENRD 401 or equivalent*

## **ARTS 1311**

### **Design I**

Emphasis upon two-dimensional design; includes the fundamentals of line, shape, value, texture, color, and consideration of arrangement and space.

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

*Pre/Corequisite: READ 300 or equivalent*

## **ARTS 1312**

### **Design II**

Continuation of ARTS 1311 with emphasis on three dimensional concepts.

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

*Prerequisite: ARTS 1311*

*Pre/Corequisite: READ 300 or equivalent*

## **ARTS 1316Ω**

### **Drawing I**

A beginning course investigating a variety of media, techniques, and subjects exploring perceptual and descriptive possibilities with consideration of drawing as a developmental process, as well as an end in itself.

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

*Pre/Corequisite: READ 300 or equivalent*

## **ARTS 1317**

### **Drawing II**

Expansion of ARTS 1316 stressing the expressive and conceptual aspects of drawing including the human figure within a spatial environment.

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

*Prerequisite: ARTS 1316*

*Pre/Corequisite: READ 300 or equivalent*

## **ARTS 2313**

### **Design Communications I**

A course introducing the communication of ideas through processes and techniques of graphic design and illustration. This course will also introduce digital multimedia exploring elements of design and digital imagery.

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

*Pre/Corequisite: READ 300 or equivalent*

## **ARTS 2314**

### **Design Communications II**

This course continues to explore the communication of ideas through processes and techniques of graphic design and illustration. Emphasis will be placed on the use of computer applications for creative expressions. Course projects and methods of instruction emphasize the element of fine art design and conceptual development.

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

*Prerequisite: ARTS 1311 or ARTS 2313*

*Pre/Corequisite: READ 300 or equivalent*

## **ARTS 2316**

### **Painting I**

Exploring the potentials of painting media with emphasis on color and composition.

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

*Pre/Corequisite: READ 300 or equivalent*

## **ARTS 2317Ω**

### **Painting II**

Continuation of ARTS 2316 with emphasis on individual expression.

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

*Prerequisite: ARTS 2316*

*Pre/Corequisite: READ 300 or equivalent*

## **ARTS 2323Ω**

### **Life Drawing I**

Continuation of student exploration of various techniques and materials of drawing as applied to the human form. Portfolio review required.

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

*Prerequisite: ARTS 1316, ARTS 1317*

*Pre/Corequisite: READ 300 or equivalent*

## **ARTS 2324Ω**

### **Life Drawing II**

Continuation of student exploration of the media and techniques of drawing as applied to the human form and the development of a portfolio of completed drawings with emphasis on stylistic development. Portfolio presentation required.

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

*Prerequisite: ARTS 2323*

*Pre/Corequisite: READ 300 or equivalent*

## **ARTS 2326Ω**

### **Sculpture I**

An exploration of various approaches in a variety of media including additive and subtractive techniques.

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

*Pre/Corequisite: READ 300 or equivalent*

## **ARTS 2327Ω**

### **Sculpture II**

A continuation of ARTS 2326 with emphasis on individual expression.

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

*Prerequisite: ARTS 2326*

*Pre/Corequisite: READ 300 or equivalent*

## **ARTS 2333Ω**

### **Printmaking I**

A beginning course investigating a number of printmaking approaches, techniques, and principles.

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

*Pre/Corequisite: READ 300 or equivalent*

## **ARTS 2334Ω**

### **Printmaking II**

The advanced printmaking course expands on the beginning printmaking course investigating each printmaking techniques more intensely. Ideas will be further developed into complete drawings to produce editions of prints through the various processes as well as unique presentations.

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

*Prerequisite: ARTS 2326*

*Pre/Corequisite: READ 300 or equivalent*

## **ARTS 2346Ω**

### **Ceramics I**

An introduction to basic ceramic processes.

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

*Pre/Corequisite: READ 300 or equivalent*

## **ARTS 2347Ω**

### **Ceramics II**

Opportunities for specialization in ceramic processes.

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

*Prerequisite: ARTS 2346*

*Pre/Corequisite: READ 300 or equivalent*

## **ARTS 2348Ω**

### **Digital Art I**

Studio art course that explores the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts.

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

*Prerequisite: ARTS 1311 or ARTS 2313 or ARTS 2314*

*Pre/Corequisite: READ 300 or equivalent*

## **ARTS 2349Ω**

### **Digital Art II**

Studio art course that continues to explore the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts. This course also investigates the use of 3-D animation and its relationship to the fine arts.

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

*Prerequisite: ARTS 1311 or ARTS 2313 or ARTS 2314*

*Pre/Corequisite: READ 300 or equivalent*

## **ARTS 2356Ω**

### **Introduction to photography**

Fundamentals of photography. Covers cameras, lenses, shutters, and filters; exposure time and apertures; light meters and lighting; developing, fixing, contact and projection printing, emulsions, solutions; characteristics of photographic papers; elements of composition.

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

*Pre/Corequisite: READ 300 or equivalent*

## **ARTS 2357Ω**

### **Advanced Photographic Practices**

A continuation of ARTS 2356 designed to give additional laboratory experience and advanced training to develop professional ability.

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

*Prerequisite: ARTS 2356*

*Pre/Corequisite: READ 300 or equivalent*

## **ARTV 1341**

### **3-D Animation I**

Intermediate level 3-D course introducing animation tools and techniques used to create movement. Emphasis on using the principles of animation.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Pre/Corequisite: GAME 1336*

## **AVIM 1341**

### **Transportation, Traffic and Air Cargo**

A study of the interaction of transportation modes to provide efficient transport of passengers and cargo. Emphasis on managerial definition and solution of problems involved at transition/transfer terminals where compatibly scheduled traffic movement is critical.

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

*Prerequisite: ENDR 401 or equivalent*

*Pre/Corequisite: LMG T 1319*

## **BCIS 1405**

### **Business Computer Applications**

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

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

*Prerequisite: READ 300 or equivalent*

## **BIOL 1322**

### **Nutrition**

A study of the basic biological principles of human nutrition in health and disease. Includes the chemical nature of essential nutrients; the biology of their functions in the human body; survey of nutrition in the life cycles; introduction of computer use in diet analysis and diet adequacy; and modification of diets for therapeutic purposes. (May be offered as an Internet course.) Either BIOL 1406 and 1407 or BIOL 1411 and 1413 may be taken to meet the 8 hours of required laboratory science for most universities. Students should check with the university they plan to attend.

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

*Pre/Corequisite: ENRD 401 or equivalent and MATH 310 or equivalent*

## **BIOL 1406Ω**

### **General Biology I**

Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. Laboratory activities will reinforce the fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Study and examination of the concepts of cytology, reproduction, genetics, and scientific reasoning are included.

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

*Pre/Corequisite: ENRD 401 or equivalent and MATH 310 or equivalent*

## **BIOL 1407Ω**

### **General Biology II**

The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Laboratory activities will reinforce study of the diversity and classification of life, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals.

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

*Prerequisite: BIOL 1406 (C or better)*

*Pre/Corequisite: ENRD 401 or equivalent and MATH 310 or equivalent*

## **BIOL 1411Ω**

### **General Botany**

Fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi. Laboratory activities will reinforce fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi.

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

*Pre/Corequisite: ENRD 401 or equivalent and MATH 310 or equivalent*

## **BIOL 1413**

### **General Zoology**

Fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology. Laboratory activities will reinforce fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology.

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

*Pre/Corequisite: ENRD 401 or equivalent and MATH 310 or equivalent*

## **BIOL 1424**

### **Plant Taxonomy**

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

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

*Pre/Corequisite: ENRD 401 or equivalent and MATH 310 or equivalent*

## **BIOL 2289**

### **Academic Cooperative**

An instructional program designed to integrate on-campus study with practical hands-on work experience in the biological sciences/life sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of living organisms and their systems. Students will work in conjunction with the faculty coordinator and the sponsor in the development of their goals and objectives.

*Lecture Hrs. = 1, Lab Hrs. = 2*

*Prerequisite: ENRD 402 or equivalent; Instructor's consent required to register for this course.*

## **BIOL 2305**

### **Pathophysiology**

A study of impact of disease on human body, including general principles and concepts of pathophysiology, as well as pathophysiologic processes within systems. Emphasis is made on etiological and pathogenetic mechanisms, and their reflection on clinical presentation of a disease, as well as on compensatory mechanisms maintaining homeostasis. Students will develop critical thinking in application of this knowledge to clinical cases.

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

*Prerequisite: BIOL 2401 or BIOL 2404 (with C or better)*

*Pre/Corequisite: BIOL 2402*

## **BIOL 2389**

### **Academic Cooperative**

An instructional program designed to integrate on-campus study with practical hands-on work experience in the biological sciences/life sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of living organisms and their systems. Students will work in conjunction with the faculty coordinator and the sponsor in the development of their goals and objectives.

*Lecture Hrs. = 1, Lab Hrs. = 4*

*Prerequisite: ENRD 402 or equivalent; Instructor's consent required to register for this course.*

## **BIOL 2401**

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

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

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

*Prerequisite: ENRD 402 or equivalent*

## **BIOL 2402**

### **Human Anatomy and Physiology II**

A continuation of BIOL 2401.

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

*Prerequisite: BIOL 2401 (C or better)*

## **BIOL 2404**

### **The Human Body**

The study of the structure and function of the human body, includes integrated topics on nutrition, disease conditions, and hygiene.

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

*Prerequisites: ENRD 401 or equivalent*

## **BIOL 2416**

### **Genetics**

The study of the principles of molecular and classical genetics and the function and transmission of hereditary material. May include population genetics and genetic engineering.

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

*Prerequisite: Any BIOL course (C or better)*

*Pre/Corequisite: ENRD 401 or equivalent and MATH 310 or equivalent*

## **BIOL 2421**

### **Microbiology**

Principles of microbiology, including metabolism, structure, function, genetics, and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts, and the environment. Laboratory activities will reinforce principles of microbiology, including metabolism, structure, function, genetics, and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts, and the environment.

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

*Pre/Corequisite: ENRD 401 or equivalent and MATH 310 or equivalent*

## **BMGT 1301**

### **Supervision**

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

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

*Pre/Corequisite: READ 300 or equivalent*

## **BMGT 1307**

### **Team Building**

Principles of building and sustaining teams in organizations. Includes team dynamics, process improvement, trust and collaboration, conflict resolution, and the role of the individual in the team.

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

*Pre/Corequisite: READ 300 or equivalent*

## **BMGT 1313**

### **Principles of Purchasing**

The purchasing process as it relates to such topics as inventory control, price determination, vendor selection, supply chain management, negotiation techniques, and ethical issues in purchasing.

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

*Prerequisite: ENRD 401 or equivalent*

## **BMGT 1325**

### **Office Management**

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

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

*Prerequisite: ENRD 401 or equivalent*

## **BMGT 1327**

### **Principles of Management**

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

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

*Prerequisite: ENRD 401 or equivalent*

## **BMGT 1331**

### **Production and Operations Management**

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

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

*Prerequisite: ENRD 401 or equivalent*

## **BMGT 1341**

### **Business Ethics**

Discussion of ethical issues, the development of a moral frame of reference, and the need for an awareness of social responsibility in management practices and business activities. Includes ethical corporate responsibility.

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

*Prerequisite: ENRD 401 or equivalent*

## **BMGT 2388**

### **Internship – Business Administration and Management, General**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

*Lecture Hrs. = 0, Lab Hrs. = 0, External Hrs. = 9*

*Prerequisite: ENRD 401 or equivalent*

## **BUSG 2309**

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

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

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

*Prerequisite: ENRD 401 or equivalent*

## **BUSI 1301**

### **Business Principles**

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

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

*Prerequisite: ENRD 401 or equivalent*

## **BUSI 1304**

### **Business Report Writing and Correspondence**

Theory and applications for technical reports and correspondence in business.

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

*Prerequisite: ENRD 402 or equivalent*

## **BUSI 1307**

### **Personal Finance**

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

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

*Pre/Corequisite: ENRD 401 or equivalent*

## **BUSI 2301Ω**

### **Business Law**

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

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

*Pre/Corequisite: ENRD 401 or equivalent*

## **CDEC 1313**

### **Curriculum Resources for Early Childhood Programs**

A study of the fundamentals of curriculum design and implementation in developmentally appropriate programs for children.

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

*Pre/Corequisite: READ 300 or equivalent*

## **CDEC 1317**

### **Child Development Associate Training I**

Based on the requirements for the Child Development Associate National Credential (CDA). Topics on CDA overview, general observation skills, and child growth and development overview. The four functional areas of study are creative, cognitive, physical, and communication.

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

*Pre/Corequisite: READ 300 or equivalent*

## **CDEC 1319**

### **Child Guidance**

An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences. Practical application through direct participation with children.

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

*Pre/Corequisite: READ 300 or equivalent*

## **CDEC 1323**

### **Observation and Assessment**

A study of observation skills, assessment techniques, and documentation of children's development.

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

*Pre/Corequisite: READ 300 or equivalent*

## **CDEC 1356**

### **Emergent Literacy for Early Childhood**

An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based integrated curriculum.

*Lecture Hrs. = 2, Lab Hrs. = 3*

*Pre/Corequisite: CDEC 1313*

## **CDEC 1359**

### **Children with Special Needs**

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues.

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

*Pre/Corequisite: READ 300 or equivalent*

## **CDEC 2307**

### **Math and Science for Early Childhood**

An exploration of principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play.

*Lecture Hrs. = 2, Lab Hrs. = 3*

*Prerequisite: CDEC 1313*

## **CDEC 2322**

### **Child Development Associate Training II**

A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance.

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

*Pre/Corequisite: READ 300 or equivalent*

## **CDEC 2324**

### **Child Development Associate Training III**

Continuation of the requirements for the Child Development Associate National Credential (CDA). Three of the 13 functional areas of study include family, program management, and professionalism.

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

*Pre/Corequisite: READ 300 or equivalent*

## **CDEC 2326**

### **Administration of Programs for Children I**

Application of management procedures for early child care education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

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

*Prerequisite: CDEC 1313*

## **CDEC 2328**

### **Administration of Programs for Children II**

An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis and planning parent education/partnerships, and technical applications in programs.

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

*Prerequisite: CDEC 2326*

## **CDEC 2366**

### **Practicum (or Field Experience) – Child Care provider/Assistant**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

*Lecture Hrs. = 0, Lab Hrs. = 0, External Hrs. = 21*

*Pre/Corequisite: CDEC 1319*

## **CETT 1307**

### **Fundamentals of Electronics**

Applies concepts of electricity, electronics, and digital fundamentals; supports programs requiring a general knowledge of electronics.

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

*Prerequisite: READ 300 or equivalent*

## **CETT 1325**

### **Digital Fundamentals**

An entry level course in digital electronics to include numbering systems, logic gates, Boolean algebra, and combinational logic.

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

*Prerequisite: READ 300 or equivalent*

## **CETT 1409**

### **DC-AC Circuits**

Fundamentals of DC circuits and AC circuits operation including Ohm's law, Kirchhoff's laws, networks, transformers, resonance, phasors, capacitive and inductive, and circuit analysis techniques.

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

*Pre/Corequisite: READ 300 or equivalent*

## **CHEM 1405Ω**

### **Introductory Inorganic Chemistry**

An introductory course in inorganic chemistry for liberal arts and other nontechnical majors. This course satisfies requirements for most nursing students and other allied health majors. Covers general principles of chemistry, description of elements and compounds, chemical laws, and application of chemistry to modern living. Credit will not be given for both CHEM 1405 and CHEM 1411 or 1412.

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

*Pre/Corequisite: ENRD 401 or equivalent, and MATH 320, or equivalent, or TECM 1341*

## **CHEM 1411Ω**

### **General Chemistry I**

Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Basic laboratory experiments supporting theoretical principles; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports.

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

*Prerequisite: ENRD 402 or equivalent*

*Pre/Corequisite: MATH 1314 or equivalent*

## **CHEM 1412**

### **General Chemistry II**

Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Basic laboratory experiments supporting theoretical principles; introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports.

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

*Prerequisites: CHEM 1411*

## **CHEM 1419Ω**

### **Introductory Organic Chemistry**

An introductory course in organic chemistry for liberal arts and other nontechnical majors. This course satisfies requirements for most nursing students and other allied health majors. Cover basic chemical principles, the chemistry of carbon and its compounds, fuels, polymers, foods and nutrition, and physiologically active compounds and application of organic chemistry to modern living.

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

*Pre/Corequisite: ENRD 401 or equivalent; MATH 320 or equivalent or TECM 1341*

## **CHEM 2289**

### **Academic Cooperative**

An instructional program designed to integrate on-campus study with practical hands-on work experience in the physical sciences. In conjunction with class seminars, the individual students will set specific goals and objectives in the scientific study of inanimate objects, processes of matter and energy, and associated phenomena. Students will work in conjunction with the faculty coordinator and the sponsor in the development of their goals and objectives.

*Lecture Hrs. = 1, Lab Hrs. = 2*

*Prerequisite: Instructor Permission*

## **CHEM 2389**

### **Academic Cooperative**

An instructional program designed to integrate on-campus study with practical hands-on work experience in the physical sciences. In conjunction with class seminars, the individual students will set specific goals and objectives in the scientific study of inanimate objects, processes of matter and energy, and associated phenomena. Students will work in conjunction with the faculty coordinator and the sponsor in the development of their goals and objectives.

*Lecture Hrs. = 1, Lab Hrs. = 4*

*Prerequisite: Instructor Permission*

## **CHEM 2401**

### **Analytical Environmental Chemistry**

The principles and methods of quantitative chemical analysis dealing primarily with volumetric and gravimetric analysis and containing a brief introduction to instrumental methods. The Laboratory consists of environmental analysis of air and water samples using standard methods commonly used in industry.

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

*Prerequisites: CHEM 1412*



## **CHEM 2423**

### **Organic Chemistry I**

Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Laboratory activities will reinforce fundamental principles of organic chemistry, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS.

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

*Prerequisites: CHEM 1412*

## **CHEM 2425**

### **Organic Chemistry II**

Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Laboratory activities reinforce advanced principles of organic chemistry, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS.

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

*Prerequisite: CHEM 2423*

## **CJSA 1322**

### **Introduction to Criminal Justice**

History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; law enforcement; court system; prosecution and defense; trial process; corrections.

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

*Prerequisite: READ 300 or equivalent*

## **CJSA 2382**

### **Cooperative Education-Criminal Justice/Safety Studies**

Career related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

*Lecture Hrs. = 1, Lab Hrs. = 0, External Hrs. = 15*

*Prerequisite: ENRD 401 or equivalent*

## **CNBT 1411**

### **Construction Methods and Materials I**

Introduction to construction materials and methods and their applications.

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

*Pre/Corequisite: ENRD 401 or equivalent*

## **CNBT 1442**

### **Building Codes and Inspections**

Building codes and standards applicable to building construction and inspection processes.

*Lecture Hrs. = 4, Lab Hrs. = 0*

*Pre/Corequisite: ENRD 401 or equivalent*

## **CNSE 1311**

### **Craning Principles**

Fundamentals of craning principles used by equipment operators. Topics include types of cranes, cables, jobs, rigging, techniques, types of lifts, and safety concerns when making a lift.

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

*Prerequisite: ENRD 401 or equivalent*

*Pre/Corequisite: LMGT 1319*

## **COSC 1301**

### **Introduction to Computing**

Overview of computer systems – hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science.

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

*Prerequisite: ENRD 401 or equivalent*

## **COSC 1436**

### **Programming Fundamentals I**

Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy.

*(Offered in the Fall only)*

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

*Prerequisite: ENRD 401 or equivalent*

## **COSC 1437**

### **Programming Fundamentals II**

Review of control structures and data types with emphasis on structured data types. Applies the object oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. (This course is included in the Field of Study Curriculum for Computer Science.)

*(Offered in the Spring only)*

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

*Prerequisite: COSC 1436, ENRD 401 or equivalent*

## **COSC 2325**

### **Computer Organization and Machine Language**

Basic computer organization; machine cycle, digital representation of data and instructions; assembly language programming, assembler, loader, macros, subroutines, and program linkages. (This course is included in the Field of Study Curriculum for Computer Science.)

*(Offered in the Fall only)*

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

*Prerequisite: COSC 1436, ENRD 401 or equivalent*

## **COSC 2436**

### **Programming Fundamentals III**

Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis. (This course is included in the Field of Study Curriculum for Computer Science.)

*(Offered in the Spring only)*

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

*Prerequisite: COSC 1437, ENRD 401 or equivalent*

## **COSS 100**

### **Applied Study Skills**

Application of study skills techniques to individual learning styles with concentration on note-taking, text marking, and test preparation.

*Lecture Hrs. = 1, Lab Hrs. = 0*

## **COSS 300**

### **Study Skills**

Techniques of study such as time management, listening and note-taking, text marking, library and research skills, preparation for examinations, and use of learning resources.

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

*Pre/Corequisite: READ 300 or equivalent*

## **CPMT 1303**

### **Introduction to Computer Technology**

A fundamental computer course that provides explanation of the procedures to utilize hardware and software. Emphasis on terminology, acronyms, and hands-on activities.

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

*Prerequisite: READ 300 or equivalent*

## **CPMT 1411**

### **Introduction to Computer Maintenance**

Introduction to the installation, configuration, and maintenance of a microcomputer system.

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

*Prerequisite: ENRD 401 or equivalent*

## **CPMT 1449**

### **Computer Network Technology**

Networking fundamentals, terminology, hardware, software, and network architecture. Includes local and wide area networking concept and networking installations and operations.

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

*Prerequisite: ENRD 401 or equivalent*

## **CPMT 2449**

### **Advanced Computer Networking Technology**

Network technology emphasizing network operating systems, network connectivity, hardware, and software. Includes implementation, troubleshooting, and maintenance of LAN and/or WAN network environments.

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

*Prerequisite: READ 300 or equivalent*

*Pre/Corequisite: CPMT 1449*

## **CPMT 2488**

### **Internship: Computer Installation and Repair Technology**

A work-based learning experience that enables the student to apply specializing occupational theory, skills, and concepts. A learning plan is developed by the college and the employer.

*Lecture Hrs. = 0, Lab Hrs. = 0, External Hrs. = 15*

*Prerequisite: CPMT 1411 and READ 300 or equivalent*

## **CRIJ 1301**

### **Introduction to Criminal Justice**

History, philosophy, and ethical considerations of criminal justice, the nature and impact of crime; and an overview of the criminal justice system, including law enforcement and court procedures.

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

*Prerequisite: ENRD 401 or equivalent*

## **CRIJ 1306**

### **Court Systems and Practices**

Study of the judiciary in the American criminal justice system and the adjudication processes and procedures.

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

*Prerequisite: ENRD 401 or equivalent*

## **CRIJ 1307**

### **Crime in America**

American crime problems in historical perspective, social and public factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime.

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

*Prerequisite: ENRD 401 or equivalent*

## **CRIJ 1310**

### **Fundamentals of Criminal Law**

Study of criminal law, its philosophical and historical development, major definitions and concepts, classifications and elements of crime, penalties using Texas statutes as illustrations, and criminal responsibility.

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

*Prerequisite: ENRD 401 or equivalent*

## **CRIJ 1313**

### **Juvenile Justice System**

A study of the juvenile justice process. Topics include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.

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

*Prerequisite: ENRD 401 or equivalent*

## **CRIJ 2301**

### **Community Resources in Corrections**

An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; and future trends in community treatment.

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

*Prerequisite: ENRD 401 or equivalent*

## **CRIJ 2313**

### **Correctional Systems and Practices**

Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; and current and future issues.

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

*Prerequisite: ENRD 401 or equivalent*

## **CRIJ 2314**

### **Criminal Investigation**

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; and case and trial preparation.

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

*Prerequisite: ENRD 401 or equivalent*

## **CRIJ 2323**

### **Legal Aspects of Law Enforcement**

Police authority; responsibilities; constitutional constraints; law of arrest, search, and seizure; and police liability.

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

*Prerequisite: ENRD 401 or equivalent*

## **CRIJ 2328**

### **Police System and Practices**

The police profession; organization of law enforcement systems; the police role; police discretion; ethics; police community interaction; and current and future issues.

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

*Prerequisite: ENRD 401 or equivalent*

## **CSME 1254**

### **Artistry of Hair Design I**

Introduction to hair design. Topics include the theory and applications of wet styling, thermal hair styling, and finishing techniques.

*Lecture Hrs. = 0, Lab Hrs. = 8*

*Prerequisite: READ 300 or equivalent*

## **CSME 1255**

### **Artistry of Hair Design II**

A continuation of hair design. Topics include the additional theory and applications of current trends in hair design.

*Lecture Hrs. = 0, Lab Hrs. = 8*

*Prerequisite: CSME 1254, READ 300 or equivalent*

## **CSME 1410**

### **Introduction to haircutting and Related Theory**

Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning, and finishing techniques.

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

*Prerequisite: READ 300 or equivalent*

## **CSME 1434**

### **Cosmetology Instructor I**

The fundamental of instructing cosmetology students.

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

*Note: A high school diploma or GED and a valid Texas Cosmetology Operator license are required for admission to this class.*

*Pre/Corequisite: READ 300 or equivalent*

## **CSME 1435**

### **Orientation to the Instruction of Cosmetology**

An overview of the skills and knowledge necessary for the instruction of cosmetology students.

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

*Note: A high school diploma or GED and a valid Texas Cosmetology Operator license are required for admission to this class. Pre/Corequisite: READ 300 or equivalent*

## **CSME 1453**

### **Chemical Reformation and Related Theory**

Presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies.

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

*Prerequisite: READ 300 or equivalent*

## **CSME 1505**

### **Fundamentals of Cosmetology**

A course in the basic fundamentals of cosmetology. Topics include safety and sanitation, service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, and comb out.

*Lecture Hrs. = 3, Lab Hrs. = 5*

*Prerequisite: READ 300 or equivalent*

## **CSME 2337**

### **Advanced Cosmetology Techniques**

Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies.

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

*Prerequisite: CSME 1505, READ 300 or equivalent*

## **CSME 2343**

### **Salon Development**

Procedures necessary for salon development. Topics include professional ethics and goal setting, salon operation, and record keeping.

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

*Prerequisite: CSME 1505, READ 300 or equivalent*

## **CSME 2344**

### **Preparation for the State Licensing Written Examination**

Preparation for the state licensing written examination.

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

*Prerequisite: CSME 1505, READ 300 or equivalent*

## **CSME 2401**

### **The Principles of Hair Coloring and Related Theory**

Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application, and workplace competencies related to hair color.

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

*Prerequisite: CSME 1505, READ 300 or equivalent*

## **CSME 2410**

### **Advanced Haircutting and Related Theory**

Advanced concepts and practice of haircutting. Topics include haircuts utilizing scissors, razor, and/or clippers.

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

*Prerequisite: CSME 1410, READ 300 or equivalent*

## **CSME 2414**

### **Cosmetology Instructor II**

A continuation of the fundamentals of instructing cosmetology students.

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

*Note: A high school diploma or GED and a valid Texas Cosmetology Operator license is required for admission to this class. Prerequisite: CSME 1435*

*Pre/Corequisite: READ 300 or equivalent*

## **CSME 2415**

### **Cosmetology Instructor III**

Presentation of lesson plan assignments and evaluation techniques.

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

*Note: A high school diploma or GED and a valid Texas Cosmetology Operator license is required for admission to this class. Prerequisite: CSME 1435*

*Pre/Corequisite: READ 300 or equivalent*

## **CSME 2439**

### **Advanced Hair Design**

Advanced concepts in the theory and practice of hair design.

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

*Prerequisite: CSME 1505, READ 300 or equivalent*

## **CSME 2441**

### **Preparation for the State Licensing Examination**

Preparation for the state licensing examination.

*Lecture Hrs. = 2, Lab Hrs. = 8, Insurance Fee*

*Prerequisite: First two semesters of Cosmetology certificate program, READ 300 or equivalent*

## **CSME 2444**

### **Cosmetology Instructor IV**

Advanced concepts of instruction in a cosmetology program. Topics include demonstration, development, and implementation of advanced evaluation and assessment techniques.

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

*Note: A high school diploma or GED and a valid Texas Cosmetology Operator license is required for admission to this class. Prerequisite: CSME 1435*

*Pre/Corequisite: READ 300 or equivalent*

## **CSME 2445**

### **Instructional Theory and Clinic Operation**

An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination.

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

*Note: A high school diploma or GED and a valid Texas Cosmetology Operator license is required for admission to this class. Prerequisite: CSME 1435*

*Pre/Corequisite: READ 300 or equivalent*

## **CTEC 1401**

### **Applied petrochemical Technology**

Instruction in the basic principles of physics and their application to process facilities. Topics include physical laws and properties and how these relate to the operation of processes.

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

*Pre/Corequisite: TECM 1341 and ENRD 401 or equivalent*

## **CTEC 2386**

### **Internship: Chemical Technology/Technician**

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer.

*Lecture Hrs. = 0, Lab Hrs. = 0, External Hrs. = 9*

*Prerequisite: PTAC 1332, 1410, and Instructor's Permission*

## **CTEC 2445**

### **Unit Operations**

Instruction in the principles of chemical engineering and process equipment with emphasis on scale-up from laboratory bench to pilot plant.

