Lee College/Huntsville Center Catalog
Academic Year 2014 – 2015

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

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

This catalog goes into effect the first day of the fall semester 2014.
Mission Statement
Lee College serves as a focal point for the development of educated, gainfully employed, and socially aware residents of our local community.

Vision Statement
Providing knowledge and skills to successfully navigate the modern world.

Goals and Outcomes

Learner Success:
Enable success among all learners
• Improve persistence of all students to completion of their educational intent
• Enrich learning through accessible and relevant experiences
• Enhance student engagement through learner support

Community Enrichment:
Advocate cultural and economic diversity
• Build bridges from education to employment
• Make Lee College the preferred provider for training and workforce partnerships
• Strengthen cultural initiatives that promote an enlightened community

Employee Success:
Model persistence, completion, and excellence in learning
• Support professional development opportunities for faculty, staff, and administration
• Recognize and reward employee excellence
• Model safety in the work environment

Institutional Effectiveness:
Foster a culture of adaptability and continuous improvement
• Employ assessment processes that direct action for improvement
• Foster transparency in data analysis and decision making
• Implement technology to effectively improve educational and operational processes and promote sustainability

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

For information regarding student rights or grievance procedures, refer to Chapter 2 and 3 of this catalog or contact the Office of the Dean of the Huntsville Campus, Lee College, 168 Colonel Etheridge Blvd., Huntsville, TX 77340 or call 936.291.0452.

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

Para información acerca de los derechos de los estudiantes o del procedimiento de quejas, refiérase al capítulo 2 de este catálogo o póngase en contacto con la oficina del Decano Huntsville Campus, Lee College, 168 Colonel Etheridge Blvd., Huntsville, TX 77340 or call 936.291.0452.
# Table of Contents

Faculty and Administrative Personnel .......................................................... 3

Chapter 1 **ADMISSION TO LEE COLLEGE** ................................................. 5  
Description (TDCJ Policy) ................................................................. 6  
TDCJ College Admission Policy ......................................................... 7  
Post Degree Program Participation ..................................................... 7  
Technical Program .............................................................................. 8  
Transfer Students (LCHC only) ........................................................... 9  
Texas Success Initiative (TSI) Plan ..................................................... 9  
Counseling and Advising Services ..................................................... 11  
Degree Plans (TDCJ Policy) ............................................................... 11  
Transfer of Courses to Universities .................................................. 12  
Student Financial Aid ......................................................................... 12  
Tuition and Fees .................................................................................. 12  
Administrative Tracking of Students for Reimbursement ................. 13

Chapter 2 **STUDENT SERVICES** ............................................................... 15  
Student Rights and Responsibilities .................................................. 16  
Information Regarding Classes ....................................................... 16  
Graduate Guarantee Program ............................................................ 16  
Transfer Dispute Resolution ............................................................. 16  
Academic Honesty .............................................................................. 17  
Academic Honesty Code .................................................................... 17  
Policies Regarding Credit, Grades, Student Records, and Graduation 18  
Evaluation of Transfer Credit ............................................................... 19  
Academic Fresh Start .......................................................................... 19  
Academic Probation and Suspension ................................................ 20  
Class Attendance ................................................................................. 20  
TSI Requirements ................................................................................. 21  
Credit by Examination ........................................................................ 21  
Transcripts Request ............................................................................ 22  
Name Change ....................................................................................... 22  
Grade Change Policy ........................................................................... 23  
Graduation Requirements .................................................................... 23  
Course Numbering System ................................................................. 24

Chapter 3 **DEGREES AND CERTIFICATES** ............................................... 25  
Associate Degrees ............................................................................... 26  
Certificates of Completion .................................................................... 27  
Lee College Degree and Certificate Listing .................................... 28  
General Education Requirements for AAS Degrees ....................... 29  
Degrees and Certificates Offered ....................................................... 30

Chapter 4 **COURSE DESCRIPTIONS** ......................................................... 39

Chapter 5 **ABOUT LEE COLLEGE AND THE HUNTSVILLE CENTER** ...... 53  
History of Lee College ......................................................................... 54  
Huntsville Center .................................................................................. 54
Faculty and Administrative Personnel

Allen, Paul
 Faculty, Business
AAS, Navarro College
BBA, MBA, Sam Houston State University

Coleman, Melvin
Faculty, Truck Driving
BS, Sam Houston State University

Gibbs, Miecillena
Faculty, Microcomputer Applications
BS, Sam Houston State University

Harrell, Jimmy
Faculty, Truck Driving
BBA, Texas A&M University

Hunziker, Brian
Faculty, Advanced Culinary Arts
AAS, Art Institute of Houston

King, Sidney Eugene
Faculty, Auto Mechanic
AA, Western International University

Knuppel, Wayne
Faculty, Welding
AA, Wharton County Junior College
BS, MEd, Sam Houston State University

Koehl, Frederick
Faculty, Cabinet Making
BA, Sam Houston State University

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

Langford, Angela
Faculty, Culinary Arts
AAS, Ashworth College

Matthews, Robert
Recruiter/Advisor
BS, Kaplan University
MA, Sul Ross State University

McGlothern, Michael
Faculty, Microcomputer Applications
BA, Sam Houston State University
MS, University of Houston – Clear Lake

Myrick, Edwin
Faculty, English
BA, Wayland College
MA, Texas Tech University

Oncken, Edgar
Faculty, Welding
AS, Blinn College

Sherman, Tommy
Faculty, Microcomputer Applications
AAS, Lee College
BA, University of Houston

Taylor, Corbett
Faculty, Air Conditioning
AAS, Sullivan Vocational Technical Institute

Turner, Jason
Faculty, Cabinet Making
BS, Sam Houston State University

Zuniga, Donna
Dean
BAT, MEd, Sam Houston State University
Chapter 1
ADMISSION TO LCHC
Description (TDCJ Policy)

College academic programs are offered to the TDCJ offenders who have demonstrated a clear and convincing record of rehabilitation while incarcerated as well as demonstrated an aptitude and capability to do college level study.

Eligible offender students will be responsible for the cost of all tuition, fees, and tests associated with the program. These costs will be referred to as State Reimbursable costs. The offender student may pay these costs at registration by following the TDCJ I-25 withdrawal procedures, or the offender will reimburse the state for these expenses after release (PSER-TDCJ Loan). He also may apply for the TPEG grant or the Britt-Hodgin Second Chance Scholarship. Reimbursement of the TDCJ loan for post-secondary programs will be required for all incarcerated offenders who enroll in college courses.

Students may apply for a Britt-Hodgin Second Chance Scholarship that will pay a one-time award of 6 SCHs (semester credit hours) in the semester that the student receives the award. No student may receive Britt-Hodgin Second Chance Scholarship funds for more than one semester in any calendar year. Hazelwood benefits are available to any eligible Texas veteran.

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

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

The following are the colleges and universities, by unit, with which the TDCJ contracts for college academic programs.

<table>
<thead>
<tr>
<th>College/University</th>
<th>Unit</th>
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<tbody>
<tr>
<td>Alvin Community College</td>
<td>Jester III</td>
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<tr>
<td></td>
<td>Ramsey I</td>
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<td></td>
<td>Clemens</td>
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<tr>
<td>Central Texas College</td>
<td>Crain</td>
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<td></td>
<td>Hilltop</td>
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<td></td>
<td>Hughes</td>
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<td></td>
<td>Mountain View</td>
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<td></td>
<td>Murray</td>
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<tr>
<td>Lamar University</td>
<td>Gist</td>
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<td></td>
<td>Stiles</td>
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<tr>
<td>Lee College</td>
<td>Cleveland</td>
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<td></td>
<td>Eastham</td>
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<td></td>
<td>Ellis</td>
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<td>Ferguson</td>
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<td>Huntsville</td>
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<td>Luther</td>
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<td>Wynne</td>
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<tr>
<td>Southwest Texas Junior College</td>
<td>Briscoe</td>
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<tr>
<td>Trinity Valley Community College</td>
<td>Beto</td>
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<td></td>
<td>Coffield</td>
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<td></td>
<td>Michael</td>
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<td>Powledge</td>
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<td>Western Texas College</td>
<td>Daniel</td>
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<td></td>
<td>Smith</td>
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<td></td>
<td>Wallace</td>
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<tr>
<td>Texas A&amp;M University–Central Texas</td>
<td>Hilltop</td>
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<td></td>
<td>Hughes</td>
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<td></td>
<td>Mountain View</td>
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<td></td>
<td>Murray</td>
</tr>
<tr>
<td>University of Houston–Clear Lake</td>
<td>Ramsey</td>
</tr>
</tbody>
</table>

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

Academic Associate Programs

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

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

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

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

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

Offenders assigned to prisons shall be at least G2/P2 custody and line class I status, or G3 custody with the Warden’s written approval.

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

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

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

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

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

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

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

For eligibility of State reimbursable funding based on current TDCJ screening criteria, contact Lee College counselor for specifics.

Post Degree Program Participation

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

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

The offender shall meet all other eligibility requirements.

The offender may enroll on his current unit in any course he chooses, providing there is space available.

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

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

In addition, the following requirements shall be met.

- The offender shall have a verified high school diploma, GED certificate, or at least nine (9) hours of transferable college academic credit from an accredited institution. Offenders assigned to prisons shall be at least G2/P2 custody and line class I status, with no major disciplinary for six (6) months from hearing date, or offenders who are G3/P3 custody and line class I status with the Warden's written approval.

- If an offender receives a reduction in time earning status, custody level or conviction of a major case after the course certification date, the offender shall not be dropped from class unless required by the Warden or Unit Classification Committee.

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

- Offenders with a parole “FI/FIR action date shall be looked at on a case by case basis.

- Offenders with a “Serve All” status are not eligible for State reimbursement and shall be required to pay all reimbursable costs at registration or qualify for any grant or scholarship funding.

- Sex offenders are restricted from enrolling in the following programs:
  - Computer Networking
  - Computer Repair
  - Computer Web Authoring
  - Data Processing
  - Drafting
  - Truck Driving

- The offender shall not be on TDCJ suspension from college participation. If the offender has a college eligibility date on or before the certification date, he shall be considered eligible.

- Offenders may participate in two (2) different college-level vocational programs. Prior degrees (associate, baccalaureate, master’s) shall not prohibit eligible offenders from participation with the exception of the Associate of Applied Science. A written request may be submitted by Lee College on the student’s behalf for an exception or waiver to the eligibility criteria. Appropriate TDCJ Rehabilitation staff shall notify the college in writing of the approval or denial of the request. The following examples of requested exceptions are only allowed if space is available in the classroom.

- Offenders who have taken two vocational programs more than ten years ago may request an exception to attend a third vocational trade if within two years of projected release.

- The offender shall not have a verified Immigration and Customs Enforcement (ICE), federal or felony detainer. Offenders in this category may participate on a space-available basis if they pay all reimbursable costs at registration by the TDCJ I-25 process or direct pay.

- The offender shall meet minimum requirements as established by the appropriate medical and/or classification staff if required for the requested course.

- The offender is responsible for all costs of vocational/technical programs at the time of registration. Funding can be provided by State reimbursement agreement, TDCJ-I25, direct pay, or any grants or scholarships for which the offender is qualified.

- An offender who requests to repeat a vocational training course for which he previously earned a certificate may do so only at his own expense on a space available basis and only if that course is at the offender’s current unit assignment. All other eligibility requirements and applicable procedures also apply.

- In order to receive a CDL for the Truck Driving program, an offender must obtain a social security card and a certified copy of his birth certificate.
Vocational TABE Requirements | TABE Composite
--- | ---
Air Conditioning and Refrigeration Repair | 8.0, Level A or D
Auto Mechanic | 7.5, Level A or D
Automotive Technician | 7.5, Level A or D
Cabinet Making | 7.5, Level A or D
Culinary Arts | 7.5, Level A or D
Culinary Arts – Advanced | 7.5, Level A or D
Horticulture | 7.5, Level A or D
Horticulture – Advanced | 7.5, Level A or D
Microcomputer Applications | 9.0, Level A
Truck Driving*** | 8.0, Level A or D
Advanced Welding (Welding Prerequisite) | 7.5, Level A or D
Welding | 7.5, Level A or D

***No Sex Offenders; Refer to TDCJ Administrative Directive 4.09 – Sex Offender Identification Criteria and Methods of Recording Information.

Transfer Students

Students who wish to transfer to LCHC from other institutions of higher education must complete the transcript form.

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

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

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

- The office of Admissions and Records determines the total number of semester credit hours which students may transfer to Lee College from other institutions. Students who are pursuing associate degrees should contact their Huntsville Center counselor to request that their transfer work be evaluated. Also, students seeking certificates of completion who have transfer work in the same program of study should request an evaluation of their transcripts.

- Credit for courses equivalent to those listed in this catalog will be given for satisfactory completion of the courses earned at regionally accredited institutions of higher education.