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

*Prerequisite: PTAC 1332, 1410, 2420, 2438, 2346, and SCIT 1414*

## **DAAC 1280**

### **Cooperative Education:**

#### **Substance Abuse/Addiction Counseling**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

*Lecture Hrs. = 1, Lab Hrs. = 0, External Hrs. = 7*

*Prerequisite: DAAC 2306*

*Pre/Corequisite: DAAC 2353*

## **DAAC 1304**

### **Pharmacology of Addiction**

Describes the psychological, physiological, and sociological effects of mood altering substances and behaviors. Emphasizes pharmacological effects of tolerance, dependency/withdrawal, cross addiction, and drug interaction.

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

*Prerequisite: READ 300 or equivalent*

## **DAAC 1309**

### **Assessment Skill of Alcohol and Other Drug Addictions**

Examines procedures and tools used to identify and assess a client's strengths, weaknesses, problems, and needs.

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

*Prerequisite: READ 300 or equivalent*

## **DAAC 1311**

### **Counseling Theories**

An examination of the major theories and current treatment modalities used in the field of counseling.

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

*Prerequisite: READ 300 or equivalent*

## **DAAC 1317**

### **Basic Counseling Skills**

Presents the basic counseling skills necessary to develop an effective helping relationship with clients.

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

*Prerequisite: READ 300 or equivalent*

## **DAAC 1319**

### **Introduction to Alcohol and Other Drug Addictions**

Provides an overview of causes and consequences of addiction as they relate to the individual, family, community, and society. Overview of alternatives regarding prevention, intervention, and treatment. Includes explanation of competencies and requirements for licensure in Texas. Identifies addiction issues related to diverse populations.

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

*Prerequisite: READ 300 or equivalent*

## **DAAC 1391**

### **Special Topics in Alcohol/Drug Abuse Counseling**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. This course will be a continuation of the study of the patterns and dynamics of group interactions across the life span.

Focus includes group therapy, structure, types, stages, development, leadership, therapeutic factors, and the effectiveness of group on the individual, group growth, and behavior. Effective group facilitation skills, techniques, case management, and record keeping are addressed.

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

*Prerequisite: DAAC 2354 and READ 300 or equivalent*

## **DAAC 1391**

### **Special Topics Substance Abuse Prevention Issues**

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

Topics largely focus on advanced media literacy, use of media to influence social norms, advanced program design and implementation, and/or other topics specific to substance abuse prevention efforts.

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

*Prerequisite: DAAC 2354 and READ 300 or equivalent*

## **DAAC 2280**

### **Cooperative Education:**

#### **Substance Abuse/Addiction Counseling**

Career related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

*Lecture Hrs. = 1, Lab Hrs. = 0, External Hrs. = 10,*

*Insurance Fee*

*Prerequisite: 18 SCH of DAAC Coursework*

*Pre/Corequisite: READ 300 or equivalent*

## **DAAC 2281**

### **Cooperative Education:**

#### **Substance Abuse/Addiction Counseling**

Career related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

*Lecture Hrs. = 1, Lab Hrs. = 0, External Hrs. = 10,*

*Insurance Fee*

*Prerequisite: 18 SCH of DAAC Coursework*

*Pre/Corequisite: READ 300 or equivalent*

## **DAAC 2306**

### **Substance Abuse Prevention I**

Focuses on aspects of substance abuse prevention from a public health model.

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

*Prerequisite: READ 300 or equivalent*

## **DAAC 2307**

### **Addicted Family Intervention**

Present family as a dynamic system focusing on the effects of addiction on family roles, rules, and behavior patterns. Includes the effects of mood altering substances, behaviors, and therapeutic alternatives as they relate to the family from a multicultural and transgenerational perspective.

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

*Prerequisite: READ 300 or equivalent*

## **DAAC 2341**

### **Counseling Alcohol and Other Drug Addictions**

Special skills and techniques in the application of counseling skills for the Alcohol and Other Drug (AOD) client. Development and utilization of advanced treatment planning and management. Includes review of confidentiality and ethical issues.

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

*Prerequisite: READ 300 or equivalent*

## **DAAC 2343Ω**

### **Current Issues**

Current issues in addiction counseling. Includes special populations, dual diagnosis, ethics, gambling, and infectious diseases associated with addiction counseling.

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

*Prerequisite: READ 300 or equivalent*

## **DAAC 2353**

### **Substance Abuse Prevention II**

Focuses on the incorporation of research and evaluation methods into advanced program designs and outcomes and research and application of ethics as applied to substance abuse prevention.

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

*Prerequisite: READ 300 or equivalent*

## **DAAC 2354**

### **Dynamics of Group Counseling**

Exploration of group counseling skills, techniques, and stages of group development.

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

*Prerequisite: READ 300 or equivalent*

## **DFTG 1405**

### **Technical Drafting**

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, and auxiliary views.

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

*Pre/Corequisite: ENRD 401 or equivalent*

## **DFTG 1409**

### **Basic Computer-Aided Drafting**

An introduction to computer aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale.

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

*Pre/Corequisite: ENRD 401 or equivalent*

## **DFTG 1417**

### **Architectural Drafting-Residential**

Architectural drafting procedures, practices, terms, and symbols. Preparation of detailed working drawings for residential structures. Emphasis on light frame construction methods.

*(Spring and Fall semester only).*

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

*Pre/Corequisite: DFTG 2419, ENRD 401 or equivalent*

## **DFTG 1433**

### **Mechanical Drafting**

Study of mechanical drawings using dimensioning and tolerances, sectioning techniques, orthographic projection, and pictorial drawings.

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

*Pre/Corequisite: DFTG 2419, ENRD 401 or equivalent*

## **DFTG 2407**

### **Electrical Drafting**

A study of area lighting, control systems and power layouts, electrical and safety codes, load factors, and distribution requirements.

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

*Pre/Corequisite: DFTG 2419, ENRD 401 or equivalent*

## **DFTG 2408**

### **Instrumentation Drafting**

Principles of instrumentation applicable to industrial applications; fundamentals of measurement and control devices; currently used ISA (Instrument Society of America) symbology; basic flow sheet layout; and drafting practices.

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

*Pre/Corequisite: DFTG 2419, ENRD 401 or equivalent*

## **DFTG 2417**

### **Descriptive Geometry**

Graphical solutions to problems involving points, lines, and planes in space.

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

*Prerequisite: ENRD 401 or equivalent*

## **DFTG 2419**

### **Intermediate Computer-Aided Drafting**

A continuation of practices and techniques used in basic computer-aided drafting including the development and use of prototype drawings, construction of pictorial drawings, extracting data, and basics of 3-D.

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

*Prerequisite: DFTG 1405, DFTG 1409*

*Pre/Corequisite: ENRD 401 or equivalent*

## **DFTG 2423**

### **Pipe Drafting**

A study of pipe fittings, symbols, specifications, and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics.

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

*Prerequisite: DFTG 2419*

*Pre/Corequisite: ENRD 401 or equivalent*

## **DFTG 2428**

### **Architectural Drafting-Commercial**

Architectural drafting procedures, practices, governing codes, terms, and symbols including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods.

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

*Prerequisite: DFTG 2419*

## **DFTG 2430**

### **Civil Drafting**

An in-depth study of drafting methods and principles used in civil engineering.

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

*Prerequisite: DFTG 2419*

## **DFTG 2431**

### **Advanced Technologies in Architectural Design and Drafting**

Use of architectural specific software to execute the elements required in designing standard architectural exhibits utilizing custom features to create walls, windows, and specific design requirements for construction in residential/commercial and industrial architecture.

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

*Prerequisite: DFTG 2400*

*Pre/Corequisite: ENRD 401 or equivalent*

## **DFTG 2432**

### **Advanced Computer-Aided Drafting**

Application of advanced CAD techniques.

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

*Prerequisite: DFTG 2419*

*Pre/Corequisite: ENRD 401 or equivalent*

## **DFTG 2435**

### **Advanced Technologies in Mechanical Design and Drafting**

Use parametric based software for mechanical design for advanced modeling and analysis.

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

*Prerequisite: DFTG 1433*

*Pre/Corequisite: ENRD 401 or equivalent*

## **DFTG 2438**

### **Final Project-Advanced Drafting**

A drafting course in which students participate in a comprehensive project from conception to conclusion.

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

*Prerequisite: DFTG 2419*

*Pre/Corequisite: ENRD 401 or equivalent*

## **DFTG 2445**

### **Advanced Pipe Drafting**

A continuation of pipe drafting concepts building on the basic principles acquired in pipe drafting.

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

*Pre/Corequisite: ENRD 401 or equivalent, DFTG 2432*



## **DFTG 2457**

### **Advanced Technologies in Pipe Design and Drafting**

Advanced design and production techniques using specialized process plant based design software.

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

*Prerequisite: DFTG 2445*

*Pre/Corequisite: ENRD 401 or equivalent*

## **DFTG 2486**

### **Internship – Drafting and Design Technology/Technician, General**

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer.

*Lecture Hrs. = 0, Lab Hrs. = 0, External Hrs. = 20*

*Prerequisite: DFTG 2419*

*Pre/Corequisite: ENRD 401 or equivalent*

## **DRAM 1120**

### **Theatre Practicum I**

Open to all students interested in theatre. Credit is earned for acting, technical work, or other participation. Limited to one semester credit hour each semester. Each course may be taken up to two times.

*Lecture Hrs. = 0, Lab Hrs. = 4*

*Prerequisite: READ 300 or equivalent*

## **DRAM 1121**

### **Theatre Practicum II**

Open to all students interested in theatre. Credit is earned for acting, technical work, or other participation. Limited to one semester credit hour each semester. Each course may be taken up to two times.

*Lecture Hrs. = 0, Lab Hrs. = 4*

*Prerequisite: ENRD 401 or equivalent*

## **DRAM 1310**

### **Introduction to the Theatre**

An introduction to the nature of theatre art and the dramatic genres and the functions of the basic practices of the playwright, actor, director, and designer in contemporary theatre.

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

*Prerequisite: READ 300 or equivalent*

## **DRAM 1330**

### **Elementary Stagecraft**

Introduction to the technical aspects of set design, lighting, sound, costumes, and makeup. Participation in the Drama Department's productions required.

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

*Prerequisite: READ 300 or equivalent*

## **DRAM 1341**

### **Principles of Theatrical Makeup**

The principles of straight and character makeup, intensive practical application, and experience in stage production are provided to the student.

*Lecture Hrs. = 1, Lab Hrs. = 5*

*Prerequisite: READ 300 or equivalent*

## **DRAM 1342**

### **Introduction to Costume**

Principles and techniques of costume design and construction for theatrical production.

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

*Prerequisite: READ 300 or equivalent*

## **DRAM 1351**

### **Introduction to Acting**

Introduction to the basic techniques of acting with major emphasis on diction and character development. Opportunity to participate in the Drama Department's production class scenes required.

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

*Prerequisite: READ 300 or equivalent*

## **DRAM 1352**

### **Advanced Acting**

Study and practical experience in problems of creating characterization with emphasis on developing vocal and physical skill in acting.

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

*Prerequisite: READ 300 or equivalent*

## **DRAM 2120Ω**

### **Theatre practicum III**

Open to all students interested in theatre. Credit is earned for acting, technical work, or other participation. Limited to one semester credit hour each semester. Each course may be taken up to two times.

*Lecture Hrs. = 0, Lab Hrs. = 4*

*Prerequisite: READ 300 or equivalent*

## **DRAM 2121**

### **Theatre Practicum IV**

Open to all students interested in theatre. Credit is earned for acting, technical work, or other participation. Course can be taken up to two times.

*Lecture Hrs. = 0, Lab Hrs. = 4*

*Pre/Corequisite: READ 300 or equivalent*

## **DRAM 2189**

### **Theatre Academic Cooperative**

Individualized instruction or supervised projects in various areas of theatre.

*Lecture Hrs. = 0, Lab Hrs. = 0, External Hrs. = 6*

*Pre/Corequisite: READ 300 or equivalent*

## **DRAM 2331**

### **Advanced Stagecraft**

General consideration of the art of the theatre as it relates to the stage, scenery, and lighting for college production. Participation in Drama Department's productions required.

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

*Prerequisite: DRAM 1330, READ 300 or equivalent*

## **DRAM 2336**

### **Voice for the Theater**

Application of the performer's use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities.

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

*Prerequisite: READ 300 or equivalent*

## **DRAM 2361**

### **History of Theatre I**

Survey of growth and development of the theatre from its beginning to 1660 with consideration of dramatic literature, physical theatre, style of presentation, and social significance of theatre.

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

*Prerequisite: READ 300 or equivalent*

## **DRAM 2362**

### **History of Theatre II**

Survey of growth and development of the theatre from 1660 to the present with consideration of dramatic literature, physical theatre, style of presentation, and social significance of theatre.

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

*Prerequisite: READ 300 or equivalent*

## **DRAM 2366**

### **Pictures**

A survey of the history and development of motion pictures with emphasis on analysis and understanding of significant movements and schools of filmmaking, critical approaches, sociological impact, and visual aesthetic of motion picture. Two lecture hours and one two hour film screening a week for one semester.

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

*Prerequisite: READ 300 or equivalent*

## **ECON 2301**

### **Principles of Economic: Macroeconomics**

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

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

*Prerequisite: ENRD 402 or equivalent, MATH 310 or equivalent*

## **ECON 2302**

### **Principles of Economic: Microeconomics**

This course emphasizes microeconomics – economic analysis of decision making in perfect and imperfect product and factor markets, explanation of economic terms and institutions, and consideration of current problems.

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

*Prerequisite: ENRD 402 or equivalent, MATH 310 or equivalent*

## **EDUC 1200**

### **Learning Pathways**

This course studies the psychology of learning and success. It will examine factors that underlie learning, success, and personal development in higher education. Topics covered include using strategies to retrieve information from memory, self-regulation, goal setting, educational planning and learning styles. Techniques of study such as organizing class notes, preparing for examinations, sampling software and utilizing learning resources are covered. It is a required course for first year in college students testing into developmental mathematics only and taking 6 or more credit hours.

*Lecture Hrs. = 2, Lab Hrs. = 1*

*Prerequisite: ENRD 402 or equivalent*

## **EDUC 1301**

### **Introduction to the Teaching Profession**

An enriched, integrated pre-service course with content experience that provides the student with an introduction to and analysis of the culture of schooling and classrooms. The course includes a minimum of 16 contact hours of field observation in P-12 classrooms and aligns with the State Board of Educator Certification Pedagogy and Professional Responsibilities standards.

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

*Prerequisite: ENRD 401 or equivalent*

*Background Check Fees*

## **EDUC 2301**

### **Introduction to Special Populations**

An enriched, integrated pre-service course with content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic, and academic diversity and equity with an emphasis on learning. The course includes a minimum of 16 contact hours of field observation in P-12 classrooms and aligns with the State Board of Educator Certification Pedagogy and Professional Responsibilities standards.

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

*Prerequisite: ENRD 402 or equivalent*

*Background Check Fees*

## **ELPT 1321**

### **Introduction to Electrical Safety and Tools**

Safety rules and regulations. Includes the selection, inspection, use, and maintenance of common tools for electricians.

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

*Pre/Corequisite: READ 300 or equivalent*

## **ELPT 1325**

### **National Electrical Code I**

An introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring design, protection, methods, and materials; equipment for general use; and basic calculations.

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

*Pre/Corequisite: READ 300 or equivalent*

## **ELPT 1411**

### **Basic Electrical Theory**

Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.

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

*Prerequisite: READ 300 or equivalent*

## **ELPT 1419**

### **Fundamentals of Electricity I**

An introduction to basic direct current (DC) theory including electron theory and direct current applications.

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

*Pre/Corequisite: READ 300 or equivalent*

## **ELPT 1420**

### **Fundamentals of Electricity II**

Introduces to alternating current (AC). Includes AC voltage, frequency, mechanical and electrical degrees, waveforms, resistors, capacitors, and inductors.

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

*Prerequisite: ELPT 1419 and READ 300 or equivalent*

## **ELPT 1441**

### **Motor Control**

Operating principles of solid state conventional controls along with their practical applications. Includes braking, jogging, plugging, and safety interlocks wiring, and schematic diagram interpretations.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: ELPT 1419 and READ 300 or equivalent*

## **ELPT 1445**

### **Commercial Wiring**

Commercial wiring methods. Includes overcurrent protection, raceway panel board installation, proper grounding techniques, and associated safety procedures.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: READ 300 or equivalent*

## **ELPT 1451**

### **Electrical Machines**

Direct current (DC) motors, single phase and polyphase alternating current (AC) motors, generators, and alternators. Emphasis on construction, characteristics, efficiencies, starting, and speed control.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: READ 300 or equivalent*

## **ELPT 1455**

### **Electronic Applications**

Electronics principles and the use of electronic devices. Includes diodes, transistors, and rectifiers.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: ELPT 1419 and READ 300 or equivalent*

## **ELPT 2301**

### **Journeyman Electrician Exam Review**

Preparation for journeyman electrician licensure with emphasis on calculations and the National Electrical Code (NEC).

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: READ 300 or equivalent*

## **ELPT 2319**

### **Programmable Logic Controllers I**

Fundamental concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electrical controls.

*Lecture Hrs. = 2, Lab Hrs. = 2*

*Prerequisite: ELPT 1420, READ 300 or equivalent*

## **ELPT 2325**

### **National Electrical Code II**

In-depth coverage of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring protection and methods, special condition, and advanced calculations.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: READ 300 or equivalent*

## **ELPT 2331**

### **AC/DC Drives**

Installation and maintenance of alternating current (AC) and direct current (DC) variable speed drives with emphasis on application, operating characteristics, and troubleshooting techniques.

*Lecture Hrs. = 2, Lab Hrs. = 2*

*Prerequisite: ELPT 1420 and READ 300 or equivalent*

## **ELPT 2355**

### **Programmable Logic Controllers II**

A study in programmable logic controllers (PLC). Topics include processor units, numbering systems, memory organization, relay type devices, timers, counters, data manipulators, and programming.

*Lecture Hrs. = 2, Lab Hrs. = 2*

*Prerequisite: ELPT 2319, READ 300 or equivalent*

## **ELPT 2380**

### **Cooperative Education: Electrical and power Transmission Installation**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

*Lecture Hrs. = 1, Lab Hrs. = 0, External Hrs. = 19*

*Prerequisites: ELPT 1420 and ENRD 401 or equivalent*

## **ELPT 2405**

### **Motors and Transformers**

Operation of single and three phase motors and transformers. Includes transformer banking, power factor correction, and protective devices.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: ELPT 1420, READ 300 or equivalent*

## **ENBR 402**

### **Writing II & Advanced Reading Bridge**

This is an abridged ENRD 402 course designed to develop students' critical reading and academic writing skills through review and practice. The focus of the course will be on students' refreshing their skills and 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. The ENBR 402 results will expire within 30 days, therefore students completing the course with a B or better, and a score of 60% on a comprehensive final must register for the paired course (ENGL 1301).

*Lecture Hrs. = 2, Lab Hrs. = 1*

*Prerequisite: Accuplacer (Bubble Score) reading between 70-77, Essay=5, Sentence Structure 70-79. or TSIA (Bubble Score) READ 347-350 & Writing 357-362.*

*Placed according to lowest TSIA component score.*

## **ENGL 1301Ω**

### **English Composition I**

A concentrated study of the fundamentals of English usage; training in accurate reading and writing of prose, chiefly expository; study of the principles of library research and the techniques of writing research papers. Research required. This course is reading and writing intensive.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 402 or equivalent*

## **ENGL 1302Ω**

### **English Composition II**

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. This course is reading and writing intensive.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENGL 1301 with a grade of P, C or better*

## **ENGL 2307Ω**

### **Creative Writing I**

A critical seminar for writers of poetry: narrative or lyric; of fiction: sketches, anecdotes, short stories, novels, and drama; of factual writing: articles, biography, or family history. Creativity, criticism, and revision are emphasized. Analyses of contemporary models and techniques are examined with emphasis on literary qualities.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENGL 1302 with a C or better*

## **ENGL 2308Ω**

### **Creative Writing II**

Same as ENGL 2307 but giving students additional practice developing their skills and techniques.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENGL 2307*

## **ENGL 2311Ω**

### **Technical Writing**

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and description of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 402 or equivalent*

## **ENGL 2321**

### **British Literature**

Selected significant works of British literature. May include study of movements, schools, or periods.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENGL 1302 with a C or better*

## **ENGL 2322Ω**

### **English Literature: Beowulf to Romantic**

A direct study of significant masterpieces of English literature from the earliest times to the Romantic Period with particular attention to the main currents of thought and the major writers of Britain. This course is reading intensive.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENGL 1302 with a C or better*

## **ENGL 2323Ω**

### **English Literature: Romantic to Present**

A direct study of significant masterpieces of English literature from the Romantic Period to the present with particular attention to the main currents of thought and the major writers of Britain. This course is reading intensive.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENGL 1302 with a C or better*

## **ENGL 2326Ω**

### **American Literature Survey**

A general study of the significant writers and movements of American literature from its origins to the present. This course is reading intensive.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENGL 1302 with a C or better*

## **ENGL 2327Ω**

### **American Literature to 1860**

A general survey of the major works in American literature from its origins to 1860. This course is reading intensive.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENGL 1302 with a C or better*

## **ENGL 2328Ω**

### **American Literature: 1860 to Present**

A general survey of the major works in American literature from 1860 to the present. This course is reading intensive.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENGL 1302 with a C or better*

## **ENGL 2331Ω**

### **Cross-Cultural Literature**

An introduction to literature across cultures. This course focuses on story-telling as a way to learn about peoples from around the world. Authors selected are from North America, Asia, Africa, Latin America, and Europe. This course is reading intensive.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENGL 1302 with a C or better*

## **ENGL 2341Ω**

### **Forms of Literature**

The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film. This course is reading intensive.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENGL 1302 with a C or better*

## **ENGL 2351Ω**

### **Mexican-American Literature**

A survey of Mexican-American/Chicano/a literature including fiction, non-fiction, poetry, and drama. This course is reading intensive.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENGL 1302 with a C or better*

## **ENGR 1201**

### **Introduction to Engineering**

An introduction to the engineering profession with emphasis on technical communication and team based engineering design. Programming will be introduced for use in the design project.

*Lecture Hrs. = 1, Lab Hrs. = 3*

*Corequisite: Math 2413 or equivalent*

## **ENGR 1304**

### **Engineering Graphics I**

Introduction to computer-aided drafting using CAD software and sketching to generate two-and three-dimensional drawings based on the conventions of engineering graphical communication; topics include spatial relationships, multi-view projections and sectioning, dimensioning, graphical presentation of data, and fundamentals of computer graphics.

*Lecture Hrs. = 2, Lab Hrs. = 3*

*Prerequisite: MATH 1314 or equivalent*

*Pre/Corequisite: ENRD 402 or equivalent*

## **ENGR 2301**

### **Engineering Statics**

Basic theory of engineering mechanics, using calculus, involving the description of forces, moments, and couples acting on stationary engineering structures; equilibrium in two and three dimensions; free-body diagrams; friction; centroids; centers of gravity; and moments of inertia.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Prerequisite: PHYS 2425*

*Corequisite: MATH 2414*

## **ENGR 2302**

### **Engineering Dynamics**

Basic theory of engineering mechanics, using calculus, involving the motion of particles, rigid bodies, and systems of particles; Newton's Laws; work and energy relationships; principles of impulse and momentum; application of kinetics and kinematics to the solution of engineering problems.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Prerequisite: ENGR 2301*

## **ENGR 2304**

### **Programming for Engineers**

Programming principles and techniques for matrix and array operations, equation solving, and numeric simulations applied to engineering problems and visualization of engineering information; platforms include spreadsheets, symbolic algebra packages, engineering analysis software, and laboratory control software.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Prerequisite: ENGR 1201*

## **ENGR 2407**

### **Fundamentals of Circuit Analysis**

Basic concepts of electrical engineering using calculus; the fundamentals of electrical and electronic components and circuits, circuit analysis, network principles, motors, and steady state and transient responses; application of Laplace transforms; and use of computational software to solve network problems; application of the principles to the solution of electrical engineering problems; relationship between basic principles and advanced applications. Basic laboratory experiments supporting theoretical principles involving electrical and electronic components and circuits, including circuit analysis, network principles, motors, and steady-state and transient responses, and preparation of laboratory reports.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: PHYS 2426*

## **ENGT 2307**

### **Engineering Materials I for Engineering Technology**

Instruction in the making and forming of steel and the classification of steel, cast iron, and aluminum. Topics include mechanical and physical properties, non-destructive testing principles of alloying, selection of metals, iron carbon diagrams, principles of hardening and tempering steel, and the metallurgical aspects of machining. Topics will also include an overview of properties and uses of polymer and ceramics.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Pre/Corequisite: ENRD 402 or equivalent*

## **ENGT 2310**

### **Introduction to Manufacturing Processes**

Exploration of a variety of methods used in manufacturing. Theory and application of processes including but not limited to metal forming, welding machining, heat treating, plating, assembly procedures, process controls considerations, and casting and injection molding.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: PTAC 1332, 1410, 2420, 2438, 2346, and SCIT 1414*

## **ENRD 401**

### **Integrated Writing I & 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 is a course with a required lab.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Pre/Corequisite: LSSS 300*

*Placement using TSIA Scores is based on a combination of Reading and Writing 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*

*Pre/Corequisite: LSSS 300*

*Accuplacer Placement Test score of Reading 46-61, Essay 3-4, and Sentence Sense 70-80 to 70-79 or, TSIA reading score 347-351 and/or Writing score 357-362. Placement using TSIA Scores is based on a combination of Reading, and Writing scores, and is according to lowest TSIA component score*

## **ENTC 1343**

### **Statics**

A study of the composition and resolution of forces and the equilibrium of forces acting on structures. Includes the concepts of friction, moments, couples, centroids, and moment of inertia.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Pre/Corequisite: TECM 1349 or MATH 1314 or above; ENRD 401 or equivalent*

## **ENVR 1401Ω**

### **Environmental Science I**

A general study of ecological concepts; an introduction to chemical and biological principles that relate to ecology; an introduction to resources including animal, plant, energy, water, soil, and air. A study of pollution problems and solutions. Laboratory exercises include soil testing, air, and water quality measurements, field sampling techniques, and related nature studies. Optional field trips.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: ENRD 402 or equivalent*

*Pre/Corequisite: MATH 310 or equivalent*

## **ENVR 1402**

### **Environmental Science I**

A continued interdisciplinary study of natural sciences (ecology, chemistry, physics) and social sciences (economics, regulation, ethics) and how they apply to the environment. This course will build on the basic concepts discussed in ENVR 1401 and will focus on environmental assessment, measurements, and risk assessment. Laboratory exercises include current environmental quality assessment techniques, field sampling techniques, and related studies of local environments. Optional and required field trips.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: ENVR 1401 or Instructor Permission*

## **EPCT 1349**

### **Environmental Regulation**

Interpretation and Applications

An in-depth study of the major federal and state environmental regulations.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: READ 300 or equivalent*

## **GAME 1301**

### **Computer Ethics**

A study of ethical issues that apply to computer related professions, intellectual property and privacy issues, professional responsibility, and the effects of globalization. Emphasizes the practical application of computer ethics through case studies and current events in the game and simulation industry.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 401 or equivalent*

## **GAME 1302**

### **Interactive Storyboarding**

In-depth coverage of storyboarding for the development of interactive media. Addresses target audience analysis, purpose, goals and objectives, content outline, flow chart, and interactive storyboarding.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Prerequisite: ENRD 401 or equivalent*

## **GAME 1304**

### **Level Design**

Introduction to the tools and concepts used to create levels for games and simulations. Incorporates level design, architecture theory, concepts of critical path and flow, balancing, play testing, and storytelling. Includes utilization of toolsets from industry titles.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Prerequisite: ARTC 1453, GAME 1302, GAME 1306*

## **GAME 1306**

### **Design and Creation of Games**

Introduction to game and simulation development. Includes analysis of existing applications and creation of a game using an existing game engine. In-depth coverage of the essential elements of game design. Also covers an overview of cultural history of electronic games, survey of the major innovators, and examination of the trends and taboos that motivate game design.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Prerequisite: ENRD 401 or equivalent*

## **GAME 1336**

### **Introduction to 3D Game Modeling**

Architectural spaces and modeling in a real-time game editor. Includes techniques for building, texturing, and lighting a game level to function in real-time.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Prerequisite: GAME 1302, 1306*

## **GAME 1394**

### **Special Topics in Animation, Interactive Technology, Video Graphics and Special Effects**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Prerequisite: Previously completed minimum 6 hours GAME course work.*

## **GAME 2325**

### **3D Animation II Character Setup**

Skinning and weighting, forward kinematics, inverse kinematics, constraints, expressions, scripting and driven keys, mesh deformers, morph targets/blend shapes, and animation user interfaces.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Prerequisite: GAME 1336 and ARTV 1341*

## **GAME 2332**

### **Project Development I**

Skill development in an original modification based on a current game engine. Includes management of version control; development of project timeliness; integration of sound, models, and animation; production of demos; and creation of original levels, character, and content for a real-time multiplayer game.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Prerequisite: GAME 1304, and COSC 1436*

## **GAME 2334**

### **Project Development II**

Continuation of an original modification based on a current game engine with an emphasis on new content and significant changes in game play over the base game experience. Includes creation of original levels, characters, and content for a real-time multiplayer game applying skills learned in previous classes.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Prerequisite: GAME 2332*

## **GAME 2338**

### **Game Testing**

Testing and debugging gaming and simulation applications in the alpha and beta stages of production. Includes critiques of the product and written documentation of the testing and debugging processes.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Pre/Corequisite: GAME 1304*

## **GAME 2344**

### **DirectX programming**

Exploration of the advanced suite of multimedia application programming interfaces (API) built into the Microsoft Windows operating system.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Prerequisite: COSC 1437 or equivalent*



## **GAME 2386**

### **Internship – Animation, Interactive Technology, Video Graphics, and Special Effects**

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the College and the employer.

*Lecture Hrs. = 0, Lab Hrs. = 0, External Hrs. = 9*

*Prerequisites: GAME 1336 or COSC 1437*

## **GAME 2387**

### **Internship Animation, Interactive Technology, Video Graphics and Special Effects**

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the College and the employer.

*Lecture Hrs. = 0, Lab Hrs. = 0, External Hrs. = 9*

*Prerequisites: GAME 2386*

## **GAME 2402**

### **Mathematical Applications for Game Development**

Presents applications of mathematics and science in game and simulation programming. Includes the utilization of matrix and vector operations, kinematics, and Newtonian principles in games and simulations. Also covers code optimization.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisites: MATH 1314*

## **GEOG 1303**

### **World Regional Geography**

A study of major developed and developing regions with emphasis on the awareness of prevailing world conditions and developments, including emerging conditions and trends, and the awareness of diversity of ideas and practices to be found in those regions. Course content may include one or more regions.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 402 or equivalent*

## **GEOL 1301**

### **Earth Science**

Survey of physical sciences with emphasis on the earth's ecological and geological processes. Note: Students are advised to complete their science requirements before attempting this course.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 401 or equivalent*

## **GEOL 1403**

### **Physical Geology**

A survey of physical processes on Earth. Students investigate plate tectonics, minerals, rocks, geologic time, mountain building, natural hazards, and Earth surface processes through reading, discussion and lab activities. Optional field trips.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: ENRD 402 or equivalent*

## **GEOL 1404**

### **Historical Geology**

Historical Geology surveys the history of Earth and its life forms and landforms. Introduction to fossils and geologic concepts through lab activities, discussions and reading. Optional field trips.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: ENRD 402 or equivalent*

## **GEOL 1405**

### **Environmental Geology**

Environmental geology is an introductory survey to Earth surface processes, natural hazards, and human impacts on the environment. Through lab activities and discussion, students investigate efforts to reduce damage due to natural disasters, energy and pollution issues, and climate change. Optional field trips.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Pre/Corequisite: ENRD 402 or equivalent*

## **GEOL 1447**

### **Meteorology**

Introduction to weather and climate with emphasis on the climate system. Topics include atmospheric composition and structure, Earth's energy budget, interaction of oceans and atmosphere, weather systems, severe weather, climate variability and change, and impacts of severe weather and climate change on society.

*Optional field trips.*

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: ENRD 402 or equivalent, MATH 310 or equivalent*

## **GEOL 2289**

### **Academic Cooperative**

An instructional program designed to integrate on-campus study with practical hands-on work experience in the physical sciences. In conjunction with class seminars, the individual students will set specific goals and objectives in the scientific study of inanimate objects, processes of matter and energy, and associated phenomena. Students will work in conjunction with the faculty coordinator and the sponsor in the development of their goals and objectives.

*Lecture Hrs. = 1, Lab Hrs. = 2*

*Prerequisite: Instructor's Permission*

## **GEOL 2389**

### **Academic Cooperative**

An instructional program designed to integrate on-campus study with practical hands-on work experience in the physical sciences. In conjunction with class seminars, the individual students will set specific goals and objectives in the scientific study of inanimate objects, processes of matter and energy, and associated phenomena. Students will work in conjunction with the faculty coordinator and the sponsor in the development of their goals and objectives.

*Lecture Hrs. = 1, Lab Hrs. = 4*

*Prerequisite: Instructor's Permission*

## **GISC 1311Ω**

### **Introduction to Geographic Information Systems (GIS)**

Introduction to basic concepts of vector GIS using several industry specific software programs including nomenclature of cartography and geography.

*Lecture Hrs. = 2, Lab Hrs. = 2*

*Pre/Corequisite: ENRD 401 or equivalent*

## **GOVT 2107**

### **Federal and Texas Constitutions**

Includes consideration of the Constitution of the United States and the constitutions of the states, with special emphasis on that of Texas. Prerequisite: By permission only. Enrollment limited to students who have already completed a minimum of 6 SCH of GOVT courses but have not satisfied the statutory requirement for study of the federal and state constitutions.

*Lecture Hrs. = 1, Lab Hrs. = 0*

*Prerequisite: ENRD 402 or equivalent*

## **GOVT 2305Ω**

### **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.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 402 or equivalent*

## **GOVT 2306Ω**

### **Texas Government**

Origin and development of the Texas constitution, structure and powers of state and local government, federalism and intergovernmental relations, political participation, the election process, public policy, and the political culture of Texas.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 402 or equivalent*

## **HIST 1301Ω**

### **History of the United States to 1877**

The political, economic, social, and intellectual history of the United States from the discovery of America to 1877. A research component is required for honors credit.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 402 or equivalent*

## **HIST 1302Ω**

### **History of the United States Since 1877**

The political, economic, social, and intellectual history of the United States from 1877 to the present day. A research component is required for honors credit.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 402 or equivalent*

## **HIST 2301Ω**

### **History of Texas**

Texas history from colonization to the present day with attention given to political, social, economic, and intellectual history. Designed for any students interested in local history, the course is particularly recommended for prospective teachers in the public schools of Texas. (Based on House Bill 935, this can be substituted for an American history course.) A research component is required for honors credit.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 402 or equivalent*

## **HIST 2321Ω**

### **History of World Civilization to 1500**

A comparative historical study of Europe, Asia, Africa, America, and Australia to 1500. A research component is required for honors credit.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 402 or equivalent*

## **HIST 2322Ω**

### **History of World Civilization from 1500 to Present**

A comparative historical study of Europe, Asia, Africa, America, and Australia from 1500 to the present. A research component is required for honors credit.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 402 or equivalent*

## **HITT 1301**

### **Health Data Content and Structure**

Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health-related information including content of health records, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Prerequisite: READ 300 or equivalent*

## **HITT 1305**

### **Medical Terminology I**

Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: READ 300 or equivalent*

## **HITT 1341**

### **Coding and Classification Systems**

Basic coding rules, conventions, and guidelines using clinical classification systems.

*Lecture Hrs. = 2, Lab Hrs. = 2*

*Prerequisite: HITT 1301, 1305, ENRD 401 or equivalent*

## **HITT 1345**

### **Health Care Delivery Systems**

Introduction to organization, financing, and delivery of health care services, accreditation, licensure, and regulatory agencies.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: READ 300 or equivalent*

## **HITT 1349**

### **Pharmacology**

Overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 401 or equivalent*

*Pre/Corequisite: HITT 1305*

## **HITT 1353**

### **Legal and Ethical Aspects of health Information**

Concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: READ 300 or equivalent*

## **HITT 1355**

### **Health Care Statistics**

Principles of health care statistics with emphasis in hospital statistics. Skill development in computation and calculation of health data.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Prerequisite: MATH 310 or equivalent, READ 300 or equivalent*

## **HITT 2160**

### **Clinical-health Information/Medical Records**

#### **Technology/Technician**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

*Lecture Hrs. = 0, Lab Hrs. = 0, External Lab Hrs. = 6,*

*Insurance Fee*

*Prerequisite: HITT 1301, HITT 1341, HITT 1345, MRMT 1307, READ 300 or equivalent*

## **HITT 2161**

### **Clinical-health Information/Medical Records**

#### **Technology/Technician**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

*Lecture Hrs. = 0, Lab Hrs. = 0, External Lab Hrs. = 6,*

*Insurance Fee*

*Prerequisite: READ 300 or equivalent*

*Pre/Corequisite: HITT 2335*

## **HITT 2260**

### **Clinical-health Information/Medical Records**

#### **Technology/Technician**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

*Lecture Hrs. = 0, Lab Hrs. = 0, External Lab Hrs. = 8,*

*Insurance Fee*

*Prerequisite: HITT 2160, READ 300 or equivalent*

*Pre/Corequisite: HITT 1353, HITT 1355*

## **HITT 2261**

### **Clinical-health Information/Medical Records**

#### **Technology/Technician**

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

*Lecture Hrs. = 0, Lab Hrs. = 0, External Lab Hrs. = 8,*

*Insurance Fee*

*Prerequisite: HITT 2160, READ 300 or equivalent*

*Pre/Corequisite: HITT 2343*

### **HITT 2335**

#### **Coding and Reimbursement Methodologies**

Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement.

*Lecture Hrs. = 2, Lab Hrs. = 2*

*Prerequisite: HITT 1341, READ 300 or equivalent*

### **HITT 2339**

#### **Health Information Organization and Supervision**

Principles of organization and supervision of human, financial, and physical resources.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: READ 300 or equivalent*

### **HITT 2343**

#### **Quality Assessment and Performance Improvement**

Study of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation, and presentation of data in statistical formats, quality management, and performance improvement functions, utilization management, risk management, and medical staff data quality issues.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: HITT 1301, READ 300 or equivalent*

### **HMSY 1337**

#### **Introduction to Homeland Security**

Overview of homeland security. Evaluation of the progression of homeland security issues throughout Texas and the United States. An examination of the roles undertaken and methods used by governmental agencies and individuals to respond to those issues.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENDR 401 or equivalent*

*Pre/Corequisite: LMGT 1319*

### **HPRS 2301**

#### **Pathophysiology**

Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: HITT 1305, ENRD 401 or equivalent*

### **HRPO 1311**

#### **Human Relations**

Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 401 or equivalent*

### **HRPO 2301**

#### **Human Resources Management**

Behavioral and legal approaches to the management of human resources in organizations.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 401 or equivalent*

### **HUMA 1301ΩΣ**

#### **Introduction to the Humanities I**

A multicultural, interdisciplinary introduction to the study of humankind's cultural legacy in at least four of the disciplines of the humanities, which are approached individually, in synthesis with one or more of the others, or thematically: the visual arts, motion pictures, architecture, music, dance, philosophy, and literature as well as the social sciences, history, mathematics, medicine, physical sciences and communication as they have contributed to that cultural legacy.

This course is writing intensive.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 402 or equivalent*

### **HUMA 1302ΩΣ**

#### **Introduction to the Humanities II**

Honors only. A historical overview of humankind's cultural legacy in at least four of the disciplines of the Humanities, which are approached individually, in synthesis with one or more of the others, or thematically: the visual arts, motion pictures, architecture, music, dance, philosophy, and literature as well as the social sciences, history, mathematics, medicine, and the physical sciences as they have contributed to that cultural legacy. This course is writing intensive.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 402 or equivalent*

### **HUMA 1305**

#### **Introduction to Mexican-American Studies**

Introduction to the field of Mexican-American/Chicano/a Studies from its inception to the present. Interdisciplinary survey designed to introduce students to the salient cultural, economic, educational, historical, political, and social aspects of the Mexican-American/Chicano/a experience. This course is writing intensive.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 402 or equivalent*

### **HUMA 1311**

#### **Mexican-American Fine Arts Appreciation**

An examination of Mexican-American/Chicano/a artistic expressions in the visual and performing arts.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 402 or equivalent*

## **HYDR 1345**

### **Hydraulics and Pneumatics**

Fundamentals of hydraulics and types of hydraulic pumps, cylinders, valves, motors, and related systems including operations, maintenance, and system analysis.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: MCHN 2405 and READ 300 or equivalent*

## **IBUS 1305Ω**

### **Introduction to International Business and Trade**

The techniques for entering the international market place. Emphasis on the impact and dynamics of sociocultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 401 or equivalent*

## **IEIR 1302**

### **Introduction to Direct Current Circuits**

Fundamentals of direct current including Ohm's Law. Emphasis on methods of analyzing series, parallel, and combination circuits including measurement devices.

*Lecture Hrs. = 2, Lab Hrs. = 2*

*Prerequisite: READ 300 or equivalent and MATH 310 or equivalent*

## **IMED 1316**

### **Web Design I**

Instruction in web page design and related graphic design issues including mark-up languages, websites, and browsers.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Prerequisite: ENRD 401 or equivalent*

## **IMED 1445**

### **Interactive Digital Media I**

Exploration of the use of graphics and sound to create interactive multimedia applications and/or animations using industry standard authoring software.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: ARTC 1453, ENRD 401 or equivalent*

*Pre/Corequisite: ARTC 2440*

## **IMED 2309**

### **Internet Commerce**

An overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce. Topics include dynamic data integration, data collection, and online transactions.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Pre/Corequisite: ENRD 401 or equivalent*

## **IMED 2311**

### **Portfolio Development**

Preparation and enhancement of portfolio to meet professional standards, development of presentation skills, and improvement of job-seeking techniques.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Pre/Corequisite: ARTC 1453, 2440, IMED 1445, and ENRD 401 or equivalent*

## **IMED 2315**

### **Web page Design II**

A study of mark-up language advanced layout techniques for creating web pages. Emphasis on identifying the target audience and providing websites according to accessibility standards, cultural appearance, and legal issues.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Pre/Corequisite: IMED 1316*

## **INMT 1311**

### **Computer Integrated Manufacturing**

A study of the principles and application of computer integrated manufacturing. Employs all aspects of a system including but not limited to integration of material handling, manufacturing, and computer hardware and programming.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Prerequisite: READ 300 or equivalent*

## **INMT 1371**

### **Introduction to Digital Manufacturing**

The purpose of this course is to give the student an introduction to various digital manufacturing methods including 3-D printing technologies also included is a survey in advanced manufacturing technologies including metals, ceramics, and plastics through subtractive and additive processes.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 401 or equivalent*

## **INMT 1380**

### **Cooperative Education**

Manufacturing Technology/Technician

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

*Lecture Hrs. = 0, Lab Hrs. = 0, External Hrs. = 21*

*Prerequisite: READ 300 or equivalent*

## **INTC 1305**

### **Introduction to Instrumentation**

A survey of the instrumentation field and the professional requirements of the instrumentation technician. Includes computer and calculator applications.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: READ 300 or equivalent*

## **INTC 1307**

### **Instrumentation Test Equipment**

Theory and application of instrumentation test equipment. Emphasizes accuracy, limitations of instruments, and calibration techniques.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: READ 300 or equivalent*

## **INTC 1312**

### **Instrumentation and Safety**

An overview of industries employing instrument technicians. Includes instrument safety techniques and practices as applied to the instrumentation field.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: READ 300 or equivalent*

## **INTC 1343**

### **Application of Industrial Automatic Control**

A study of automatic process control including measuring devices, analog and digital instrumentation, signal transmitters, recorders, alarms, controllers, control valves, and process and instrument drawings. Includes connection and troubleshooting of loops. The study begins with ISA, electrical, and process symbology. Course addresses the engineering package which may include such documents as P&IDs, loop diagrams, sketches, spec sheet, bills of materials, and simplified flow diagrams. The course includes basic sketching techniques.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: INTC 1456 or DFTG 2408, READ 300 or equivalent*

## **INTC 1348**

### **Analytical Instrumentation**

Analytical instruments emphasizing utilization in process applications. Includes, but not limited to, chromatography, pH, conductivity, and spectrophotometric instruments.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: CTEC 1401, READ 300 or equivalent*

## **INTC 1401**

### **Principles of Industrial Measurements**

Principles of measurement and devices used to measure process variables and basic control functions.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: READ 300 or equivalent*

## **INTC 1425**

### **Instrument Hardware Installation I**

Installation of instrumentation equipment into the process environment using industry standards.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: READ 300 or equivalent*

## **INTC 1441**

### **Principles of Automatic Control**

Basic measurements, automatic control systems and design, closed loop systems, controllers, feedback, control modes, and control configurations.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: INTC 1456, READ 300 or equivalent*

## **INTC 1448**

### **Analytical Instrumentation**

A study of analytical instruments emphasizing their utilization in process applications including chromatography, pH, conductivity, and spectrophotometry instruments.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: INTC 1312, SCIT 1414, READ 300 or equivalent*

## **INTC 1456**

### **Instrumentation Calibration**

A study of techniques for calibrating electronics and pneumatic transmitters, controllers, recorders, valves, and valve positioners including tear down, assembly, alignment, and calibration of equipment.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: READ 300 or equivalent*

## **INTC 2359**

### **Distributed Control Systems**

Philosophy and application of distributed control systems. Includes hardware, firmware, software, configuration, communications, and networking systems required to implement a distributed control strategy.

*Lecture Hrs. = 2, Lab Hrs. = 2*

*Prerequisite: INTC 1441*

## **INTC 2380**

### **Cooperative Education: Instrumentation Technology/Technician**

Career-related activities encountered in the student's area specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

*Lecture Hrs. = 1, Lab Hrs. = 0, External Hrs. = 19*

*Prerequisite: INTC 1441 and READ 300 or equivalent*

## **INTC 2405**

### **Instrument Hardware Installation II**

Instrumentation skills in tubing and piping, measuring, layout, and testing. Includes instrumentation wiring, circuitry, heat tracing, chemical treatment, and craft-related calculations.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: READ 300 or equivalent*

## **INTC 2410**

### **Principles of Industrial Measurements II**

Advanced principles of measurement and devices used to measure process variables and basic control functions.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: INTC 1401, READ 300 or equivalent*

## **INTC 2445**

### **Advanced Analyzers**

An in depth study of composition analyzers and their sample systems. Analyzers covered will include chromatographs, mass spectrometers, in-line and continuous emissions lab, and portable types.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: READ 300 or equivalent*

*Pre/Corequisite: INTC 2472*

## **INTC 2450**

### **Fieldbus Process Control Systems**

A comprehensive view of fieldbus systems using theory, applications, and hands-on experiences.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: INTC 1441 and READ 300 or equivalent*

## **INTC 2471**

### **Physical Properties Analyzers**

An in-depth study of process analyzers used to measure pH, electrical conductivity, trace oxygen, vapor pressure, boiling point, density, viscosity, thermal conductivity, and other physical properties.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: CTEC 1401*

*Pre/Corequisite: INTC 1348, 1441*

## **INTC 2472**

### **Sample Systems**

A study of sample conditioning systems and system components including the types of unit operations and process streams that may be analyzed.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: INTC 1348, 2471, EPCT 1349*

## **ITCC 1401**

### **Exploration-network Fundamentals**

A course introducing the architecture, structure, functions, components, and models of the Internet. Describes the use of OSI and TCP layered models to examine the nature and roles of protocols and services at the applications, network, data link, and physical layers. Covers the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. Build simple LAN topologies by applying basic principles of cabling; perform basic configurations of network devices, including routers and switches; and implementing IP addressing schemes.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: READ 300 or equivalent*

*Pre/Corequisite: CPMT 1449*

## **ITCC 1404**

### **Cisco Exploration 2-Routing Protocols and Concepts**

This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. Recognize and correct common routing issues and problems. Model and analyze routing processes.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: ITCC 1401 and READ 300 or equivalent*

## **ITCC 1408**

### **Introduction to Voice over Internet protocol (VoIP)**

Basic concepts of voice over internet protocol (VoIP). Focuses on technology integration of and data transmission in network communications.

*Lecture Hrs. = 3 Lab Hrs. = 3*

*Prerequisite: CPMT 1449 or ITCC 1401 and READ 300 or equivalent*

## **ITCC 2408**

### **Cisco Exploration 3: LAN Switching and Wireless**

This course helps students develop an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Detailed explanations of LAN switch operations, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operations, analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus network design and Layer 3 switching concepts are introduced.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: ITCC 1401 and READ 300 or equivalent*

## **ITCC 2410**

### **Cisco Exploration 4: LAN Accessing the WAN**

This course explains the principles of traffic control and access control lists (ACLs) and provides an overview of the services and protocols at the data link layer for wide-area access. Describes user access technologies and devices and discover how to implement and configure Point-to-Point Protocol (PPP), Point-to-Point Protocol over Ethernet (PPPoE), DSL, and Frame Relay. WAN security concepts, tunneling, and VPN basic are introduced. Discuss the special network services required by converged applications and an introduction to quality of service (QoS).

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: READ 300 or equivalent*

*Pre/Corequisite: ITCC 1404*

## **ITNW 1351**

### **Fundamentals of Wireless LANs**

Design, plan, implement, operate, and troubleshoot Wireless Local Area Networks (WLANs). Includes WLAN design, installation, and configuration; and WLAN security issues and vendor interoperability strategies.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Pre/Corequisite: INTC 1441, ENRD 401 or equivalent*

## **ITSC 1309**

### **Integrated Software Applications I**

Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Pre/Corequisite: ENRD 401 or equivalent*

## **ITSC 1316**

### **Linux Installation and Configuration**

Introduction to Linux operating system. Includes Linux installation, basic administration, utilities and commands, upgrading, networking, security, and application installation. Emphasizes hands-on setup, administration, and management of Linux.

*Lecture Hrs. = 2, Lab Hrs. = 2*

*Prerequisite: ENRD 401 or equivalent*

## **ITSC 1364**

### **Practicum (or Field Experience) – Computer and Information Sciences, General**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

*Lecture Hrs. = 0, Lab Hrs. = 0, External Hrs. = 21*

*Prerequisite: 12 or more SCH of Coursework in COSC, CPMT, ITSC, ITCC, ITSE, and/or ITSW courses, ENRD 401 or equivalent*

## **ITSC 1391**

### **Special Topics in Computer and Information Sciences, General**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Prerequisite: COSC 1301, BCIS 1405, or ITSC 1309, and ENRD 401 or equivalent*

## **ITSC 2321**

### **Integrated Software Applications II**

Intermediate study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation software.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Prerequisite: ITSC 1309, ENRD 401 or equivalent*

## **ITSC 2335**

### **Application Software Problem Solving**

Utilization of appropriate application software to solve advanced problems and generate customized solutions.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Prerequisite: ITSC 2321 and COSC 1436 or ITSE 1331 and ENRD 401 or equivalent*

## **ITSC 2339**

### **Personal Computer Help Desk Support**

Diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Prerequisite: ITSC 2321 and COSC 1436 or ITSE 1331 and ENRD 401 or equivalent*

## **ITSE 1331**

### **Introduction to Visual Basic Programming**

Introduction to computer programming using Visual Basic. Emphasizes the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files.

*Lecture Hrs. = 2, Lab Hrs. = 2*

*Prerequisite: ENRD 401 or equivalent*



## **ITSE 1350**

### **System Analysis and Design**

Introduction to the planning, design, and construction of computer information systems using the systems development life cycle and other appropriate design tools.

*Lecture Hrs. = 2, Lab Hrs. = 2*

*Prerequisite: ENRD 401 or equivalent*

## **ITSE 2302**

### **Intermediate Web Programming**

Techniques for Web development. Includes server-side and client-side scripting.

*Lecture Hrs. = 2, Lab Hrs. = 2*

*Prerequisite: ENRD 401 or equivalent*

## **ITSW 2337**

### **Advanced Database**

Advanced concepts of database design and functionality.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Pre/Corequisite: ITSC 2321 and ENRD 401 or equivalent*

## **KINE 1101**

### **Bowling, Beginning**

A course designed to learn the rules, scoring, and fundamental techniques for bowling. An emphasis will be placed on proper execution and selection of equipment.

*Lecture Hrs. = 0, Lab Hrs. = 3, Material Fee*

*Pre/Corequisite: READ 300 or equivalent*

## **KINE 1102**

### **Bowling, Experienced**

A course designed to learn techniques for experienced individuals. Emphasis will be placed on proper and additional techniques with regard to strategy.

*Lecture Hrs. = 0, Lab Hrs. = 3, Material Fee*

*Prerequisite: KINE 1101*

*Pre/Corequisite: READ 300 or equivalent*

## **KINE 1103**

### **Exercise, Beginning**

A course designed to study and apply the components of muscular strength and endurance, flexibility, body composition, and cardiovascular endurance into a personal designed program of exercise. A prescribed program will be designed for students following pre-fitness assessment.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Pre/Corequisite: READ 300 or equivalent*

## **KINE 1104**

### **Exercise, Experienced**

A course designed to study and apply various programs of exercise such as circuit training, weight training, super circuit training, and other prescribed programs for experienced individuals.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Prerequisite: KINE 1103*

*Pre/Corequisite: READ 300 or equivalent*

## **KINE 1109**

### **Pilates, Beginning**

A course designed to strengthen, lengthen, and tone the body without machines.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Pre/Corequisite: READ 300 or equivalent*

## **KINE 1110**

### **Pilates, Experienced**

A course designed to strengthen, lengthen, and tone the body with an emphasis on students' progressing to intermediate and advanced levels.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Prerequisite: KINE 1109*

*Pre/Corequisite: READ 300 or equivalent*

## **KINE 1111**

### **Aerobic Components, Beginning**

A course designed to develop cardiovascular fitness, through aerobic exercise. This course will consist of regular aerobics, step aerobics, and cardio kick-boxing. Correct techniques, nutrition, and hydration will be emphasized.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Pre/Corequisite: READ 300 or equivalent*

## **KINE 1112**

### **Aerobic Components, Experienced**

A course designed to further improve cardiovascular fitness, through aerobic exercise. This course will consist of regular aerobics, step aerobics, and cardio kick-boxing. Correct techniques, nutrition, and hydration will be emphasized.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Prerequisite: KINE 1111*

*Pre/Corequisite: READ 300 or equivalent*

**KINE 1115****Swimming, Beginning**

A course designed to learn skills for the crawl, back crawl, breaststroke, elementary backstroke, and sidestroke. Emphasis will be given to proper technique and proper breathing skills.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Prerequisite: KINE 1113*

*Pre/Corequisite: READ 300 or equivalent*

**KINE 1116****Swimming, Experienced**

A course designed to review the skills for the five basic strokes. Attention will be given to competency in execution of the five basic strokes. Endurance will also be emphasized.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Prerequisite: KINE 1115*

*Pre/Corequisite: READ 300 or equivalent*

**KINE 1119****Volleyball, Beginning**

A course designed to learn the fundamental skills for volleyball such as serving, overhead pass, forearm pass, attacking, blocking, and floor defense. Team offensive and defensive systems will be discussed. Rules and proper equipment will be addressed.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Pre/Corequisite: READ 300 or equivalent*

**KINE 1120****Volleyball, Experienced**

A course designed to review the fundamental skills for volleyball. Team offensive and defensive systems will be emphasized especially in regard to speed of play and set selection. Rules will be addressed.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Prerequisite: KINE 1119*

*Pre/Corequisite: READ 300 or equivalent*

**KINE 1121****Water Aerobics, Beginning**

A course designed to learn the basic skills for exercise in the water. Emphasis will be placed on various exercise routines in the water that incorporate strength, endurance, and flexibility.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Pre/Corequisite: READ 300 or equivalent*

**KINE 1122****Water Aerobics, Experienced**

A course designed to review the basic skills for exercise in the water. Emphasis will be placed on various exercise routines with extended duration. Students will devise a routine of their own and incorporate strength, endurance, and flexibility.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Prerequisite: KINE 1121*

*Pre/Corequisite: READ 300 or equivalent*

**KINE 1123****Weight Training, Beginning**

A course designed to introduce a variety of programs for building strength, power, endurance, flexibility and cardiovascular endurance. Both machines and free weights will be used for programs. Weight management will be discussed.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Pre/Corequisite: READ 300 or equivalent*

**KINE 1124****Weight Training, Experienced**

A course designed to review a variety of programs for building strength, power endurance, flexibility and cardiovascular endurance. Supplementation and nutrition will be addressed.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Prerequisite: KINE 1123*

*Pre/Corequisite: READ 300 or equivalent*

**KINE 1127****Yoga, Beginning**

A course designed to learn the importance and benefits of yoga. Learning skills will include postures (asanas), breathing, and relaxation techniques. An emphasis will be made to improve flexibility, strength, muscle tone, and concentration.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Pre/Corequisite: READ 300 or equivalent*

**KINE 1128****Yoga, Experienced**

A course designed to review the postures and techniques for Hatha Yoga. Emphasis will be given to flexibility, breathing, and relaxation techniques.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Prerequisite: KINE 1127*

*Pre/Corequisite: READ 300 or equivalent*

## **KINE 1129**

### **Basketball, Beginning**

A course designed to learn rules, fundamental techniques, and strategies for the sport of basketball. Emphasis will be placed on proper execution of individual and team skill concepts.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Pre/Corequisite: READ 300 or equivalent*

## **KINE 1130**

### **Basketball, Experienced**

A course designed to learn rules, advanced techniques, and strategies for the sport of basketball. Emphasis will be placed on proper execution of individual and team skill concepts.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Prerequisite: KINE 1129*