- Transferred courses that are not required by the student’s current degree plan may be accepted as elective courses for the student’s degree. A minimum of 25 percent of total course work – i.e., total semester credit hours – required by the student’s degree program or 50 percent of the course work required by the student’s certificate of completion program must be taken in residence at Lee College for the student to become eligible to receive a certificate of completion or an associate’s degree from Lee College. Transfer students should consult with a Lee College counselor regarding their transfer hours and degree programs.

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

- Courses in which students earned grades of “D,” “F,” and “Incomplete” will not be accepted for transfer credit by Lee College.

- While course credit hours transfer, only grades earned in Lee College courses will be utilized to calculate GPA which is used to determine eligibility to graduate. At Lee College, students’ cumulative grade point averages – which are based solely on grades earned at the College – are used to determine their eligibility to graduate and their eligibility to receive honors at graduation.

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

Texas Success Initiative (TSI) Plan

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

- All first-time-in-college students entering Lee College, unless exempt, must have assessment scores in all components from an approved test to determine readiness to meet course prerequisites and/or to enroll in college-level academic coursework.

- A student who has a deficiency in one or more areas will be given an individualized plan that lists the developmental course work that is required for that student to become college ready.
• Students have completed the Texas Success Initiative (TSIA) in each component if they have completed the developmental sequence of courses in reading, writing, and math or have elected to retake and have passed an approved TSIA assessment. Students may not enroll in “C-rule courses” (see list below) without the appropriate test score or passing the developmental course prerequisite.

Exemptions

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

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

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

• Students who have graduated with an associate or baccalaureate degree from a Texas public institution of higher education.

• A student who on or after August 1, 1990 was honorably discharged, retired, or released from active duty as a member of the armed forces of the US or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.

Transfer Students

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

“C-Rule” Courses:

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

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

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

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

Students with Disabilities

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

LC Testing Guidelines for the Texas Success Initiative for the Fall 2014 Semester

- Students with scores from other alternative tests should consult with the Counseling Center for placement.
- Students must meet course prerequisites regardless of TSI status.

New TSI Assessment (for students enrolling after August 25, 2014)

Starting on the first day of the fall 2014 semester, all public colleges and universities in Texas will be changing to a new assessment to measure college readiness for Texas Success Initiative (TSI) purposes. Affecting only students enrolling in sessions after this date (including the fall late start classes), the new TSI Assessment will replace previously approved tests which include Accuplacer, THEA, Compass, and Asset.

Who will need to take the new TSI Assessment?

Starting the first day of the fall 2014 semester (August 25, 2014), students who need initial testing or wish to retest for a better score will take the new TSI Assessment. Students will no longer be able to take the previously approved TSI approved assessments such as Accuplacer or THEA for TSI purposes. With the implementation of the new TSI Assessment, students who test as college ready will be allowed to enter entry level college course work. 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 available by I-60 or from a LCHC Advisor.

Exemptions as outlined will remain with the new TSI Assessment. This includes exemptions based on TAKS scores, ACT or SAT scores, Veteran status, and the completion of a degree. With the implementation of the new TSI Assessment, students who are exempt based on these standards will be deemed college ready and eligible for entry level course work.

Counseling and Advising Services

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

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

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

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

Degree Plans (TDCJ Policy)

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

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

Degree plans cannot be changed at the offender’s request without the written approval of TDCJ Rehabilitation Programs Division, PO Box 99, Huntsville, TX 77342.

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

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

Students planning to transfer to a four-year school should be aware that each university determines its own list of courses required for each degree it offers, and different colleges require different courses for the same degree. Therefore, students who plan to transfer to other institutions should use the degree plan requirements at that institution to guide their choice of courses at Lee College. The best source of information regarding degree plan requirements is the official catalog of the institution.

Student Financial Aid

TDCJ-ID Loan

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

Texas Public Education Grant (TPEG)

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

Hazelwood Act

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

Veterans Educational Benefits

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

Britt-Hodgin Second Chance Scholarship

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

Tuition and Fees

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

State Reimbursement Costs (TDCJ Loan)

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

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

As a State Reimbursable Cost, the state will pay for only the cost of 6 or fewer semester credit hours each semester. Additional courses each semester will be at the expense of the student, which will be paid at registration from personal funds.
State Reimbursable Costs include tuition and fees for college credit vocational courses for each qualified offender student.

Since books are reused each semester, the offender will not be required to reimburse book costs. Students are expected to keep books in good order and return upon completion of the class or upon unit transfer.

In some instances, an offender may not be required to reimburse certain Reimbursable Costs. If an offender is dropped from a course and the reason is deemed excused, he will not be liable for the reimbursement. It will be the responsibility of the TDCJ Rehabilitation Division to track the excused drops and to make the appropriate adjustments to the diskette billings to insure the costs of the dropped course are not added to the offender’s account.

**Administrative Tracking of Students for Reimbursement**

**TDCJ Responsibilities**

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

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

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

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

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

Upon release if there are questions regarding the balance owed contact the TDCJ Rehabilitation Programs Division, PO Box 99, Huntsville, TX 77342.

**Offender Payment From Personal Funds**

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

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

**Processing of Withdrawal Forms (I-25)**

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

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

The trust fund account of each offender submitting an I-25 must be checked by the unit Warden’s Office to ascertain whether the offender has sufficient funds to cover the tuition payment.
Student Rights and Responsibilities

Student Responsibilities

Students are responsible for

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

Student Rights

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

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

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

Information Regarding Classes

Time and Frequency

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

Size of Classes

The College administration reserves the right to discontinue any class for which the enrollment is too small to justify its continuation during a particular semester.

Graduate Guarantee Program

Transfer Credit

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

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

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

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

Transfer Dispute Resolution

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

Students who would like to question transcript evaluations done by Lee College should first contact the Huntsville Center Department Chair. If still dissatisfied, the student should forward the information to the LCHC Dean.
Academic Honesty

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

Student Responsibility: Students at Lee College are expected to maintain honesty and integrity in the academic work they attempt while enrolled at the College. Each student acknowledges, by the act of turning in work for a grade, that he 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 which a reasonable person in the same or similar circumstances would recognize as academic dishonesty is considered a violation. Examples of violations of the Honesty Code include, but are not limited to, the following:

1. Acquiring information:
   a. Acquiring information for any assigned work or examination from any source not authorized by the instructor.
   b. Working with another person or persons on any assignment or examination without the expressed permission of the instructor.
   c. Observing the work of other students during any examination.
   d. Using, buying, selling, stealing, soliciting, copying, or possessing, in whole or part, the contents of an unadministered examination.
   e. Purchasing or otherwise acquiring and submitting as one’s own work any research paper or other writing assignment prepared by others.

2. Providing information:
   a. Providing answers for any assigned work or examination when not specifically authorized by the instructor to do so.
   b. Informing any person or persons of the contents of any examination prior to the time the examination is given.

3. Plagiarism:
   a. Incorporating the work or idea of another person into one’s own work, whether paraphrased or quoted, without acknowledging the source of that work or idea.
   b. Attempting to receive credit for work performed by another person, including papers obtained in whole or part from individuals or other sources.
   c. Copying computer programs or data files belonging to someone else.

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

5. Fabrication of information:
   a. Falsifying the results obtained from research or a laboratory experiment.
   b. Presenting results of research or laboratory experiments without the research or laboratory experiments having been performed.
   c. Substituting for another student to take an examination or to do any academic work for which academic credit will be received.
   d. Changing answers or grades after an academic work has been returned to the student and claiming instructor error.
   e. Submitting work for credit or taking an examination and employing a technique specifically prohibited by the instructor in that course, even if such technique would be acceptable in other courses.

6. Abuse of resource materials:
   a. Mutilating, destroying, concealing, stealing, or altering any materials provided to assist students in the completion of academic work, including library books, journals, computer files, microfilm and microfiche files, materials placed on reserve by the instructor, or any such materials as the instructor may provide or assign.
   b. Copying without permission of the owner, or mutilating or destroying any media, printed or electronic (for example, film, video, music, graphics, art, photography, manuscript, Internet, or World Wide Web sources, CDROM, or electronic databases).
Procedures

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

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

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

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

The LCHC Dean will treat violations of the Academic Honesty Code in the manner prescribed below.

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

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

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

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

Student Rights and Student Appeals

Students may appeal instructors’ determination that they violated the Academic Honesty Code by following the appeals procedures available through the LCHC office.

Policies Regarding Credit, Grades, and Student Records

The Semester Credit Hour (SCH)

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

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

Grades and Grade Points

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points/SCH</th>
<th>Interpretations</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>Average or Fair</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>Poor (barely passing)</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Failure</td>
</tr>
<tr>
<td>P</td>
<td></td>
<td>Passing</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete</td>
</tr>
<tr>
<td>NC</td>
<td></td>
<td>Non Credit</td>
</tr>
<tr>
<td>W1</td>
<td></td>
<td>Student Initiated Drop*</td>
</tr>
<tr>
<td>W2</td>
<td></td>
<td>Instructor Initiated Drop*</td>
</tr>
<tr>
<td>W3</td>
<td></td>
<td>Administrative Withdrawal</td>
</tr>
<tr>
<td>W4</td>
<td></td>
<td>Student Withdrawal</td>
</tr>
<tr>
<td>W5</td>
<td></td>
<td>Withdrawal (lapsed incomplete)*</td>
</tr>
</tbody>
</table>

*See drop explanations.
Grade Point Averages (GPA)

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>SCHs x GPs = GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1406</td>
<td>B</td>
<td>4 x 3 = 12</td>
</tr>
<tr>
<td>ENGL 1302</td>
<td>A</td>
<td>3 x 4 = 12</td>
</tr>
<tr>
<td>KINE 1101</td>
<td>A</td>
<td>1 x 4 = 4</td>
</tr>
<tr>
<td>READ 302</td>
<td>0</td>
<td>0 x 0 = 0</td>
</tr>
<tr>
<td>HIST 1301</td>
<td>Withdrawal</td>
<td>W x 0 = 0</td>
</tr>
<tr>
<td>Totals</td>
<td>8</td>
<td>28 GPA = 28/8 = 3.5</td>
</tr>
</tbody>
</table>

Grades for Repeated Courses

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

Evaluation of Transfer Credit

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

1. The Office of Admissions and Records determines the total number of SCH which students may transfer to Lee College from other institutions. Students who are pursuing associate degrees and have earned at least 15 SCH at the College should request that their transfer work be evaluated. Students seeking certificates of completion who have transfer work in the same program of study should request that their transcripts be evaluated. Official transcripts will not be returned to students.
2. Credit for courses equivalent to those listed in the catalog will be given credit that the student earned at regionally accredited institutions of higher education.
3. A minimum of 25 percent of total course work required by the student’s degree program or 50 percent of the course work required by the student’s certificate of completion program must be taken in residence at Lee College for the student to become eligible to receive a certificate of completion or an associate degree from Lee College. Transfer students should consult with a counselor/advisor regarding their transfer hours and degree programs. In addition, 25 percent of the student’s major field of study semester credit hours must be taken in residence at Lee College.
4. Students may be required to obtain official course descriptions from colleges previously attended before transfer credit can be awarded.
5. Courses in which students earned grades of “D,” “F,” and “Incomplete” will not be accepted as transfer credit by Lee College.
6. Grade points earned at other institutions cannot be transferred to Lee College. At Lee College, students’ cumulative grade point averages – which are based solely on grades earned at the College – are used to determine their eligibility to graduate and their eligibility to receive honors at graduation.
7. Credit for military courses will be evaluated based upon the evaluation recommendations outlined in the American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services Manual.

Academic Fresh Start

Under state law, students may petition their college or university to have all records of courses attempted 10 or more years earlier disregarded in the determination of their cumulative GPAs. The policy is designed to give students who had “false starts” as undergraduates a better chance of entering graduate and/or professional schools. Invoking the policy will not cause students who were granted TASP-Exempt status because of course work completed prior to September 1989 to lose that status, or the TSI-Exempt status that they gained from being TASP-Exempt. Students requesting a Fresh Start should be aware that this action does not remove any grades from the student’s transcript.
Students who wish to invoke this policy must indicate their desire to do so by completing an Academic Fresh Start request and submit it to Office of the LCHC Dean. The Dean must sign this form, confirming that the student is eligible for the Fresh Start. The policy has some restrictions, and it may only be invoked one time per student. Therefore, students are urged to meet with a counselor/advisor prior to initiating requests.

**Academic Probation and Suspension**

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

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

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

**Grade Reports**

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

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

1. Unpaid tuition and fees
2. Unpaid library fine
3. Transcripts not received

**Class Attendance**

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

**Incomplete**

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

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

**Student Drop**

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

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

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

Student Refusal

Students who refuse a technical course after being transferred to a unit to attend the course will receive a 2 year suspension from all college academic or technical course work and returned back to their unit.