*Pre/Corequisite: READ 300 or equivalent*

## **KINE 1132**

### **Introduction to Physical Fitness and nutrition**

The course will introduce wellness-related concepts, articles, and activities. Individual evaluations will be used to determine present health fitness status. The student will use the results from the fitness test to develop a personal exercise program based on their individual goals and needs. Techniques for dietary analysis will be used.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Pre/Corequisite: READ 300 or equivalent*

## **KINE 1141**

### **Self-Defense, Beginning**

Instructor will include specific moves related to martial art movements in regard to self-protection.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Pre/Corequisite: READ 300 or equivalent*

## **KINE 1142**

### **Self-Defense, Experienced**

A course designed to review specific moves related to martial art movements in regard to self-protection. Students will be required to demonstrate proficiency in martial art movements in sequence.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Prerequisite: KINE 1141*

*Pre/Corequisite: READ 300 or equivalent*

## **KINE 1143**

### **Walking/Jogging, Beginning**

The purpose of this class is to encourage regular participation in health and fitness walking as the primary aerobic activity for a personal fitness program. Students will learn the guidelines to begin and sustain a walking or jogging program safely and effectively.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Pre/Corequisite: READ 300 or equivalent*

## **KINE 1144**

### **Walking/Jogging, Experienced**

The purpose of this class is to encourage regular participation in health and fitness walking as the primary aerobic activity for a personal fitness program. Students will learn the guidelines to begin and sustain a walking or jogging program safely and effectively. This course encourages students to progress to intermediate or advanced levels.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Pre/Corequisite: READ 300 or equivalent*

## **KINE 1149**

### **Conditioning for Athletics**

A course designed to develop dynamic power and flexibility for athletics.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Pre/Corequisite: READ 300 or equivalent*

## **KINE 1150**

### **Conditioning for Athletics**

A course designed to develop speed and power as related to athletics.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Prerequisite: KINE 1149*

*Pre/Corequisite: READ 300 or equivalent*

## **KINE 1151**

### **Skin and Scuba Diving, Beginning**

A course designed to learn fundamental techniques for underwater procedures. Techniques in breathing, communicating, and diving will be taught. Manipulation of diving equipment will be covered as well as safety procedures.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Prerequisite: Good Swimming Skills*

*Pre/Corequisite: READ 300 or equivalent*

**KINE 1152****Skin and Scuba Diving, Experienced**

Must be at least 17 years of age and have participated in scuba diving for one year as a certified diver.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Prerequisite: KINE 1151*

*Pre/Corequisite: READ 300 or equivalent*

**KINE 1183M****Basketball Team**

A course designed for individuals on athletic scholarship who participate in basketball.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Prerequisite: Instructor's Permission*

*Pre/Corequisite: READ 300 or equivalent*

**KINE 1184M****Basketball Team**

A course designed for individuals on athletic scholarship who participate in basketball.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Prerequisite: KINE 1183M, Instructor's Permission*

*Pre/Corequisite: READ 300 or equivalent*

**KINE 1185W****Tennis Team**

A course designed for individuals on athletic scholarship who participate in tennis.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Prerequisite: Instructor's Permission*

*Pre/Corequisite: READ 300 or equivalent*

**KINE 1186W****Tennis Team**

A course designed for individuals on athletic scholarship who participate in tennis.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Prerequisite: KINE 1185W, Instructor's Permission*

*Pre/Corequisite: READ 300 or equivalent*

**KINE 1187W****Volleyball Team**

A course designed for individuals on athletic scholarship who participate in volleyball.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Prerequisite: Instructor's Permission*

*Pre/Corequisite: READ 300 or equivalent*

**KINE 1188W****Volleyball Team**

A course designed for individuals on athletic scholarship who participate in volleyball.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Prerequisite: KINE 1187W, Instructor's Permission*

*Pre/Corequisite: READ 300 or equivalent*

**KINE 1301Ω****Foundation in Physical Education**

A course which includes the history, principles, terminology, aims, and objectives of physical education and related areas of health and recreation.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: ENRD 401 or equivalent*

**KINE 1304****The Healthy American**

A course designed for individuals to make lifestyle assessments within the six dimensions of wellness; the physical, emotional, mental, social, spiritual and occupational dimensions.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: ENRD 401 or equivalent*

**KINE 1305****Personal Health and Nutrition**

This course studies the relationship among nutrition, diet, and food and their role in personal health. This course will provide students with practical information, critical thinking skill, and the scientific foundation needed to make better informed choices about their diet and health.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: ENRD 401 or equivalent*

**KINE 1306****First Aid**

A course which includes instruction in American Red Cross Standard First Aid and personal safety and cardiopulmonary resuscitation. Upon successfully completing the course, students are certified in first aid and CPR. Certifications are not currently available to students who take online courses.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: ENRD 401 or equivalent*

**KINE 1321****Coaching Sports and Athletics**

Study of the history, theories, philosophies, rules, and terminology of competitive sports; including coaching techniques appropriate for a recreational setting.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: ENRD 401 or equivalent*

## **KINE 1332**

### **Elementary and Recreation Game Skills**

Instruction in games, recreational activities, and rhythm skills for preschool through grade six with emphasis on methods of presentation.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: ENRD 401 or equivalent*

## **KINE 1338**

### **Concepts of Physical Fitness**

This course presents the concepts and use of selected physiological variables of fitness, individual testing and consultation, and the organization of sport and fitness programs.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: ENRD 401 or equivalent*

## **KINE 1346**

### **Drug Use and Abuse**

This course is about the use of various drugs and their impact on society. Students will examine the social, psychological, and biochemical ramifications of drug use/abuse as it relates to a growing and complex society.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: READ 300 or equivalent*

## **KINE 2149**

### **Conditioning for Athletics**

A course designed to develop dynamic speed, coordination, and balance as related to athletics.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Pre/Corequisite: READ 300 or equivalent*

## **KINE 2150**

### **Conditioning for Athletics**

A course designed to develop dynamic power and flexibility for athletics.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Prerequisite: KINE 2149*

*Pre/Corequisite: READ 300 or equivalent*

## **KINE 2155**

### **Water Safety**

Basic Lifeguarding is designed to (1) train participants in basic water safety and rescue skills; (2) develop the skills necessary to obtain Basic Lifeguarding certification; and (3) prepare students for summer-time employment. Required swimming skills: Students must be able to swim continuously 500 yards competently demonstrating the five basic strokes, (crawl, back crawl, breaststroke, elementary backstroke, and sidestroke). Students should be able to dive to a minimum depth of 9 feet and bring a 10-pound diving brick to the surface. Students should be able to dive to a depth of 5 feet and swim under water for at least 15 yards and be able to tread water for one minute.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Pre/Corequisite: READ 300 or equivalent*

## **KINE 2183M**

### **Basketball Team**

A course designed for individuals on athletic scholarship who participate in basketball.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Prerequisite: KINE 1184M, Instructor's Permission*

*Pre/Corequisite: READ 300 or equivalent*

## **KINE 2184M**

### **Basketball Team**

A course designed for individuals on athletic scholarship who participate in basketball.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Prerequisite: KINE 1183M, Instructor's Permission*

*Pre/Corequisite: READ 300 or equivalent*

## **KINE 2185W**

### **Tennis Team**

A course designed for individuals on athletic scholarship who participate in tennis.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Prerequisite: KINE 1186W, Instructor's Permission*

*Pre/Corequisite: READ 300 or equivalent*

## **KINE 2186W**

### **Tennis Team**

A course designed for individuals on athletic scholarship who participate in tennis.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Prerequisite: KINE 2185W, Instructor's Permission*

*Pre/Corequisite: READ 300 or equivalent*

## **KINE 2187W**

### **Volleyball Team**

A course designed for individuals on athletic scholarship who participate in volleyball.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Prerequisite: KINE 1188W, Instructor's Permission*

*Pre/Corequisite: READ 300 or equivalent*

## **KINE 2188W**

### **Volleyball Team**

A course designed for individuals on athletic scholarship who participate in volleyball.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Prerequisite: KINE 2187W, Instructor's Permission*

*Pre/Corequisite: READ 300 or equivalent*

## **LGLA 1219**

### **Paralegal Ethics**

Presents ethical and legal responsibilities as well as rules of professional responsibility a paralegal owes to the public, the court, clients, and colleagues. Includes a review of the canons and codes.

*Lecture Hrs. = 2, Lab Hrs. = 0*

*Prerequisite: ENRD 401 or equivalent*

## **LGLA 1301**

### **Legal Research and Writing**

Presents the fundamentals of legal research and writing emphasizing the paralegal's role including resources and processes used in legal research and writing.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 401 or equivalent*

## **LGLA 1307**

### **Introduction to Law and the Legal Professions**

Overview of the law and the legal professions including legal concepts, systems, and terminology; substantive areas of law and the federal and state judicial systems; ethical obligations and regulations; professional trends and issues with emphasis on the paralegal's role.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 401 or equivalent*

## **LGLA 1317**

### **Law Office Technology**

Computer technology and software applications within the law office emphasizing the paralegal's role in the use of law office technology.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: LGLA 1307, ENGL 1301*

## **LGLA 1343**

### **Bankruptcy**

Fundamental concepts of bankruptcy law and procedure are presented including individual and business liquidation and reorganization with emphasis on the paralegal's role.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: LGLA 1307, ENGL 1301*

## **LGLA 1345**

### **Civil Litigation**

Presents fundamental concepts and procedures of civil litigation including pretrial, trial, and post-trial phases of litigation and emphasizes the paralegal's role in civil litigation.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: LGLA 1307, ENGL 1301*

## **LGLA 1351**

### **Contracts**

Presents fundamental concepts of contract law including formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code with emphasis on the paralegal's role in contract law.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: LGLA 1307, ENGL 1301*

## **LGLA 1353**

### **Wills, Trusts and Probate Administration**

Fundamental concepts of the law of wills, trusts, and probate administration emphasizing the paralegal's role.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: LGLA 1307, ENGL 1301*

## **LGLA 1355**

### **Family Law**

Fundamental concepts of family law including formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship with emphasis on the paralegal's role in family law.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: LGLA 1307, ENGL 1301*

## **LGLA 2303**

### **Torts and Personal Injury Law**

Fundamental concepts of tort and personal injury law including intentional torts, negligence, and strict liability are presented with emphasis on the paralegal's role in tort and personal injury law.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: LGLA 1307, ENGL 1301*

## **LGLA 2307**

### **Law Office Management**

Fundamental principles and structure of management, administration, and substantive systems in the law office including law practice technology as applied to paralegals.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: LGLA 1307, ENGL 1301*

## **LGLA 2309**

### **Real Property**

Presents fundamental concepts of real property law including the nature of real property, rights and duties of ownership, land use, voluntary and involuntary conveyances, and the recording of and searching for real estate documents emphasizing the paralegal's role in real property law.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: LGLA 1307, ENGL 1301*

## **LGLA 2311**

### **Business Organizations**

Basic concepts of business organizations including law of agency, sole proprietorships, partnerships, corporations, and other emerging business entities with emphasis on the paralegal's role.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: LGLA 1307, ENGL 1301*

## **LGLA 2313**

### **Criminal Law and Procedure**

Fundamental concepts of criminal law and procedure from arrest to final disposition including principles of federal and state law emphasizing the role of the paralegal in the criminal justice system.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: LGLA 1307, ENGL 1301*

## **LGLA 2323**

### **Intellectual Property**

Presents the fundamentals of intellectual property law, including creation, procurement, preparation, and filing documents related to patents, copyrights, trademarks, and the processes of intellectual property litigation. Emphasizes the paralegal's role in intellectual property law.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: LGLA 1307, ENGL 1301*

## **LGLA 2331**

### **Advanced Legal Research and Writing**

Builds on previous legal research and writing courses and covers standard and electronic research techniques and preparation of complex legal documents with emphasis on the paralegal's role.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: LGLA 1301, LGLA 1307, ENGL 1301*

## **LGLA 2333**

### **Advanced Legal Document Preparation**

Use of office technology skills in preparation of legal documents by paralegals based on hypothetical situations drawn from various areas of law.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: 15 SCH of LGLA Coursework, POFI 1401, ENRD 401 or equivalent*

## **LGLA 2337**

### **Mediation**

Fundamental concepts of mediation and alternative dispute resolution emphasizing the paralegal's role assisting in the mediation process.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: LGLA 1307, ENGL 1301*

## **LGLA 2388**

### **Internship: Legal Assistant/Paralegal**

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer.

*Lecture Hrs. = 0, Lab Hrs. = 0, External Hrs. = 13*

*Prerequisite: 12 SCH of LGLA Coursework, ENGL 1302, SPCH 1315, POFI 1401, ENRD 401 or equivalent*

## **LGLA 2389**

### **Internship: Legal Assistant/Paralegal**

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. Capstone course to be taken toward end of program.

*Lecture Hrs. = 0, Lab Hrs. = 0, External Hrs. = 13*

*Prerequisite: 24 SCH of LGLA Coursework, ENGL 1302, SPCH 1315, POFI 1401*

## **LMGT 1319**

### **Introduction to Business Logistics**

A systems approach to managing activities associated with traffic, transportation, inventory management and control, warehousing, packaging, order processing, and materials handling.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 401 or equivalent*

## **LMGT 1323**

### **Domestic and International Transportation Management**

An overview of the principles and practices of transportation and its role in the distribution process. Emphasis on the physical transportation systems involved in the United States as well as on global distribution systems. Topics include carrier responsibilities and services, freight classifications, rates, tariffs, and public policy and regulations. Also includes logistical geography and the development of skills to solve logistical transportation problems and issues.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 401 or equivalent*

*Pre/Corequisite: LMGT 1319*

## **LMGT 1325**

### **Warehouse and Distribution Center Management**

Emphasis on physical distribution and total supply chain management. Includes warehouse operations management, hardware and software operations, bar codes, organizational effectiveness, just-in-time manufacturing, continuous replenishment, and third party.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 401 or equivalent*

*Pre/Corequisite: LMGT 1319*

## **LMGT 1340**

### **Contemporary Logistics Issues**

Exploration of relevant and changing topics in the logistics management field. Includes group projects, interaction with local industry, class lectures, and case studies.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: LMGT 1319*

## **LMGT 2330**

### **International Logistics Management**

Identification of the principles and practices involved in international distribution systems including the multi-national corporation. Attention to global strategic planning, production, supply, manpower/labor, geography, business communications, cultural, political, and legal issues affecting global distribution and firm/host relationships.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: LMGT 1319*

## **LMGT 2388**

### **Internship: Logistics and Materials Management**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

*Lecture Hrs. = 0, Lab Hrs. = 0, External Hrs. = 9*

*Prerequisite: LMGT 1319*

## **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. This course is required for first year in college students testing into ENRD 401 or ENRD 402 and enrolling in 6 or more credits.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: READ 300 or equivalent, Essay score 3 or better, Sentence Score 60 or better*

## **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*

*Prerequisite: Accuplacer (Bubble Score) Arithmetic 70-84 & READ 300 or its equivalent, or TSIA Math (Bubble) Score >324, TSIA Reading Score >342*



## **MABR 330**

### **Intermediate Algebra Bridge**

This course is an abridged version of Math 330 that covers real numbers and their properties; linear equations; systems of equations, polynomials and functions, fractional expressions and equations, exponents, powers, roots, quadratic equations and functions, equations of second degree and their graphs, inequalities, sets, and problem solving. The MABR 330 results will expire within 30 days, 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 (Math 1314).

*Lecture Hrs. = 2, Lab Hrs. = 1*

*Prerequisite: Accuplacer (Bubble Score) College Math 40-50 & READ >48 (or READ 300) or TSIA Math (Bubble) Score >344, TSIA Reading Score > 347.*

## **MABR 342**

### **Pre Statistics Bridge**

This course is an abridged version of Math 342 that covers concepts of arithmetic skills, linear equations and inequalities, quadratic equations, functions, formulas, graphing linear equations, set theory, probability, and statistics with an emphasis on problem solving and critical thinking. The MABR 342 results will expire in 30 days, therefore students completing the course with a B or better, score 60% on comprehensive final, must register for the paired course (Math 1332 or 1342).

*Lecture Hrs. = 2, Lab Hrs. = 1*

*Prerequisite: Accuplacer (Bubble Score) Elementary Algebra >50 & Reading >78 (or ENRD 402) or TSIA (Bubble Score) >339 & Read > 347 (or ENRD 402)*

## **MATH 310**

### **Pre Algebra**

This course provides a transition from arithmetic to algebra. Algebraic concepts are introduced through traditional arithmetic topics including whole numbers, fractions, decimals, percent's, geometric formulas, ratio and proportions, and signed numbers. Unit conversion and basic data analysis will also be studied. A grade of "C" or higher prepares the student to take MATH 320, MATH 342, MATH 350, TECM 1341, or TECM 1349. Credit for this course is not transferable.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Pre/Corequisite: TSIA below 336, and READ 300 or equivalent*

## **MATH 320**

### **Introductory Algebra**

This course provides a strong emphasis on algebraic skills and concepts of the numbers of ordinary arithmetic and their properties; integers and rational numbers; polynomials in one or more variables; factoring; fractional expressions; solving systems of equations; graphs of linear equations; solving radical, linear, and quadratic equations; inequalities; sets; and applied problems. This course prepares students to take MATH 330 or MATH 1332 when completed with a grade of "C" or higher. May not be applied toward a certificate or degree at Lee College. Credit for this course is not transferable.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Prerequisite: TSIA 336-342, MATH 310 or equivalent and READ 300 or equivalent*

## **MATH 330**

### **Intermediate Algebra**

Covers these topics: real numbers and their properties; linear equations; systems of equations, polynomials and functions, fractional expressions and equations, exponents, powers, roots, quadratic equations and functions, equations of second degree and their graphs, inequalities and sets, exponential and logarithmic functions, and problem solving. This course, when completed with a grade of "C" or higher, provides adequate preparation for MATH 1314. Credit for this course is not transferable.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Prerequisite: TSIA 343-349, MATH 320 or equivalent and ENRD 401 or equivalent*

## **MATH 342**

### **Pre Statistics**

This course covers concepts of arithmetic skills, linear equations and inequalities, quadratic equations, functions, formulas, graphing linear equations, set theory, probability, and statistics with an emphasis on problem solving and critical thinking. This course prepares students to take MATH 1332 or MATH 1342 when completed with a grade of "C" or higher, but does not satisfy the prerequisite for MATH 1314 or MATH 1324. May not be applied toward a certificate or degree at Lee College. Credit for this course is not transferable.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Prerequisite: TSIA 336-349, MATH 310 or equivalent*

*Pre/Corequisite: ENRD 402 or equivalent*

## **MATH 350**

### **Mathematics for Allied Health**

Treats the area of mathematics of dosages and solutions, reflecting a major emphasis on the metric, apothecary, and household systems in terms of refresher math, instruction in reading dosage labels, measurements of parenteral dosages, and pediatric drug calculation.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: TSIA >336, MATH 310 or equivalent and READ 300 or equivalent*

## **MATH 1314**

### **College Algebra**

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Prerequisite: MATH 330 (C or better) or equivalent*

*Pre/Corequisite: ENRD 402 or equivalent*

## **MATH 1316**

### **Plane Trigonometry**

In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates, and parametric equations may be included.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: MATH 1314 (C or better) or equivalent*

*Pre/Corequisite: ENRD 402 or equivalent*

## **MATH 1324**

### **Finite Mathematics with Business Applications**

Includes such topics as sets, functions, linear and quadratic inequalities, linear programming, the simplex method, matrix algebra, counting techniques, probability, and decision making. A computer component may be included.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: MATH 1314 (C or better) or equivalent*

*Pre/Corequisite: ENRD 402 or equivalent*

## **MATH 1325**

### **Calculus with Business Applications**

Includes such topics as limits and continuity, rates of change, slope, differentiation, the derivative, maxima and minima techniques, integration: definite and indefinite integration techniques, and applications to management, economics, and business.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: MATH 1314 (C or better) or equivalent*

*Pre/Corequisite: ENRD 402 or equivalent*

## **MATH 1332**

### **Contemporary Mathematics I**

This course assists students in becoming familiar with certain mathematical topics: sets, logic, different numeration systems, number theory, the real numbers and their properties, mathematical systems, equations, inequalities, graphs, and function. Note: Students entering the University of Houston Clear Lake in the school of Human Sciences and Humanities (with the exception of education majors) may use MATH 1332 as an admission requirement instead of college algebra.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 402 or equivalent, and MATH 330 (C or better) or equivalent or MATH 342 (C or better)*

## **MATH 1333**

### **Contemporary Mathematics II**

This course assists students in becoming familiar with basic geometric terms and concepts. The student will be exposed to counting methods, introductory probability, statistics, consumer mathematics, computers, and matrices and their applications.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 402 or equivalent, MATH 1332 (C or better)*

## **MATH 1342**

### **Elementary Statistics**

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals, and hypothesis testing. Use of appropriate technology is recommended.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 402 or equivalent, and MATH 330 (C or better) or equivalent or MATH 342 (C or better)*

## **MATH 1350**

### **Fundamentals of Mathematics I**

This course covers concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: MATH 1314 (C or better) or equivalent*

*Pre/Corequisite: ENRD 402 or equivalent*

## **MATH 1351**

### **Fundamentals of Mathematics II**

This course covers concepts of geometry, probability, and statistics, as well as applications of algebraic properties of real numbers to concepts of measurements with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: MATH 1350*

## **MATH 2305**

### **Discrete Mathematics**

A course designed to prepare math, computer science, and engineering majors for a background in abstraction, notation, and critical thinking for the mathematics most directly related to computer science. Topics include: logic, relations, functions, basic set theory, countability and counting arguments, proof techniques, mathematical induction, combinatorics, discrete probability, recursion, sequence and recurrence, elementary number theory, graph theory, and mathematical proof techniques.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: MATH 2413 (C or better) Pre/Corequisite: ENRD 402 or equivalent*

## **MATH 2318**

### **Linear Algebra**

Introduces and provides models for application of the concepts of vector algebra. Topics include finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods, including Gaussian elimination and matrix inversion; matrices; determinants; linear transformations; quadratic forms; eigenvalues and eigenvector; and applications in science and engineering.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Prerequisite: MATH 2414 with a (C or better)*

## **MATH 2320**

### **Differential Equations**

Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Prerequisite: MATH 2414 or equivalent (C or better)*

## **MATH 2412**

### **Precalculus**

In-depth combined study of algebra and trigonometry for calculus readiness. Other topics may be included.

*Lecture Hrs. = 4, Lab Hrs. = 0*

*Prerequisite: MATH 1314 (C or better) or equivalent*

*Pre/Corequisite: ENRD 402 or equivalent*

## **MATH 2413**

### **Calculus I with Analytic Geometry**

Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic and trigonometric functions, applications to calculation of areas and other applications.

*Lecture Hrs. = 4, Lab Hrs. = 0*

*Prerequisite: MATH 2412 (C or better) or equivalent*

## **MATH 2414**

### **Calculus II with Analytic Geometry**

Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals.

*Lecture Hrs. = 4, Lab Hrs. = 0*

*Prerequisite: MATH 2413 with a (C or better)*

## **MATH 2415**

### **Calculus III with Analytic Geometry**

Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stokes' Theorem.

*Lecture Hrs. = 4, Lab Hrs. = 0*

*Prerequisite: MATH 2414 (C or better) or equivalent*

## **MCHN 1302**

### **Print Reading for Machining Trades**

A study of blueprints for machining trades with emphasis on machine drawings.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: READ 300 or equivalent*

## **MCHN 1343**

### **Machine Shop Mathematics**

Designed to prepare the student with technical, applied mathematics that will be necessary in future machine shop-related courses.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: READ 300 or equivalent*

## **MCHN 1416**

### **Machine Tool Repair**

Basic repair of machine tools, disassembly, parts fabrication, and assembly of machine types, including a related math, blueprint reading, and safety.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: MCHN 2445*

*Pre/Corequisite: READ 300 or equivalent*

## **MCHN 1425**

### **Millwright I**

An introduction to Millwright Technology. A study of common millwright tools and fasteners. Development of skills in basic layout procedures, gasket making an installation and oxygen/fuel cutting. Emphasis on safety in the accomplishment of these activities.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Pre/Corequisite: READ 300 or equivalent*

## **MCHN 1429**

### **Millwright II**

A continuation of Millwright I to millwright tools including specialty power and precision tools. A study of the property of metals and the installation of packing. Emphasis on safety in the accomplishment of these activities.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: MCHN 1425*

*Pre/Corequisite: READ 300 or equivalent*

## **MCHN 1438**

### **Basic Machine Shop I**

An introductory course that assists the student in understanding the machinist occupation in industry. The student begins by using basic machine tools such as the lathe, milling machine, drill press, power saw, and bench grinder. Machine terminology, theory, math, part layout, and bench work using common measuring tools is included. Emphasis is placed on shop safety, housekeeping, and preventative maintenance.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Pre/Corequisite: READ 300 or equivalent*

## **MCHN 1454**

### **Intermediate Machining II**

Development of job process plan to include operation of lathes, milling machines, drill presses, and power saw. Set-up, layout, and tool maintenance is included. Emphasis on shop safety and preventative maintenance.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: MCHN 1438*

*Pre/Corequisite: READ 300 or equivalent*

## **MCHN 2381**

### **Cooperative Education – Machine Tool Technology/Machinist**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

*Lecture Hrs. = 1, Lab Hrs. = 0, External Hrs. = 14*

*Prerequisite: MCHN 2403 and MCHN 2445*

*Pre/Corequisite: READ 300 or equivalent*

## **MCHN 2403**

### **Fundamentals of Computer Numerical Controlled (CNC) Machine Controls**

Programming and operation of Computer Numerically Controlled (CNC) machine shop equipment.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: MCHN 2445*

*Pre/Corequisite: Read 300 or equivalent*

## **MCHN 2405**

### **Millwright III**

An introduction to bearings and seals. Identification of common bearings and seals. Emphasis on design and installation of seals and bearings.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: MCHN 1302, 1425, 1429*

*Pre/Corequisite: READ 300 or equivalent*

## **MCHN 2407**

### **Millwright IV**

A study in the recognition and application of pumps. Emphasis on troubleshooting, repair, and installation of pumps.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: MCHN 1425 or 1429*

*Pre/Corequisite: READ 300 or equivalent*

## **MCHN 2412**

### **Millwright V**

A study in the recognition and application of gearbox.

A review of drive installations using chain and belt drives.

This course will focus on troubleshooting, repairing, and installing gearboxes, chain drives, and belt drive.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: MCHN 1425 and 1429*

## **MCHN 2434**

### **Operation of CNC Machining Centers**

A continuation of Fundamentals of CNC Machine Controls with an emphasis on machining centers.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: MCHN 2403*

*Pre/Corequisite: READ 300 or equivalent*

## **MCHN 2441**

### **Advanced Machining I**

A study of advanced lathe and milling operations. Emphasis on advanced cutting operations of the lathe and milling machines, including the use of special tooling, bench assembly, and materials identification.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: MCHN 1454 and READ 300 or equivalent*

## **MCHN 2445**

### **Advanced Machining II**

Advanced milling drilling, grinding, and lathe operations to close tolerance dimensions. Emphasis on job planning and advanced uses of precision measuring instruments.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: MCHN 2441*

*Pre/Corequisite: READ 300 or equivalent*

## **MRKG 1311**

### **Principles of Marketing**

Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: ENRD 401 or equivalent*

## **MRKG 2333**

### **Principles of Selling**

Overview of the selling process. Identification of the elements of the communication process between buyers and sellers. Examination of the legal and ethical issues of organizations which affect sales people.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: ENRD 401 or equivalent*

## **MRMT 1167**

### **Practicum (or Field Experience): Medical Transcription/Transcriptionist**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

*Lecture Hrs. = 0, Lab Hrs. = 0, External Hrs. = 8, Insurance Fee*

*Prerequisite: MRMT 1307, READ 300 or equivalent*

*Pre/Corequisite: MRMT 2433*

## **MRMT 1307**

### **Medical Transcription I**

Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative report, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy.

*Lecture Hrs. = 1, Lab Hrs. = 4*

*Prerequisite: HITT 1305, ITSC 1309, READ 300 or equivalent*

## **MRMT 2433**

### **Medical Transcription II**

Transcription of advanced medical reports with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports.

*Lecture Hrs. = 3, Lab Hrs. = 2*

*Prerequisite: MRMT 1307, READ 300 or equivalent*

For MUAP courses refer to page 186.

## **MUEN 1123**

### **Baytown Symphony Orchestra**

Open to Lee College students. Required of instrumental majors when feasible. Study and performance of standards orchestral literature. One three-hour rehearsal plus one hour of section rehearsal and individual assistance per week. Admission by audition or instructor's consent. May be repeated for credit.

*Lecture Hrs. = 0, Lab Hrs. = 4*

*Pre/Corequisite: READ 300 or equivalent*

## **MUEN 1125**

### **Concert Band**

*An instrumental class, organized for the study and performance of wind ensemble and concert band, including literature that is both historical and contemporary. Admission by audition or instructor's consent. May be repeated for credit. Lecture Hrs. = 0, Lab Hrs. = 4*

*Pre/Corequisite: READ 300 or equivalent*

### **MUEN 1133**

#### **Woodwind Ensemble**

Open to all Lee College students. Study of literature for small woodwind ensembles (4 or more students). Admission by audition or instructor's consent.

*Lecture Hrs. = 1, Lab Hrs. = 1*

*Pre/Corequisite: READ 300 or equivalent*

### **MUEN 1134**

#### **Brass Ensemble**

Open to all Lee College students. Study of literature for small brass ensembles (4 or more students). Admission by audition or instructor's consent.

*Lecture Hrs. = 1, Lab Hrs. = 1*

*Pre/Corequisite: READ 300 or equivalent*

### **MUEN 1135**

#### **Jazz Ensemble**

Practice and performance of various jazz idioms. Admission by audition or instructor's consent. May be repeated for credit.

*Lecture Hrs. = 0, Lab Hrs. = 4*

*Pre/Corequisite: READ 300 or equivalent*

### **MUEN 1137**

#### **Guitar Ensemble**

Study and performance of guitar ensemble literature (4 or more students). Admission by audition or instructor's consent. May be repeated for credit.

*Lecture Hrs. = 1, Lab Hrs. = 1*

*Pre/Corequisite: READ 300 or equivalent*

### **MUEN 1138**

#### **Percussion Ensemble**

Ensemble experience presenting balance between basic percussive techniques used individually and in sectional performance requirements (4 or more students). Admission by audition or instructor's consent.

*Lecture Hrs. = 1, Lab Hrs. = 1*

*Pre/Corequisite: READ 300 or equivalent*

### **MUEN 1141**

#### **Lee College Concert Choir**

Open to all students of Lee College. Study and performance of various types and styles of choral literature. Concert given on and off campus each semester. Admission by audition or instructor's consent. May be repeated for credit.

*Lecture Hrs. = 0, Lab Hrs. = 4*

*Pre/Corequisite: READ 300 or equivalent*

### **MUEN 1142**

#### **Baytown Community Chorus**

Open to all students of Lee College. Study and performance of major choral literature. One four-hour class per week. Admission by audition or instructor's consent. May be repeated for credit.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Pre/Corequisite: READ 300 or equivalent*

### **MUEN 1152**

#### **Chamber Choir**

A vocal ensemble class organized for the study and performance of madrigal literature primarily from the 16th and 17th centuries. May be repeated for credit.

*Lecture Hrs. = 0, Lab Hrs. = 4*

*Pre/Corequisite: READ 300 or equivalent*

### **MUEN 1153**

#### **Chamber Choir**

(Continuation of MUEN 1152.) The study of vocal chamber ensemble class organized for the study and performance of madrigal literature primarily from the 16th and 17th centuries.

*Lecture Hrs. = 0, Lab Hrs. = 4*

*Pre/Corequisite: MUEN 1152*

### **MUEN 1154**

#### **Swing Choir**

The study of swing, popular, and jazz vocal idioms in a small vocal chamber ensemble for the study and performance of contemporary literature.

*Lecture Hrs. = 0, Lab Hrs. = 4*

*Pre/Corequisite: READ 300 or equivalent*

### **MUEN 2123**

#### **Baytown Symphony Orchestra**

Open to all Lee College Students. Required of instrumental majors when feasible. Study and performance of standard orchestral literature. One three hour rehearsal plus one hour of section rehearsal and individual assistance per week. Admission by audition or instructor's consent. May be repeated for credit.

*Lecture Hrs. = 0, Lab Hrs. = 4*

*Pre/Corequisite: READ 300 or equivalent*

### **MUEN 2125**

#### **Concert Band**

All instrumental class, organized for the study and performance of wind ensemble and concert band, including literature that is both historical and contemporary. Admission by audition or instructor's consent. May be repeated for credit.

*Lecture Hrs. = 0, Lab Hrs. = 4*

*Pre/Corequisite: READ 300 or equivalent*

## **MUEN 2133**

### **Woodwind Ensemble**

Open to all Lee College students. Study of literature for small woodwind ensembles (4 or more students). Admission by audition or instructor's consent. May be repeated for credit.

*Lecture Hrs. = 1, Lab Hrs. = 1*

*Pre/Corequisite: READ 300 or equivalent*

## **MUEN 2134**

### **Brass Ensemble**

Open to all Lee College students. Study of literature for small brass ensembles (4 or more students). Admission by audition or instructor's consent. May be repeated for credit.

*Lecture Hrs. = 1, Lab Hrs. = 1*

*Pre/Corequisite: READ 300 or equivalent*

## **MUEN 2135**

### **Jazz Ensemble**

Practice and performance of various jazz idioms. Admission by audition or instructor's consent. May be repeated for credit.

*Lecture Hrs. = 0, Lab Hrs. = 4*

*Pre/Corequisite: READ 300 or equivalent*

## **MUEN 2138**

### **Percussion Ensemble**

Ensemble experience presenting balance between basic percussive techniques used individually and in sectional performance requirements, (4 or more students). Admission by audition or instructor's consent. May be repeated for credit.

*Lecture Hrs. = 1, Lab Hrs. = 1*

*Pre/Corequisite: READ 300 or equivalent*

## **MUEN 2141**

### **Lee College Concert Choir**

Open to all students of Lee College. Study and performance of various types and styles of choral literature. Concert given on and off campus each semester. Admission by audition or instructor's consent. May be repeated for credit.

*Lecture Hrs. = 0, Lab Hrs. = 4*

*Pre/Corequisite: READ 300 or equivalent*

## **MUEN 2142**

### **Baytown Community Chorus**

Open to all Lee College students. Study and performance of major choral literature. One four-hour class per week. Admission by audition or instructor's consent. May be repeated for credit.

*Lecture Hrs. = 0, Lab Hrs. = 4*

*Pre/Corequisite: READ 300 or equivalent*

## **MUSB 1305**

### **Survey of the Music Business**

An overview of the music industry including songwriting, live performance, the record industry, music merchandising, contracts and licenses, and career opportunities.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: READ 300 or equivalent*

## **MUSB 2350**

### **Commercial Music Project**

The primary objective of this course is to apply the skills learned in other commercial music courses. This is a hands-on project oriented course aimed at helping students create a portfolio of their work. Artists and their music will be the focus. Each student must design and complete his/her own project with instructor's approval.

*Lecture Hrs. = 1, Lab Hrs. = 4*

*Pre/Corequisite: MUSC 2427*

## **MUSC 1323**

### **Audio Electronics**

Basic concepts in electricity, Ohm's Law, circuit analysis, and troubleshooting. Includes soldering techniques and equipment maintenance.

*Lecture Hrs. = 2, Lab Hrs. = 2*

*Pre/Corequisite: READ 300 or equivalent and MATH 320 or equivalent*

## **MUSC 1331Ω**

### **MIDI I**

Exploration of the history and evolution of Musical Instrument Digital Interface (MIDI) systems and applications. Includes the MIDI language and applications in the studio environment using software-based sequencing programs.

*Lecture Hrs. = 2, Lab Hrs. = 3*

*Pre/Corequisite: MUSI 1303 or 1311 and READ 300 or equivalent*

## **MUSC 1335**

### **Commercial Music Software**

Specialized training in commercial music software applications.

*Lecture Hrs. = 2, Lab Hrs. = 4*

*Prerequisite: MUSC 1427*

*Pre/Corequisite: READ 300 or equivalent*

## MUAP: Applied (private) Music Lessons

Pre/Corequisite: READ 300 or Equivalent

		Non-major (1 credit)	Non-major (2 credit)	Major	
		one 30-minute lesson per week	one 60-minute lesson per week	Freshman	Sophomore
<b>Voice</b>	MUAP	1181, 1182, 2181, 2182	1281, 1282, 2281, 2282	1283, 1284	2283, 2284
				Co-enroll in an ensemble: MUEN 1141, 1142, 1152, 1153, 1154, 2141, or 2142	
<b>Brass</b>					
French Horn	MUAP	1141, 1142, 2141, 2142	1241, 1242, 2241, 2242	1243, 1244	2243, 2244
Trombone	MUAP	1145, 1146, 2145, 2146	1245, 1246, 2245, 2246	1247, 1248	2247, 2248
Trumpet	MUAP	1137, 1138, 2137, 2138	1237, 1238, 2237, 2238	1239, 1240	2239, 2240
Tuba	MUAP	1153, 1154, 2153, 2154	1253, 1254, 2253, 2254	1255, 1256	2255, 2256
<b>Keyboard</b>					
Piano	MUAP	1169, 1170, 2169, 2170	1269, 1270, 2269, 2270	1271, 1272	2271, 2272
Organ	MUAP	1165, 1166, 2165, 2166	1265, 1266, 2265, 2266	1267, 1268	2267, 2268
Percussion	MUAP	1157, 1158, 2157, 2158	1257, 1258, 2257, 2258	1259, 1260	2259, 2260
<b>Strings</b>					
Cello	MUAP	1109, 1110, 2109, 2110	1209, 1210, 2209, 2210	1211, 1212	2211, 2212
Guitar – Bass	MUAP	1187, 1188, 2187, 2188	1287, 1288, 2287, 2288	1289, 1290	2289, 2290
Guitar – Classical	MUAP	1161, 1162, 2161, 2162	1261, 1262, 2261, 2262	1263, 1264	2263, 2264
Guitar – Electric	MUAP	1191, 1192, 2191, 2192	1291, 1292, 2291, 2292	1293, 1294	2293, 2294
Harp	MUAP	1177, 1178, 2177, 2178	1277, 1278, 2277, 2278	1279, 1280	2279, 2280
String Bass	MUAP	1113, 1114, 2113, 2114	1-213, 1214, 2213, 2214	1215, 1216	2215, 2216
Viola	MUAP	1105, 1106, 2105, 2106	1205, 1206, 2205, 2206	1207, 1208	2207, 2208
Violin	MUAP	1101, 1102, 2101, 2102	1201, 1202, 2201, 2202	1203, 1204	2203, 2204
<b>Woodwinds</b>					
Bassoon	MUAP	1125, 1126, 2125, 2126	1225, 1226, 2225, 2226	1227, 1228	2227, 2228
Clarinet	MUAP	1129, 1130, 2129, 2130	1229, 1230, 2229, 2230	1231, 1232	2231, 2232
Flute	MUAP	1117, 1118, 2117, 2118	1217, 1218, 2217, 2218	1219, 1220	2219, 2220
Oboe	MUAP	1121, 1122, 2121, 2122	1221, 1222, 2221, 2222	1223, 1224	2223, 2224
Saxophone	MUAP	1133, 1134, 2133, 2134	1233, 1234, 2233, 2234	1235, 1236	2235, 2236



## **MUSC 1396**

### **Special Topics in Recording Arts Technology/Technician**

Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

*Lecture Hrs. = 2, Lab Hrs. = 2*

*Prerequisite: MUSC 1427*

*Pre/Corequisite: READ 300 or equivalent*

## **MUSC 1405**

### **Live Sound I**

An overview of the field of live sound. Includes principles of live sound and the theory an interconnection of the components of a sound reinforcement system.

*Lecture Hrs. = 2, Lab Hrs. = 6*

*Prerequisite: ENRD 401 or equivalent*

## **MUSC 1427**

### **Audio Engineering I**

Overview of the recording studio. Includes basic studio electronics and acoustic principles, waveform properties, microphone concepts and miking techniques, studio set up and signal flow, recording console theory, signal processing concepts, recorder principles and operation, and an overview of mixing and editing.

*Lecture Hrs. = 3, Lab Hrs. = 2*

*Prerequisite: READ 300 or equivalent*

## **MUSC 2355**

### **MIDI II**

Advanced MIDI concepts and techniques. Includes synchronizing MIDI and audio devices and advanced sequencer operation.

*Lecture Hrs. = 2, Lab Hrs. = 4*

*Prerequisite: MUSC 1331, MUSC 1427*

*Prerequisite: READ 300 or equivalent*

## **MUSC 2386**

### **Internship: Recording Arts Technology/Technician**

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer.

*Lecture Hrs. = 0, Lab Hrs. = 0, External Hrs. = 11*

*Prerequisite: MUSC 2427*

## **MUSC 2402**

### **Sound Systems Technician**

Technical and non-technical skills necessary to perform duties of a sound systems technician. Includes business and customer relationships, advanced signal flow, system packaging, system integration, system protection/maintenance, electrical distribution for audio systems, and rigging from a sound systems technician's perspective.

*Lecture Hrs. = 3, Lab Hrs. = 2*

*Pre/Corequisite: MUSC 1427 and READ 300 or equivalent*

## **MUSC 2403**

### **Live Sound II**

Overview of stage monitor systems. Includes monitor systems set-up and operation and stage management. Also covers interactivity between sound management, performance quality, and audience experience.

*Lecture Hrs. = 2, Lab Hrs. = 6*

*Prerequisite: MUSC 1405 and ENRD 401 or equivalent*

## **MUSC 2427**

### **Audio Engineering II**

Implementation of the recording process, microphones, audio console, multitrack recorder, and signal processing devices.

*Lecture Hrs. = 2, Lab Hrs. = 6*

*Prerequisite: MUSC 1427*

## **MUSC 2447**

### **Audio Engineering III**

Advanced practice of procedures and techniques in recording and manipulating audio. Includes digital audio editing, advanced recording techniques, and advanced engineering projects.

*Lecture Hrs. = 2, Lab Hrs. = 6*

*Prerequisite: MUSC 2427*

## **MUSC 2448**

### **Audio Engineering IV**

Advanced recording, mixing, arranging, and editing. Includes the role of the producer in session planning, communication, budgeting, business aspects, technical considerations, and music markets.

*Lecture Hrs. = 2, Lab Hrs. = 6*

*Prerequisite: MUSC 2447*

## **MUSC 2453**

### **Live Sound III**

Advanced concepts of live sound engineering for front-of-house mix. Includes techniques required to build and maintain a live sound mix for an audience.

*Lecture Hrs. = 2, Lab Hrs. = 4*

*Prerequisite: MUSC 2403 and ENRD 401 or equivalent*

## **MUSC 2459**

### **Sound System Optimization**

System optimization. Includes related acoustic principles and system alignment procedures. Emphasizes system equalization, time/phase alignment, subsystem integration, loudspeaker management systems, ear training, and industry standard acoustic analysis software.

*Lecture Hrs. = 3, Lab Hrs. = 2*

*Prerequisite: MUSC 2402 and ENRD 401 or equivalent*

## **MUSI 1116**

### **Sight Singing and Ear Training I**

Singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation, of rhythm, melody, and diatonic harmony. Open to music majors. Also open to non-music majors with instructor's consent. Development of aural and sight singing skills through study of scales, musical intervals, varying chord structures, and rhythms.

*(Fall semester only).*

*Tutorial lab required.*

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Pre/Corequisite: READ 300 or equivalent*

*Corequisite: MUSI 1311*

## **MUSI 1117**

### **Sight Singing and Ear Training II**

Singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation, of rhythm, melody, and diatonic harmony. Open to music majors. Also open to non-music majors with instructor's consent. Development of aural and sight singing skills through study of scales, musical intervals, varying chord structures, and rhythms.

*(Spring semester only)*

*Tutorial lab required.*

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Prerequisite: MUSI 1116, READ 300 or equivalent*

*Corequisite: MUSI 1312*

## **MUSI 1181**

### **Piano Class I**

Open to all students, including music majors preparing for the proficiency examination. Guidelines for this course and subsequent levels of the course may require that the student register instead for MUAP applied lessons in piano. Additional information may be obtained from the instructor. Degree seeking students are required to enroll in piano study until proficiency requirements are met.

*Lecture Hrs. = 1, Lab Hrs. = 1*

*Pre/Corequisite: READ 300 or equivalent*

## **MUSI 1182**

### **Piano Class II**

Open to all students, including music majors preparing for the proficiency examination. Guidelines for this course and subsequent levels of the course may require that the student register instead for MUAP applied lessons in piano. Additional information may be obtained from the instructor. Degree seeking students are required to enroll in piano study until proficiency requirements are met.

*Lecture Hrs. = 1, Lab Hrs. = 1*

*Pre/Corequisite: READ 300 or equivalent*

## **MUSI 1183**

### **Voice Class I**

Open to all Lee College students. Study of correct vocal production: posture, vowels, consonants, dynamics, phrasing, and other information pertinent to the subject.

*Lecture Hrs. = 0, Lab Hrs. = 2*

*Pre/Corequisite: READ 300 or equivalent*

## **MUSI 1184**

### **Voice Class II**

Open to all Lee College students. Continued development of physical and musical aspects of singing at the intermediate level.

*Lecture Hrs. = 0, Lab Hrs. = 2*

*Pre/Corequisite: READ 300 or equivalent*

## **MUSI 1192**

### **Guitar Class I**

For beginning guitar students. Study of basic guitar techniques, chords, and repertoire.

*Lecture Hrs. = 0, Lab Hrs. = 2*

*Pre/Corequisite: READ 300 or equivalent*

## **MUSI 1193**

### **Guitar Class II**

For beginning guitar students. Study of basic guitar techniques, chords, and repertoire.

*Lecture Hrs. = 0, Lab Hrs. = 2*

*Pre/Corequisite: READ 300 or equivalent*

## **MUSI 1263**

### **Jazz Improvisation I**

Class groups discussing topics in the area of jazz with special emphasis on its development and the contributions jazz has made to American culture. Improvisation on the students' instruments is an integral part of the course. May be repeated for credit.

*Lecture Hrs. = 1, Lab Hrs. = 2*

*Pre/Corequisite: READ 300 or equivalent*

## **MUSI 1303**

### **Fundamentals of Music**

Open to all students at Lee College. Designed to prepare students for freshman study in music theory or to familiarize the non-music major with the meaning of musical notation and the harmonic, melodic, and rhythmic structure of music.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: READ 300 or equivalent*

## **MUSI 1306**

### **Music Appreciation**

A general education course open to all. A music listening course designed for the non-music major. Students explore music through its basic elements, forms, styles, and major composers. Music majors should enroll in MUSI 1307.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: READ 300 or equivalent*

## **MUSI 1307**

### **Music Literature**

Open to all students and required of music majors and minors. It includes a study of various masterpieces in music, a study of the major composers, and a study of stylistic characteristics of historical eras. Included also will be introduction to score reading and music research techniques.

Concert attendance is required. Performance/Lecture Series attendance is required.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: READ 300 or equivalent*

## **MUSI 1310**

### **American Music**

General survey of various styles of American music. Topics may include jazz, ragtime, folk, rock, and contemporary art music.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: READ 300 or equivalent*

## **MUSI 1311**

### **Music Theory I**

Theoretical analysis and writing of tonal melody using diatonic harmony. Analysis and writing of small compositional forms. Open to all students with consent of instructor.

(Offered Fall semester only).

*Tutorial lab required.*

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Pre/Corequisite: READ 300 or equivalent*

## **MUSI 1312**

### **Music Theory II**

Theoretical analysis and writing of tonal melody using diatonic harmony. Introduction to secondary dominant chords and modulation to closely related keys. Analysis and writing of small compositional forms. Open to all students with consent of instructor.

(Offered Spring semester only).

*Tutorial lab required.*

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Prerequisite: MUSI 1311 and READ 300 or equivalent*

*Corequisite: MUSI 1117*

## **MUSI 2116**

### **Sight Singing and Ear Training III**

Singing more difficult tonal music including modal, ethnic and 20th century materials. Aural study, including dictation, or more complex rhythm, melody, chromatic harmony, and extended tertian structures. Transfer students admitted by examination. Open to all students with consent of instructor.

(Offered Fall semester only).

*Tutorial lab required.*

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Prerequisite: MUSI 1117, READ 300 or equivalent*

*Corequisite: MUSI 2311*

## **MUSI 2117**

### **Sight Singing and Ear Training IV**

Singing more difficult tonal music including modal, ethnic and 20th century materials. Aural study, including dictation, or more complex rhythm, melody, chromatic harmony, and extended tertian structures. Transfer students admitted by examination. Open to music majors. Also open to non-music majors with instructor's consent.

(Offered Spring semester only).

*Tutorial lab required.*

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Prerequisite: MUSI 2116, READ 300 or equivalent*

*Corequisite: MUSI 2312*

## **MUSI 2181**

### **Piano Class III**

Open to all students, including music majors preparing for the proficiency examination. Guidelines for this course and subsequent levels of the course may require that the student register instead for MUAP applied lessons in piano. Additional information may be obtained from the instructor. Degree seeking students are required to enroll in piano study until proficiency requirements are met.

*Lecture Hrs. = 1, Lab Hrs. = 1*

*Pre/Corequisite: READ 300 or equivalent*

## **MUSI 2182**

### **Piano Class IV**

Open to all students, including music majors preparing for the proficiency examination. Guidelines for this course and subsequent levels of the course may require that the student register instead for MUAP applied lessons in piano. Additional information may be obtained from the instructor. Degree seeking students are required to enroll in piano study until proficiency requirements are met.

*Lecture Hrs. = 1, Lab Hrs. = 1*

*Pre/Corequisite: READ 300 or equivalent*

## **MUSI 2183**

### **Voice Class III**

Concert and recital preparation.

*Lecture Hrs. = 0, Lab Hrs. = 2*

*Note: Instructor's consent required to register for this course*

*Prerequisite: READ 300 or equivalent*

## **MUSI 2189**

### **Music Cooperative**

In conjunction with seminars or on-campus instruction, students will study various aspects of music unique to their interests or career objectives. Limited to one credit hour per semester. Course can be taken up to three times.

*Lecture Hrs. = 1, Lab Hrs. = 0, External Hrs. = 2*

*Prerequisite: COMM 2324, COMM 2220*

## **MUSI 2311Ω**

### **Music Theory III**

Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedure and survey of the traditional large forms of composition. Transfer students admitted by examination. Study of 18th and 19th century harmonic practices, advanced harmonic techniques; complex choral vocabulary; all secondary dominants; leading tone chords and altered chords.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Prerequisite: MUSI 1312 and READ 300 or equivalent*

*Corequisite: MUSI 2116*

## **MUSI 2312Ω**

### **Music Theory IV**

Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedure and survey of the traditional large forms of composition. Transfer students admitted by examination. Continued study of 18th and 19th century harmonic practices, advanced harmonic techniques; complex choral vocabulary; altered chords; distant modulations, and introduction to contrapuntal techniques. (*Offered Spring semester only.*)

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Prerequisite: MUSI 2311 and READ 300 or equivalent*

*Corequisite: MUSI 2117*

## **NDTE 1401**

### **Film Interpretation of Weldments**

A study of radiographic film, including exploration of radiographic basics, interpretation, and causes and effects of discontinuities.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Pre/Corequisite: READ 300 or equivalent*

## **NDTE 1405**

### **Introduction to Ultrasonics**

Basic theory and applications of the ultrasonic techniques of materials testing covering the theoretical material from the certification test for Ultrasonic Level I American Society of Non-Destructive Testing.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: READ 300 or equivalent*

## **NDTE 1410**

Liquid penetrant/Magnetic particle Testing

A theoretical study and practical application of the non-destructive testing techniques of penetrant and magnetic particle testing required by quality assurance and test personnel.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Pre/Corequisite: READ 300 or equivalent*

## **NDTE 2411**

### **Preparation for Certified Welding Inspector Exam**

Fundamentals of welding and inspection, code interpretation, and the practical portion in preparation for the certified welding inspector examination.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Pre/Corequisite: READ 300 or equivalent*

## **OSHT 1301**

### **Introduction to Safety and Health**

An introduction to the basic concepts of safety and health.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: READ 300 or equivalent*

## **OSHT 1309**

### **Physical Hazards Control**

A study of the physical hazards in industry and the methods of workplace design a redesign to control these hazards. Emphasis on the regulation codes and standards associated with the control of physical hazards.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: READ 300 or equivalent*

## **OSHT 1313**

### **Accident Prevention, Inspection, and Investigation**

Providing a basis for understanding the nature of occupational hazard recognition, accident prevention, loss reduction, inspection techniques, and accident investigation analysis.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: READ 300 or equivalent*

## **OSHT 1316**

### **Material Handling**

Proper methods for material handling and storage including safety practice, proper equipment usage, engineering controls, personal protective equipment, and motor fleet safety.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: READ 300 or equivalent*

## **OSHT 1321**

### **Fire Protection Systems**

Study of fire protection systems and their applications with emphasis on the fire prevention codes and standards.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: READ 300 or equivalent*

## **OSHT 2309**

### **Safety Program Management**

Examine the major safety management issues that effect the workplace including safety awareness loss control, regulatory issues, and human behavior modification.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: OSHT 1301 and READ 300 or equivalent*

## **OSHT 2401**

### **OSHA Regulations: General Industry**

A study of Occupational Safety and Health Administration (OSHA) regulations pertinent to general industry.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: OSHT 1301, READ 300 or equivalent*

## **PFPB 1305**

### **Basic Blueprint Reading for Pipefitters**

Reading, interpreting, and sketching piping drawings. Includes isometric and orthographic views.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: READ 300 or equivalent*

## **PFPB 1350**

### **Plumbing and Pipefitting Equipment and Safety**

Safe use of hand tools, power tools, rigging, and power equipment used in the plumbing trade for installation of different plumbing systems.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: READ 300 or equivalent*

## **PFPB 1408**

### **Basic Pipefitting Skills**

Mathematical operations necessary to calculate laying lengths of pipe fittings for fabrication. Identification and use of hand tools and power tools. Identification of pipe, pipe fittings, flanges, and fasteners used in the trade.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Pre/Corequisite: READ 300 or equivalent*

## **PFPB 2310**

### **Intermediate Blueprint Reading for Pipefitters**

Reading and interpreting advanced working drawings to calculate piping runs. Includes instrumentation symbols and abbreviations and the use of advanced sketching techniques to create isometric and orthographic drawings of piping and piping components.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: PFPB 1305*

*Pre/Corequisite: READ 300 or equivalent*

## **PFPB 2343**

### **Advanced Pipe Practices**

Identification, installation, and testing of steam traps and steam trap station components; valve identification, application, and maintenance; identification, storage, and handling of in-line specialties; hydrostatic testing of process piping.

*Lecture Hrs. = 2, Lab Hrs. = 2*

*Prerequisite: PFPB 2408*

*Pre/Corequisite: READ 300 or equivalent*

## **PFPB 2407**

### **Pipe Fabrication and Installation I**

Pipe fabrication of various materials and installation of pipe supports.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: PFPB 1408*

*Pre/Corequisite: READ 300 or equivalent*

## **PFPB 2408**

### **Piping Standards and Materials**

Identification, description, and application of piping standards and specifications. Includes identification and use of various metallic and non-metallic piping materials, identification and installation of valves, and material take-offs.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: PFPB 2407*

*Pre/Corequisite: READ 300 or equivalent*

## **PFPB 2441**

### **Pipe Fabrication and Installation II**

Advanced pipe fabrication of various materials with emphasis on vertical, horizontal, and rolling off-sets using 45-degree fittings and odd-angle fittings.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: PFPB 2408*

*Pre/Corequisite: READ 300 or equivalent*

## **PFPB 2449**

### **Field Measuring, Sketching, and Layout**

Field dimensioning, measuring, sketching, and layout of future process piping and use, care, and setup of transit and level.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: PFPB 2310 or DFTG 2423*

*Pre/Corequisite: READ 300 or equivalent*

## **PHIL 1301Ω**

### **Introduction to Philosophy**

An introduction to the basic issues in philosophy, including: reality, justice, morality, freedom and responsibility, and the good life. We approach these issues through the original writings of selected classical, modern, and contemporary philosophers.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 402 or equivalent*

## **PHIL 1304Ω**

### **Introduction to World Religions**

An introduction to selected world religions, including but not limited to: Hinduism, Buddhism, Jainism, Sikhism, Taoism, Confucianism, Shinto, Judaism, and Christianity.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 402 or equivalent*

## **PHIL 2306**

### **Introduction to Ethics**

An intermediate level philosophy course which covers moral theory (what's right) and ethical theory (what's good). The course also covers specific issues such as: religion, spirituality, and moral purpose, environmental ethics, feminist ethics, and the use of science and technology.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 402 or equivalent*

## **PHYS 1401Ω**

### **College Physics I: Mechanics and Heat**

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, physical systems, Newton's Laws of Motion, and gravitation; with emphasis on problem solving. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, physical systems, Newton's Laws of Motion, and gravitation; emphasis will be on problem solving.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: ENRD 402 or equivalent*

*Pre/Corequisite: MATH 1314 or equivalent*

## **PHYS 1402Ω**

### **College Physics II: Sound, Electricity, Magnetism, Light, and Modern Physics**

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, and optics; with emphasis on problem solving. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, and optics; with emphasis on problem solving.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: PHYS 1401 and ENRD 402 or equivalent*

## **PHYS 1403**

### **Stars and Galaxies**

An introductory course will concentrate on the origin, life, and fate of the stars and universe, the various objects in the universe, the exploration of the universe by astronomer, and the understanding of the principles that lie behind the functioning of the universe. Discussion of atomic spectra, nuclear energy, and astronomical tools (such as optical, radio, and other telescopes and image enhancers) as they provide knowledge about distant objects will be included. Recent discoveries about quasars, black holes, and cosmology will be emphasized.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: ENRD 402 or equivalent and MATH 330 or equivalent*

## **PHYS 1404**

### **The Solar System**

An introductory course will concentrate on the origin, life, and fate of the solar system, the various bodies in the solar system (planets, satellites, meteors, comet, and asteroids), and the solar system mechanic. Theories about the structure and origin of the solar system, with emphasis on recent discoveries will be included.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: ENRD 402 or equivalent, and MATH 330 or equivalent*

## **PHYS 1405Ω**

### **Conceptual Physics I**

An elementary course in fundamental concepts of mechanics, heat, gravitation, and sound with emphasis on the scientific approach to solving problems. For elementary education, liberal arts, and other non-science majors and students.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: ENRD 402 or equivalent*

*Pre/Corequisite: MATH 320, TECM 1341 or equivalent*

## **PHYS 1407Ω**

### **Conceptual Physics II**

An elementary course in fundamental concepts of electricity, magnetism, light, and modern physics with emphasis on the scientific approach to solving problems. For elementary education, liberal arts, and other non-science majors and students.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: ENRD 402 or equivalent*

*Pre/Corequisite: MATH 320, TECM 1341 or equivalent*

## **PHYS 1415**

### **Physical Science**

This course emphasizes the fundamental principles in physics, chemistry, geology, astronomy, meteorology, and environmental science. Emphasis is placed on the interrelationships among these various fields of science using an inquiry approach.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Pre/Corequisite: ENRD 402 or equivalent and MATH 320 or equivalent*

## **PHYS 2289**

### **Academic Cooperative**

An instructional program designed to integrate on-campus study with practical hands-on work experience in the physical sciences. In conjunction with class seminars, the individual students will set specific goals and objectives in the scientific study of inanimate objects, processes of matter and energy, and associated phenomena. Students will work in conjunction with the faculty coordinator and the sponsor in the development of their goals and objectives.