LCHC’s TSI Course Work Progression

Any student who earns an A, B or C grade in READ 300 and 301, MATH 310 and 320 or ENGL 301 is automatically promoted to the next higher level course in that subject area. Any student who earns a score of C or higher in the exit class (ENGL 302, READ 302, MATH 330) AND PASSES THE EXIT EXAM FOR THAT SUBJECT AREA will be promoted out of developmental studies in that subject area without re-taking the TSI test. Therefore,

1. MATH 310 promotes the student to MATH 320, and MATH 320 promotes the student to MATH 330.

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

2. An A, B or C grade in

READ 300 promotes the student to READ 301, and READ 301 promotes the student to READ 302.

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

3. An A, B or C grade in

ENGL 301 promotes the student to ENGL 302, and

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

LCHC-Approved Methods for Completing TSI Requirements

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

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

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

4. The “C-Rule”: The “C-Rule” will be used as a college readiness standard only for transfer students who have completed C-Rule classes at another college before enrolling at LCHC.

Credit by Examination

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

The exit level developmental courses are READ 302, ENGL 302, and MATH 330. In other words, READ 300 and READ 301 students can earn credit by examination for READ 302; ENGL 301 students can earn credit by examination for ENGL 302; MATH 310 and MATH 320 students can earn credit by examination for MATH 330.

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

1. The student must be enrolled in a developmental course in a given subject area when he attempts credit by examination for that subject. In other words, a student enrolled in READ 301 cannot attempt credit by examination for MATH 320. (At the discretion of the instructor, reading students may be allowed to take the exit exam for writing while they are enrolled in reading.)

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

3. A student must earn a minimum score on the exit (final) exam to be eligible for credit by examination. For READ 302 and MATH 320, the minimum score on the exam is 65. For MATH 330, the minimum score is 85. For ENGL 302, the student must score a 6 or higher on the exit essay.

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

C-Rule Classes

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

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

HIST 1301, HIST 1302
ENGL 1301, ENGL 1302
ENGL 2322, 2323, 2331, 2332, 2333
ENGL 2326, 2327, 2328
PSYC 2301
GOVT 2301, 2302, 2305, 2306

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

ENGL 1301
ENGL 1302
BUSI 1304

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

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

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

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

Transcripts

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

Name Change

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

A student who wishes to protest a grade follows the guidelines for academic grievance, which starts by contacting the instructor within 30 instructional days of the incident. Students are responsible for reviewing final grades which are mailed to each student upon completion of the semester. In the event that the original instructor is not available to review a grade, the student should contact the Huntsville Department Chair.

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

Grade changes to classes which ended more than one year prior to the change date shall be approved by both the instructor or, in event the instructor is unavailable, the Huntsville Center Department Chair, as well as the Dean of the Huntsville Center.

General Graduation Requirements

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

The deadline to petition to graduate will be as follows:

- Spring – March 15
- Summer – June 15
- Fall – October 15

Graduation

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

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

An offender may participate in only one graduation ceremony at each degree level; i.e., once for an associate degree, once for a baccalaureate degree, and once for a master's degree.

The offender shall be at least (G3/P3) and line class I status with no major disciplinary conviction for six (6) months prior to graduation. G4 offenders may participate with the unit Warden's approval.

The TDCJ Rehabilitation Division is responsible for ensuring the Graduation Invitation Form is completed by the offender graduates, approved by the Warden, and submitted to the TDCJ Rehabilitation Division as soon as the college or university identifies the graduates, which shall be at least six (6) weeks prior to the scheduled ceremony.

Offenders may invite guests to the ceremony by providing names and addresses on the Graduation Invitation Form.

Graduating offenders with visitation restrictions regarding children can attend the graduation ceremony but attendance at the reception may be denied or restricted at the discretion of the Warden of the host unit.
Each graduate may be allowed up to four visitation permits so relatives or friends from their approved visitor's list may be invited to the ceremony. The college is responsible for insuring the Graduation Invitation Form is completed by the offender graduates, approved by the Warden, and submitted to TDCJ – Rehabilitation Division as soon as the college or university identifies the graduates, which should be at least six weeks prior to the scheduled ceremony. The number of guests may be limited due to space availability, which will be determined by the unit Warden.

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

Lee College Huntsville Center
168 Colonel Etheridge Blvd.
Huntsville, Texas 77340

**Course Waivers and Substitutions for Graduation**

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

Physical Education requirements will be waived for offender students.

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**Course Numbering System**

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

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

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

1 – freshman level;
2 – sophomore level.

The second number indicates the number of semester credit hours:

ENGL 1302
Number of credit hours assigned

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

Three-digit course numbers indicate a developmental level (non-credit) course. “Non-credit” means that the course does not apply toward Lee College degrees or certificates and is not transferable to another college or university. Non-credit courses may be required for TSI-liable students and tuition is charged for non-credit courses at the same price-per-SCH as for credit courses.
Chapter 3
DEGREES AND CERTIFICATES
Students enroll at Lee College for many reasons. Some enroll to earn certificates or degrees, others enroll to earn credits for transfer, and still others enroll for personal satisfaction or to improve job skills. Still other students plan to transfer to other institutions and pursue baccalaureate degrees.

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

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

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

Second, a certificate or degree is more attainable than most students realize. Coordinating-Board-approved certificates require from 15 to 59 SCHs; associate degrees require 60 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 are also a reasonable investment in the future.

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

### Associate Degrees

#### Graduation Under a Particular Catalog

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

- Most students follow the catalog in effect at the time of their first enrollment. They have five years to complete those requirements. Unless they have been continuously enrolled (see next item), students who do not completed requirements by the fifth year after initial enrollment must follow a newer catalog (enrollment during the chosen catalog year is required).

- Continuous enrolled students may follow any catalog in effect since their first enrollment. Continuously enrolled means completion of at least two terms of enrollment per year, including at least one long term, earning at least 12 credit hours each of those years.

- Students who have not been enrolled in the last 5-9 years may apply for graduation under the catalog in effect at the time of their application for graduation.

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

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

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

#### Minimum Requirements for Associate Degree

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

Graduation from Lee College with an AAS degree requires:

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

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

**Associate of Applied Science (AAS)**

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

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

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

Lee College Huntsville Center offers the following AAS degrees:

- Air Conditioning, Heating, and Refrigeration
- Automotive Technology
- Business Management
- Cabinet Making
- Culinary Arts
- Culinary Arts – Advanced
- Horticulture
- Horticulture – Advanced
- Microcomputer Applications
- Truck and Heavy Equipment Operator
- Welding Technology
- Welding – Combination
- Business Management
- Management
- Marketing
- Entrepreneurship
- Business
- International Business
- Supervision

Eligible offenders may participate in no more than two different college technical programs unless written approval for additional training is granted by the TDCJ – Rehabilitation Programs Division.

**Graduation Requirements**

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

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

Certificates require completion of the minimum semester hours of college credit required for the certificate with a cumulative grade point average of 2.0 or higher. At least fifty percent of the required semester hours of college credit must be earned at Lee College. Enrollment in certificate programs begins when students register for the first course in the program for which they wish to obtain a certificate.
<table>
<thead>
<tr>
<th>Program Area of Interest</th>
<th>Abbreviation</th>
<th>Certificate or Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Conditioning, Heating and Refrigeration</td>
<td>HART</td>
<td>AAS/Air Conditioning, Heating and Refrigeration</td>
</tr>
<tr>
<td>Automotive Mechanics and Automotive Technician</td>
<td>AUMT</td>
<td>AAS/Automotive Mechanics</td>
</tr>
<tr>
<td>Business Management</td>
<td>BMGT, BUSI</td>
<td>AAS/Business Management</td>
</tr>
<tr>
<td>Cabinet Making</td>
<td>CRPT, WDWK</td>
<td>Cert/Cabinet Making</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>CHEF, IFWA, PSTR</td>
<td>Cert/Culinary Arts</td>
</tr>
<tr>
<td>Culinary Arts – Advanced</td>
<td>CHEF, PSTR, IFWA</td>
<td>AAS/Culinary Arts</td>
</tr>
<tr>
<td>Horticulture</td>
<td>HALT</td>
<td>Cert/Horticulture</td>
</tr>
<tr>
<td>Horticulture – Advanced</td>
<td>HALT</td>
<td>AAS/Horticulture</td>
</tr>
<tr>
<td>Microcomputer Applications</td>
<td>ITSC, ITSW, ITSE, ARTC, IMED</td>
<td>Cert/Microcomputer Applications</td>
</tr>
<tr>
<td>Truck, Bus and Other Commercial Operator</td>
<td>CVOP</td>
<td>Cert/Truck and Heavy Equipment Operator</td>
</tr>
<tr>
<td>Welding and Welding – Advanced (Combination)</td>
<td>WLDG</td>
<td>AAS/Welding Technology</td>
</tr>
</tbody>
</table>

**Industry Standard Certification if available.
# General Education Requirements for AAS Degrees

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

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

## Written Communication

<table>
<thead>
<tr>
<th>SCH</th>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>3</td>
<td>ENGL 1301</td>
<td>English Composition I</td>
</tr>
<tr>
<td></td>
<td>ENGL 1302</td>
<td>English Composition II</td>
</tr>
<tr>
<td></td>
<td>BUSI 2311</td>
<td>Technical Writing</td>
</tr>
<tr>
<td></td>
<td>BUSI 1304</td>
<td>Business Report Writing and Correspondence</td>
</tr>
</tbody>
</table>

## Social/Behavioral Science

<table>
<thead>
<tr>
<th>SCH</th>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>ECON 2301</td>
<td>Principles of Economics: Macroeconomics</td>
</tr>
<tr>
<td></td>
<td>ECON 2302</td>
<td>Principles of Economics: Microeconomics</td>
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<tr>
<td></td>
<td>GOVT 2305</td>
<td>Federal Government</td>
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<td>GOVT 2306</td>
<td>Texas Government</td>
</tr>
<tr>
<td></td>
<td>HIST 1301</td>
<td>History of the U.S. to 1877</td>
</tr>
<tr>
<td></td>
<td>HIST 1302</td>
<td>History of the U.S. Since 1877</td>
</tr>
<tr>
<td></td>
<td>HIST 2301</td>
<td>History of Texas</td>
</tr>
<tr>
<td></td>
<td>PSYC 2301</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td></td>
<td>SOCI 1301</td>
<td>Introduction to Sociology</td>
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</table>

## Mathematics/Natural Science

<table>
<thead>
<tr>
<th>SCH</th>
<th>Course</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>3-4</td>
<td>MATH 1332</td>
<td>Contemporary Math I</td>
</tr>
<tr>
<td></td>
<td>MATH 1314</td>
<td>College Algebra (or more advanced)</td>
</tr>
<tr>
<td></td>
<td>BIOL 1411</td>
<td>General Botany</td>
</tr>
<tr>
<td></td>
<td>BIOL 1413</td>
<td>General Zoology</td>
</tr>
<tr>
<td></td>
<td>BIOL 1424</td>
<td>Plant Taxonomy</td>
</tr>
<tr>
<td></td>
<td>BIOL 2401</td>
<td>Human Anatomy &amp; Physiology I</td>
</tr>
<tr>
<td></td>
<td>BIOL 2402</td>
<td>Human Anatomy &amp; Physiology II</td>
</tr>
<tr>
<td></td>
<td>GEOL 1403</td>
<td>Physical Geology</td>
</tr>
<tr>
<td></td>
<td>GEOL 1404</td>
<td>Historical Geology</td>
</tr>
<tr>
<td></td>
<td>GEOL 1405</td>
<td>Environmental Geology</td>
</tr>
<tr>
<td></td>
<td>ENVR 1401</td>
<td>Environmental Science</td>
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## Oral Communication

<table>
<thead>
<tr>
<th>SCH</th>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>3</td>
<td>SPCH 1315</td>
<td>Principles of Public Speaking</td>
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<tr>
<td></td>
<td>SPCH 1318</td>
<td>Interpersonal Communications</td>
</tr>
<tr>
<td></td>
<td>SPCH 1321</td>
<td>Business and Professional Speech</td>
</tr>
</tbody>
</table>

## Humanities/Fine Arts

<table>
<thead>
<tr>
<th>SCH</th>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>HUMA 1301</td>
<td>Introduction to the Humanities I</td>
</tr>
<tr>
<td></td>
<td>HUMA 1302</td>
<td>Introduction to the Humanities II</td>
</tr>
<tr>
<td></td>
<td>HUMA 1305</td>
<td>Introduction to Mexican-American Studies</td>
</tr>
<tr>
<td></td>
<td>ARTS 1301</td>
<td>Art Appreciation</td>
</tr>
<tr>
<td></td>
<td>ARTS 1303</td>
<td>Art History I</td>
</tr>
<tr>
<td></td>
<td>ARTS 1304</td>
<td>Art History II</td>
</tr>
<tr>
<td></td>
<td>MUSI 1306</td>
<td>Music Appreciation</td>
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<tr>
<td></td>
<td>ENGL 2322</td>
<td>English Literature: Beowulf to Romantic</td>
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<tr>
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<td>ENGL 2323</td>
<td>English Literature: Romantic to Present</td>
</tr>
<tr>
<td></td>
<td>ENGL 2326</td>
<td>American Literature Survey</td>
</tr>
<tr>
<td></td>
<td>ENGL 2327</td>
<td>American Literature to 1860</td>
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<td></td>
<td>ENGL 2328</td>
<td>American Literature: 1860 to Present</td>
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<tr>
<td></td>
<td>ENGL 2331</td>
<td>Cross-Cultural Literature</td>
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<tr>
<td></td>
<td>ENGL 2332</td>
<td>World Literature: Greeks to Renaissance</td>
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<td>ENGL 2333</td>
<td>World Literature: Fifteenth Century to the Present</td>
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<td>ENGL 2341</td>
<td>Forms of Literature</td>
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<td>ENGL 2351</td>
<td>Mexican-American Literature</td>
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<tr>
<td></td>
<td>HIST 2321</td>
<td>History of World Civilization to 1500</td>
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<tr>
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<td>HIST 2322</td>
<td>History of World Civilization from 1500 to Present</td>
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<tr>
<td></td>
<td>PHIL 1301</td>
<td>Introduction to Philosophy</td>
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<td>PHIL 1304</td>
<td>Introduction to World Religions</td>
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<tr>
<td></td>
<td>PHIL 2306</td>
<td>Introductions to Ethics</td>
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</tbody>
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## Core Curriculum Credit Hours: 15-16 minimum
**Degrees and Certificates**

Core curriculum courses are shown in bold type.

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

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>SCH</th>
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<tbody>
<tr>
<td>____ HART 1407</td>
<td>Refrigeration Principles</td>
<td>4</td>
</tr>
<tr>
<td>____ HART 1403</td>
<td>Air Conditioning Control Principles</td>
<td>3</td>
</tr>
<tr>
<td>____ -----</td>
<td>-------- Written Communication</td>
<td>3</td>
</tr>
<tr>
<td>____ TECM 1341</td>
<td>Technical Algebra</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>SECOND SEMESTER</th>
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<tbody>
<tr>
<td>____ HART 2445</td>
<td>Residential Air Conditioning Systems Design</td>
</tr>
<tr>
<td>____ -----</td>
<td>-------- Social/Behavioral Science</td>
</tr>
<tr>
<td>____ -----</td>
<td>-------- Math/Natural Science</td>
</tr>
<tr>
<td>____ -----</td>
<td>-------- Business Elective**</td>
</tr>
<tr>
<td></td>
<td>13-14</td>
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</table>

<table>
<thead>
<tr>
<th>THIRD SEMESTER</th>
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<tbody>
<tr>
<td>____ HART 1445</td>
<td>Gas and Electric Heating</td>
</tr>
<tr>
<td>____ SPCH</td>
<td>Oral Communication</td>
</tr>
<tr>
<td>____ -----</td>
<td>-------- Humanities/Fine Arts</td>
</tr>
<tr>
<td>____ -----</td>
<td>-------- Business Elective**</td>
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<table>
<thead>
<tr>
<th>FOURTH SEMESTER</th>
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</thead>
<tbody>
<tr>
<td>____ *HART 2436</td>
<td>Air Conditioning Troubleshooting</td>
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<tr>
<td>____ BCIS 1305</td>
<td>Business Computer Applications</td>
</tr>
<tr>
<td>____ -----</td>
<td>-------- Business Elective**</td>
</tr>
<tr>
<td>____ SOCI 2319</td>
<td>Multi-Cultural Studies</td>
</tr>
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<td>____ -----</td>
<td>-------- Academic Elective</td>
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<tr>
<td></td>
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</tbody>
</table>

**Total Semester Credit Hours for Degree** 60

*Capstone

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

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>SCH</th>
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</tr>
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<tbody>
<tr>
<td>____ HART 1407</td>
<td>Refrigeration Principles</td>
<td>4</td>
</tr>
<tr>
<td>____ HART 1403</td>
<td>Air Conditioning Control Principles</td>
<td>4</td>
</tr>
<tr>
<td>____ HART 2445</td>
<td>Residential Air Conditioning Systems Design</td>
<td>4</td>
</tr>
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<table>
<thead>
<tr>
<th>SECOND SEMESTER</th>
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<tbody>
<tr>
<td>____ HART 1445</td>
<td>Gas and Electric Heating</td>
</tr>
<tr>
<td>____ *HART 2436</td>
<td>Air Conditioning Troubleshooting</td>
</tr>
<tr>
<td></td>
<td>8</td>
</tr>
</tbody>
</table>

**Total Semester Credit Hours for Certificate** 20

*Capstone

**Business Elective**
## Associate of Applied Science in Automotive Technology

### FIRST SEMESTER

- **Tech/Comm** 1341 Technical Algebra  
- **AUMT** 1416 Automotive Suspension and Steering Systems  
- **AUMT** 1405 Introduction to Automotive Technology  
- **AUMT** 1410 Automotive Brake System  

### SECOND SEMESTER

- **Math/Nat Science** 3-4  
- **AUMT** 1407 Automotive Electrical Systems  
- **AUMT** 1445 Automotive Climate Control Systems  
- **AUMT** 2421 Automotive Electrical Diagnosis and Repair  

### THIRD SEMESTER

- **SPCH**  Oral Communication  
- **Hum/Arts**  
- **AUMT** 2437 Automotive Electronics  
- **AUMT** 2417 Automotive Engine Performance Analysis I  

### FOURTH SEMESTER

- **BCIS** 1305 Business Computer Applications  
- **Social/BehSci**  
- **AUMT** 2443 Advanced Emission Systems  
- **AUMT** 2434 Automotive Engine Performance Analysis II  

### Total Semester Credit Hours for Degree 61-62

*Capstone

## Certificate of Completion in Automotive Mechanics

### FIRST SEMESTER

- **AUMT** 1405 Introduction to Automotive Technology  
- **AUMT** 1410 Automotive Brake System  
- **AUMT** 1416 Automotive Suspension and Systems  

### SECOND SEMESTER

- **AUMT** 1445 Automotive Climate Control Systems  
- **AUMT** 1407 Automotive Electrical Systems  

### Total Semester Credit Hours for Certificate 20

*Capstone

## Certificate of Completion in Automotive Technician

### FIRST SEMESTER

- **AUMT** 2421 Automotive Electrical Diagnosis  
- **AUMT** 2437 Automotive Electronics  
- **AUMT** 2417 Automotive Engine Performance Analysis I  

### SECOND SEMESTER

- **AUMT** 2443 Advanced Emission Systems Diagnosis  
- **AUMT** 2434 Automotive Engine Performance Analysis II  

### Total Semester Credit Hours for Certificate 20

*Capstone

**Both certificates required for degree**
### Associate of Applied Science in Cabinet Making

**FIRST SEMESTER**
- Written Communication 3
- TECM 1301 Industrial Mathematics 3
- CRPT 1429 Introduction to Carpentry 4
- CNBT 2317 Green Building 3
  **Total:** 13

**SECOND SEMESTER**
- Oral Communications 3
- CRPT 1415 Conventional Wall System 4
- CNBT 1446 Construction Estimating 4
- WDKW1413 Cabinet Making I 4
- Social/Behavioral Science 3
  **Total:** 18

**THIRD SEMESTER**
- WDKW 2451 Cabinet Making II 4
- Natural Science 4
- WDKW 2431 Cabinet Making III 4
- Business Elective 3
  **Total:** 15

**FOURTH SEMESTER**
- Humanities/Fine Arts 3
- CRPT 1445 Conventional Interior Finish Systems 4
- Social/Behavioral Science 3
- *WDWK 1491 Special Topics in Cabinet Maker & Millworker 4
  **Total:** 14

**Total Semester Hours for Degree** 60

*Capstone

---

### Certificate of Completion in Cabinet Making

**FIRST SEMESTER**
- TECM 1301 Industrial Mathematics 3
- CRPT 1429 Introduction to Carpentry 4
- CNBT 2317 Green Building 3
  **Total:** 10

**SECOND SEMESTER**
- CRPT 1415 Conventional Wall System 4
- CNBT 1446 Construction Estimating 4
- WDKW1413 Cabinet Making I 4
- WDKW 2451 Cabinet Making II 4
  **Total:** 16

**THIRD SEMESTER**
- WDKW 2431 Cabinet Making III 4
- CRPT 1445 Conventional Interior Finish Systems 4
- *WDWK 1491 Special Topics in Cabinet Maker & Millworker 4
  **Total:** 12

**Total Semester Credit Hours for Certificate** 38

*Capstone
Associate of Applied Science in Business Management

FIRST SEMESTER
____ BMGT 1301 Supervision 3
____ ----- ----- Written Communication 3
____ BCIS 1305 Business Computer Applications 3
____ HRPO 1311 Human Relations 3
____ BMGT 1341 Business Ethics 3

SECOND SEMESTER
____ ----- ----- Oral Communications 3
____ BUSI 1301 Business Principles 3
____ ACCT 2301 Principles of Accounting I 3
____ HRPO 2301 Human Resource Management 3
____ MRKG 1311 Principles of Marketing 3

THIRD SEMESTER
____ BMGT 1331 Production & Operations Management 3
____ BMGT 1325 Office Management 3
____ ----- ----- Social/Behavioral Science 3
____ IBUS 1305 Introduction to International Business 3
____ BMGT 1307 Team Building 3

FOURTH SEMESTER
____ BUSI 2301 Business Law 3
____ ----- ----- Natural Science/Mathematics 3-4
____ *BUSG 2309 Small Business Management 3
____ ----- ----- Humanities/Fine Arts 3
____ BMGT 1327 Principles of Management 3
____ POFT 1325 Business Math using Technology 3

Total Semester Hours for Degree 63-64
*Capstone

Certificate of Completion in Entrepreneurship

FIRST SEMESTER
____ BMGT 1301 Supervision 3
____ ACNT 1303 Introduction to Accounting I
____ ACCT 2401 Principles of Accounting I – Financial 3-4
____ BUSI 1301 Business Principles 3
____ MRKG 1311 Principles of Marketing 3

SECOND SEMESTER
____ BUSI 2301 Business Law 3
____ IMED 2309 Internet Commerce 3
____ IBUS 1305 Introduction to International Business 3
____ BUSG 2309 Small Business Management 3

Total Semester Credit Hours for Certificate 24-25

Certificate of Completion in Business

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

Total Semester Credit Hours for Certificate 15
### Certificate of Completion in International Business

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<tr>
<th>Course</th>
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<tr>
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<td>BMGT 1327</td>
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<td>MRKG 1311</td>
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<td>IBUS 1305</td>
<td>Introduction to International Business</td>
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**Total Semester Credit Hours for Certificate**: 15

### Certificate of Completion in Supervision

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<td>BMGT 1301</td>
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<td>MRKG 1311</td>
<td>Principles of Marketing</td>
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<td>BMGT 1307</td>
<td>Team Building</td>
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<tr>
<td>HRPO 2301</td>
<td>Human Resource Management</td>
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<td>Production &amp; Operations Management</td>
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<tr>
<td>BMGT 1325</td>
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**Total Semester Credit Hours for Certificate**: 15

### Certificate of Completion in Management

**FIRST SEMESTER**

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<td>BMGT 1327</td>
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**SECOND SEMESTER**

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<td>BMGT 1331</td>
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<td>BUSG 2309</td>
<td>Small Business Management</td>
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<tr>
<td>ACNT 1303</td>
<td>Introduction to Accounting I or ACCT 2301</td>
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<tr>
<td>ACCT 2301</td>
<td>Principles of Accounting I – Financial</td>
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**Total Semester Credit Hours for Certificate**: 27

### Certificate of Completion in Marketing

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<td>BUSI 1301</td>
<td>Business Principles</td>
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<tr>
<td>GISC 1311</td>
<td>Introduction to Geographic Information Systems (GIS)</td>
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<td>IMED 2309</td>
<td>Internet Commerce</td>
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<td>BUSI 2301</td>
<td>Business Law</td>
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<td>IBUS 1305</td>
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**Total Semester Credit Hours for Certificate**: 18
**Associate of Applied Science in Microcomputer Applications**