*Lecture Hrs. = 1, Lab Hrs. = 2*

*Prerequisite: Instructor's Permission*

## **PHYS 2389**

### **Academic Cooperative**

An instructional program designed to integrate on-campus study with practical hands-on work experience in the physical sciences. In conjunction with class seminars, the individual students will set specific goals and objectives in the scientific study of inanimate objects, processes of matter and energy, and associated phenomena. Students will work in conjunction with the faculty coordinator and the sponsor in the development of their goals and objectives.

*Lecture Hrs. = 1, Lab Hrs. = 4*

*Prerequisite: Instructor's Permission*

## **PHYS 2425Ω**

### **University Physics I**

Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems, and thermodynamics; and emphasis on problem solving. Basic laboratory experiments supporting theoretical principles involving the principles and applications of classical mechanics, including harmonic motion and physical systems; experimental design, data collection and analysis, and preparation of laboratory reports.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: MATH 2413*

## **PHYS 2426Ω**

### **University Physics II**

Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Laboratory experiments supporting theoretical principles involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics; experimental design, data collection and analysis, and preparation of laboratory reports.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: PHYS 2425 and Math 2414*

## **POFI 1349**

### **Spreadsheets**

Skill development in concepts, procedures, and application of spreadsheets for business. This course is designed to be repeated multiple times to improve student proficiency.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Prerequisite: POFI 1401*

*Pre/Corequisite: ENRD 401 or equivalent*

## **POFI 1401**

### **Computer Applications I**

Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures. This course is designed to be repeated multiple times to improve student proficiency.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Pre/Corequisite: ENRD 401 or equivalent*

## **POFI 1441**

### **Computer Applications II**

Continued study of current computer terminology and technology. Advanced skill development in computer hardware, software applications, and procedures. This course is designed to be repeated multiple times to improve student proficiency.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: POFI 1401*

*Pre/Corequisite: ENRD 401 or equivalent*

## **POFI 2331**

### **Desktop Publishing**

In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays, and business applications. This course is designed to be repeated multiple times to improve student proficiency.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Pre/Corequisite: ENRD 401 or equivalent*

## **POFI 2340**

### **Advanced Word Processing**

Advanced word processing techniques using merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. This course is designed to be repeated multiple times to improve student proficiency.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Pre/Corequisite: ENRD 401 or equivalent*

## **POFT 1127**

### **Introduction to Keyboarding**

Skill development in keyboarding techniques. Emphasis on the development of acceptable speed and accuracy.

*Lecture Hrs. = 0, Lab Hrs. = 3*

*Pre/Corequisite: READ 300 or equivalent*

## **POFT 1132**

### **Workplace Diversity**

Examines gender, cultural background, age, and other factors affecting coworker/client relationships. Includes behavioral expectations and standards in the business environment.

*Lecture Hrs. = 1, Lab Hrs. = 0*

*Pre/Corequisite: ENRD 401 or equivalent*

## **POFT 1301**

### **Business English**

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: ENRD 401 or equivalent*

## **POFT 1309**

### **Administrative Office Procedures I**

Study of current office procedures, duties, and responsibilities applicable to an office environment.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Pre/Corequisite: ENRD 401 or equivalent*

## **POFT 1325**

### **Business Math Using Technology**

Skill development in business math problem-solving using electronic technology.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Pre/Corequisite: ENRD 401 or equivalent*



## **POFT 1329**

### **Beginning Keyboarding**

Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Pre/Corequisite: ENRD 401 or equivalent*

## **POFT 1349**

### **Administrative Office Procedures II**

In-depth coverage of office procedures with emphasis on decision making, goal setting, management theories, and critical thinking.

*Only offered during Fall Semester.*

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Prerequisite: POFT 1309*

*Pre/Corequisite: ENRD 401 or equivalent*

## **POFT 1366**

### **Practicum (or Field Experience): General**

Office Occupations and Clerical Services

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

*Lecture Hrs. = 0, Lab Hrs. = 0, External Hrs. = 21*

*Pre/Corequisite: ENRD 401 or equivalent*

## **POFT 2203**

### **Speed and Accuracy Building**

Review, correct, and improve keyboarding techniques for the purpose of increasing speed and improving accuracy. This course is designed to be repeated multiple times to improve student proficiency.

*Lecture Hrs. = 2, Lab Hrs. = 1*

*Pre/Corequisite: ENRD 401 or equivalent*

## **POFT 2301**

### **Intermediate Keyboarding**

A continuation of keyboarding skills emphasizing acceptable speed and accuracy levels and formatting documents.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Pre/Corequisite: ENRD 401 or equivalent*

## **POFT 2312**

### **Business Correspondence and Communications**

Development of writing and presentation skills to produce effective business communications. Skill development in practical applications which emphasize the improvement of writing skills necessary for effective business communication. Emphasis is given to developing business letters, reports, memos, and employment communications; improving writing, speaking, and listening skills; and to preparing attractive business documents.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: POFT 1301 or ENGL 1301 and ENRD 401 or equivalent*

## **POFT 2331**

### **Administrative Systems**

Advanced concepts of project management and office procedures integrating software applications.

*Lecture Hrs. = 3, Lab Hrs. = 1*

*Prerequisite: Completion of Administrative Technology I and II Certificates*

*Pre/Corequisite: ENRD 401 or equivalent*

## **POFT 2366**

### **Practicum (or Field Experience) – General Office Occupations and Clerical Services**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

*Lecture Hrs. = 0, Lab Hrs. = 0, External Hrs. = 21*

*Pre/Corequisite: ENRD 401 or equivalent*

## **PSYC 2301**

### **Introduction to Psychology**

A survey of the fields of general psychology; the biological and psychological basis of human behavior, intelligence, motivation, emotion, learning, personality, memory, and psychopathology.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 402 or equivalent*

## **PSYC 2314Ω**

### **Life Span Growth and Development**

The study of the relationship of the physical, emotional, social, and mental factors of growth and development throughout the life span from birth to death.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: PSYC 2301 with a C or better and ENRD 402 or equivalent*

## **PSYC 2316Ω**

### **Psychology of Personality**

Personality psychology deals with the struggle to understand human nature and its determinants. The complexity of human nature demands investigation of a number of points of view. This course will expose students to the major personality theories (e.g., psychodynamic, humanistic, existential, cognitive, behavioral) and their underlying philosophical assumptions.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: PSYC 2301, ENRD 402 or equivalent*

## **PSYC 2317**

### **Statistics for Behavioral Sciences**

A course designed to provide a background in statistics for students in psychology and the social sciences. Includes elementary probability theory, measures of central tendency, variability, correlation and regression, the normal curve of probability, and statistical inference.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: PSYC 2301, ENRD 402 or equivalent and Math 310 or equivalent*

## **PSYT 1313**

### **Psychology of Personal Adjustment**

Development of personal, social, and work adjustment skills.

*Lecture Hrs. = 2, Lab Hrs. = 2*

*Prerequisite: Instructor's permission only*

## **PSYT 1325**

### **Death and Dying**

Study of the cultural and social norms, values, beliefs, and activities associated with the dying and their survivors. Topics include theories, communication skills, and activities to assist with coping for the dying and their survivors.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: READ 300 or equivalent*

## **PTAC 1302**

### **Introduction to Process Technology**

Introduction to the processing industries. This is a survey of all process technology courses in the program.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 401 or equivalent, Math 310 or equivalent*

## **PTAC 1308**

### **Safety, Health, and Environment I**

Development of knowledge and skills to reinforce the attitudes and behaviors required for safe and environmentally sound work habits. Emphasis on safety, health and environmental issues in the performance of all job tasks and regulatory compliance issues.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 401 or equivalent, Math 310 or equivalent*

## **PTAC 1332**

### **Process Instrumentation I**

Study of the instruments and instrument systems used in the process industry including terminology, primary variables, symbology, control loops, and basic troubleshooting.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 401 or equivalent, Math 310 or equivalent*

## **PTAC 1410**

### **Process Technology I: Equipment**

Instruction in the use of common process equipment.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: ENRD 401 or equivalent, Math 310 or equivalent*

## **PTAC 1465**

### **Internship – Process Technology/Technician**

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer.

*Lecture Hrs. = 0, Lab Hrs. = 0, External Hrs. = 12*

*Prerequisite: PTAC 1332, 1410 and Instructor's Permission*

## **PTAC 2314**

### **Principles of Quality**

Study of the background and application of quality concepts. Topics include team skills, quality tools, statistics, economics, and continuous improvement.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: ENRD 401 or equivalent, Math 310 or equivalent*

## **PTAC 2346**

### **Process Troubleshooting**

Instruction in the different types of troubleshooting techniques, procedures, and methods used to solve process problems. Topics include application of data collection and analysis, cause effect relationships, and reasoning.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: PTAC 1302, 1332, 1410, 2420, SCIT 1414, and*

*MATH/TECM elective*

## **PTAC 2420**

### **Process Technology II: Systems**

Study of the interrelation of process equipment as process systems including related scientific principles.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: PTAC 1302, 1332, 1410, SCIT 1414, and MATH/TECM elective*

## **PTAC 2438**

### **Process Technology III: Operations**

This course emphasizes activities associated with process operations. Students write and follow procedures and operate actual equipment.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: PTAC 1302, 1332, 1410, 2420, SCIT 1414, and MATH/TECM elective*

## **PTAC 2486**

### **Internship - Process Technology/Technician**

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer.

*Lecture Hrs. = 0, Lab Hrs. = 0, External Hrs. = 24*

*Prerequisite: PTAC 1302, 1332, 1410, 2420, 2438, SCIT 1414, and MATH/TECM elective*

## **RBTC 1301**

### **Programmable Logic Controllers**

A study in programmable logic controllers (PLC). Topics include processor units, numbering systems, memory organization, relay type devices, timers, counters, data manipulators, and programming.

*Lecture Hrs. = 2, Lab Hrs. = 2*

*Corequisite: INTC 1441*

## **REBR 300**

### **Beginning College Reading Skills Bridge**

This is 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*

*Prerequisites: Accuplacer Reading score 40-47; or TSIA reading score 331-341 and/or writing score 339-349*

## **READ 300**

### **Beginning College Reading Skills**

This course provides improvement of reading habits and writing skills. Emphasis is on vocabulary development, interpretation of basic sentence and paragraph structure, and concept development necessary for effective reading, as well as instruction in fundamentals of grammar, punctuation, and spelling. It is required for all students with an Accuplacer reading score of below 46 and/or student with a score of 1 on the Accuplacer essay.

*Lecture Hrs. = 3, Lab Hrs. = 0*

## **RNSG 1162**

### **Clinical – Registered Nursing/Registered Nurse**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Progression: student must pass RNSG 1251 and RNSG 1162 concurrently to progress to next nursing level.

*Lecture Hrs. = 0, Lab Hrs. = 0, Clinical Hrs. = 6,*

*Insurance Fee*

*Prerequisite: Admission to RN or RNT Program,*

*RNSG 1343, 1362, 2161, 2201, BIOL 2421. RN only: ENGL 1302,*

*Humanities, Communication Area Option, and Computer Literacy electives*

*Pre/Corequisite: SPNL 1301*

*Corequisite: RNSG 1251, 2160, 2213*

## **RNSG 1205**

### **Nursing Skills I**

Study of the concepts and principles necessary to perform basic nursing skills for the adult patient; and demonstrate competence in the performance of nursing procedures. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Progression: student must pass RNSG 1413 and RNSG 1205 concurrently to progress.

*Lecture Hrs. = 1, Lab Hrs. = 4, Testing Fee*

*Prerequisite: Admission to RN Program*

*Pre/Corequisite: BIOL 2402, PSYC 2314*

*Corequisite: RNSG 1247, 1261, 1413*

## **RNSG 1247**

### **Concepts of Clinical Decision-Making**

Integration of previous knowledge and skills into the continued development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Emphasis on clinical decision-making for clients in medical-surgical settings experiencing health problems involving gastrointestinal disorders, endocrine and metabolic disorders, reproductive and sexual disorders, musculoskeletal disorders, eye-ear-nose-throat disorders and integumentary disorders. Discussion of knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Progression: student must pass RNSG 1247 and RNSG 1261 concurrently to progress to the next nursing level.

*Lecture Hrs. = 2, Lab Hrs. = 0, Testing Fee*

*Prerequisite: Admission to RN Program*

*Pre/Corequisite: BIOL 2402, PSYC 2314*

*Corequisite: RNSG 1205, 1261, 1413*

## **RNSG 1251**

### **Care of the Childbearing Family**

Study of concepts related to the provision of perinatal nursing care for childbearing families. Content includes knowledge judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Progression; student must pass RNSG 1251 and RNSG 1162 concurrently to progress to the next nursing level.

*Lecture Hrs. = 2, Lab Hrs. = 0, Testing Fee*

*Prerequisite: Admission to RN Program or RNT Program, RNSG 1343, RNSG 1362, RNSG 2161, RNSG 2201, BIOL 2421. RN only: ENGL 1302, Humanities, Communication Area Option, and Computer Literacy electives*

*Pre/Corequisite: SPNL 1301*

*Corequisite: RNSG 1162, RNSG 2160, RNSG 2213*

## **RNSG 1261**

### **Clinical – Registered Nursing/Registered Nurse**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Progression: student must pass RNSG 1247 and RNSG 1261 concurrently to progress to next nursing level.

*Lecture Hrs. = 0, Lab Hrs. = 0, Clinical Hrs. = 8*

*Prerequisites: Admission to the RN Program*

*Pre/Corequisite: BIOL 2402, PSYC 2314*

*Corequisite: RNSG 1205, 1247, 1413*

## **RNSG 1301**

### **Pharmacology**

Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of drug classifications. Content includes the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework. This course lends itself to either a blocked or integrated approach. In addition, the course focuses on the basic concepts and terminology used in the study of pharmacology.

Pharmacokinetics for major drug classifications is emphasized as well as drug administration routes. Note that the RN Math Requirement that is a prerequisite for this course can be satisfied by (a) passing the math portion of one of the TSIA approved tests; (b) successfully completing Math 320, (c) earning a grade of C or better in Math 350, or (d) earning a grade of C or better in any college-level math course attempted.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: RN Math Requirement and ENRD 402 or equivalent*

*Pre/Corequisite: BIOL 2401*

## **RNSG 1343Ω**

### **Complex Concepts of Adult health**

Integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession in the care of adult patients and families with complex medical-surgical health care needs associated with body systems. Emphasis on complex knowledge, judgments, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Progression: student must pass RNSG 1343 and RNSG 1362 concurrently to progress to next nursing level.

*Lecture Hrs. = 3, Lab Hrs. = 0, Testing Fee*

*Prerequisite: Admission to RN Program, RNSG 1205, 1247, 1261, 1413, BIOL 2402, PSYC 2314, or admission to RNT Program, RNSG 2207, BIOL 2421*

## **RNSG 1362**

### **Clinical – Registered nursing/Registered Nurse**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Progression: student must pass RNSG 1343 and RNSG 1362 concurrently to progress to next level.

*Lecture Hrs. = 0, Lab Hrs. = 0, Clinical Hrs. = 9, Insurance Fee*

*Prerequisite: Admission to RN Program, RNSG 1205, 1247, 1261, 1413, BIOL 2402, PSYC 2314, or admission to RNT Program, RNSG 2207, BIOL 2421*

*Pre/Corequisite: RN Program only, BIOL 2421*

*Corequisite: RNSG 1343, 2161, 2201*

## **RNSG 1413**

### **Foundations for Nursing Practice**

Introduction to the role of the professional nurse as provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Content includes fundamental concepts of nursing practice, history of professional nursing, a systematic framework for decision making and critical thinking. The mechanisms of disease and the needs and problems that can arise are discussed and how the nursing process helps manage the patient through these issues. Emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Progression: student must pass RNSG 1413 and RNSG 1205 concurrently to progress to next nursing level.

*Lecture Hrs. = 4, Lab Hrs. = 0, Testing Fee*

*Prerequisites: Admission to the RN Program*

*Pre/Corequisite: BIOL 2402, PSYC 2314*

*Corequisite: RNSG 1205, 1247, 1261*

## **RNSG 2160**

### **Clinical: Nursing Registered Nurse Training**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Progression: student must pass RNSG 2213 and RNSG 2160 concurrently to progress to next nursing level.

*Lecture Hrs. = 0, Lab Hrs. = 0, Clinical Hrs. = 6,*

*Insurance Fee*

*Prerequisite: Admission to RN or RNT Program, RNSG 1343, 1362, 2161, 2201, BIOL 2421. RN only: ENGL 1302, Humanities, Computer Literacy, and Communication Area Option electives*

*Pre/Corequisite: SPNL 1301*

*Corequisite: RNSG 1162, 1251, 2213*

## **RNSG 2161**

### **Clinical – Registered Nursing/Registered Nurse**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Progression: student must pass RNSG 2201 and RNSG 2161 concurrently to progress to next nursing level.

*Lecture Hrs. = 0, Lab Hrs. = 0, Clinical Hrs. = 6,*

*Insurance Fee*

*Prerequisite: Admission to RN Program, RNSG 1205, 1247, 1261, 1413, BIOL 2402, PSYC 2314, or admission to RNT Program, RNSG 2207, BIOL 2421*

*Pre/Corequisite: BIOL 2421 RN only*

## **RNSG 2201**

### **Care of Children and Families**

Study of concepts related to the provision of nursing care for children and their families, emphasizing judgment, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Progression: student must pass RNSG 2201 and RNSG 2161 concurrently to progress to next nursing level.

*Lecture Hrs. = 2, Lab Hrs. = 0, Testing Fee*

*Prerequisite: Admission to RN Program, RNSG 1205, 1247, 1261, 1413, BIOL 2402, PSYC 2314, or admission to RNT Program, RNSG 2207, BIOL 2421*

*Pre/Corequisite: BIOL 2421 RN only*

*Corequisite: RNSG 1343, 1362, 2161*

## **RNSG 2207**

### **Adaptation to Role of Professional Nurse**

Selected concepts related to the role of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Review of trends and issues impacting nursing and health care today and in the future. Content includes knowledge, judgment, skill, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

*Lecture Hrs. = 2, Lab Hrs. = 0*

*Prerequisite: Admission to RNT Program*

## **RNSG 2213**

### **Mental Health Nursing**

Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of patients and their families. This course lends itself to a blocked approach. Progression: student must pass RNSG 2213 and RNSG 2160 concurrently to progress to next nursing level.

*Lecture Hrs. = 2, Lab Hrs. = 0, Testing Fee*

*Prerequisite: Admission to RN or RNT Program, RNSG 1343, 1362, 2161, 2201, BIOL 2421. RN only: ENGL 1302, Humanities, Computer Literacy, and Communication Area Option electives*

*Pre/Corequisite: SPNL 1301*

*Corequisite: RNSG 1162, 1251, 2160*

## **RNSG 2221**

### **Professional Nursing: Leadership and Management**

Exploration of leadership and management principles applicable to the roles of the professional nurse. Includes application of knowledge, judgment, skills, and professional values within a legal/ethical framework. Emphasizes the impact of laws and regulations on the provision of safe and effective professional nursing care including topics such as confidentiality, the Nursing Practice Act, professional boundaries, ethics, and health care legislation in both theory and in the health care setting.

*Lecture Hrs. = 1, Lab Hrs. = 0, Clinical Hrs. = 4, Insurance Fee*

*Prerequisites: Admission to RN or RNT Program, RNSG 1162, RNSG 1251, RNSG 2160, RNSG 2213, SPNL 1301*

*Corequisites: RNSG 2432, RNSG 2263*

## **RNSG 2263Ω**

### **Clinical- Nursing Registered Nurse Training**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Progression: student must pass RNSG 2432 and RNSG 2263 concurrently to progress.

*Lecture Hrs. = 0, Lab Hrs. = 0, Clinical Hrs. = 12,*

*Insurance Fee*

*Prerequisite: Admission to RN or RNT Program, RNSG 1162, 1251, 2160, 2213, SPNL 1301*

*Corequisite: RNSG 2221, 2432*

## **RNSG 2432**

### **Enhanced Concepts of Adult Health I**

Enhanced concepts and skills for developing professional competencies in complicated nursing care situations involving adult patients and families with multiple body system problems. Emphasizes critical thinking, clinical reasoning, and determining legal/ethical values for optimization of patient care in intermediate and acute care settings. This course lends itself to a blocked approach. Progression: student must pass RNSG 2432 and RNSG 2263 concurrently to progress.

*Lecture Hrs. = 4, Lab Hrs. = 0, Testing Fee*

*Prerequisite: Admission to RN or RNT Program, RNSG 1162, 1251, 2160, 2213, SPNL 1301. Corequisite: RNSG 2221, 2263*

## **RTVB 1321**

### **TV Field Production**

Pre-production, production, and post-production process involved in field television production. Topics include field camera setup and operation, field audio, television directing, and in-camera or basic continuity editing with an emphasis on underlying principles of video technology.

*Lecture Hrs. = 2, Lab Hrs. = 2*

*Prerequisite: MUSC 1427*

*Pre/Corequisite: READ 300 or equivalent*

## **SCIT 1318**

### **Applied Physics**

Introduction to physics for industrial applications including vectors, motion, mechanics, simple machines, matter, heat, and thermodynamics.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Corequisite: ENRD 401 or equivalent, Math 310 or equivalent*

## **SCIT 1414**

### **Applied General Chemistry I**

Applications of general chemistry emphasizing industry related laboratory skills and competencies including laboratory safety and report writing. Addresses supporting chemical theories including atomic and molecular structure, nomenclature, chemical reactivity, gas laws, acids and bases, and solutions.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: ENRD 401 or equivalent, Math 310 or equivalent*

## **SOCI 1301Ω**

### **Introductory Sociology**

This course will introduce the students to the principles of social organization. Topics include the study of personality, social groups, culture, social class and caste systems, population, rural and urban communities, and social changes, as well as social institutions such as the family, recreation, and religion.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 402 or equivalent*

## **SOCI 1306**

### **Social Problems**

The course focuses on the study of social disorganization and reorganization, with emphasis on the following topics: socioeconomic inequality and poverty, majority and minority groups, family and divorce, aging and retirement, deviance and crime, and mental illness and suicide.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 402 or equivalent*

## **SOCI 2319Ω**

### **Multi-Cultural Studies**

This course focuses on the conflicts, dilemmas, and social problems that arise in multicultural societies. Special emphasis is placed on issues such as racism, sexism, and the "politics of identify." The course also examines a variety of remedies for the problems noted above. These include the expansion of civil rights, affirmative action, and recognition of minority cultures.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: SOCI 1301 with a C or better and ENRD 402 or equivalent*

## **SOCI 2336**

### **Criminology**

In this course, the focus is on the study of crime as a form of deviant behavior. Subjects to be considered are as follows: nature and extent of crime, past and present theories, as well as evaluation of prevention, control, and treatment programs.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 402 or equivalent*

## **SOCI 2339**

### **Juvenile Delinquency**

This course provides an overview of the nature and extent of delinquency, as well as the juvenile justice system. Emphasis will be on the comparison of competing theoretical explanations/ models and theories; evaluation of prevention, control, plus the evaluation of prevention, control, and treatment programs. Same as PSYC 2318.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 402 or equivalent*

## **SOCW 2361**

### **Introduction to Social Work**

Philosophy and techniques of social work, survey of its fields, and the historical development of United States system are discussed.

*(Offered Fall semester only)*

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 402 or equivalent*

## **SOCW 2362**

### **Social Welfare as a Social Institution**

This is an introduction to the study of modern social work, within the context of institution of social welfare, the underlying philosophy and ethics of social work, and the major divisions and types of social work together with their methods and objectives.

*(Offered Spring semester only)*

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 402 or equivalent*

## **SPAN 1411**

### **Beginning Spanish**

For students with little or no previous knowledge of Spanish. Vocabulary and grammar are taught through a variety of cognitive teaching methods including the use of patterned response drills, memorization of mini-dialogues, and the analysis of contextually related readings. Proper pronunciation is stressed throughout the course.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Pre/Corequisite: READ 300 or equivalent*

## **SPAN 1412**

### **Intermediate Spanish**

Continuation of SPAN 1411.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: SPAN 1411, READ 300 or equivalent*

## **SPAN 2311**

### **Spanish: Reading, Conversation, Composition and Grammar Review**

Emphasis on oral fluency, grammar, composition, and the reading of modern Spanish prose.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: SPAN 1412, READ 300 or equivalent*

## **SPAN 2312**

### **Spanish: Reading, Conversation, Composition, and Grammar Review**

Continuation of SPAN 2311.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: SPAN 2311 or equivalent transfer credit*

*Continuation of SPAN 2311.*

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: SPAN 2311 or equivalent transfer credit in Spanish*

## **SPCH 1311**

### **Introduction to Speech Communication**

This course covers theories and practice of communication in interpersonal, small group, and public speech.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 401 or equivalent*

## **SPCH 1315Ω**

### **Principles of Public Speaking**

This course includes preparation and delivery of various types of speeches with emphasis upon such fundamental principles as self-confidence, poise, directness, posture, stress, voice, and articulation. Speech types considered include announcements, informative, persuasive, after dinner, and radio speeches.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 401 or equivalent*

## **SPCH 1318**

### **Interpersonal Communication**

This course is designed for the student who wants to improve communication skills in one-to-one settings in small groups. A study and practice of effective interpersonal concepts and techniques with emphasis on self-improvement and includes subjects such as listening, assertive communication, verbal and nonverbal communication, and dealing appropriately with conflict.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 401 or equivalent*

## **SPCH 1321**

### **Business and Professional Communication**

Business and Professional Communication applies the techniques of oral communication to business and professional settings that people might encounter in business situations. Discussion and practical application include: methods and theory, problem-solving, research, organization, and presentation of speeches, trends in media, and interviewing.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 401 or equivalent*

## **SPCH 1342**

### **Voice and Diction**

This course is open to all students interested in improving their diction development of the voice and proper diction, subjects include coaching of the individual student with the aid of audio taping and an audio journal. Same as DRAM 2336.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: READ 300 or equivalent*

## **SPCH 2333**

### **Discussion and Small Group Communication**

This course covers discussion and small group theories and techniques as they relate to group process and interaction.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 401 or equivalent and one of the following: SPCH 1311, 1315, 1318, or 1321*

## **SPCH 2335**

### **Argumentation and Debate**

This course emphasizes theories and practice in argumentation and debate including analysis reasoning, organization, evidence, and refutation.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 402 or equivalent and one of the following: SPCH 1311, 1315, 1318, or 1321*

## **SPCH 2341**

### **Oral Interpretation**

This course is an introduction to the study and application of the oral performance of literature with emphasis on preparation and oral reading of various types of literature, exercises in arranging and adapting literature, choral speaking, practice in phrasing, vocal quality, rhythm, and bodily responses. Literature will be analyzed and researched with sensitivity to the sociological, political, and anthropological forces that shaped the literature.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 402 or equivalent and one of the following SPCH 1311, 1315, 1318, and 1321*

## **SPNL 1301**

### **Health Care Spanish**

Development of practical Spanish communication skills for the health care employee including medical terminology, greetings, common expressions, commands, and phrases normally used within a hospital or a physician's office.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 402 or equivalent*

## **TECA 1303**

### **Family, School and Community**

A study of the child in relation to the family, school and community. Topics include parent, education, and participation in the learning process, family and community lifestyles, child abuse, and contemporary family issues. This course includes a minimum of 16 contact hours of field experience with children, infancy through age 12 in varied settings with diverse populations. The course aligns with the State Board for Educators Certification Pedagogy and Professional Responsibilities Standards.