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<tbody>
<tr>
<td>____ ITSC 1321</td>
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<tr>
<td>Intermediate PC Operating Systems</td>
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<td>____ ITSW 1401</td>
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<tr>
<td>Introduction to Word Processing</td>
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<tr>
<td>____ ---- ---- Written Communication</td>
<td>3</td>
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<td>____ ---- ---- Natural Science/Mathematics</td>
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<tr>
<td>____ ---- ---- Humanities/Fine Arts</td>
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<tbody>
<tr>
<td>____ ITSW 1304</td>
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<tr>
<td>Introduction to Spread Sheets</td>
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<tr>
<td>____ ITSE 2309</td>
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</tr>
<tr>
<td>Database Programming</td>
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<tr>
<td>____ ---- ---- Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>____ ITSW 1410</td>
<td>4</td>
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<tr>
<td>Introduction to Presentation Graphic Software</td>
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<tr>
<td>____ ---- ---- Elective</td>
<td>3</td>
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<thead>
<tr>
<th>THIRD SEMESTER</th>
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<tbody>
<tr>
<td>____ ARTC 2413</td>
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<tr>
<td>Digital Publishing II</td>
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<td>____ IMED 1316</td>
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<tr>
<td>Web Design I</td>
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<td>____ ECON 2301</td>
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<tr>
<td>Principles of Economics: Macroeconomics</td>
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<tr>
<td>____ PSYC 2301</td>
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<tr>
<td>Introduction to Psychology</td>
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<td>____ ---- ---- Elective</td>
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<td>____ *IMED 2315</td>
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<td>____ ENGL 2311</td>
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<td>Technical Writing</td>
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<td>____ ACCT 2301</td>
<td>3</td>
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<tr>
<td>Principles of Accounting I</td>
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<td>____ ---- ---- Computer Elective</td>
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| Total Semester Credit Hours for Degree | 61 |

*Capstone

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**Certificate of Completion in Microcomputer Applications**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>____ ITSC 1321</td>
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<tr>
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<td>Database Programming</td>
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<tbody>
<tr>
<td>____ ITSW 1410</td>
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<tr>
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<tr>
<td>____ ARTC 2413</td>
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<td>Digital Publishing II</td>
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<tr>
<td>Web Design I</td>
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| Total Semester Credit Hours for Certificate | 27 |

*Capstone

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### Associate of Applied Science in Culinary Arts

#### FIRST SEMESTER
- **CHEF 1305** Sanitation & Safety 3
- **IFWA 2346** Quantity Procedure 3
- **CHEF 1301** Basic Food Preparation 3
- **PSTR 1301** Fundamentals of Baking 3
- **--- --- ---** Written Communication 3

#### SECOND SEMESTER
- **CHEF 2301** Intermediate Food Preparation 3
- **CHEF 2302** Saucier3
- **CHEF 2331** Advanced Food Preparation 3
- **IFWA 1401** Food Preparation I 4
- **--- --- ---** Oral Communication3

#### THIRD SEMESTER
- **IFWA 1427** Food Preparation II 4
- **CHEF 1341** American Regional Cuisine 3
- **CHEF 1345** International Cuisine 3
- **CHEF 2336** Charcuterie 3
- **--- --- ---** Social/Behavioral Science 3

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

**Total Semester Credit Hours for Degree** 60

### Certificate of Completion in Culinary Arts

#### FIRST SEMESTER
- **CHEF 1305** Sanitation and Safety 3
- **CHEF 1301** Basic Food Preparation 3
- **IFWA 2346** Quantity Procedures 3

#### SECOND SEMESTER
- **PSTR 1301** Fundamentals of Baking 3
- **--- --- ---** Intermediate Food Preparation 3

**Total Semester Credit Hours for Certificate** 15

*Capstone*

### Certificate of Completion in Advanced Culinary Arts

#### FIRST SEMESTER
- **CHEF 2302** Saucier 3
- **CHEF 2331** Advanced Food Preparation 3
- **IFWA 1401** Food Preparation I 4
- **IFWA 1427** Food Preparation II 4

#### SECOND SEMESTER
- **CHEF 1341** American Regional Cuisine 3
- **CHEF 1345** International Cuisine 3
- **CHEF 2336** Charcuterie 3
- **--- --- ---** Advanced Pastry Shop 3
- **IFWA 1318** Nutrition for the Food Service Professional 3

**Total Semester Hours for Certificate** 29

*Capstone*
### Associate of Applied Science in Horticulture

**FIRST SEMESTER**
- 4 SCH
- HALT 2420 Nursery Production and Management
- HALT 1401 Principles of Horticulture
- HALT 2423 Horticulture Pest Control
- Written Communication 3

**SECOND SEMESTER**
- 4 SCH
- HALT 1422 Landscape Design
- HALT 2414 Plant Propagation
- HALT 1424 Turfgrass Science & Management
- Oral Communications 3

**THIRD SEMESTER**
- 4 SCH
- HALT 1438 Irrigation Water Management & Conservation
- HALT 1327 Horticultural Equipment Management
- HALT 2418 Soil Fertility & Fertilizers
- Mathematics or Natural Science 3

**FOURTH SEMESTER**
- 4 SCH
- *HALT 2421 Small Farming
- Humanities/Fine Arts 3
- Social/Behavioral Science 3
- Elective 3

**Total Semester Credit Hours for Degree** 60-61

*Capstone

**Certificate of Completion in Horticulture**

**FIRST SEMESTER**
- 4 SCH
- HALT 1401 Principles of Horticulture
- HALT 2423 Horticulture Pest Control
- HALT 2420 Nursery Production and Management

**SECOND SEMESTER**
- 4 SCH
- HALT 1422 Landscape Design
- *HALT 2414 Plant Propagation

**Total Semester Credit Hours for Certificate** 20

*Capstone

**Certificate of Completion in Landscape Management**

**FIRST SEMESTER**
- 4 SCH
- HALT 1424 Turfgrass Science & Management
- HALT 1438 Irrigation Water Management & Conservation
- HALT 1327 Horticultural Equipment Management

**SECOND SEMESTER**
- 4 SCH
- HALT 2418 Soil Fertility & Fertilizers
- *HALT 2421 Small Farming

**Total Semester Credit Hours for Certificate** 19

*Capstone

**Business Elective must be chosen from BUSI, BMGT, MRKG, BUSG**
Certificate of Completion in Truck and Heavy Equipment Operator

FIRST SEMESTER

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

Total Semester Credit Hours for Certificate: 14

SECOND SEMESTER

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

Total Semester Credit Hours for Certificate: 8

*Capstone
## Associate of Applied Science in Welding Technology

### FIRST SEMESTER
- **WLDG 1457** Intermediate Shielded Metal Arc Welding (SMAW) 4
- **WLDG 2443** Advanced Shielded Metal Arc Welding (SMAW) 4
- **WLDG 2406** Intermediate Pipe Welding 4
- **TECM 1341** Technical Communication 3
  
  **Total SCH:** 18

### SECOND SEMESTER
- **WLDG 2413** Intermediate Welding Using Multiple Process 4
- **WLDG 2453** Advanced Pipe Welding 4
- **Social/Behavioral Science** 3
  
  **Total SCH:** 14-15

### THIRD SEMESTER
- **WLDG 1430** Introduction to Gas Metal Arc (GMAW) Welding 4
- **WLDG 1412** Introduction to Flux Core Welding (FCAW) 4
- **WLDG 1434** Introduction to Gas Tungsten ARC (GTAW) Welding 4
- **SPCH** Oral Communications 3
  
  **Total SCH:** 18

### FOURTH SEMESTER
- **WLDG 1417** Introduction to Layout and Fabrication 4
- **WLDG 1453** Intermediate Layout and Fabrication 4
- **BCIS 1305** Business Computer Applications 3
  
  **Total SCH:** 11

**Total Semester Credit Hours for Degree:** 62-63
### Certificate of Completion in Welding Technology

**FIRST SEMESTER**
- WLDG 1457  Intermediate Shielded Metal Arc Welding (SMAW) 4
- WLDG 2443  Advanced Shielded Metal Arc Welding (SMAW) 4
- WLDG 2406  Intermediate Pipe Welding 4

**SECOND SEMESTER**
- WLDG 2413  Intermediate Welding Using Multiple Process 4
- *WLDG 2453  Advanced Pipe Welding 4

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

### Certificate of Completion in Combination Welding

**FIRST SEMESTER**
- WLDG 1430  Introduction to Gas Metal Arc (GMAW) Welding 4
- WLDG 1412  Introduction to Flux Core Welding (FCAW) 4
- WLDG 1434  Introduction to Gas Tungsten Arc (GTAW) Welding 4

**SECOND SEMESTER**
- WLDG 1417  Introduction to Layout and Fabrication 4
- *WLDG 1453  Intermediate Layout and Fabrication 4

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

**Both certificates required for degree**

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

Completion of the semester course sequence is dependent on TDCJ/Lee College Huntsville Center semester unit schedule offerings.
Course Descriptions for Developmental Courses (required for TSI completion)

ENGL 301 (TSI score 310-356)
Fundamentals of Writing I
Practice in development of effective sentences and paragraphs with emphasis on structure, clarity, unity, and development of topic. Review of fundamentals of grammar, punctuation, and spelling. Credit for this course is non-transferable.
Pre/Corequisite: READ 300 or equivalent
Lecture Hrs. = 3, Lab Hrs. = 0

ENGL 302 (TSI score 357-362)
Fundamentals of Writing II
Practice in development of full-length themes with emphasis on structure, organization, unity, and development of thesis. Credit for this course is non-transferable.
Pre/Corequisite: ENGL 301 or ESOL 301, READ 300 or equivalent
Lecture Hrs. = 3, Lab Hrs. = 0

MATH 310
Basic Mathematics (TSI score 310-335)
This course provides the basic arithmetic skills of addition, subtraction, multiplication, and division of whole numbers; fractions and decimals; ratio and proportion; percent; English and metric systems of measurement; averages; exponents; square roots; problem-solving; geometry; logic; and introduction to algebra. Credit for this course is non-transferable.
Pre/Corequisite: READ 300 or equivalent
Lecture Hrs. = 3, Lab Hrs. = 0

MATH 320
Introductory Algebra (TSI score 336-342)
This course provides a strong emphasis on algebraic skills and concepts of the numbers of ordinary arithmetic and their properties; integers and rational numbers; polynomials in one or more variables; factoring; fractional expressions; solving systems of equations; solving radical, linear and quadratic equations; inequalities; sets; and applied problems. Credit for this course is non-transferable.
Pre/Requisite: MATH 310 or equivalent, READ 300 or equivalent
Lecture Hrs. = 3, Lab Hrs. = 0

MATH 330 (TSI score 343-349)
Intermediate Algebra
This course covers real numbers and their properties, linear equations, system of equations, polynomials and functions, fractional expressions and equations, exponents, powers, roots, quadratic equations and functions, equations of second degree and their graphs, inequalities and sets, exponential and logarithmic functions, and problem-solving. Credit for this course is non-transferable.
Prerequisite: MATH 320 or equivalent, READ 300 or equivalent
Lecture Hrs. = 3, Lab Hrs. = 0

READ 300 (TSI score 310-341)
Beginning College Reading Skills
A course designed for students who need extensive work in college-level reading skills. Emphasis is on vocabulary development, interpretation and evaluation of basic sentence and paragraph patterns, articulative training, and concept development necessary for effective reading. Credit for this course is non-transferable.
Lecture Hrs. = 3, Lab Hrs. = 0

READ 301 (TSI score 342-346)
Intermediate College Reading Skills
Improvement of reading habits and skills. Includes a study of the theory and mechanics of good reading. Emphasis is on developing vocabulary and improving comprehension. Credit for this course is non-transferable.
Prerequisite: READ 300 or equivalent
Lecture Hrs. = 3, Lab Hrs. = 0

READ 302 (TSI score 347-350)
Advanced College Reading Skills
This course is designed to improve reading effectiveness at the college and/or professional level. Emphasis is placed on skills related to vocabulary, comprehension, and reading speed. It is suggested for college students, business and professional people, and other adults who recognize a need for greater efficiency in reading. Credit for this course is non-transferable.
Prerequisite: READ 301 or equivalent
Lecture Hrs. = 3, Lab Hrs. = 0
Course Descriptions for Credit Courses
(* Denotes technical capstone course)

ACCT 2301
Principles of Accounting I – Financial
This course introduces accounting concepts, principles, and procedures with an emphasis on financial accounting statements for corporations and accounting processes for a service and merchandise enterprise. The course focuses on elements of the balance sheet and income statement including current, plant and intangible assets; deferrals; accruals; current and long term liabilities; and stock transactions. In addition, ethics, accounting systems and control, short and long term securities are also studied.
Prerequisite: READ 301 or equivalent
Lecture Hrs. = 3, Lab Hrs. = 3

ACCT 2302
Principles of Accounting II – Managerial
This course emphasizes managerial accounting concepts, including a study of cost behavior, budgeting, cost-volume profit analysis, manufacturing cost accounting, variance analysis, and cost controls. Tax and management decisions, cash flows, responsibility accounting, ethics and corporate structure analysis are also studied.
Prerequisite: ACCT 2401, READ 301 or equivalent
Lecture Hrs. = 3, Lab Hrs. = 3

ACNT 1303
Introduction to Accounting I
A study of analyzing, classifying and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.
Prerequisite: READ 301 or equivalent
Lecture Hrs. = 3, Lab Hrs. = 0

ARTC 2413
Digital Publishing II
Course includes layout procedures from thumbnails and roughs to final comprehensive and print output. Emphasis on design principles for the creation of advertising and publishing materials and techniques for efficient planning and documenting projects.
Lecture Hrs. = 2, Lab Hrs. = 4

ARTS 1301
Art Appreciation
A general education course open to all: design principles from the layman's point-of-view. Critical evaluation of selected works of painting, sculpture, and architecture.
Pre/Corequisite: READ 301 or equivalent
Lecture Hrs. = 3, Lab Hrs. = 0

ARTS 1303
Art History I
A survey of painting, sculpture, and architecture from prehistoric times through the 13th century. Alternatively, the course may be presented topically.
Pre/Corequisite: READ 301 or equivalent
Lecture Hrs. = 3, Lab Hrs. = 0

ARTS 1304
Art History II
A survey of painting, sculpture, and architecture from the 14th century to the present. Alternatively, the course may be presented topically.
Pre/Co requisite: READ 301 or equivalent
Lecture Hrs. = 3, Lab Hrs. = 0

AUMT 1405
Introduction to Automotive Technology
An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, fasteners, professional responsibilities, and automotive maintenance. May be taught manufacturer-specific.
Lecture Hrs. = 2, Lab Hrs. = 8

*AUMT 1407
Automotive Electrical Systems
An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of batteries, charging and starting systems, and electrical accessories. Emphasis on electrical schematic diagrams and service manuals. May be taught manufacturer-specific.
Lecture Hrs. = 2, Lab Hrs. = 8

AUMT 1410
Automotive Brake Systems
Operation and repair of drum/disc type brake systems. Emphasis on safe use of modern equipment. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. May be taught with manufacturer-specific instructions.
Lecture Hrs. = 2, Lab Hrs. = 8
**AUMT 1416**

**Automotive Suspension and Steering Systems**

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

*Lecture Hrs. = 2, Lab Hrs. = 8*

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**AUMT 1445**

**Automotive Climate Control Systems**

Diagnosis and repair of manual/electronic climate control systems; includes the refrigeration cycle and EPA guidelines for refrigerant handling. May be taught manufacturer-specific.

*Lecture Hrs. = 2, Lab Hrs. = 8*

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**AUMT 2417**

**Automotive Engine Performance Analysis I**

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

*Lecture Hrs. = 2, Lab Hrs. = 8*

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**AUMT 2421**

**Automotive Electrical Diagnosis and Repair**

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

*Lecture Hrs. = 2, Lab Hrs. = 8*

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**AUMT 2434**

**Automotive Engine Performance Analysis II**

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

*Lecture Hrs. = 2, Lab Hrs. = 8*

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**AUMT 2437**

**Automotive Electronics**

Study of electronic principles applied to microcomputers and communication systems. Includes digital fundamentals, and use of electronic test equipment. May be taught manufacturer-specific.

*Lecture Hrs. = 2, Lab Hrs. = 8*

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**AUMT 2443**

**Advanced Emission Systems Diagnostics**

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

*Lecture Hrs. = 2, Lab Hrs. = 8*

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**BCIS 1305**

**Business Computer Applications**

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

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

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**BIOL 1411**

**General Botany**

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

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

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

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**BIOL 1413**

**General Zoology**

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

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

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

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**BIOL 1424**

**Plant Taxonomy**

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

*Pre/Corequisite: Read 301 or equivalent, ENGL 301 or equivalent, MATH 310 or equivalent*

*Lecture Hrs. = 3, Lab Hrs. = 0*
**BIOL 2401**  
**Human Anatomy and Physiology I**  
This course consists of the fundamentals of human anatomy and physiology with the emphasis on etiology and functions of anatomical systems. Laboratory includes dissection of a mammal, study of selected mammalian organs, histological studies, and physiological experiments.  
*Prerequisite: Read 302 or equivalent*  
*Lecture Hrs. = 3, Lab Hrs. = 3*

**BIOL 2402**  
**Human Anatomy & Physiology II**  
A continuation of BIOL 2401.  
*Prerequisite: BIOL 2401 (C or better)*  
*Lecture Hrs. = 3, Lab Hrs. = 3*

**BMGT 1301**  
**Supervision**  
A study of the role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation, and human relations skills.  
*Pre/Corequisite: READ 300 or equivalent*  
*Lecture Hrs. = 3, Lab Hrs. = 0*

**BMGT 1307**  
**Team Building**  
Basic principles of building and sustaining teams in organizations including team dynamics and process improvement.  
*Lecture Hrs = 3, Lab Hrs = 0*

**BMGT 1325**  
**Office Management**  
Systems, procedures, and practices related to organizing and planning office work, controlling employees’ performance, and exercising leadership skills.  
*Lecture Hrs = 3, Lab Hrs = 0*

**BMGT 1327**  
**Principles of Management**  
Concepts, terminology, principles, theories, and issues in the field of management.  
*Prerequisite: READ 301 or equivalent*  
*Lecture Hrs. = 3, Lab Hrs. = 0*

**BMGT 1331**  
**Production and Operations Management**  
Fundamentals of the various techniques used in the practice of production management to include location, design and resource allocation.  
*Lecture Hrs = 3, Lab Hrs = 0*

**BMGT 1341**  
**Business Ethics**  
Discussion of ethical issues, the development of a moral frame of reference and the need for an awareness of social justice in management practices and business activities. Review of ethical responsibilities and relationships between organizational departments, divisions, executive management, and the public.  
*Lecture Hrs = 3, Lab Hrs. = 0*

**BUSG 2309**  
**Small Business Management/Entrepreneurship**  
Starting, operating and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues.  
*Lecture Hrs. = 3, Lab Hrs. = 0*

**BUSI 1301**  
**Business Principles**  
Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary.  
*Prerequisite: READ 301 or equivalent*  
*Lecture Hrs. = 3, Lab Hrs. = 0*

**BUSI 1304**  
**Business Report Writing and Correspondence**  
Theory and applications for technical reports and correspondence in business.  
*Prerequisite: READ 302 or equivalent and ENGL 302 or equivalent*  
*Lecture Hrs. = 3, Lab Hrs. = 0*
BUSI 1307
Personal Finance
Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans.
Pre/Corequisite: READ 301 or equivalent
Lecture Hrs. = 3, Lab Hrs. = 0

BUSI 2301
Business Law
Principles of law which form the legal framework for business activity.
Pre/Corequisite: READ 301 or equivalent
Lecture Hrs. = 3, Lab Hrs. = 0

CHEF 1301
Basic Food Preparation
A study of the fundamental principles of food preparation and cookery to include Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism
Lecture Hrs. = 1, Lab Hrs. = 8

*CHEF 1302
Principles of Healthy Cuisine
Introduction to the principles of planning, preparation, and presentation of nutritionally balanced meals. Adaptation of basic cooking techniques to lower the fat and caloric content. Alternative methods and ingredients will be used to achieve a healthier cooking style.
Lecture Hrs. = 1, Lab Hrs. = 7

CHEF 1305
Sanitation and Safety
A study of personal cleanliness; sanitary practices in food preparation; causes investigation, control of illness caused by food contamination (hazard Analysis Critical Control Points); and workplace safety standards.
Lecture Hrs. = 2, Lab Hrs. = 4

CHEF 1310
Garde Manger
A study of specialty foods and garnishes. Emphasis on design, techniques, and display of fine foods.
Lecture Hrs. = 1, Lab Hrs. = 7

CHEF 1345
International Cuisine
The study of classical cooking skills associated with the preparation and service of international and ethnic cuisines. Topics include similarities between food preparation systems used in the United States and other regions of the world.
Lecture Hrs. = 1, Lab Hrs. = 7

*CHEF 2301
Intermediate Food Preparation
Continuation of previous food preparation course. Topics include the concept of pre-cooked food items; discuss and prepare various fruits, vegetables, starchy, and farinaceous dishes; and discuss and prepare sandwiches and salads.
Lecture Hrs. = 1, Lab Hrs. = 7

CHEF 2302
Saucier
Instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and the pairing of sauces with a variety of foods.
Lecture Hrs. = 1, Lab Hrs. = 7

CHEF 2331
Advanced Food Preparation
Topics include the concept of pre-cooked food items and the preparation of canapés, and hors d’oeuvres, and breakfast items.
Lecture Hrs. = 1, Lab Hrs. = 8

CHEF 2336
Charcuterie
Advanced concepts in the construction of sausages, pates, and related force meat preparations.
Lecture Hrs. = 1, Lab Hrs. = 7

CNBT 1446
Construction Estimating I
Fundamentals of estimating materials and labor costs in construction.
Lecture Hrs. = 2, Lab Hrs. = 4

CNBT 2317
Green Building
Methods and materials used for buildings that conserve energy, water, and human resources.
Lecture Hrs. = 2, Lab Hrs. = 2

COSC 1301
Introduction to Computing
Study of basic hardware, software, operating systems, and current applications in various segments of society. Current issues such as the effect of computers on society and the history and use of computers are also studied. Labs may include but are not limited to introduction to operating systems, the Internet, word processing, spreadsheets, databases, and programming concepts with emphasis on critical thinking/problem solving. This course is intended for non-Business and non-Computer Science majors.
Lecture Hrs = 3, Lab Hrs = 0
CRPT 1415
Conventional Wall Systems
Conventional wall systems with emphasis on wood frame construction. Includes identification of components; construction of wall systems; safe work practices; and the use, and maintenance of tools and equipment.
Lecture Hrs. = 2, Lab Hrs. = 6

CRPT 1429
Introduction to Carpentry
An introduction to the carpentry trade including safety, tools, equipment, terminology, and methods.
Lecture Hrs. = 2, Lab Hrs. = 6

CRPT 1445
Conventional Interior Finish Systems
Installation of interior finish systems and components including the placement and installation of doors, trim, floor, wall, and ceiling finishes. Emphasis on safe work practices and the use, and maintenance of tools and equipment.
Lecture Hrs. = 2, Lab Hrs. = 6

*CVOP 1201
Commercial Drivers License Driving Skills
Overview of the State of Texas Class A Commercial Drivers License driving test. In-depth coverage of in-cab air brake test, proper shifting, right and left hand turns, movement in traffic, parking of a tractor-trailer, highway and city driving, and backward movement and control.
Lecture Hrs. = 1, Lab Hrs. = 4

CVOP 1245
Commercial Drivers License Written Skills
Overview of the State of Texas Class A Commercial Drivers License written test. In-depth coverage of air brakes, combination vehicle, doubles and triples, tankers, and hazardous materials. Includes preparation for mastery of the Commercial Drivers License written examination.
Lecture Hrs. = 2, Lab Hrs. = 0

CVOP 12201
Federal Motor Carrier Safety Regulations
Overview of Federal Motor Carrier Safety Regulations and their application to the commercial vehicle operator. Presentation of the Federal Motor Carrier Safety Regulations including driver’s record of duty status, physical requirements, drug and/or alcohol testing, safety requirements of equipment, and safety procedures.
Lecture Hrs. = 2, Lab Hrs. = 0

CVOP 2205
Fundamental Driving Skills
Operation of a tractor-trailer combination. Emphasis on the safe maneuvering and control of the tractor-trailer in numerous traffic situations and sharing the highway with other vehicles.
Lecture Hrs. = 1, Lab Hrs. = 4
CVOP 2209  
Semi Tractor-Trailer Operator Driving Skills  
Operation of a tractor-trailer combination in city and highway conditions including control and maneuvering of the vehicle through various traffic situations with numerous tractor-trailer combinations.  
*Lecture Hrs. = 1, Lab Hrs. = 2*

CVOP 2231  
Trucking Environment and Lifestyle  
The environment of the trucking industry, the lifestyle associated with the truck driver, and methods for coping with trucking environment and lifestyle.  
*Lecture Hrs. = 1, Lab Hrs. = 4*

CVOP 2233  
Advanced Driving Skills I  
Operation of a tractor-trailer combination in city and highway conditions. Includes controlling and maneuvering the vehicle through various traffic situations in different conditions with numerous tractor-trailer combinations.  
*Lecture Hrs. = 1, Lab Hrs. = 4*

CVOP 2235  
Defensive Driving Course – Professional Truck Driver  
Defensive driving techniques. Includes identification of hazardous situations and methods for recognizing, understanding, and taking corrective action to prevent accidents in a tractor-trailer combination.  
*Lecture Hrs. = 2, Lab Hrs. = 0*