*Lecture Hrs. = 3, Lab Hrs. = 2, Background Check Fee*

*Prerequisite: ENRD 401 or equivalent*

## **TECA 1311**

### **Educating Young Children**

An introduction to the education of young children, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethics, and professional responsibilities, and current issues. The course includes a minimum of 16 contact hours of field experience with children, infancy through age 12 in varied settings with diverse populations. The course aligns with the State Board of Educators Certification Pedagogy and Professional Responsibilities Standards.

*Lecture Hrs. = 3, Lab Hrs. = 2*

*Background Check Fee*

*Prerequisite: ENRD 401 or equivalent*



## **TECA 1318**

### **Wellness of the Young Child**

A study of factors that impact the well-being of the young child, including healthy behavior, food, nutrition, fitness, and safety practices that focus on local and national standards, as well as legal implications of relevant policies and regulations. The course includes a minimum of 16 contact hours of field experience with children, infancy through age 12 in varied settings with diverse populations. The course aligns with the State Board of Educators Certification Pedagogy and Professional Responsibilities Standards.

*Lecture Hrs. = 3, Lab Hrs. = 2*

*Background Check Fee*

*Prerequisite: ENRD 401 or equivalent*

## **TECA 1354**

### **Child Growth and Development**

A study of the principles of normal child growth and development from conception to adolescence. Focus on physical, cognitive, social, and emotional domains of development.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: ENRD 401 or equivalent*

## **TECM 1341**

### **Technical Algebra**

Application of linear equations, simultaneous equations, and quadratic equations relevant to technical occupations.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: READ 300 or equivalent and MATH 310 or equivalent*

## **TECM 1349**

### **Technical Math Applications**

Fundamentals of trigonometry and geometry as used in a variety of technical settings. Topics include the use of plane and solid geometry to solve areas and volumes encountered in industry.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: READ 300 or equivalent and MATH 310 or equivalent*

## **VNSG 1161**

### **Clinical – Licensed Practical/Vocational Nurse Training**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

*Lecture Hrs. = 0, Lab Hrs. = 0, External Hrs. = 6, Insurance Fee*

*Pre/Corequisite: BIOL 2404, (B or better)*

*Corequisite: VNSG 1226, VNSG 1304, VNSG 1423, VNSG 1429*

*Prerequisite: ADM to VN Program*

## **VNSG 1219**

### **Leadership and Professional Development**

Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multidisciplinary health care team, professional organizations, and continuing education.

*Lecture Hrs. = 2, Lab Hrs. = 1, Testing Fee*

*Pre/Corequisite: HITT 1305, VNSG 1227, VNSG 1234, VNSG 1331, VNSG 1360, VNSG 1432*

*Corequisite: VNSG 1330, VNSG 2361, VNSG 2431*

*Prerequisite: ADM to VN Program*

## **VNSG 1226**

### **Gerontology**

Overview of the physical, psychosocial, and cultural aspects of the aging process. Addresses disease processes of aging. Exploration of perceptions toward care of the older adult. This course will run concurrently with VNSG 1429 and VNSG 1432.

*Lecture Hrs. = 2, Lab Hrs. = 0*

*Prerequisite: BIOL 2404 (B or better), VNSG 1423, VNSG 1304, VNSG 1331, VNSG 1227, VNSG 1161*

*Corequisite: HITT 1305, VNSG 1429, VNSG 1234, VNSG 1432, VNSG 1360*

*Prerequisite: ADM to VN Program*

## **VNSG 1227**

### **Essentials of Medication Administration**

General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement.

*Lecture Hrs. = 0, Lab Hrs. = 4*

*Prerequisite: BIOL 2404, (B or better)*

*Corequisite: VNSG 1161, VNSG 1304, VNSG 1331, VNSG 1423*

*Prerequisite: ADM to VN Program*

## **VNSG 1234**

### **Pediatrics**

Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and developmental needs utilizing the nursing process. This course will run concurrently with VNSG 1429 and VNSG 1432.

*Lecture Hrs. = 2, Lab Hrs. = 0*

*Prerequisite: BIOL 2404 (B or better), VNSG 1161, VNSG 1226, VNSG 1304, VNSG 1423, VNSG 1429*

*Pre/Corequisite: HITT 1305, VNSG 1227, VNSG 1331, VNSG 1360, VNSG 1432*

*Prerequisite: ADM to VN Program*

## **VNSG 1304**

### **Foundation of Nursing**

Introduction to the nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness. This course will also include introduction to the principles of nutrition.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: BIOL 2404, (B or better)*

*Corequisite: VNSG 1161, VNSG 1226, VNSG 1423, VNSG 1429*

*Prerequisite: ADM to VN Program*

## **VNSG 1330**

### **Maternal- Neonatal Nursing**

A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the child-bearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium. This course will also include disorders of the female reproductive system.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Prerequisite: HITT 1305, VNSG 1227, VNSG 1234, VNSG 1331, VNSG 1360, VNSG 1432*

*Corequisite: VNSG 1219, VNSG 2361, VNSG 2431*

*Prerequisite: ADM to VN Program*

## **VNSG 1331**

### **Pharmacology**

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: BIOL 2404, (B or better)*

*Corequisite: VNSG 1161, VNSG 1227, VNSG 1304, VNSG 1423*

*Prerequisite: ADM to VN Program*

## **VNSG 1360**

### **Clinical – Licensed practical/Vocational Nurse Training**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

*Lecture Hrs. = 0, Lab Hrs. = 0, External Hrs. = 18, Insurance Fee*

*Prerequisite: VNSG 1161, VNSG 1226, VNSG 1304, VNSG 1432, VNSG 1402, VNSG 1429, BIOL 2404, (B or better) Lecture*

*Corequisite: VNSG 1227, VNSG 1234, VNSG 1331, VNSG 1432, HITT 1305*

*Prerequisite: ADM to VN Program*

## **VNSG 1423**

### **Basic Nursing Skills**

Mastery of basic nursing skills and competencies for a variety of health care settings using the nursing process as the foundation for all nursing interventions.

*Lecture Hrs. = 2, Lab Hrs. = 6, Lab Fee*

*Pre/Corequisite: BIOL 2404, (B or better)*

*Corequisite: VNSG 1161, VNSG 1226, VNSG 1304, VNSG 1429*

*Prerequisite: ADM to VN Program*

## **VNSG 1429**

### **Medical-Surgical Nursing I**

Application of the nursing process to the care of the adult patient experiencing medical-surgical conditions along the health illness continuum in a variety of health care settings. This course will focus on the health care needs of the adult client with disorders of the respiratory, musculoskeletal, genitourinary/male reproductive integumentary, immune systems as well as cancer.

*Lecture Hrs. = 4, Lab Hrs. = 1, Testing Fee*

*Prerequisite: BIOL 2404, (B or better), VNSG 1423, VNSG 1304, VNSG 1331, VNSG 1227, VNSG 1161*

*Corequisite: HITT 1305, VNSG 1226, VNSG 1234, VNSG 1432, VNSG 1360*

*Prerequisite: ADM to VN Program*

## **VNSG 1432**

### **Medical-Surgical Nursing II**

Continuation of Medical-Surgical Nursing I with application of the nursing process to the care of the adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings. This course will focus on the health care needs of the adult patient with disorders of the endocrine, gastrointestinal, nervous, cardiovascular, eye and ear, genitourinary systems, and fluid and electrolytes.

*Lecture Hrs. = 4, Lab Hrs. = 1, Testing Fee*

*Prerequisite: VNSG 1423, VNSG 1304, VNSG 1226, VNSG 1429, BIOL 2404, (B or better), VNSG 1161*

*Corequisite: HITT 1305, VNSG 1331, VNSG 1227, VNSG 1234, VNSG 1360*

*Prerequisite: ADM to VN Program*

## **VNSG 2361**

### **Clinical – Licensed practical/Vocational Nurse Training**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

*Lecture Hrs. = 0, Lab Hrs. = 0, External Hrs. = 15, Insurance Fee, Testing Fee*

*Prerequisite: HITT 1305, VNSG 1227, VNSG 1234, VNSG 1331, VNSG 1360, VNSG 1432*

*Corequisite: VNSG 1219, VNSG 1330, VNSG 2431*

*Prerequisite: ADM to VN Program*

## **VNSG 2431**

### **Advanced Nursing Skills**

Mastery of advanced level nursing skills and competencies in a variety of health care setting utilizing the nursing process as a problem solving tool.

*Lecture Hrs. = 4, Lab Hrs. = 1*

*Prerequisite: VNSG 1227, VNSG 1234, VNSG 1331, VNSG 1360, VNSG 1432, HITT 1305*

*Pre/Corequisite: VNSG 1219, VNSG 1330, VNSG 2361*

*Prerequisite: ADM to VN Program*

## **WLDG 1291**

### **Special Topics in Welder/Welding**

#### **Technologist: Introduction to Gas Metal Arc**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. A study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools/equipment. Instruction in various joint designs.

*Lecture Hrs. = 1, Lab Hrs. = 2*

*Pre/Corequisite: READ 300 or equivalent*

## **WLDG 1312**

### **Introduction to Flux Cored Arc Welding**

An overview of terminology, safety procedures, and equipment setup. Practice in performing T-joints, lap joints, and butt joints using Flux Cored Arc Welding (FCAW ) equipment.

*Lecture Hrs. = 2, Lab Hrs. = 2*

*Prerequisite: READ 300 or equivalent*

## **WLDG 1313**

### **Introduction to Blueprint Reading for Welders**

A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: READ 300 or equivalent*

## **WLDG 1323**

### **Welding Safety, Tool, and Equipment**

An introduction to welding careers, equipment and safety practices, including OSHA standards for industry.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: READ 300 or equivalent*

## **WLDG 1327**

### **Welding Codes**

An in-depth study of welding codes and their development in accordance with structural standards, welding processes, and destructive and nondestructive test methods. Includes API 1104 and ASME, Section IX and B31.3.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: READ 300 or equivalent*

## **WLDG 1337**

### **Introduction to Welding Metallurgy**

A study of ferrous and non-ferrous metals from the ore to the finished product. Emphasis on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machinability, and ductility.

*Lecture Hrs. = 3, Lab Hrs. = 0*

*Pre/Corequisite: READ 300 or equivalent*

## **WLDG 1428**

### **Introduction to Shielded Metal Arc Welding (SMAW)**

An introduction to shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Pre/Corequisite: READ 300 or equivalent*

## **WLDG 1434**

### **Introduction to Gas Tungsten Arc Welding (GTAW)**

Principles of gas tungsten arc welding (GTAW ), including setup, GTAW equipment. Instruction in various positions and joint designs.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: WLDG 1428*

*Pre/Corequisite: READ 300 or equivalent*

## **WLDG 1435**

### **Introduction to Pipe Welding**

An introduction to welding of pipe using the shielded metal arc welding process (SMAW ), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld position 1G and 2G using various electrodes.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: WLDG 2443*

*Pre/Corequisite: READ 300 or equivalent*

## **WLDG 2443**

### **Advanced Shielded Metal Arc Welding (SMAW)**

Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: WLDG 1428*

*Pre/Corequisite: READ 300 or equivalent*

## **WLDG 2451**

### **Advanced Gas Tungsten Arc Welding (GTAW)**

Advanced topics in GTAW welding, including welding in various positions and directions.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: WLDG 1434*

*Pre/Corequisite: READ 300 or equivalent*

## **WLDG 2453**

### **Advanced Pipe Welding**

Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW ) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes.

*Lecture Hrs. = 3, Lab Hrs. = 3*

*Prerequisite: WLDG 1435*

*Pre/Corequisite: READ 300 or equivalent*



# Chapter 7

## THE COMMUNITY AND LEE COLLEGE



## Off Campus Education

To provide quality education to service area residents, Lee College offers educational services for students who find it difficult to attend classes on the main campus. Instructors are selected from full-time faculty, outstanding area educators, and other professional specialists. Off campus classes are held at off-site locations including:

### Lee College Huntsville Center

Lee College provides degrees and certificates through the Texas Department of Criminal Justice-Institutional Division.

### Lee College at the McNair Center on I-10

Lee College offers cosmetology, non-credit health care, and other non-credit classes at the McNair Center located at 3555 I-10 in Baytown. Student services such as counseling, registration, and financial aid are offered on a posted schedule. For a list of classes being offered at the Center, refer to the credit and community education class schedules. For information and schedules for student services offered at the Center, call 281.425.6384.

### Off-Campus Classes

Classes are scheduled at various locations throughout the Lee College service area. Class offerings are based on the needs of each location, available equipment, and enrollment. Refer to the current class Schedule for a list of available classes.

The Center for Workforce and Community Development is located at:

909 Decker Drive  
Baytown, Texas

Office Hours:

Monday-Tuesday	7:30 a.m.-6:00 p.m.
Wednesday	7:30 a.m.-5:15 p.m.
Friday	7:30 a.m.-12:30 p.m.
Phone Number:	281-425-6311
Fax Number:	281-425-6855
Website:	<a href="http://www.lee.edu/workforce">http://www.lee.edu/workforce</a>
Email:	<a href="mailto:workforce@lee.edu">workforce@lee.edu</a>

### Corporate Services

The Center's Department of Corporate Services provides workforce development assistance and customized training for corporate clients throughout the college's service area. Through this department, a highly talented team of staff faculty, external consultants and industry advisors have been

brought together to leverage their expertise and resources in order to advance the region's most important asset, its human capital. To serve the region's highest demand occupations, the Center has cultivated strong partnerships with companies specializing in the petrochemical, maritime and healthcare industries; however, the Center also serves the retail, finance, warehouse/ distribution and hospitality sectors, as well as works to meet the professional development needs of those working within school districts and non-profit organizations.

### Workforce/Industrial Training

The Center's non-credit classes are designed to fulfill specific workforce training needs for individuals interested in developing a skill to be prepared for the high-demand, high-skill and high-paying jobs of today. These classes provide training for a career, including preparation for industry certification where appropriate. Students will master a workforce skill without taking entrance exams or enrolling in college credit courses. Programs vary in length and are offered in a non-traditional format with daytime, evening and weekend options. Programs offered are based on our local industries' immediate need and therefore may vary from semester to semester.

### FOUNDATION™ Certified Training Program

Lee College is home to one of eight FOUNDATION™ Certified Training Programs (FCTP) worldwide. FCTP means that your fieldbus training is taught at a Certified Training Site, by a Certified Instructor, using Certified Curriculum. Through the FCTP program training sites, curriculum, and instructors are all audited to ensure they meet program requirements. Certified training centers are required to maintain multiple FOUNDATION fieldbus hosts and devices onsite in order to demonstrate competence with fieldbus technology. They must also demonstrate to auditors that their course material adheres to set instructional standards.

FCTP ensures that you are working with someone possessing a strong knowledge of Foundation technology principles, a consistent understanding of fieldbus fundamentals and a proven ability to implement fieldbus-based control systems. Beginning automation students are able to identify colleges, universities and other facilities offering a certified Foundation educational curriculum. After graduating, they will be able to present official FCTP certificates to potential employers. Existing automation professionals completing certified courses can expand their job skills and employment value within their companies.

## Fire Science

Fire Science is an increasingly complex profession that is called upon to deliver a myriad of diverse services. Individuals must receive quality training and meet required state standards in order to improve community safety, preparedness, and job performance. Our program helps students acquire the knowledge, skills, and abilities to provide workplace competencies, and safely perform the critical and essential duties assigned.

The City of Baytown Fire Department has partnered with Lee College Community Education to utilize the Baytown Fire Training Facility to offer high-quality emergency response training, instruction to firefighters, and emergency response and safety personnel in fire prevention, suppression, control, and safety.

Through Community Education students will get the educational framework needed to begin a career or move ahead in the challenging career of fire services. As a certified training facility through the Texas Commission on Fire Protection (TCFP) we provide training designed to prepare individuals seeking to advance and become certified. Our program offers low-cost, convenient, online/hybrid courses. All training meets the TCFP standards, qualifications, and curriculum.

## Healthcare Training

Paraprofessionals in the healthcare industry assist doctors, nurses, pharmacists, and other medical professionals in providing patient care and related services in settings such as hospitals, pharmacies, medical labs, health clinics, schools, physician's offices, nursing care facilities, and patient homes. They serve an important role in the healthcare field as they often work directly with patients, but may also assist with administrative duties and record keeping. They help patients feel well-cared for and perform routine tasks such as drawing blood, bathing patients, filling prescriptions, measuring and recording temperatures, blood pressure, and other vital signs. Typically, students enrolled in these courses complete their training within only a few months and can increase their employability by obtaining a certification in their field of study. Some graduates choose to go straight into the workforce, while others continue on in pursuit of a degree in nursing or an allied health field, such as dental hygiene. We currently offer the following courses, several of which have an online option.

- Certified Nurse Aide
- Clinical Medical Assistant
- Dental Assisting
- Dialysis Technician
- EKG Technician
- Medical Administrative Assistant

- Pharmacy Technician
- Phlebotomy Technician
- Veterinary Assistant

## Logistics, Warehouse, and Distributions

The Manufacturing Skill Standards Council (MSSC) Certified Logistics Associate-Certified Logistics Technician (CLA/CLT) covers core competency areas defined by MSSC's skills standards for higher skilled, frontline material handling workers in factories, warehouses, distribution centers and transporters. The CLA is a prerequisite for CLT. Individuals are assessed for two credentials and students who achieve both certifications may be eligible to apply for 3 hours of college credit toward the Associate of Applied Degree in Logistics. Each course delivered through the program corresponds to a major competency area. The MSSC CLA/CLT Training Program consists of two online MSSC courses, with classroom facilitation by an MSSC-Certified Instructor. Successful completion of the CLA/CLT Training Program will be as indicated by documentation that the participant passed the MSSC Certified Logistics Associate Online Assessment and the MSSC Certified Logistics Technician Online Assessment NCCER Core Training

The National Craft Assessment and Certification Program (NCACP) Core Curriculum, presented as the Introduction to Industrial Crafts & Trades, is a prerequisite to all other Level 1 craft curriculum. Its modules cover topics such as Basic Safety, Communication Skills, and Introduction to Construction Drawings.

Completing this curriculum gives the trainee the basic skills needed to continue education in any craft area he or she chooses. NCCER offers a complete series of entry- and journey-level written assessments as part of its National Craft Assessment and Certification Program (NCACP).

These assessments evaluate the knowledge of an individual in a specific craft area. All assessments are based upon the NCCER Curriculum and have been developed in conjunction with industry Subject Matter Experts.

## Career Pilot

Flying for a career or just for fun, our career pilot program is a great way to start. Lee College in partnership with Flying Tigers offers individually tailored flight and ground instruction for students that are interested in pursuing an interest in aviation whether professional or personally. Our program is taught by qualified and experience instructors who will help students achieve their aviation goals. Our program meets the standards of the Federal Aviation Administration (FAA) flight hours for private pilot certification.



## Small Business Development Center

The Lee College Small Business Development Center (SBDC) provides businesses with one-on-one consulting and information assistance to foster economic growth in the community. SBDC works with existing companies and start-up firms, the Lee College SBDC functions in association with the University of Houston, U.S. Small Business Administration, and the area Chambers of Commerce.

SBDC is located in Suite 1110, 1496 San Jacinto Mall near the JC Penney wing in Baytown, TX 77521; Hours of operation: Mon.–Thu.: 7:30 a.m.–5 p.m. and Fri.: 7:30 a.m.–12 p.m.

For More information call SBDC Office: 281.425.6309 Fax: 281.425.6307

## Community Education

Lee College offers more than 500 courses designed to provide non-credit learning opportunities for the public and community. Classes are intended to address the changing needs of the community whether vocational or recreational and may be as short as one session or may continue for a full semester. Courses begin throughout the year and are conducted at a variety of times and locations. Although a few programs have eligibility requirements, Community Education offerings are open to most interested adults regardless of educational background or eligibility for admission to college credit programs. While courses do not apply toward a degree, community education units (CEUs) are available for most workforce courses.

Continuous registration is available weekdays in the Center for Workforce and Community Development. Because these programs are self-supporting, course costs are dependent upon materials and instructor fees.

Community Education offerings can generally be categorized in these areas:

- Career Training
- Online Education
- Computer Technology
- Linked Classes
- Personal Enrichment
- Recreation and Fitness
- Adult Education
- Senior Adult and Travel
- Kids at College

## Career Training

Career Training courses and programs offer professional development opportunities for individuals of all ages in their efforts to develop personally or professionally. Our courses are offered in a traditional classroom setting as well as on-line. They afford students the opportunity to prepare for a career, upgrade current job-related skills, or learn a new skill to enhance their quality of life.

## Continuing Education Unit (CEU)

Many professions and state licenses require community education units (CEUs) by the license holders prior to relicensure. One CEU is 10 contact hours of successful participation/completion in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. CEUs are not substituted for college credit hours, but rather are a means of reporting continuing education achievements. Transcripts listing CEU credits satisfactorily completed are available on request. CEUs are recognized internationally as a measure of substantial professional education and training.

## Online Education

Lee College in partnership with a variety of Educational Online Instruction Centers offers over 300 highly interactive online educational courses and programs from Creating Web Pages to Accounting Fundamentals, Speed Spanish to Grant Writing—and everything in between. Our course offerings are designed to enhance your life, expand your knowledge, as well as provide professional skills required for many in-demand occupations. The affordability and flexibility of our online courses make it easy for students to begin at anytime and anywhere to achieve their desired goals whether personal or professional.

## Computer Technology

Computer technology courses offer hands-on training and practices so students will gain real-world experiences for today's ever-expanding world of technology. Our courses and programs help all students (beginners, intermediate and advanced) achieve the computer concentration and proficiency desired.

## Linked Classes

Linked Classes are academic/credit classes in which Community Education students may register, with the instructor's permission. Enrollment is limited and is on a space available basis. Students are expected to do all the required work, take exams and receive a grade of either Pass or Fail. No college credit hours are earned. Linked Classes start and end with the credit class schedule. NO LATE REGISTRATION once credit classes begin. NO EXCEPTIONS.

## Personal Enrichment/Recreation & Fitness

Personal enrichment courses provide adults with opportunities to enhance the quality of their lives through vocational activities. Courses are tailored to meet the expressed needs of the community and are based upon the philosophy that adults continue to develop intellectually, socially, and aesthetically throughout their lives. Course selections include personal development, arts and crafts, cooking, music, languages, physical fitness, and recreation.

## Adult Education Program

Adult education courses assist adults in acquiring basic skills and are offered as a public service. Areas of study include English as a Second Language (ESL), Adult Basic Education (ABE), and Adult Secondary Education (ASE). English as a Second Language (ESL) is for adults whose primary language is not English. Adult Basic Education (ABE) is for those adults requiring basic skills in reading, writing, and math on the first through eighth grade levels. Adult Secondary Education (ASE), formerly GED, courses are for those who did not receive a high school diploma and need assistance preparing to take the test to earn a certificate of high school equivalency. Classes in each area are regularly scheduled throughout the year. For information about class schedules and times, call the Adult Learning Center at 281.425.6536. Information about GED testing can be obtained from the Lee College Counseling Center at 281.425.6384.

## Senior Adult and Travel

The Senior Adult Program offers bi-monthly (September through May) programs of interest to senior citizens in the colleges service communities. Day trips to cultural, historical, and fascinating attractions in Houston and the surrounding area are also offered. The program also co-sponsors the Annual Baytown Area Senior Olympics, holiday parties, and travel. Travel opportunities have included Italy, Alaska, Ireland, and Mexico. Participation in any of these activities is open to anyone over the age of 50.

A newsletter, FOCUS, is made available several times a year. To be included on the mailing list, please contact the Center for Workforce and Community Development.

## Kids at College

Lee College offers summer camps and courses for children ranging in age from kindergarten to high school. Combining classroom, hands-on activities, outdoor and field trip experiences with an emphasis on enjoying the learning process, the Kids at College program provides students with the opportunity to learn in a college setting. Camp offerings include volleyball, basketball, tennis, computer technology, bowling, math, arts and crafts, Energy Venture, and career exploration, courses and workshops.

# Community Services

## Minority Access Committees

Since 1986, two volunteer organizations, the Hispanic and the Black Educational Access and Completion Committees (HEACC and BEACC), have worked under the leadership of Lee College to coordinate programs designed to encourage Hispanics, African-Americans, and other under-represented groups pursue an education.

These nationally-recognized committees are dedicated to providing services and activities that encourage educational access to anyone and conduct programs which preserve the heritage of each culture.

Events and programs have included bilingual college planning seminars, financial aid workshops, receptions honoring educators, graduation programs for Hispanic and African-American high school seniors, cooperative programs with other service area organizations and churches, fundraising and scholarship activities, elementary and junior high school tutoring and motivational programs, writing and poster contests, and observance and celebrations of respective holidays.

## Wellness Center

The Lee College Wellness Center is located in the Wellness Center and Sports Arena on the Lee College campus.

## Eddie V. Gray Wetlands Education and Recreation Center

Located on the banks of Goose Creek across from Robert E. Lee High School on Market Street in Baytown, the Eddie V. Gray Wetlands Education and Recreation Center is operated by the City of Baytown, Lee College, and the Goose Creek School District. The center features 5,000 square feet of meeting rooms and laboratory space, as well as 9,000 square feet of open space for the growing of fish and plants and the building of environmental projects. Meeting rooms and the laboratory feature an eight-station computer lab and a teachers' library.

Canoeing, water and boat safety, fly-fishing, and country western line and jitterbug dance classes are examples of the many short-term Lee College Community Education courses offered at the Center.

## **Lee College TRiO Educational Opportunity Center (EOC)**

Located in the Sears wing of San Jacinto Mall, the EOC provides eligible students with services including one-on-one counseling sessions, career and academic advising, assistance with college admission and financial aid applications, assistance with course selection, childcare information, academic counseling, tutoring referrals, and GED information. In order to receive these services, an adult must be a U.S. citizen or permanent resident, age 19 or older, and plan to attend college.

The EOC is open Monday - Thursday, 8 am to 7 pm and Friday, 8 am to 12:30 pm. Counseling sessions are available by appointment and Walk-Ins are welcome. All services are free.

For additional information, call 832.556.4506 or visit [www.lee.edu/eoc](http://www.lee.edu/eoc).

## **Student Career and Employment Services**

Student employment services are offered to current and former students. See page 37 for more information.

## **Performing Arts Center**

Constructed over a two-year period, the \$2 million, 57,900-square-foot Lee College Performing Arts Center continues to provide for the cultural enrichment of the local community.

The only facility of its kind in East Harris County, the Performing Arts Center is equipped with industry standard theatrical light and sound systems, drapery systems, an orchestra shell, and other state-of-the-art equipment. The building features the Lisa H. Urban Grand Foyer, the Melva Johnson Black Box Theatre, a 700-seat main theatre with proscenium stage, and various practice and performance halls.

## **About Lee College**

In 1931, the Board of Trustees of the Goose Creek Independent School District identified the need to establish a junior college dedicated to providing educational opportunities to students who could otherwise not afford it. In 1934, they established the Lee Junior College of Goose Creek, Texas.

One hundred seventy-seven students enrolled in the inaugural session. By 1935, enrollment increased 33 percent, bringing the total student population to 236. That same year, the college held its first commencement exercises. Four women, Juanita Barrington (Mrs. David Holm), Byrtis Avey (Mrs. Elmer Brinkley), La Del Payne (Mrs. Barney Hillard), and Hudnall Spence (Mrs. Robert Southwick) received diplomas.

Recognizing the need for both, a strong academic curriculum and a comprehensive technical/vocational curriculum, the founders of the college established the Robert E. Lee Vocational Institute, Vocational Division of Lee Junior College. No college credit was given for work in the institute until 1941 and it did not become an integral part of the college until 1945, following a two-year period when no technical/vocational courses were offered.

By the mid-1940s, the administration and faculty of the college had become increasingly aware that the college needed its own governing board. In 1945, Walter Rundell, one of the original faculty members, became Dean of Lee College. Dean Rundell became the guiding force behind major developments for the two decades which followed.

In 1948, the college's name was changed to Lee College. That same year, Lee College gained accreditation from the Southern Association of Colleges and schools. The Association urged Lee College to develop a campus facility separate from the high school.

A successful bond election in 1949 led to the completion of the first two buildings – the Administration Building and the Gymnasium. The college moved to the new campus in 1951. Following the move to a separate campus, the growth of the college exceeded the expectations of its leaders and plans for additional buildings were accelerated. A Liberal Arts Building (now John Britt Hall) was added in 1958. By 1961, the campus had doubled in size. The Library was completed and the Gymnasium expanded in 1962. Construction of Moler Hall, Technical Vocational Building One, and Bonner Hall soon followed.

Under the leadership of Dean Rundell, Lee College successfully separated from the local public school district in 1965. On August 18, 1965, Lee College's first Board of Regents, appointed by the public school board, and assumed governance of the College.

In 1966, the College, under the leadership of Dean Rundell and George Beto and in cooperation with the Texas Department of Corrections, began a program of courses in the state's prison system. This program has grown from an initial enrollment of 182 students to a current enrollment of more than 1,000 students.