CVOP 2237  
Advanced Driving Skills II  
Continuation of tractor-trailer operation in city and highway conditions. Exploration and practical applications of space management techniques, improved methods for control in difficult traffic situations, and effective operation in various conditions.  
*Lecture Hrs. = 1, Lab Hrs. = 4*

EDUC 1300  
Learning Framework  
A study of the (1) research and theory in the psychology of learning, cognition, and motivation, (2) factors that impact learning, and (3) application of learning strategies. Theoretical model of strategic learning and motivation serve as the conceptual basis for the introduction of college-level student academic strategies.  
*Pre/Corequisite: READ 300 or equivalent  
Lecture Hrs. = 3, Lab Hrs. = 0*

ECON 2301  
Principles of Economics: Macroeconomics  
This course emphasizes macroeconomics; economic analysis of forces determining levels of income, prices, and employment; economic growth; explanation of economic term and institutions; and consideration of current problems.  
*Prerequisite: READ 302 or equivalent, ENGL 302, and MATH 310 or equivalent  
Lecture Hrs. = 3, Lab Hrs. = 0*

ECON 2302  
Principles of Economics: Microeconomics  
This course emphasizes microeconomics - economic analysis of decision making in perfect and imperfect product and factor markets, explanation of economic terms and institutions, and consideration of current problems.  
*Prerequisite: READ 302 or equivalent, ENGL 302, and MATH 310 or equivalent  
Lecture Hrs. = 3, Lab Hrs. = 0*

ENGL 1301  
English Composition I  
Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.  
*Prerequisite: ENGL 302 or equivalent, READ 302 or equivalent  
Lecture Hrs. = 3, Lab Hrs. = 0*
ENGL 1302
English Composition II
Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive tests. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.
Prerequisite: ENGL 1301 (C or better)
Lecture Hrs. = 3, Lab Hrs. = 0

ENGL 2311
Technical Writing
Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters and description of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.
Prerequisite: ENGL 302 or equivalent, READ 302 or equivalent
Lecture Hrs. = 3, Lab Hrs. = 0

ENVR 1401
Environmental Science
A general study of ecological concepts; an introduction to chemical and biological principles that relate to ecology; an introduction to resources including animal, plant, energy, water, soil, and air. A study of pollution problems and solutions. Laboratory exercises include soil testing, water quality measurements, field sampling techniques, and related studies.
Pre/Corequisite: READ 302 or equivalent
Lecture Hrs. = 3, Lab Hrs. = 3

GEOL 1301
Earth Science
Survey of physical sciences with emphasis on the earth’s ecological and geological processes. THIS IS NOT A THREE-HOUR SCIENCE LAB COURSE; IT IS AN ELECTIVE.
Prerequisite: READ 302 or equivalent
Lecture Hrs. = 3, Lab Hrs. = 0

GEOL 1403
Physical Geology
Earth forms, structures, materials and processes which have formed them. An introduction to minerals, rocks and topographic maps.
Prerequisite: Read 302 or equivalent
Lecture Hrs. = 3, Lab Hrs. = 3

GEOL 1404
Historical Geology
A history of the earth and the development of its life forms and land forms throughout geologic time. Introduction to fossils and geologic maps.
Prerequisite: READ 302 or equivalent
Lecture Hrs. = 3, Lab Hrs. = 3

GEOL 1405
Environmental Geology
Environmental geology is an introductory survey to some of the various processes that help to shape our earth, the resources that come from it, and the problems that arise from their use. Lab studies will investigate such problems as flooding, faulting, subsidence, landfills, and other pertinent land use issues.
Prerequisite: READ 302 or equivalent
Lecture Hrs. = 3, Lab Hrs. = 3

GOVT 2305
Federal Government
Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights
Prerequisite: ENGL 302 or equivalent, READ 302 or equivalent
Lecture Hrs. = 3, Lab Hrs. = 0

GOVT 2306
Texas Government
Origin and development of the Texas Constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas.
Prerequisite: ENGL 302 or equivalent, READ 302 or equivalent
Lecture Hrs. = 3, Lab Hrs. = 0

HALT 1327
Horticulture Equipment & Management
Application of various types of powered equipment used in the horticulture industry. Presentation of functions, operations, troubleshooting techniques, and repair of equipment.
Lecture Hrs = 1, Lab Hrs = 8

HALT 1401
Principles of Horticulture
An overview of the horticulture industry, plant science, terminology, classification, propagation, environmental responses, and careers and opportunities in the field of horticulture.
Lecture Hrs. = 2, Lab Hrs. = 8
HALT 1422
Landscape Design
A study of the principles and elements of landscape design. Topics include client interview, site analysis, plan view, scale, plant selection, basic drawing and drafting skills, and plan preparation.
Lecture Hrs = 2, Lab Hrs = 8

HALT 1424
Turfgrass Science & Management
Coverage of various species of warm and cool season grasses including their uses, application, adaptability, environmental tolerances, anatomy, and physiological responses.
Lecture Hrs = 2, Lab Hrs = 8

HALT 1438
Irrigation Water Management and Conservation
Application of the science of soil-water plant relations and climatic conditions to develop effective scheduling and management of irrigation water systems for residential, commercial, industrial, park, and golf courses. Water conservation issues, water policies and codes and other related matters will be discussed.
Lecture Hrs = 2, Lab Hrs = 6

*HALT 2414
Plant Propagation
A study of the sexual and asexual propagation of plants used in horticulture. Topics include propagation by seeds, cuttings, grafting, budding, layering, division, separation, and tissue culture; and environmental factors of propagation.
Lecture Hrs = 2, Lab Hrs = 8

HALT 2418
Soil Fertility & Fertilization
An in-depth study of the chemistry, soil interaction, plant uptake, and utilization of essential plant nutrients. Topics include deficiency and toxicity symptoms, and the selection, application, and characteristics of fertilizer materials.
Lecture Hrs = 2, Lab Hrs = 8

HALT 2420
Nursery Production and Management
An overview of the procedures for establishing and operating a commercial nursery. Topics include site selection, structures, equipment, stock selection, production practices, harvesting, marketing, and management practices.
Lecture Hrs = 2, Lab Hrs = 8

HALT 2421
Small Farming
Instruction in small farming techniques with emphasis on horticulture science including comprehensive and profitable guidelines. Topics include herbs, fruit, nut, and vegetable crops.
Lecture Hrs = 2, Lab Hrs = 8

HALT 2423
Horticultural Pest Control
Examination of federal, state, and local laws and regulations governing the control of horticultural pests. Topics include procedures; methods; safety requirements; integrated pest management (IPM); and chemical, natural, and biological controls.
Lecture Hrs = 2, Lab Hrs = 8

HART 1403
Air Conditioning Control Principles
A basic study of HVAC and refrigeration controls; trouble-shooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits; a review of Ohm's law as applied to air conditioning controls and circuits.
Lecture Hrs = 2, Lab Hrs = 8

HART 1407
Refrigeration Principles
An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety.
Lecture Hours = 2, Lab Hours= 8

HART 1445
Gas and Electric Heating
Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems.
Lecture Hrs = 2, Lab Hrs = 8

*HART 2436
Air Conditioning Troubleshooting
An advanced course in application of trouble-shooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests.
Lecture Hrs = 2, Lab Hrs = 8

HART 2445
Residential Air Conditioning Systems Design
Study of the properties of air and results of cooling, heating, humidifying or dehumidifying, heat gain and heat loss calculations including equipment selection and balancing the air system.
Lecture Hrs = 2, Lab Hrs = 8
HIST 1301  
History of the United States to 1877  
The political, economic, social, and intellectual history of the United States from the discovery of America to 1877.  
Prerequisite: ENGL 302 or equivalent, READ 302 or equivalent  
Lecture Hrs. = 3, Lab Hrs. = 0

HIST 1302  
History of the United States Since 1877  
The political, economic, social, and intellectual history of the United States from 1877 to the present day.  
Prerequisite: ENGL 302 or equivalent, READ 302 or equivalent  
Lecture Hrs. = 3, Lab Hrs. = 0

HIST 2301  
History of Texas  
Texas history from colonization to the present day with attention given to political, social, economic, and intellectual history. Designed for any students interested in local history, the course is particularly recommended for prospective teachers in the public schools of Texas.  
Prerequisite: ENGL 302 or equivalent, READ 302 or equivalent  
Lecture Hrs. = 3, Lab Hrs. = 0

HIST 2321  
History of World Civilizations to 1500  
A comparative historical study of Europe, Asia, Africa, the Americans, and Australia to 1500. A research component is required for honors credit.  
Prerequisite: ENGL 302 or equivalent, READ 302 or equivalent  
Lecture Hrs. = 3, Lab Hrs. = 0

HIST 2322  
History of World Civilizations from 1500 to Present  
A comparative historical study of Europe, Asia, Africa, the Americans, and Australia from 1500 to the present. A research component is required for honors credit.  
Prerequisite: ENGL 302 or equivalent, READ 302 or equivalent  
Lecture Hrs. = 3, Lab Hrs. = 0

HRPO 1311  
Human Relations  
Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.  
Lecture Hrs = 3, Lab Hrs = 0

HRPO 2301  
Human Resources Management  
Behavioral and legal approaches to the management of human resources in organizations.  
Lecture Hrs = 3, Lab Hrs = 0

HUMA 1301  
Introduction to the Humanities I  
A multicultural, interdisciplinary introduction to the study of humankind's cultural legacy in at least four of the disciplines of the humanities, which are approached individually, in synthesis with one or more of the others, or thematically: the visual art, motion pictures, architecture, music, dance, philosophy, and literature as well as the social sciences, history, mathematics medicine, physical sciences, and communication as they have contributed to that cultural legacy.  
Lecture Hrs. = 3, Lab Hrs. = 0

IBUS 1305  
Introduction to International Business and Trade  
The techniques for entering the international market place. Emphasis on the impact and dynamics of sociocultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise.  
Prerequisite: READ 301 or equivalent  
Lecture Hrs. = 3, Lab Hrs. = 0

IFWA 1318  
Nutrition for the Food Service Professional  
An introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques.  
Lecture Hrs. = 1, Lab Hrs. = 7

IFWA 1401  
Food Preparation I  
A study of the fundamental principles of food preparation and cookery. Emphasis on basic techniques of preparing soups, salads, dressings, sandwiches, beverages, vegetables, and cheese and egg cookery.  
Lecture Hrs. = 1, Lab Hrs. = 7

IFWA 1427  
Food Preparation II  
Continuation of the fundamental principles of food preparation. Emphasis on preparation of food items such as meats, poultry and fish.  
Lecture Hrs. = 1, Lab Hrs. = 7

IFWA 2346  
Quantity Procedures  
Exploration of the theory and application of quantity procedures for the operation of commercial, institutional, and industrial food services. Emphasis on quantity cookery and distribution.  
Lecture Hrs. = 1, Lab Hrs. = 7
IMED 1316
Web Design I
Instruction in web design and related graphic design issues including mark-up languages, web sites and browsers
*Lecture Hrs. = 2, Lab Hrs. = 4

IMED 2309
Internet Commerce
An overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce. Topics include a dynamic data integration, data collection, and on-line tractions.
*Lecture Hrs. = 3, Lab Hrs. = 1

IMED 2315
Web Design II
A study of mark-up language advanced layout techniques for creating web pages. Emphasis on identifying the target audience and producing web sites according to accessibility standards, cultural appearance, and legal issues.
*Lecture Hrs. = 2, Lab Hrs. = 4

ITSC 1321
Intermediate PC Operating Systems
Custom operating system installation, configuration, and troubleshooting. Manage file systems, memory, and peripheral devices.
*Lecture Hrs. = 2, Lab Hrs. = 4

ITSC 1409
Integrated Software Applications I
Integration of application from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.
Prerequisite: BCIS 1305
*Lecture Hrs. = 3, Lab Hrs. = 3

ITSE 2309
Database Programming
Database development using database programming techniques emphasizing database structures, modeling, and database access.
*Lecture Hrs. = 1, Lab Hrs. = 6

ITSW 1304
Introduction to Spreadsheets
Instruction in the concepts, procedures, and application of electronic spreadsheets.
*Lecture Hrs. = 1, Lab Hrs. = 6

ITSW 1401
Introduction to Word Processing
An overview of the production of documents, tables, and graphics.
*Lecture Hrs. = 2, Lab Hrs. = 4

ITSW 1410
Introduction to Presentation Graphics Software
Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development.
*Lecture Hrs. = 3, Lab Hrs. = 4

LSSS 300
Learning Strategies for Success
This course prepares students to develop their own plan for academic, personal and professional success through self-evaluation, application of specific strategies, discussions, journaling, and classroom exercises. These activities help students acquire effective study strategies, stimulate critical thinking, practice oral and written expression, establish goals, encourage meaningful relationships with instructors and classmates, and choose behaviors leading to a more successful academic experience.
*Lecture Hrs. = 3, Lab Hrs. = 0