In 1966, Dr. Richard Strahan became the first full-time president of Lee College. Since the separation from the local public school district, the college has had nine presidents:

Dr. Strahan	1966 -1971
Dr. Raymond Cleveland	1971 - 1973
Dr. Jim Sturgeon	1973 - 1976
Dr. Robert Cloud	1976 - 1986
Dr. Vivian B. Blevins	1986 - 1991
Dr. Jackson N. Sasser	1992 - 2001
Dr. Martha M. Ellis	2002 - 2008
Dr. Michael Murphy	2009 - 2012
Dr. Dennis Brown	2012 - present

The Lee College Foundation was established in 1968. A non-profit dedicated to providing scholarship to deserving Lee College students, the Foundation has a current portfolio balance of more than \$6.5 million and awards more than 200 scholarship each year. In 1969, Lee College, in cooperation with two Liberty County School districts, began offering courses in Liberty and Dayton.

In 1972, course offerings were expanded to include community education courses, as well as the senior adults program. These community-oriented, short-term courses have experienced a dramatic growth in popularity and are further evidence of the flexibility of the community college concept.

In 1986, Lee College partnered with San Jacinto Mall to offer programs and services to constituents outside the College's service area. That same year, the Friends of Lee College, a group of volunteers dedicated to funding and supporting college educational programs, was also established. Under the leadership of John B. Tucker, this group raised more than \$2 million to support programs and facilities improvements.

A focus on local economic development leads to the establishment of the Small Business Development Center in 1987. Additionally that year, Lee College began instituting new industrial programs and revising existing curriculums in an effort to respond to the needs of local industries.

In 1987 the college instituted an agreement with the University Of Texas School Of Nursing in Galveston, enabling registered nurses the opportunity to pursue a Bachelor of Science Degree in Nursing.

A successful bond election in 1988 enabled the college to initiate a construction program featuring a new science building, a lecture hall, and major renovations to several campus facilities.

The 711 West Texas property, acquired in 1990, was renovated to house a performing and fine arts complex in addition to an allied health suite named the McNulty-Haddick Complex, in honor of Alma Haddick and her husband Luther.

In February 2000, local voters passed a \$20 million bond election to build a new advanced technology center/library, a completely renovated gymnasium and newly constructed sports/wellness complex. Other renovations and additional parking were also included.

Today, more than 13,000 Lee College students are enrolled in academic, technical education and non-credit continuing education programs each semester. Basic education is available for those seeking to improve skills in reading, writing, mathematics, and language, in addition to a nationally-acclaimed honors curriculum.

## Lee College Setting and Facilities

Lee College is a public community college, located in Baytown, Texas, approximately thirty miles east of Houston.

The college is situated on an attractive 40-acre campus. The buildings are complemented by lighted tennis courts, a sports complex including an arena and a multi-generational wellness center with racquet ball courts and a heated swimming pool, an Advanced Technology Center and Library, a Performing Arts Center (PAC), and McNair Center.

Located at the center of campus, Moler Hall houses the admissions office, counseling center, college bookstore, financial aid, cashier, and snack bar. A 25,000-square-foot newly renovated Student Center provides meeting space for student organizations and recreational and study areas, as well as a Cyber Café with gourmet coffee and Internet access.

Lee College is the only two-year (community) college in the country with a Fieldbus Center.

# Lee College Personnel

## **ADAMS, Dale**

*Faculty, English & Humanities*

B.S., B.A., M.A., University of North Texas

Ph.D., University of Texas, Austin

## **AGUILAR, Frederick**

*Counselor*

B.S.W., University of Texas at El Paso

M.S.W., University of Texas at Austin

## **ALLEN, Kelly**

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B.A., University of Chicago

M.L.I.S., University of Texas at Austin

## **ALLEN, Paul**

*Division Chair, Academic Studies HC/LC*

*Faculty, Business Management HC/LC*

B.B.A., M.B.A., Sam Houston State University

## **ALLEN, Tracy**

*Director Nursing, Faculty, ADN Nursing*

*Faculty, ADN Nursing*

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B.S.N., M.S.N., Texas Tech University Health Sciences Center

FNP-University of Massachusetts-Boston please confirm

Licensed Registered Nurse

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*Instructional Designer Specialist, H.S.I. STEM Grant*

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## **ARAMBURO, Daisy**

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M.S.N., University of Alabama, Birmingham

Registered Nurse

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## **BERGVALL, Christina**

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M.M., University of Houston

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## **BRITTON, Tonya**

*Director, Corporate Services*

B.S., University of Minnesota

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M.S., Massachusetts Institute of Technology  
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# Glossary

Colleges use many words in special ways. This alphabetical list explains those special meanings used in this catalog and by the Lee College staff.

**Academic probation** – describes the situation that occurs when a student’s grade average falls below a C– (2.0 grade point average). The student must raise that average in the next semester or withdraw from the college.

**Academic Suspension** – failure to maintain or achieve the minimum cumulative GPA required. A student placed on suspension will be dismissed from the college for a specific period of time, usually one semester.

**Accredited** – having the official approval for college programs and/or degrees by various groups. This approval gives Lee College students many benefits, including the ability to transfer credits to other colleges and universities.

**Accuplacer** – Lee College’s state-approved test to determine college readiness for TSIA standards.

**Add** – enrollment in a course after registration. An official form must be completed in the Admission Office.

**Admission** – steps that students follow before attending classes at a college.

**Alien** – a student who is not a citizen of the United States.

**Alumni** – graduates of a college or university.

**American College Test (ACT)** – one of the several tests used as a part of college entrance requirements. Lee College does not require the ACT.

**Applied Science (Technical)** – the Applied Science Division includes a wide variety of highly technical credit courses and degree and certificate programs designed to meet the needs of students who seek employment. Some applied science courses are transferable to university-level study.

**Articulation** – an agreement between two institutions whereby students receive credit for prior education.

**Assessment** – the process of discovering the strengths and weaknesses in students’ school backgrounds in order to place students in courses in which they can succeed.

**Associate Degree** – general name for any one of the degrees offered by a community college. Lee College offers Associate of Arts (AA), Associate of Applied Sciences (AAS), and Associate of Science (AS) Degrees.

**Associate Degree (ADN)** – an Associate of Applied Science Degree (AAS) that permits students to take the National Test for Registered Nurses (RN).

**Associate of Applied Science** – the Associate of Applied Science Degree (AAS) provides the student a degree in a chosen technical major and is intended for students who plan to enter the workforce upon program completion.

**Associate of Arts** – the Associate of Arts Degree (AA) provides the student the opportunity to obtain the first two years of college credits toward a four-year Baccalaureate degree.

**Associate of Arts in Teaching** – the Associate of Arts in Teaching (AAT) degree provides students the opportunity to obtain the first two years of college credits toward a four-year Baccalaureate degree in Education.

**Associate of Science** – the Associate of Science degree (AS) provides the student the opportunity the first two years of college credits toward a four-year Baccalaureate degree.

**Audit** – enrollment in a credit class for no credit.

**Bachelor Degree** – formal name for a four-year college degree; examples include the Bachelor of Arts (BA) and the Bachelor of Science (BS). An Associate degree (two-year degree) is the highest degree offered at Lee College.

**Calendar** – the schedule of dates for official college activities.

**Capstone Course** – a comprehensive course taken during a student’s last semester that demonstrates program mastery.

**Catalog** – official annual college publication containing information about its regulations, requirements, policies, and procedures. The catalog includes general information, admissions information, general academic regulations, general non-academic information, financial aid and scholarship information, and educational programs of study.

**Certificate of Completion and Certificates** – programs of study up to 59 credits designed for entry-level employment or knowledge upgrade.

**College-level Courses** – all credit courses offered by Lee College. Note that developmental courses have a three digit course number.

**Commencement** – a graduation ceremony in which colleges and universities award certificates and degrees to students.



**Community College (Junior College)** – a two-year college is also known as a community college. Most often, community colleges offer associate degrees, certificates, and courses for transfer to universities.

**Complete Withdrawal** – this is the process of withdrawing from all classes after registration. See drop.

**Concurrent or Dual Enrollment** – system whereby a student takes a course at one institution and receives credit at more than one institution.

**Community Education** – courses offered for non-credit; may or may not offer Community Education Unit (CEUs).

**Core Courses** – those general education courses that degree plans require; for example, English 1302, History 1301, etc. Also referred to as core curriculum.

**Course** – work accomplished in a class during a semester or term. Each course successfully completed adds a certain number of semester hours of credit to a student's transcript.

**Course Load** – total number of semester hours that a student takes during a semester.

**Course number** – the course number identifies each course with a prefix that designates the subject area and a number that designates that particular course; for example, HUMA 1301. Developmental courses have three digit numbers.

**Course Waiver** – official permission to omit one course in a degree plan.

**Credit** – see Semester Credit Hour.

**Credit Courses** – courses taken for credit that accumulate toward a college degree or certificate.

**Credit hour** – see Semester Credit Hour.

**Curriculum (plural form curricula)** – courses of study offered by a college or the particular course of study of a department or a class.

**Dean** – an administrator of the college who has responsibility for a particular area.

**Degree plan** – series of courses laid out for an individual student's degree.

**Degree program** – courses required to complete a particular degree. These are listed under each particular program of study.

**Developmental Courses** – courses designed to help prepare students for college-level coursework. These courses cannot be applied to certificates or degrees at Lee College or transferred to other institutions.

**Distance Education (DE)** – a course in which a majority (more than 50 percent) of the instruction occurs when the student(s) and instructor(s) are not in the same place. Two categories of distance education courses are defined as: Fully Distance Education and Hybrid/Blended.

**Drop** – withdrawal from a particular course. See the Student Services chapter for an explanation of the Lee College drop policy.

**Early Registration** – the period in which students can register for next semester classes prior to the end of the current semester (see the calendar for dates).

**Electives** – a course selected by the student that is optional to the degree or certificate plan.

**Extension Courses** – classes taught at another location other than the main campus.

**Extracurricular Activities** – activities outside the classroom that contribute to a well-rounded education. They can include activities such as intramural sports, clubs, organizations, student government, and recreational and social events.

**Faculty** – the faculty is composed of all people who instruct classes on a college campus.

**Fees** – charges other than tuition costs, such as student activity fees and specific course fees.

**Field of Study** – courses that will satisfy lower-division requirements for a baccalaureate degree in a specific academic area.

**Financial Aid** – the money available to help students attend college.

**Full-time Student** – a student who is taking 12 or more semester hours in any fall or spring semester.

**Fully Distance Education Course** – a course which may have mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review, or an in-person test.

**Grade point Average (GPA)** – overall average of student’s grades. Divide the number of semester hours attempted into the grade points accumulated.

**Gulf Coast Intercollegiate Conference (GCIC)** – competition among Gulf Coast colleges in music and intramurals.

**Hazelwood Act** – money available from the state of Texas for the education of Texas veterans.

**Honors program** – a program designed to provide students with an enriched intellectual experience. Students interested in honors classes should contact the honors coordinator.

**Hybrid/Blended Course** – a course in which a majority (more than 50 percent but less than 85 percent) of the planned instruction occurs when the student(s) and instructor(s) are not in the same place.

**In-District** – the area around a community college that is part of the taxing district for that college. Tuition is lower for in-district residents (see tuition schedule).

**Incomplete (I)** – the grade given when illness or some other serious cause prevents a student from completing the requirements of a course during that semester.

**Individualized Class (Self-paced Instruction)** – classes in which students complete the requirements on their own time, under the direction of an instructor and outside the classroom setting.

**Intramural** – activities that provide competition within the college rather than between two colleges.

**Long Term** – semesters consisting of 16 or more weeks, i.e., Fall and Spring semesters.

**Lyceum** – a series of Lee College cultural programs offered to students and the community.

**Major/Minor** – student’s chosen field of study; it usually requires the successful completion of a specified number of credit hours. A minor is a secondary field of study requiring fewer hours.

**Mentor** – faculty or staff member who serves as a contact for college students who are enrolled for the first time.

**Needs Analysis** – process to determine a student’s eligibility for financial aid.

**Non-Credit Status (NC)** – the designation given to students who do not wish to receive credit for a course. The student receives a grade of NC.

**Non-Traditional Student** – an adult student for whom several or many years have passed between his or her previous education and the start or continuation of a college program. “Non-traditional” may also refer to any student who is not the traditional 18-year-old high school graduate (e.g., a single parent, a GED graduate, or a part-time student who works full-time).

**Out-of-District** – the area outside of the taxing district for a community college. Tuition is higher for out-of-district students.

**Overload** – additional courses over the usual 18 hours permitted.

**Pell Grant** – money given by the federal government for tuition and books for students who demonstrate financial need.

**Placement** – the process of discovering students’ strengths and weaknesses and placing them in courses that fit their abilities and backgrounds.

**Plagiarism** – use of the words or thoughts of an author without giving that author credit. While most students’ plagiarism is unintentional, it is a serious offense. Students should consult their instructors regarding this issue.

**Prerequisite** – courses or skills required as background for college-level courses.

**Program** – plan of study which, when completed, results in a degree or certificate.

**Registration** – process of signing up for particular classes and paying fees. Registration is necessary every semester before attending classes.

**Remediation** – process of assisting the student develop the basic skills required for college work. See Developmental Courses.

**Resident** – a student who has lived in Texas for at least one year prior to the date of registration.

**Resignation** – the process of withdrawing from all classes during a semester.

**Schedule of Classes** – a list of courses with sections, semester credit hours, room numbers, times, days, and instructors for the semester, published prior to registration for each semester.

**Scholastic Aptitude Test (SAT)** – one of several tests whose scores are used as part of a college’s entrance requirements. Lee College does not require the SAT.

**Section** – a particular class. On the class schedule the number that follows the decimal point is the section number. It separates that class from all others with the same course number.

**Semester Credit Hour (SCH)** – the customary unit of measure for counting college credit. Classes which meet three hours per week in long semesters usually have three credits. For courses offered by Lee College, the second digit of the course number is the number of credits associated with the course. Three digit numbers do not award college credit, i.e., READ 300.

**Semester (Term)** – the period of time during which classes are offered is called a semester. For example, the semester system consists of a Fall (August - December) semester, a Spring (January - May) semester, and a Summer (June - August) semester. At Lee College, and at some other colleges and universities, there are often intersession terms or semesters (during the Christmas holidays, for example). See the current class schedule for exact dates.

**Senior College** – a college or university that offers a bachelor degree or above.

**Short Term** – semesters consisting of less than 16 weeks, i.e., summer semesters.

**Sophomore** – student who has earned at least 30 credit hours toward a degree or certificate.

**Student Assistant** – part-time (no more than 19.5 hours per week) work on campus. The pay rate is minimum wage.

**Student Service Fee** – the money that all students pay to support student publications, organizations, and activities.

**Syllabus** – a description of a college course including its title, course number, required text(s), stated objectives, and requirements.

**Transfer Student** – a student who applies credit earned from one college or university to a program at another. For example, many Lee College students transfer to a four-year college or university.

**Transcript** – record of courses attempted and grades earned. Individuals may obtain a copy of their transcript from the Admissions and Records Office.

**Tuition** – the basic charge per semester hour for college courses.

**Withdrawal** – see Drop.

**Work Study** – college work study is a program that allows students with documented financial need to apply for part-time (no more than 19.5 hours per week) employment on campus. The pay is minimum wage.

# Campus Contacts

**Counseling 281.425.6384**

**Switchboard 281.427.5611**

<i>Subject</i>	<i>Contact</i>	<i>Telephone Number</i>
Adding or Dropping a Class .....	Admissions Office .....	281.425.6393
Academic Curricula .....	Dean, Academic Studies .....	281.425.6445
Admissions Information .....	Admissions Office .....	281.425.6393
Advanced Placement .....	Counseling Center .....	281.425.6384
Allied Health .....	Allied Health Office .....	281.425.6477
Athletics .....	Kinesiology, Athletics & Wellness .....	281.425.6487
Black Ed. Access Committee (BEAC) .....	College Relations Office .....	281.425.6260
Books and Supplies .....	Bookstore .....	281.425.6360
Business Matters .....	Business Office .....	281.425.6324 or 281.425.6317
Career Counseling .....	Counseling Center .....	281.425.6384
Change of Major .....	Admissions Office .....	281.425.6393
Change of Name or Address .....	Admissions Office .....	281.425.6393
Child Care .....	Baytown Childcare Center .....	281.427.2507
Class Schedules .....	Counseling Center .....	281.425.6384
Community Education .....	Community Education Office .....	281.425.6311
Cosmetology .....	Cosmetology Office .....	281.425.6286
Counseling/Advising Services .....	Counseling Center .....	281.425.6384
Credit by Examination .....	Admissions Office .....	281.425.6393
Degree Requirements .....	Admissions Office .....	281.425.6393
Disability Services .....	Counselor-Students with Disabilities .....	281.425.6384
Distance Education .....	DE Coordinator .....	281.425.6495
Drama/Music .....	Visual & Performing Arts Division .....	281.425.6821
Dual Credit .....	Dual Credit Coordinator .....	281.425.6434
English .....	Division Chair .....	281.425.6417
Evaluations of Transcript Credit .....	Admissions Office .....	281.425.6393
Financial Aid .....	Financial Aid Office .....	281.425.6389
Graduation Requirements .....	Admissions Office .....	281.425.6393
Hispanic Ed. Access Committee (HEAC) .....	College Relations Office .....	281.425.6563
Honors Program .....	Honors Coordinator .....	281.425.6438
I.D. Cards .....	Bookstore .....	281.425.6360
International Student Services .....	Admissions Office .....	281.425.6393
Job Placement .....	Student Career & Employment Office .....	281.425.6572
Library .....	Library .....	281.425.6379 or 800.261.9556
Lost & Found .....	Security .....	281.425.6475
Instructional Media Assistance .....	My LC Helpdesk .....	281.425.6952
Minority Access Committee .....	College Relations Office .....	281.425.6260
Nursing .....	Nursing Office .....	281.425.6229

Parking .....	Security .....	281.425.6475
Project Leeway .....	Special Populations Office .....	281.425.6559
Publicity & Publications .....	College Relations Office .....	281.425.6563
Recruitment .....	Student Affairs .....	281.425.6260
Registration .....	Admissions Office .....	281.424.6393
Residency Issues .....	Admissions Office .....	281.425.6393
Scholarship & Loans .....	Financial Aid Office .....	281.425.6389
Small Business Development Center .....	Director of SBDC .....	281.425.6309
Student Activities/Organizations .....	Student Activities Director .....	281.425.6861
Student Congress .....	Student Activities Director .....	281.425.6861
Testing & Placement .....	Counseling Center .....	281.425.6384
Technical Curricula .....	Dean, Applied Science .....	281.425.6445
Transcript Request .....	Admissions Office .....	281.425.6395
Tuition & Fees .....	Business Office .....	281.425.6321 or 281.425.6322
Use of College Facilities .....	Coordinator of Facilities .....	832.556.4031
Veterans' Affairs .....	Veterans Center .....	832.556.4300
Waiver of Course .....	Admissions Office .....	281.425.6393
Wellness Center .....	Arena .....	281.425.6271
Wetlands Center .....	Community Education .....	281.425.6311
Withdrawal from College .....	Adm. Office/Counseling Center .....	281.425.6393 or 281.425.6384
Workforce .....	Workforce/Industrial Training .....	281.425.6478 or 281.425.6460

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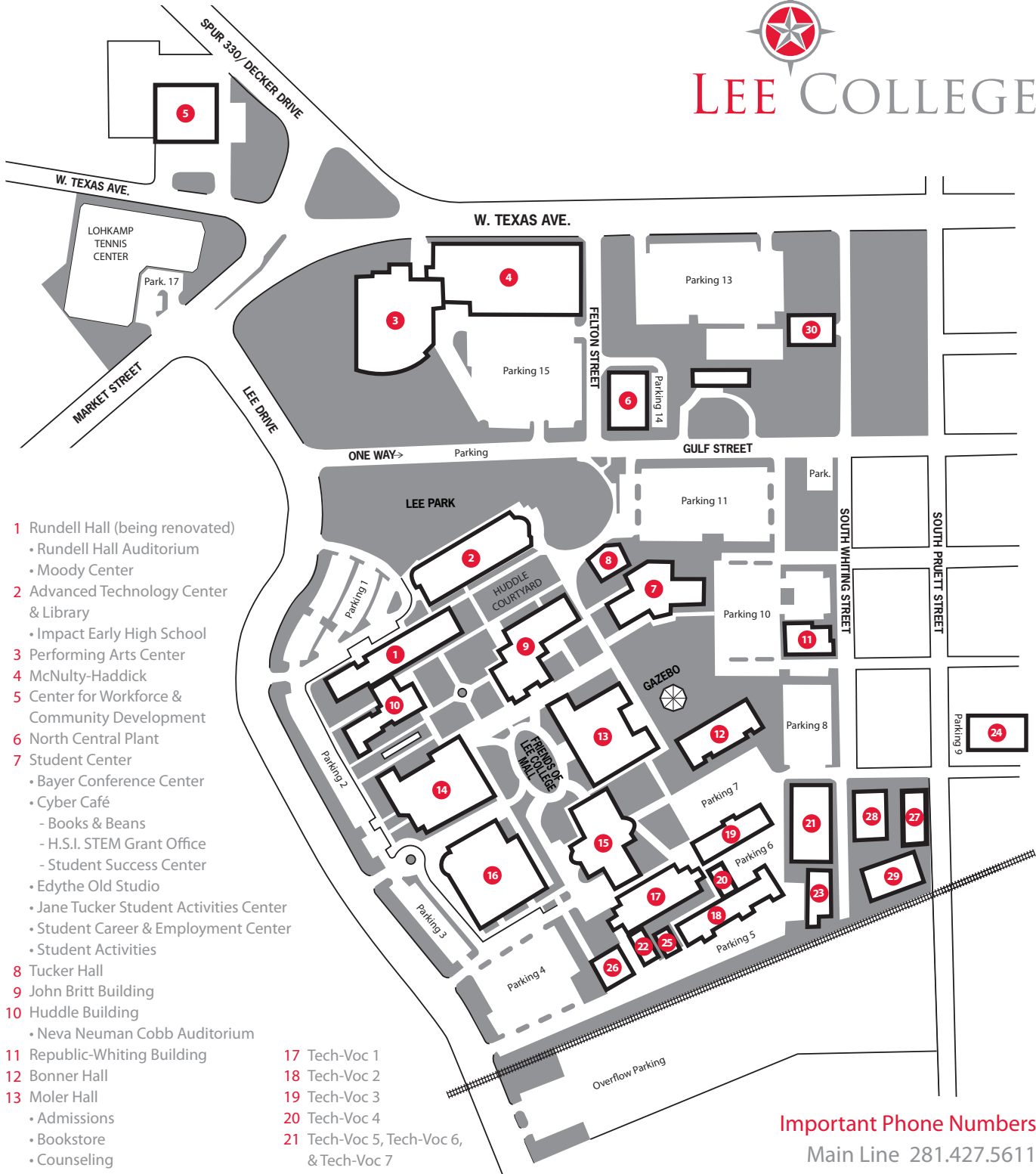
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# LEE COLLEGE



- 1** Rundell Hall (being renovated)
  - Rundell Hall Auditorium
  - Moody Center
- 2** Advanced Technology Center & Library
  - Impact Early High School
- 3** Performing Arts Center
- 4** McNulty-Haddick
- 5** Center for Workforce & Community Development
- 6** North Central Plant
- 7** Student Center
  - Bayer Conference Center
  - Cyber Café
    - Books & Beans
    - H.S.I. STEM Grant Office
    - Student Success Center
  - Edythe Old Studio
  - Jane Tucker Student Activities Center
  - Student Career & Employment Center
  - Student Activities
- 8** Tucker Hall
- 9** John Britt Building
- 10** Huddle Building
  - Neva Neuman Cobb Auditorium
- 11** Republic-Whiting Building
- 12** Bonner Hall
- 13** Moler Hall
  - Admissions
  - Bookstore
  - Counseling
  - Financial Aid (Belle Suite)
  - Testing
  - Veterans Center
  - Rebel Roost
- 14** Gymnasium
  - Benny Moskowitz Natatorium
- 15** • Fitness Center
- 16** Gray Science Building
  - Sports Arena & Wellness Center
  - VIP Conference Room
- 17** Tech-Voc 1
- 18** Tech-Voc 2
- 19** Tech-Voc 3
- 20** Tech-Voc 4
- 21** Tech-Voc 5, Tech-Voc 6, & Tech-Voc 7
- 22** Tech-Voc 8
  - Cosmetology
- 23** Tech-Voc 9
- 24** Tech-Voc 10
- 25** Pilot Plant
- 26** South Central Plant
- 27** Physical Plant
- 28** Transportation
- 29** Shipping & Receiving
- 30** Adult Learning Center

### Important Phone Numbers

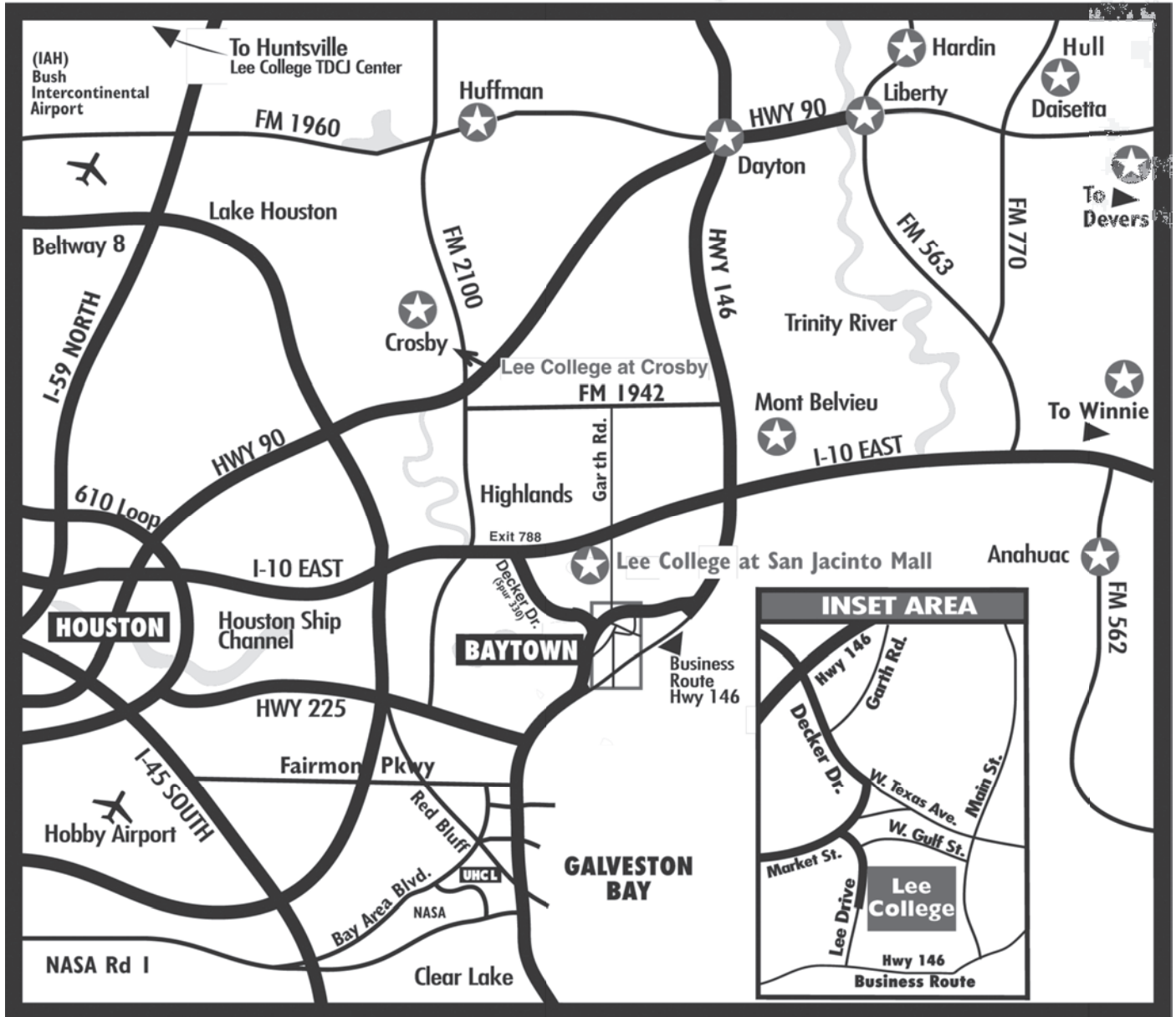
- Main Line 281.427.5611
- Admissions & Records 281.425.6393
- Community Education 281.425.6311
- Counseling 281.425.6384
- Financial Aid 281.425.6389
- Campus Tours 281.425.6260
- Information Desk 281.425.4031

aa/eo 02/14

# Service Area Map

TDCJ - Texas Department of Criminal Justice

★ Lee College Service Area School Districts and Extension Sites



Lee College McNair Campus at I-10 .....	281.425.6287
Weekend College .....	281.425.6384
Admissions .....	281.425.6393
Admissions Fax .....	281.425.6831
Counseling .....	281.425.6384
Financial Aid .....	281.425.6389
Switchboard .....	281.427.5611

Lee College does not discriminate on the basis of gender, race, color, age, religion, national origina, or veteran status.