MATH 1332
Contemporary Mathematics I
This course assists students in becoming familiar with certain mathematical topics: sets, logic, different numeration systems, number theory, the real numbers and their properties, mathematical systems, equations, inequalities, graphs, and functions.
Prerequisite: Math 330 or equivalent, ENGL 301 or equivalent, Read 302 or equivalent
*Lecture Hrs. = 3, Lab Hrs. = 0

MATH 1314
College Algebra
This course covers the study of quadratics; polynomial, rational, logarithmic, and exponential functions; systems of equations; progressions; sequences and series; and matrices and determinants.
Prerequisite: ENGL 301 or equivalent, Math 330 or equivalent (C or higher) or Math 1332 or equivalent (C or higher)
*Lecture Hrs. = 3, Lab Hrs. = 0

MRKT 1311
Principles of Marketing
Introduction to the Marketing mix functions and process. Includes identification of consumer and organizational needs and explanations of environmental issues.
*Lecture Hrs. = 3, Lab Hrs. = 0
**MUSI 1306**  
**Music Appreciation**  
A music listening course designed for the non-music major. Students explore music through its basic elements, forms, styles, and major composers. Music majors should enroll in MUSI 1307.  
*Lecture Hrs. = 3, Lab Hrs. = 0*

**POFT 1325**  
**Business Math and Machine Applications**  
Skill development in business math problem-solving using electronic technology.  
*Pre/Corequisite: READ 301 or equivalent*  
*Lecture Hrs. = 3, Lab Hrs. = 1*

**PSTR 1301**  
**Fundamental of Baking**  
Fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts and doughnuts. Instruction in flours, fillings and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the evaluation of baked products.  
*Lecture Hrs. = 1, Lab Hrs. = 7*

**PSTR 2331**  
**Advanced Pastry Shop**  
A study of classical desserts, French and International pastries, hot and cold desserts, ice creams and ices, chocolate work, and decorations. Emphasis on advanced techniques.  
*Lecture Hrs. = 1, Lab Hrs. = 7*

**PSYC 2301**  
**Introduction of Psychology**  
A survey of the fields of general psychology; the biological and psychological basis of human behavior, intelligence, motivation, emotion, learning, personality, memory, and psychopathology.  
*Prerequisite: ENGL 302 or equivalent, READ 302 or equivalent*  
*Lecture Hrs. = 3, Lab Hrs. = 0*

**PSYC 2314**  
**Life Span Growth and Development**  
A study of the relationship of the physical, emotional, social, and mental factors of growth and development throughout the life span from birth to death.  
*Prerequisite: READ 302 or equivalent, ENGL 301 or equivalent*  
*Lecture Hrs. = 3, Lab Hrs. = 0*

**PSYC 2317**  
**Statistics for Behavioral Sciences**  
A course designed to provide a background in statistics for students in psychology and the social sciences. Includes elementary probability theory, measures of central tendency, variability, correlation and regression, the normal curve of probability, and statistical inference.  
*Prerequisite: PSYC 2301, READ 302 or equivalent, ENGL 302 or equivalent, MATH 330 or equivalent*  
*Lecture Hrs. = 3, Lab Hrs. = 0*

**SOCI 1301**  
**Introductory Sociology**  
The principles of social organization including the study of social groups, culture, social change, personality population, rural and urban communities, social class and caste systems, and social institutions such as the family, recreation and religion.  
*Prerequisite: ENGL 302 or equivalent, READ 302 or equivalent*  
*Lecture Hrs. = 3, Lab Hrs. = 0*

**SOCI 1306**  
**Social Problems**  
The course focuses on the study of social disorganization and reorganization with emphasis on the following topics: socio-economic inequality and poverty, majority and minority groups, family and divorce, aging and retirement, deviance and crime, and mental illness and suicide.  
*Prerequisite: ENGL 302 or equivalent, READ 302 or equivalent*  
*Lecture Hrs. = 3, Lab Hrs. = 0*

**SOCI 2319**  
**Multi-Cultural Studies**  
This course focuses on the conflicts, dilemmas, and social problems that arise in multicultural societies. Special emphasis is placed on issues such as racism, sexism, and the ‘politics of identity’. The course also examines a variety of remedies for the problems noted above. These include: the expansion of civil rights, affirmative action, and recognition of minority cultures.  
*Prerequisite: ENGL 302 or equivalent, READ 302 or equivalent*  
*Lecture Hrs. = 3, Lab Hrs. = 0*

**SOCI 2336**  
**Criminology**  
In this course, the focus is on the study of crime as a form of deviant behavior. Subjects to be considered are as follows: nature and extent of crime; past and present theories as well as evaluation of prevention, control, and treatment programs.  
*Prerequisite: ENGL 302 or equivalent, READ 302 or equivalent*  
*Lecture Hrs. = 3, Lab Hrs. = 0*
**SOCI 2339**  
**Juvenile Delinquency**  
This course provides an overview of the nature and extent of delinquency, as well as the juvenile justice system. Emphasis will be on the comparison of competing theoretical explanations/models and theories; evaluation of prevention, control, plus the evaluation of treatment programs.  
Prerequisite: READ 302 or equivalent, ENGL 302 or equivalent  
Lecture Hrs. = 3, Lab Hrs. = 0

**SPAN 1411**  
**Beginning Spanish**  
For students with little or no previous knowledge of Spanish. Vocabulary and grammar are taught through a variety of cognitive teaching methods including the use of patterned response drills, memorization of mini-dialogues, and the analysis of contextually related readings. Proper pronunciation is stressed throughout the course.  
Prerequisite: READ 300 or equivalent  
Lecture Hrs. = 3, Lab Hrs. = 3

**SPAN 1412**  
**Intermediate Spanish**  
Continuation of SPAN 1411.  
Prerequisite: SPAN 1411, READ 300 or equivalent  
Lecture Hrs. = 3, Lab Hrs. = 3

**SPCH 1315**  
**Principles of Public Speaking**  
This course includes preparation and delivery of various types of speeches with emphasis upon such fundamental principles as self-confidence, poise, directness, posture, stress, voice, and articulation. Speech types include announcements and expository, informative, persuasive, after dinner, and radio speeches.  
Prerequisite: READ 300 or equivalent  
Lecture Hrs. = 3, Lab Hrs. = 3

**SPCH 1318**  
**Interpersonal Communication**  
This course is designed for the student who wants to improve communication skills in a one-to-one settings or small groups. A study and practice of effective interpersonal concepts and techniques with emphasis on self-improve-ment and includes subjects such as listening, assertive communication, verbal and nonverbal communication and dealing appropriately with conflict.  
Prerequisite: READ 300 or equivalent  
Lecture Hrs. = 3, Lab Hrs. = 3

**SPCH 1321**  
**Business and Professional Communication**  
Business and Professional Communication applies the techniques of oral communication to business and professional settings that people might encounter in business situations. Discussion and practical application include: methods and theory; problem-solving; the research, organization, and presentation of speeches; trends in media; interviewing.  
Prerequisite: READ 300 or equivalent  
Lecture Hrs. = 3, Lab Hrs. = 0

**TECM 1301**  
**Industrial Mathematics**  
Math skills applicable to industrial occupations. Includes fraction and decimal manipulation, measurement, percentage, and problem-solving techniques for equations and ratio/proportion applications.  
Lecture Hrs. = 2, Lab Hrs. = 6

**TECM 1341**  
**Technical Algebra**  
Application of linear equations, simultaneous equations, and quadratic equations relevant to technical occupations.  
Prerequisite: READ 300 or equivalent, MATH 310 or equivalent  
Lecture Hrs. = 3, Lab Hrs. = 0

**TECM 1349**  
**Technical Math Applications**  
Fundamentals of trigonometry and geometry as used in a variety of technical settings. Topics include the use of plane and solid geometry to solve areas and volumes encountered in industry.  
Prerequisite: READ 300 or equivalent, MATH 310 or equivalent  
Lecture Hrs. = 3, Lab Hrs. = 0

**WDWK 1413**  
**Cabinet Making I**  
Design and construction of base cabinets and wall cabinets for kitchens and bathrooms. Emphasis on the safe use of portable and stationary power tools.  
Lecture Hrs. = 2, Lab Hrs. = 6

***WDWK 1491**  
**Special Topics in Cabinet Maker and Millworker**  
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.  
Lecture Hrs. = 3, Lab Hrs. = 4
**WDWK 2431**
Cabinet Making III  
Techniques of furniture making.  
*Lecture Hrs. = 2, Lab Hrs. = 6*

**WDWK 2451**  
Cabinet Making II  
Advanced skills in machine woodworking and hand craftsmanship. Emphasizes advanced design and door and drawer construction, laminate installation.  
*Lecture Hrs. = 2, Lab Hrs. = 6*

**WLDG 1412**  
Introduction to Flux-Cored Arc Welding (FCAW)  
An overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and butt joints using self-shielding and dual-shield electrodes.  
*Lecture Hrs. = 2, Lab Hrs. = 8*

**WLDG 1417**  
Introduction to Layout and Fabrication  
A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.  
*Lecture Hrs. = 2, Lab Hrs. = 8*

**WLDG 1430**  
Introduction to Gas-Metal Arc Welding (GMAW)  
A study of the principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs.  
*Lecture Hrs. = 2, Lab Hrs. = 8*

**WLDG 1434**  
Introduction to Gas Tungsten Arc (GTAW) Welding  
An introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs.  
*Lecture Hrs. = 2, Lab Hrs. = 8*

**WLDG 1453**  
Intermediate Layout and Fabrication  
An intermediate course in layout and fabrication. Includes design and production of shop layout and fabrication. Emphasis on symbols, blueprints, and written specifications.  
*Lecture Hrs. = 2, Lab Hrs. = 8*

**WLDG 1457**  
Intermediate Shielded-Metal Arc Welding (SMAW)  
A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions.  
*Lecture Hrs. = 2, Lab Hrs. = 8*

**WLDG 2406**  
Intermediate Pipe Welding  
A comprehensive course on pipe welding using the shielded-metal arc welding (SMAW) process. Position of welds will be 1G, 2G, 5G, and 6G using various electrodes. Topics covered include electrode selection, equipment setup, and safe shop practices.  
*Lecture Hrs. = 2, Lab Hrs. = 8*

**WLDG 2413**  
Intermediate Welding Using Multiple Processes  
Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shielded-metal arc welding (SMAW), gas-metal arc welding (GMAW), flux-cored arc welding (FCAW), gas-tungsten arc welding (GTAW), or any other approved welding process.  
*Lecture Hrs. = 2, Lab Hrs. = 8*

**WLDG 2443**  
Advanced Shielded-Metal Arc Welding  
Advanced topics based on accepted welding codes. Training with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions.  
*Lecture Hrs. = 2, Lab Hrs. = 8*

**WLDG 2453**  
Advanced Pipe Welding  
Advanced topics involving pipe welding using the shielded-metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes.  
*Lecture Hrs. = 2, Lab Hrs. = 8*
Chapter 5

ABOUT LEE COLLEGE /
HUNTSVILLE CENTER
History of Lee College

Lee College was established in 1934, and when registration was completed for that first semester, 177 students had enrolled in the inaugural session of Lee Junior College of Goose Creek, Texas. The Board of Trustees of the Goose Creek Independent School District had agreed as early as 1931 that a junior college should be established to provide educational opportunity to students who could not otherwise afford it.

The first graduation was on May 24, 1935, with four women receiving diplomas: Juanita Barrington (Mrs. David Holm), Byrtis Avery (Mrs. Elmer Brinkley), La Del Payne (Mrs. Barney Hillard) and Hudnall Spence (Mrs. Robert Southwick). A 33 percent increase in the fall of 1935 boosted the enrollment to 236.

The founders of the college were interested in providing a strong academic curriculum and a comprehensive occupational curriculum. In 1936 the vocational program was initiated. Later it became known as the Robert E. Lee Institute, Vocational Division of Lee Junior College. No college credit was given for work in the institute until 1941, and it did not become an integral part of the college until 1945, following a two-year period when no technical/vocational courses were offered.

By the mid 1940s, the administration and faculty of the college had become increasingly aware that the college needed its own governing board. In 1945 Walter Rundell, one of the original faculty members, became Dean of Lee College. Dean Rundell became the guiding force behind major developments for the two decades which followed. In 1948 the name was changed to Lee College. In the same year, Lee College gained accreditation from the Southern Association of Colleges and Schools. The Association urged Lee College to develop a campus facility separate from the high school.

Huntsville Center

A significant event in the history of Lee College occurred in 1966, when the college, under the leadership of Dean Rundell and George Beto, in cooperation with the Texas Department of Corrections, began a program of courses in the state’s prison system.

LCHC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate of Applied Science degree. Certificates of Completion are also awarded in several technical programs.